



BRIHANMUMBAI MAHANAGARPALIKA

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

ASSTT. ENGINEER(MAINT.) DEPARTMENT

Address - Office of Asstt. Engineer (Maint),
2nd Floor, M/East Ward Building,
M. T. Kadam Marg, Govandi,
Mumbai-400043.

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Introduction

Assistant Engineer (Maintenance & Repair)

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, Maintenance & repair, M/East ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Engineer (Maintenance & repair), M/East ward whose office is situated at M/East ward office, 2nd Floor, M/East Ward Building, M. T. Kadam Marg, Govandi, Mumbai-400043. The

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

The Municipal Corporation of Greater Mumbai has decentralized most of the main departments and placed the relevant sections of these departments under the Assistant Commissioner at ward level. Maintenance department is an important department in the Ward Office and it is operated by the Sub Engineers and Junior Engineers working under the Assistant Engineer (Maintenance & Repair) is under administrative control of Assistant Commissioner. The Assistant Engineer (Maintenance & Repair) is the sectional Head of Ward who is responsible for the maintenance & repairs of Municipal roads & properties with the help of departmental artisans and approved private contractors. He has to take appropriate action on the unauthorized constructions detected on Roads & footpaths. This department issues various permissions like Mandap Permission, Trench permission, shooting permission etc. as per various norms.

Beat wise responsibility of the electrol wards rests with the Jr. Engineers. The Jr. Engineers works under the supervision of the Sub Engineer & the control of Assistant Engineer. Road engineer/sub engg is responsible for upkeep maintenance of major & minor roads and road engineer/sub engineer is responsible for overall maintenance and safe guarding the site of stolen man hole cover, surrounding portion of manhole and lodging complaint/F.I.R Inco-ordination with police authority for vigilance and look out for suspected miscreants with the help of local resident. The preview of this department is quite extensive and the staff such as Mukadam & Labours in Roads & Repair sections, Mistry, Carpenter, Mason, Blacksmith, Plumber etc work in this department. Material required for the various departmental works is provided by Store Clerk.

As per Central Right to Information Act 2005, designated officer is appointed as Public Information Officer Maintenance & Repair for Maintenance & Repair department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Maintenance & Repair Dept.

Assistant Engineer (M & R)
M/East ward

SECTION 4 (1) (b) (i)

The particulars of functions & duties of the public authority

1	Name of the Section	Office of Assistant Engineer (Maintenance & Repair)
2	Address	M/East Ward office Bldg, M. T. Kadam, Govandi, Mumbai-400043
3	Head of the office	Assistant Engineer, Maintenance & Repair
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 Holidays- Sunday & Public Holidays
5	Chowky Timings	07:30 am – 2:30 pm
6	Contact Details	Telephone no : 022-25502270
7	Parent Government Department	City Engineer
8	Reporting to which office	Assistant Commissioner, M/East ward Ward Ex. Engineer, M/East ward
9	Jurisdiction Geographical	East - Thane Khadi, Ramkrishna Chemburkar marg, R. C. F. Colony, C.G. Marg, Panjrapole Jn. West - W. T. Patil marg, Subhash nagar nalla. South – Thane khadi. North – Arabian sea.
10	Vision	1. Well maintained Roads & Footpath 2. Well maintained Municipal Properties 3. Development of Traffic Islands
11	Objectives	To Repair & Maintain Roads and Footpath & Municipal Properties.
12	Functions	(a) Repair & Maintenance of Minor Roads & Footpath in Ward. (b) Repair & Maintenance of Municipal Properties in purview of the Estate Department. (c) To demolish the unauthorized encroachments on footpath, roads & Municipal Plots.

		<p>(d) Issuance permits to the excavation of trenches on roads to the various utility services & various departments of MCGM.</p> <p>(e) Granting of Mandap Permission for social & regional purpose on Roads, Footpath & Municipal Properties.</p> <p>(f) Reinstatement of trenches and upkeep maintainace of major and minor roads</p> <p>(g) Detection of dilapidated building and prepare upkeep list of Municipal properties</p> <p>(h) Granting of Ganapati Mandap Permission on Roads, Footpath & Municipal Properties.</p> <p>(i) Improvement of RG Plots & Garden.</p> <p>(j) Improve roads under Section 63 (K) of MMC Act. (refer pg. no. __) and improve private layout roads as per recommendation of Prakash Mehta Committee under 306 of MMC act by improving road under 63k of MMC act by utilizing 1/3 rd grant of Municipal councuillor / M.L.A & M.P. and 2/3 rd grant from Municipal budget.</p> <p>(k) Acquire the Setback area of the road & merge the same into the road by following recent circular of MRTP act by removing authorized structures (refer pg. no. __)</p> <p>(l) Removal of Bottlenecks by following guidelines as per bottleneck policy . (refer pg. no. __)</p> <p>(m)Action in respect of dangerous Municipal buildings for following recent guidelines.</p>
		<p>1. Trench Permission : -</p>

<p>14</p>	<p>Details of Services provided (In Brief)</p>	<ul style="list-style-type: none"> • Issuance of permits for the excavation of trenches on roads to various utility Services & Various departments of MCGM is granted as per Trench Guideline Circular Policy issued by Municipal Commissioner u/no. MGC / F/1835 dated 17.11.2007. (attached) and various recent circular • Permission for laying augmentation of the utility pipelines / cables shall be granted only during the fair season starting from 1st October till 30th April. For trench exclusively on footpath / paver blocks, the permission shall be granted upto 30th April. • From 16th April to 30th September, for the fault repair, sanction of Zonal D.M.C. shall be obtained as far as possible before undertaking excavation. • As per recent circular vide no. MGC/F/9974 dated 04.02.2013 <p>2. Issuance of Ganpati Mandap Permission is granted as per Circular u/no MDF / OD / 8358/Gen dt. 11.06.2013.</p> <p>3. Issuance of Film Shooting permission.</p> <p>4. Bottleneck :-</p> <ul style="list-style-type: none"> • Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started due to precipitant.
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		<ul style="list-style-type: none"> • Reference Circular – AMC/ES/D/168 (ChE/1876/DPC/Gen) Dated 25.02.2004. • Recently we are using MRTP 56 clause. (Power to require removal of authorized development or use.) • (AMC/ES/9141 dt. 14.10.2011. <p>5. 63 K Road :-</p> <ul style="list-style-type: none"> • Arising out of representation from residents of private layouts and Public representatives, that layout residents are paying Municipal taxes and therefore roads should be maintained by MCGM. • Reference Circular ChE/1484/Roads Dated 16.05.2009 <ul style="list-style-type: none"> (i) As per the circular 1/3 cost of up gradation shall be borne by Co. Op. Hsg. Society of Residents, 2/3 cost by MCGM and the private street shall be declared public under section 306 of MMC Act 1888 before taking up the works. However, in case 1/3 construction cost is not deposited by Co. Op. Hsg. Society / Federation of Societies and roads in private layout are to be improved using Municipal Funds, M.P./MLA funds then sanction under section 63 K (ii) As per old circular u/no.CE/7651/Roads of
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12.08.1976 and
CE/12162/Roads/VI of
09.04.1979
for declaring road under 63 k of
M.M.C act.

6. Departmental Maintenance & Repair :-

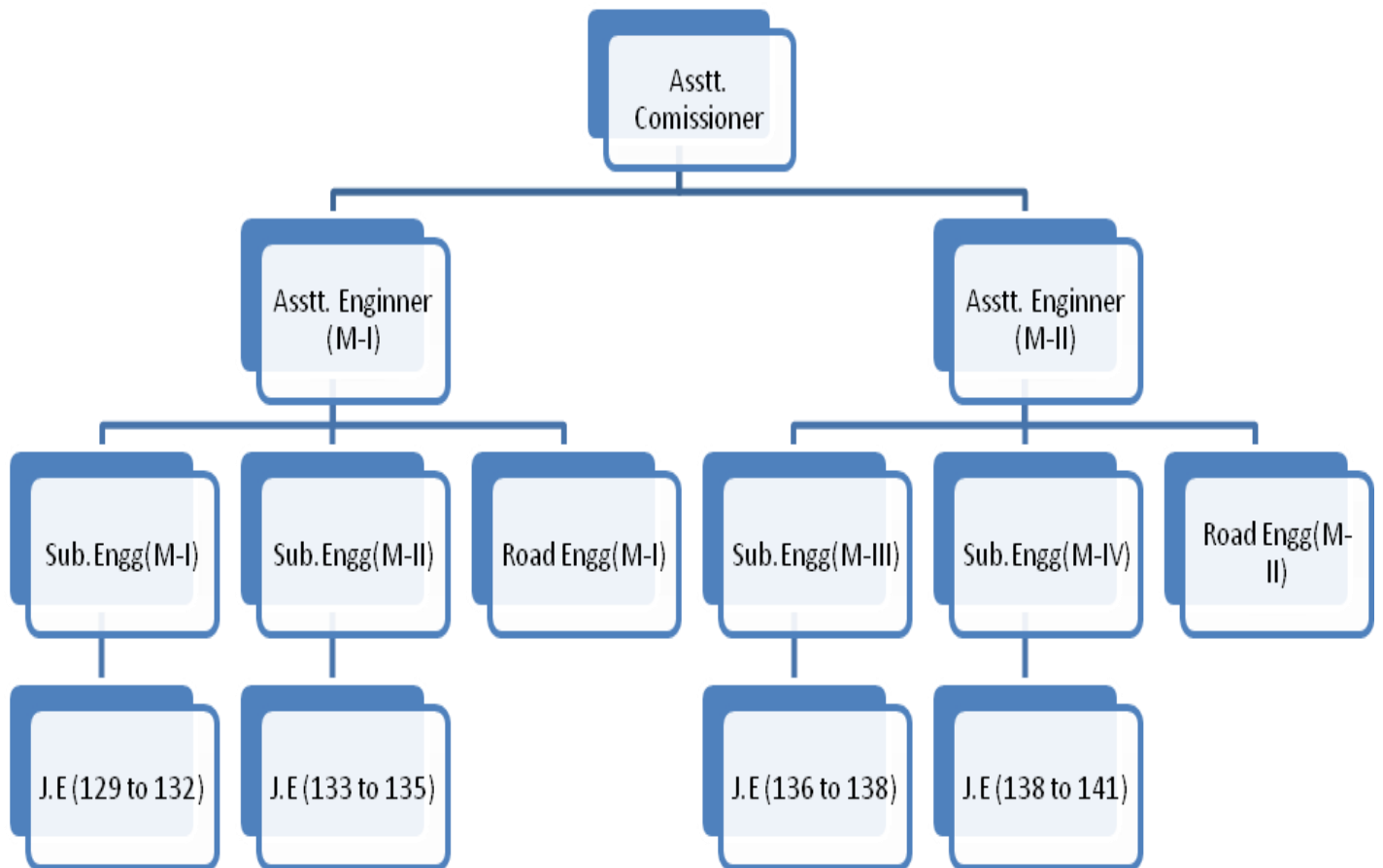
- Beat wise responsibility of the electrol wards rests with the Junior Engineers. The Junior Engineers works under the supervision of the Sub Engineer and the control of Asstt. Engineer. The Junior Engineer reports to his chowky along with his workmen at 7.30 a.m. the labour distribution is carried out after singing the muster at 7.30 a.m.
- A group of workmen (gang) comprising of 2 to 3 labours, the skilled labours such as mason, carpenter and plumber is formed and additional labours as per the extent of job is provided to that gang. A job Slip is issued to gang to carryout various day to day work. The job Slip is prepared by the Junior Engineer according to nature and priority of complaint and it is signed by Mistry and the Junior Engineer. The address of Municipal property where the work is to be carried out, nature of work and the number of workmen is mentioned in the job slip.
- Up keep maintenance of road repair work and reinstatement of trenches by RE/Sub engineer.
- Generally, sufficient material is brought to the chowkies from the Central Store. The non-scheduled items are also procured by following due procedures or by calling for the quotations,

		<p>from the open market. The material thus procured is stocked in the store and is in position with supervision / clerk. This material is transported to the work site in Municipal vehicles.</p> <ul style="list-style-type: none"> • Junior Engineers, Mistry / Mukadam visit the work site, at least once, for supervision and guidance. The Junior Engineer reports to the office to attend the office work in the afternoon session between 2.300 p.m. to 5.30 p.m <p>7. E-Tendering :-</p> <ul style="list-style-type: none"> • Preparation of Estimate by J.E. • Obtain Administrative approval from ward Committee or DMC etc. • Estimate is uploaded in SAP System in A.E. or SE's ID (R3 Module) • BID is created by S.E. using his/her ID. SRM Module E tendering. • BID is forwarded to E.E. Ward for publishing on Municipal Website. • Ward E.E. Publish the Tender (SRM E tender login Approval) • List of Bidder and letter to successful 1st Bidder with 5 % contract amount to deposit with MCGM • PO is created by A.E. in SAP Module. • Release P.O. Amount by A.O.
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		<ul style="list-style-type: none"> • Create Contract by E.E. ward in SAP System. • PO is generated by A.E. in SAP and released by E.E. Ward. • PO printout is taken by AE and issued to Bidder. <p>8. CWC contractor, trench contractor, premonsoon , upkeep maintenance work and desilting/desludging work</p>
15	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached (Page No.____)
16	Organization's structural Chart	As per separate sheet attached (Page No.____)

Details of Departmental Chowky in Asstt. Engineer (Maint) Section

Sr. No.	Type	Name of Chowky	Address of Chowky
1.	Maintenance	Shivaji Nagar Chowky	Maintenance Chowky Ration office, Bajiprabhu deshpane Marg, Govandi(E), Mumbai – 400 043.
2.	Maintenance & Road Repairs chowky	Road Repairs Chowky	M.T.Kadam Marg Near Ayesha hall, Deonar colony, Govandi, Mumbai – 400 043.
3.	Maintenance	Deonar Chowky	Deonar Colony, Govandi, Mumbai – 400 043.
4.	Maintenance & Road Repairs chowky	Ankur Chowky	Near govandi railway station
5.	Maintenance	Kena Market Chowky	Near Kena market, Govandi bridge, near Govandi station, Mumbai – 400 043
6.	Maintenance	Cheetah Camp Chowky	Near Trombay Police station, Trombay – 400 088.
7.	Maintenance	SPPL Mankhurd Chowky	SPPL Bldg. no. 19, Ground floor
8.	Maintenance	Maintenance Mankhurd Chowky	Opp. Mankhurd Mun. School, Mankhurd(E), Mumbai – 400 043.
9.	Maintenance	Aziz Baug Chowky	Aziz Baug road, vashinaka, Chembur



SECTION 4(1)(b) (ii)

The powers of officers and employees in the office of Assistant Engineer (Maint)

A-Financial Powers

Sr. No.	Designation	Powers - financial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Rs.3000/-	AS per the circular no CA/FRD/I48 dated 31.01.2013	
2	Sub Engineer (Maintenance)	Nil	N.A.	
3	Junior Engineer (Maintenance)	Nil	N.A.	

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

B-Administrative Powers

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/G Rs	Remarks
1	Assistant Engineer (Maintenance)	Please refer to Delegation of powers to Asst.Engineer (Pg. no.16)	1. MMC Act 1888 2. MRTP Act1966	
2	Sub Engineer (Maintenance)	Please refer to Delegation of powers to Sub Engineer (Pg. no.20)	1. MMC Act 1888 2. MRTP Act1966	
3	Junior Engineer (Maintenance)	Please refer to Delegation of powers to Junior .Engineer (Pg. no.21)	1. MMC Act 1888 2. MRTP Act1966	

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

C-Magisterial Powers

Sr. No.	Designation	Powers – Magisterial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Nil	N.A.	
2	Sub Engineer (Maintenance)	Nil	N.A.	
3	Junior Engineer (Maintenance)	Nil	N.A.	

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

D-Quasi Judicial Powers

Sr. No.	Designation	Powers – Quasi Judicial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Appointed as public information officer under RTI Act 2005	Circular No. MOM/8957 dt. 02.01.2006	
2	Sub Engineer (Maintenance)	Nil	N.A.	
3	Junior Engineer (Maintenance)	Nil	N.A.	

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

E- Judicial Powers

Sr. No.	Designation	Powers – Judicial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Nil	N.A.	
2	Sub Engineer (Maintenance)	Nil	N.A.	
3	Junior Engineer (Maintenance)	Nil	N.A.	

Section 4 (1) (b) (ii)

The duties of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

ASSISTANT ENGINEER (MAINTENANCE & REPAIR)

Asstt. Engineer (Maintenance & Repair) of the ward work as per Mumbai Municipal Act, 1888, Maharashtra Regional & Town Planning Act, 1966. His work includes repairs and maintenance of Municipal Roads, Footpath, Ward Offices, Staff Quarters, Estate properties, Municipal Chowkies, Roads, Depots, Maternity Homes, Dispensaries, PSC Blocks, Municipal Cemeteries, Fire Brigade, Schools Welfare Centre, Conservancy Chawls, **desilting of minor nallas and road side S.W.D to minimize the flooding spots** either departmentally or through the e-tendering. He Issues Trench permission, Ganpati Mandap, Social, Regional Mandap Permission, Shooting Permission, acquire setback area of the road & merge the same into the Road, remove Bottleneck, demolish unauthorized encroachments on Municipal Roads, Footpath & Municipal properties.

Assistant Engineer (Maintenance & Repair) of the ward is responsible to Assistant 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 Ward Executive Engineer in respect of technical matters..

Asstt. Engineer (Maintenance & Repair) of the ward is assisted by Junior Engineer & Sub-Engineers to execute daily work. Respective Roads & Repairs Labour, Mukadam, Mistry, Carpenter, Mason, Plumber etc. help Junior Engineers & Sub-Engineers of the department to attend day to day complaints received.

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

1. Exercise full control over the executive as well as the clerical and labour staff working in his section and ensure that all of them function efficiently.
2. Issuance of Trench permissions to various utilities as well as to various departments of MCGM.
3. Issuance of Film shooting permission on Municipal Roads & properties.
4. Issuance of Ganpati Mandap/Navratri/social /religious permission on Municipal Roads & properties.
5. To acquire setback, bottle neck & Road Line.
6. To remove the encroachments on roads with the help of Sub Engineers and Jr. Engineers.
7. To supervise the work of store supervisor store clerk and the labours in the store and insure smooth functioning of the store.
8. To ensure that the necessary information is furnished to the concerned officers, in time and to take action on the defaulting staff, in case of delay.
9. To put up indents for the store item after discussion with the Sub Engineers and arrange for the requisite stock and to check for its quality and quantity. Material Checking norms.
 - 25 % of the store items, once in three months
 - 25 % of the depot items, once in three months
 - To dispose off the scrap material by following due procedure.
10. To carry out inspection to assess the condition of major roads.
11. To ensure prompt disposal of the complaints. To check the registers and daily diaries, at least fortnightly and monthly, respectively.
12. To exercise control on the municipal funds available, with the help of Head Clerk (Expenditure) and distribute the said funds among the Sub Engineers, appropriately and make them responsible for the utilization of funds.

13. To implement the orders issued by higher authorities.
14. To take appropriate action on the unauthorized constructions, detected on municipal roads & footpath.
15. To take timely action of propping, cordoning and demolition of dilapidated municipal buildings. To serve demolition notices on receipt of orders from the Executive Engineer or higher authorities.
16. To check at least 20 % of mass supply of materials and the contract bills. To check the estimate pertain to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
17. To accept and serve notices under various Municipal Acts and take necessary action in the matter.
18. To visit major works in the ward at least once in a week.
19. To maintain the municipal properties and other buildings in the purview of the Estate Department (e.g. School, Hospitals, etc.)
20. To co-ordinate with the Law officers as regards the Court-case lodged by the MCGM or the matters against MCGM.
21. To get dilapidated municipal building vacated with the assistance of Police.
22. To visit the sites where labourers work and check on mustering once a month.
23. To co-ordinate with Central Agency as regards major repairs of municipal properties and maintenance of major roads.
24. To attend Ward Committee meetings in the ward office.
25. Review of SAP Complaints
26. Review of MCL A/B/C.
27. Review of MC-P.G. Cases
28. Review of Outstanding Audit Notes (Once monthly with MCA staff)
29. Review of pending Union problems (Once in Two months)
30. Enquiry procedure.
31. To maintain Daily Diary.
32. Desilting of minor nallas and road side SWD.

33. To minimize flooding spots during monsoon.
34. To provide missing manholes and dhapas.
35. Desilting of septic tanks of A.P blocks in slums and Gaothan.
36. To facilitate private layout in areas by providing necessary amenities by recommendation of Prakash Mehta Committee.
37. To provide facilities in slums, Adivasi pada and Gaothan.
38. To provide street lighting in area as per LUX value (illumination) of Reliance energy and TATA power
39. To provide information to applicant under R.T.I act of 2005
40. To attend 1 st and 2nd applicant under R.T.I act as public information officer.

To execute above mentioned works Labours, Mukadams, Mistry, Junior Engineers Sub-Engineers inspect their respective sub-sections and report to the Asstt. Engineer (Maintenance & Repair) of the ward. Based on these reports, further necessary actions are taken by the Asstt. Engineer and the Asstt. Commissioner of the ward and under guidance of the Ward Executive Engineer in case of technical matters.

Following registers are maintained by the office of the Asstt. Engineer (Maintenance & Repair) of the ward :-

1. Notice Register
2. Demolition Register
3. Property Register
4. Set back Register
5. R.T.I. Register
6. MCL A/B/C Register
7. Mandap Permission Register
8. M.C.A. Audit Register
9. F.R.D. Audit Register
10. P.R.D. Audit Register
11. Religious permission register

DUTIES OF SUB-ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer and shall carry out their orders in general.
- 2) Supervision on departmental works.
- 3) To supervise each work under him at the start, during execution, completion and frequently as necessary.
- 4) Supervision on Funds available under various budget heads.
- 5) Timely submission of payments, bills and adjustments.
- 6) Site visit for major faults in the Municipal Buildings
- 7) Consolidation of revenue and outstanding requisition.
- 8) Supervision on employee muster books in order to see that the staff reports on duty in time and the fault entries are not made.
- 9) To check leave and service record and "Dead Stock" register and get them updated.
- 10) To ensure timely action in Court matters and order.
- 11) He shall draft replies to the complaints or references received in his section.
- 12) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 13) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 14) To monitor road work as road engineer.
- 15) Desilting of A.P block
- 16) To monitor desilting work of minor nalla and road side S.W.D
- 17) To monitor flooding spots and try to minimize the same
- 18) To monitor Ganpati idol immersion duties
- 19) To provide facilities in slum and Gaothan

To exercise, perform and discharge duties entrusted under Section 68(Municipal officers may be empowered to exercise certain powers, etc, of the Commissioner.) of M.M.C. Act as per the authority issued by Zonal D.M.C

- 1) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 2) To maintain Daily Diary.
- 3) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register
 7. Mandap Permission Register
 8. M.C.A. Audit Register
 9. Religious permission register

DUTIES OF JUNIOR -ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer & Sub Engineer and shall carry out their orders in general.
- 2) Supervision on departmental works.
- 3) To supervise each work under him at the start, during execution, completion and frequently as necessary.
- 4) Supervision on Funds available under various budget heads.
- 5) Timely submission of payments, bills and adjustments.
- 6) Routine site visit in his jurisdictional area.
- 7) Attending Site chowky and control the labours working under him.
- 8) To check leave and service record and "Dead Stock" register and get them updated.

- 9) To ensure timely action in Court matters and order.
- 10) To carry out joint inspection along with various utilities.
- 11) He shall draft replies to the complaints or references received in his section.
- 12) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 13) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 14) To exercise, perform and discharge duties entrusted under Section 68 of M.M.C.Act as per the authority issued by Zonal D.M.C
- 15) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 16) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register
 7. Mandap Permission Register
 8. M.C.A. Audit Register
 9. Religious permission register
 10. Desilting of A.P block
 11. To monitor desilting work of minor nalla and road side S.W.D
 12. To monitor flooding spots and try to minimize the same
 13. To monitor Ganpati idol immersion duties
 14. To provide facilities in slum and Gaothan

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO ASSISTANT ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act 1888 as amended up to date, Asstt Engineer (Maintenance & Repair) is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses, the numbers of which are given in the first column.

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.3000/- 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.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)(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 building newly created or re-erected.
248(1)(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	Inspection and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinserting 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.
298(2)	To take possession or and clear the lands under this section.

311	To require owners to alter ground floor doors, etc. opening outward.
313(1)	To grant permission for placing stalls, chairs and benches, boxes, ladder, bales etc. on footpath and streets.
314	To remove obstructions etc. on streets made contrary to section 312 or 313.
317	To permit booths on festivals in certain streets.
321(2)	To prevent removal, etc. without permission of fences etc. erected in the streets, while works are in progress.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
324	To restore streets opened or broken up when the person responsible fails to do so.
325	To require person permitted to open streets to provide for diversion of traffic etc.
326(2)&(3)	To regulate hoarding etc. in streets.
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(4)	Manner of laying gas pipes.
338	To require certain documents on receipt of Notice under Section 337.
339	To refuse to accept plans, etc. not signed by the Licensed Surveyor.
340	To require, further, particulars and details
342	To receive notices of intentions to make additions etc. to building.
343	To require certain documents and particulars on receipt of Notice under Section 342 and to refuse to accept plans, etc. not signed by Licensed Surveyor.
344-A	Supervision of buildings and work.
345	To intimate approval of work of which notice is received.

346(1)	To intimate disapproved of such work.
347(A)(B)& (C)	Prohibiting user of a non-residential buildings or chawl to a residential one and of a residential building or chawl to that of a godown, warehouse, workshop, workplace, factory, stable or a motor garage and prohibiting making or causing any alterations in an existing building originally constructed or authorized to be used for human habitation for the purpose of using it or causing it to be used as a godown, warehouse workshop, workplace, factory, stable or motor garage.
348(1)(a)(b) & (c)	Provision as to buildings, which are to be newly erected.
349	To refuse permission for walls, coverings, etc. of inflammable materials and to require removal of such wall or covering.
350	To inspect buildings in course of erection, alterations, etc
353	To specify any matter in contravention of Act of Bye Law within three months after completion.
353(A)	To grant completion certificate and permission to occupy or use.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
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	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc.

	accumulated due to house collapse etc.
377(1-A)	To require cleansing, clearing or enclosing any premises over grown with rank vegetation, etc.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
394	To prohibit certain articles to be kept and certain trades processes and operation to be carried out without a license to exercise all other powers in respect of the things liable to be seized, destroyed etc, to prevent danger or nuisance.
396 Sub-section (1)	To inspect at any time, by day or by night without notice any premises used for manufacture as mentioned in Section 394 and any premises in which a furnaces employed for the purpose of manufacture and into any bake house to see whether any provision or this Act or any condition of any license is being contravened and as to whether any nuisance is created.
479(5)	To require production of licenses or written permission.
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.
489	To take measures and execute work, etc, failure of compliance with requisitions or orders under provisions of the Act.

492(2)(a)	To call on occupiers to disclose rents for purpose of determining question of liabilities to pay expenses in certain cases.
517(1)(a)	To take or withdraw from proceedings against persons charged with offences against the Act etc. as described in Sub-Clauses (i),(ii) and (iii) of Clause (a).

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO SUB ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act 1888 as amended up to date, Sub -Engineer (Maintenance & Repair), Municipal Corporation of Greater Mumbai is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned:-

EXPLANATION :- The entries in the second column of the below table headed 'Brief Description of Powers to be exercised and performed' are not intended as definitions described in Sections, Sub-Sections of these sections, but are inserted merely as reference to the subjects of the sections, sub-sections and the numbers of which are given in the first column.

Sections	Nature of Powers, Duties and Functions delegated
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. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money payments on account of the Municipal Fund and to lodge them in a bank.
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 undrained 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.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
317	To permit booths on festivals in certain streets.

322	To prevent opening, etc. of streets unless done with permission and to give such permission. (Except for newly constructed roads or capital roads)
322(3)	To remove without notice any building materials or any scaffolding or any temporary erection or any posts, bars, rails, boards or other things by way of enclosure which have been deposited or set up in any street without the permission or authority specified in Sub-section (1) or which having been deposited or set up with such permission or authority, have not been removed within the period specified in the notice issued under Section (2).
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners and occupiers to collect and deposit dust etc.
374	To inspect building or premises to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.

383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
390 (1) (2) (3)	Regulations of factories, trades, etc.
479(5)	To require production of licenses or written permission.
488	To enter premises with assistants etc. to inspect survey and execute works

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO JUNIOR ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act as amended up to date, Junior Engineer (Maintenance & Repair) under Asstt. Commissioner is hereby empowered to exercise, perform or discharge under the control and subject to the revision of the Commissioner, the under mentioned powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of Powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses but are inserted merely as reference to the subjects of the sections, sub-sections and clauses, the numbers of which are given in the first column.

Sections	Nature of Powers, Duties and Functions delegated
231	To enforce drainage of undrained premises situate within a hundred feet of a Municipal drains.
248(1)(c)	To substitute water closet accommodation for any privy accommodation.
253	To inspect and examine all drains, ventilation shafts and pipes cesspools of house gullies, water closets, privies, latrines and urinals to which this Section applied.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place

	or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
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 to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
390 (1) (2) (3)	Regulations of factories, trades, etc.

479(5)	To require production of licenses or written permission.
483	Service of notice - To serve, issue or present or give notices, bills schedules summonses and other such document required by this act to the served upon or issued or presented or given to any person.
488	<p>To enter into or upon buildings or land with or without Assistant or workmen.</p> <ol style="list-style-type: none"> <li data-bbox="459 510 1401 656">1. For the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. <li data-bbox="459 757 1401 958">2. For the purpose of carrying into effect under Section 489 any requisition or order (not only complied with) made by written notices by the Commissioner; under either of the following Section or Sub-section namely Section 257(1). Section 308 Sub-section(2)309, Sub-section(1), Section 311, Section 315(1), Section 325, Section 326(3), Section 329(1), Section 349, Section 351, Sub-section(2), Section 353, Section 354, Section 380 or Section 383(1). <li data-bbox="459 1395 1401 1933">3. For the purpose of leveling, metalling or paving, sewerage, draining, channeling and lightening any private street which the Commissioner with the sanction of the Standing Committee may be empowered under the provision of Section 305 level, metal or pave sewer drains, channel or light to his satisfaction or (1) for the purpose of removing altering or pulling down the building or work which the Commissioner with the approval of the Standing

	<p>Committee may be empowered under the provisions of Sub-section (2)</p> <p>of Section 351 to remove alter or pull down (5) for the purpose of Section 381(2) to fill up cover over or drain off</p> <p>a</p> <p>well, provided that a delegation of power of entry under Section 4888 is to be understood so be subject in each</p> <p>case</p> <p>to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a),(b),(c) and (d) so far as applicable.</p>
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Section 4 (1) (b) (ii)

Supervision Norms

Sr.No.	Designation	Supervision Norms
1	Asstt. Engineer (Maint)	To check at least 20 % of mass supply of materials and the contract bills. To check the estimate pertains to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
2	Sub Engineer (Maint)/ Road Engineer	To supervise each work including road work as road engineer under him at the start, during execution, completion & frequently as necessary.
3	Junior Engineer (Maint)	To supervise each work under him at the start, during execution, completion and frequently as necessary and trench work as Trench (JE)

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 (Maintenance & Repair)

NAME OF THE ACTIVITY:- Action against unauthorized encroachments detected on roads / footpath.

Related provisions:-

Name of the Act/ Acts :- MMC Act 1888 section 314

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity as said above	Steps involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Complaint Received from Public, Staff, from higher authority and others.	1. Site visit	Within 24 Hours	JE / SE	
		2. Inspection Report		Junior Engineer	
		3. Issue 314 Notice if required	Within 7 days	J.E./ S.E. /A.E.	

		4. Arrange demolition by taking order from Asstt. Commissioner.	After expiry 48 Hours from order	J.E./ S.E. /A.E.	
		5. Entry in demolition register		J.E.	
		Demolition report		J.E./S.E.	
		Filing of W.S/A.I.R. in court, in case of stay granted by court restraining MCGM to take further action.	As directed by legal dept.	Junior Engineer / Sub Engineer	

NAME OF THE ACTIVITY: - BOTTLENECK :- Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started precipitating.

Related provisions:-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

Circulars:- 1) AMC /ES/D 168 (Ch E/1876/DPC/Gen) Dated 25.02.2004

2) AMC/ES/9141/II dt.14.10.11

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Bottleneck				
		Preparation of Priority List of Bottlenecks.		Asstt. Commissioner/ A.E. (M & R) of Ward	
		Demarcation of Roads Sanctioned RL, Dp Roads	Within 15 Days from the receipt of the information received from	E.E. (T.C.) / A.E.(Survey) E.E. (D.P.) / A.E.(Survey)	

			the Asstt. Commissioner		
		Collection of Basic Data		J.E. (M & R)	
		Preparation of Inventory		J.E.(M & R) / S.E. (M & R)	
		Documents checking		S.E.(M & R) / A.E. (M & R)	
		Proposals Scrutiny and submission to Competent Authority		Ward E.E.	
		Sanction of Competent Authority		Additions M.C.'s of Zone	
		Removal of Bottleneck		Asstt. Commissioner/ A.E. (M & R) of Ward	
		Roads/ S.W.D. Developments		Ch. Engg (Roads)/Ch. Engg (S.W.D.)	
		Final Compliance to Zonal DMC/Jt. MC's		Asstt. Commissioner of Ward	

NAME OF THE ACTIVITY:- E-tendering

Related provisions:-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	E-tendering	Preparation of Estimate		J.E.	
		Administrative approval		Ward Committee or DMC etc.	
		Estimate is uploaded in SAP System in A.E. or SE's ID (R3 Module)		S.E.	
		BID is created in SRM Module E tendering.		S.E.	
		BID is forwarded to E.E. Ward for publishing on Municipal Website.		S.E.	
		Publish the Tender (SRM E tender login Approval)		Ward E.E.	

		List of Bidder and letter to successful 1 st Bidder with 5 % contract amount to deposit with MCGM.		MCGM Website & A.E./S.E.	
		PO is created in SAP Module.		A.E.	
		Release P.O. Amount.		Account officer	
		Create Contract in SAP System.		Ward E.E.	
		PO is generated in SAP.		A.E.	
		PO is released.		Ward E.E.	
		PO printout is taken and issued to Bidder.		A.E.	

NAME OF THE ACTIVITY: - Permission for trench

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

- MGC/F/1835 dated 17.11.2007
- MGC/F/9974 dated 04.02.2013
- ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013
- ChE/525/SR/Roads dated
- ChE/11888/Rds/SR dated 09.03.2012
- ChE/1075/Roads dated 31.09.2012
- ChE/857/SR/Roads dated 18.02.2012
- Ch.Eng/727/SR/Rds dated 19.03.2010
- AMC/ES/8879/II dated 05.04.2013.

- Ch.E/396/SR/Rds & Tr. Dt.12.09.2013
- Ch.E/455/SR/Rds dated 09.10.2013
- Office Orders:- AMC / ES / 5461 / II DTD. 05/04/2014

- AMC / ES / 5432 / II DTD. 07/04/2014

- AMC / ES / 5597 / II DTD. 21/04/2014

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Trench Permission	As per above circulars			

NAME OF THE ACTIVITY:- Permission for Ganapati Mandap

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

- MDF/OD/8358/Gen datd11.06.2013
- MDF/9629/Gen dated 25.07.2008
- AA/ES/4528 dated 28.07.2008
- AA/ES/D/1971 dated 02.07.2007

AA/9269/Jahirat/201212 dated30.08.2012AMC/ES/8879/II dated 05.04.2013.

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Ganapati Mandap Permission	Scrutiny of documents on receipt of application.	7 days	J.E./S.E.	
		Site Inspection	7 days	J.E./S.E.	
		To demand additional documents/NOC required from applicant, if any.	Within 15 days	J.E./S.E.	
		Forward for Road Engineer's NOC.	Within 15 days	J.E./S.E.	

		To issue demand letter & permission charges after receipt of all required documents.	Within 15 days	J.E./S.E.	
		To issue permission on obtaining approval from competent authority. (Permission is refused if applicant has not submitted all required documents)			

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer (Maintenance & Repair)

Organizational targets (Annual)

Sr. No	Designation	Activity	Financial Targets in Rs.	Time Limit	Remark
1	Asstt.Engineer (M & R)	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	Sub Engineer (M & R)	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)	
3	Junior Engineer (M & R)	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 related with the functions of Assistant Engineer
(Maintenance & Repair)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Trench	<ul style="list-style-type: none"> • MGC/F/1835 dated 17.11.2007 • MGC/F/9974 dated 04.02.2013 • ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013 • ChE/525/SR/Roads dated • ChE/11888/Rds/SR dated 09.03.2012 • ChE/1075/Roads dated 31.09.2012 • ChE/857/SR/Roads dated 18.02.2012 • Ch.Eng/727/SR/Rds dated 19.03.2010 • AMC/ES/8879/II dated 05.04.2013. • Ch.E/396/SR/Rds & Tr. Dt.12.09.2013 • Ch.E./455/SR/Rds Dated 09.10.2013 • AMC / ES / 5461 / II DTD. 05/04/2014 • AMC / ES / 5432 / II DTD. 07/04/2014 • AMC / ES / 5597 / II DTD. 21/04/2014 	
2	Ganapati Mandap Permission	<ul style="list-style-type: none"> • MDF/OD/8358/Gen datd11.06.2013 • MDF/9629/Gen dated 25.07.2008 • AA/ES/4528 dated 28.07.2008 • AA/ES/D/1971 dated 02.07.2007 • AA/9269/Jahirat/201212 dated30.08.2012 	
3	Pothole	<ul style="list-style-type: none"> • Dy. Ch. Eng/1901/Rds(City) dated 15.06.2013 • MGC/F/1074 dated 06.07.2013 • CA/FDT/59 dated 16.03.2013 	
4	E-tendering	<ul style="list-style-type: none"> • CA/FRD/7 dated 17.05.2013 • CA/CPD/36 dated 03.11.2012 	
5	Pay & Park	<ul style="list-style-type: none"> • Dy.ChE/1380/Traffic of 23.05.2013 	
6	Shooting Permission	<ul style="list-style-type: none"> • CA/FRM/3 dated 10.04.2013 	
7	Mahatma Gandhi Pathkranti Yojana	<ul style="list-style-type: none"> • DMC/Special/OD/5468/dated06.03.2012 • DMC/Special/5447 dated03.03.2012 • AMC/ES/944/IV dated 31.03.2012 	
8	Bottleneck	<ul style="list-style-type: none"> • AMC/ES/9141/II dt.14.10.11 	

9	Conversion of Zunaka Bhakar Kendra into Annadata Aahar Kendra	<ul style="list-style-type: none">• AC (PLANNING) / 250 dtd. 30/05/2009• CORPORATION RESOLUTION NO. 1310 DTD. 25/02/2009• IN CONTINUATION WITH AC (PLANNING) / 5890 DTD. 20/03/2013	
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Section 4 (1) (b) (vi)

**Statement of Categories of documents held in the office of Assistant Engineer
(Maintenance & Repair)**

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
'C1' Class Record					
1	Demolition Register	Register		Details of demolitions of unauthorized work carried out under various sections of MMC Act	10 Years
'C' Class Record					
1.	R.T.I Register	Register		Details of application received under R.T.I.Act, replied/forwarded & transferred date.	5 Years
2	Work Orders	Documents		Details of work orders issued to contractor by department	5 Years
3	Measurement Books	Documents		Details of Measurements recorded in M.B.	5 Years
4	Payment Certificate	Documents		Details of Payments issued to the contractor	5 Years
5	Demand Notes & Permits	Documents		Details of Demand Notes & Permits issued to various utility agencies.	5 Years
6	Mandap Permission	Register		Details of Mandap Permission issued to various applicants.	5 Years
'D' Class Record					
1	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
2.	Outward Register(Inte rnal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of K/East ward.	01 Year
3.	Outward Register	Outward papers		Details of Applications/ complaints/ other	01 Year

	(External correspondence)			documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	
4.	Complaint Register	Register		Orally complaint registered.	01 year
5.	RTI application & their reply (Except appeal cases)	Document		Details of application received under RTI Act & reply given to the same.	01 year
6.	First & second appeal made under RTI Act	Document		Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
7	Monthly reports sent to various departments	Document		File papers containing monthly reports sent to various departments	01 years
8	Demolition of structures under MMC Act, MRTP Act & other action completed	Nasti		Nasti files containing papers pertaining to the notice action against structures demolished under MMC Act, MRTP Act & other actions.	01 year (after demolition)

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 of Assistant Engineer (Maintenance & Repair)

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)

**Statement of Boards, Councils, Committees or Other bodies of office of Asstt Engineer
(Maintenance & Repair)**

Sr. No.	Name of the committee board / council / other bodies	Compositio n of committee Board council other bodies	Purpose of the committe e Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whethe r Minutes are availabl e to public or not	Minutes available at.
1	Advance Locality Manageme nt (ALM)	Nil	Nil	Nil	Nil	Nil	Nil

Section 4(1)(b)(ix)**Directory of the officers and employees in the office of Asst Engineer (Maintenance & Repair) M/E ward.**

Sr.No	Designation	Name of offices/Employees	Cadre	Dt.Of Joining the post	Conta
1	Asst Engineer	Shri Bendre Ganesh C	B	02-04-1990	022-25502270
2	Asst Engineer	Shri Wagh Sandipkumar	B	06-07-2005	022-25502270
3	Sub Engineer	Shri Pawar Satish Ananda	B	15-03-2007	022-25502270
4	Sub Engineer	Shri Dalavi Akshay M	B	02-03-2007	022-25502270
5	Sub Engineer	Shri Mahajan Vijay	B	22-03-2007	022-25502270
6	Sub Engineer	Shri Patil Bhushan	B	17-03-2007	022-25502270
7	Sub Engineer	Shri Jaiswar Abhimanyu	B	12-03-2007	022-25502270
8	Sub Engineer	Shri Mogal Yogesh	B	Only working arrangement	022-25502270
9	Jr.Engineer	Shri Marathe Yugandhar	C	17-09-2013	022-25502270
10	Jr.Engineer	Smt Mali Sujata	C	03-03-2012	022-25502270
11	Jr.Engineer	Shri Ishi Vijay	C	30-01-2009	022-25502270
12	Jr.Engineer	Shri Tambe Sujit Vishnu	C	01-04-2009	022-25502270
13	Jr.Engineer	Shri Salunkhe Sunil Ananta	C	11-06-2010	022-25502270
14	Jr.Engineer	Shri Purkar Yugant D	C	22-04-2013	022-25502270
15	Jr.Engineer	Shri Bhosale Machhindra T	C	02-03-2010	022-25502270
16	Jr.Engineer	Shri Hadwale Supriya	C	23-11-2015	022-25502270
17	Jr.Engineer	Shri Sable Prakash D	C	07-03-1992	022-25502270
18	Jr.Engineer	Shri Kamble Vaibhav V	C	30-07-2016	022-25502270

Section 4(1)(b)(ix)

Directory of the officers and employees in the office of Asst Engineer (Maintenance & Repair) M/E ward

Sr.No	Designation	Name Of Employees	Cadre	Basic pay	GRP	DA	WC	CA	SPA	TA	MMA	HRA	TOTALSALARY
1	Asst Engineer	Shri Bendre Ganesh C	B	26060	5400	39325	0	463	0	1600	0	9438	82286
2	Asst Engineer	Shri Wagh Sandipkumar	B	21910	5400	34138	0	0	0	1600	0	8193	71241
3	Sub Engineer	Shri Pawar Satish Ananda	B	14710	4600	23963	0	463	0	1200	0	5751	50547
4	Sub Engineer	Shri Dalavi Akshay M	B	13990	4600	23238	0	463.812	0	1200	0	5577	49268.12
5	Sub Engineer	Shri Mahajan Vijay	B	17810	4600	28013	1200	463	0	1200	0	6723	58809
6	Sub Engineer	Shri Patil Bhushan	B	16510	4600	26388	0	463	0	1200	0	6333	55494
7	Sub Engineer	Shri Jaiswar Abhimar	B	14710	4600	24138	0	463.13	0	1200	0	5793	50904.13
8	Sub Engineer	Shri Mogal Yogesh	B	Working arrangement									
9	Jr.Engineer	Shri Marathe Yugandhar	C	11450	4300	19688	0	463	0	600	0	4725	41226
10	Jr.Engineer	Smt Mali Sujata	C	11930	4300	20288	0	463.13	0	600	0	4869	42450.36
11	Jr.Engineer	Shri Ishi Vijay	C	11450	4300	19688	0	463	0	600	0	4725	41226
12	Jr.Engineer	Shri Tambe Sujit Vishnu	C	11450	4300	19688	0	463	0	600	0	4725	41226
13	Jr.Engineer	Shri Salunkhe Sunil Ananta	C	10100	4300	18000	0	0.29	210	600	0	4320	37530.29
14	Jr.Engineer	Shri Purkar Yugant	C	11450	4300	19688	0	463.13	0	600	0	4725	41226.12
15	Jr.Engineer	Shri Bhosale Machhindra T	C	10540	4300	18550	0	463	0	1200	0	4452	39505
16	Jr.Engineer	Shri Hadwale Supriya	C	10540	4300	18550	0	0	0	600	0	4452	38442
17	Jr.Engineer	Shri Sable Prakash D	C	12970	4300	21588	0	463.53	0	600	0	5181	45102.53
18	Jr.Engineer	Shri Kamble Vaibhav V	C	10100	4300	18000	0	463.53	0	600	0	4320	37783.53

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer (Maintenance & Repairs) M/East Ward for the year 2014-2015

Sr No	Budget Head Description	Grants received (InLakhs)	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Unforeseen Grant Beat no 129	60.00	53.97	
2	Unforeseen Grant Beat no 130	60.00	59.07	
3	Unforeseen Grant Beat no 131	60.00	59.01	
4	Unforeseen Grant Beat no 132	60.00	59.01	
5	Unforeseen Grant Beat no 133	60.00	44.61	
6	Unforeseen Grant Beat no 134	60.00	51.44	
7	Unforeseen Grant Beat no 135	60.00	59.50	
8	Unforeseen Grant Beat no 136	60.00	53.07	
9	Unforeseen Grant Beat no 137	60.00	59.03	
10	Unforeseen Grant Beat no 138	60.00	58.50	
11	Unforeseen Grant Beat no 139	60.00	59.60	
12	Unforeseen Grant Beat no 140	60.00	59.90	
13	Unforeseen Grant Beat no 141	60.00	59.90	
14	Ward committee	1300.00	1240.41	
15	General Civil Repairs - S.W.Drain	70.00	70	
16	Repairs & reconst. Of SWM Chowky	20.00	14.95	

17	General Civil Repairs -Footpath	130.00	126.87	
18	Genral Civil Repairs – Administrative Building	18.05	18.04	
19	Vadavali Gaothan	25.00	24.97	
20	Mankhurd Gaothan	25.00	24.02	
21	Trombay Koliwada	25.00	23.43	
	Trombay Gaothan	25.00	24.85	
22	Borbadevi Gaothan	25.00	25.57	
23	Govandi Gaothan	25.00	25.80	
24	Mandala Gaothan	25.00	25.20	
25	Pailipada Gaothan	25.00	21.78	
26	Deonar gaothan	25.00	23.78	
27	Agarwadi Gaothan	25.00	24.90	
28	General Civil Repairs -Schools	20.00	18.63	
29	General Civil Repairs – Passage	364.44	360.62	
30	General Civil Repairs- Public Toilet PSC Block	500.00	457.3	

Form B for Previous Year
(2015-16)

Sr No	Budget Head Description	Grants received (InLakhs)	Grants Utilized	Remarks
1	Unforeseen Grant Beat no 129	60.00	59.94	
2	Unforeseen Grant Beat no 130	60.00	58.37	
3	Unforeseen Grant Beat no 131	60.00	58.84	
4	Unforeseen Grant Beat no 132	60.00	59.42	
5	Unforeseen Grant Beat no 133	60.00	57.88	
6	Unforeseen Grant Beat no 134	60.00	51.62	
7	Unforeseen Grant Beat no 135	60.00	52.64	

8	Unforeseen Grant Beat no 136	60.00	56.26	
9	Unforeseen Grant Beat no 137	60.00	59.64	
10	Unforeseen Grant Beat no 138	60.00	50.32	
11	Unforeseen Grant Beat no 139	60.00	55.48	
12	Unforeseen Grant Beat no 140	60.00	55.16	
13	Unforeseen Grant Beat no 141	60.00	59.52	
14	Ward committee	1300.00	1283.23	
15	General Civil Repairs - S.W.Drain	70.00	67.55	
17	General Civil Repairs -Footpath	18.55	5.41	
18	Genral Civil Repairs – Administrative Building	18.05	18.04	
19	Vadavali Gaothan	25.00	21.4	
20	Mankhurd Gaothan	25.00	24.33	
21	Trombay Koliwada	25.00	27.55	
	Trombay Gaothan	45.00	40.82	
22	Borbadevi Gaothan	25.00	20.53	
23	Govandi Gaothan	25.00	19.64	
24	Mandala Gaothan	25.00	24.04	
25	Pailipada Gaothan	25.00	27.68	
26	Deonar gaothan	25.00	24.98	
27	Agarwadi Gaothan	25.00	26.4	
28	General Civil Repairs -Schools	40.00	17.95	
29	General Civil Repairs – Passage	364.47	364.4	
30	General Civil Repairs- Public Toilet PSC Block	493.88	452.45	

Section (1) (b) (xii)
**Manner of execution of subsidy programs,
g the amounts allocated and the details of
aries of such programs**

Sr. No.	Name And Address of Beneficiary	Amount of Subsidy/Concession Sanctioned
1	NIL	NIL

Section 4(1)(b)(Xiii)

**Particulars of recipients of concessions, permits or authorizations granted in the office of
Assistant Engineer (Maintenance and Repair)**

Sr. N o.	Name of the License	License No	Issued On	Valid Up to	Gener al Condit tions
1	NIL	NA	NA	NA	NA

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Assistant Engineer (Maintenance and Repair)

Sr. No.	Type of Documents file/Register	Sub Topic	In Which Electronic format it is kept	Person in Charge
1	Various External Utility Trench permission	Permit/Purchase order for execution of work	It is on SAP system and displayed on MCGM Portal	Ward Executive Engineer M/East Ward and Asstt. Engineer Maint.1&2
2	E-Tendering and CWC Work	Purchase Order/Payment Certificate of Various Work in M`/East Ward	It is on SAP system and displayed on MCGM Portal	Ward Executive Engineer M/East Ward and Asstt. Engineer Maint.1&2
3	Religious /Shooting Permission	Permit	It is on SAP system and displayed on MCGM Portal	Ward Executive Engineer M/East Ward and Asstt. Engineer Maint.1&2

Section 4(1)(b)(xv)

Particulars of facilities for citizen for obtaining information in the office of Assistant Engineer (Maintenance & Repair)

Types of facilities -

Information about facilities for inspection of record

Sr. No	Type of Facility	Timings	Procedure	Location
1	Inspection of Record	3.00 p.m. to 5.00 pm on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hours will be charged however fee of Rs .5 /- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Asstt. Engineer , maintenance Department , , Room No. 203, 2 nd Floor, M/East Office, M.T. Kadam marg, Govandi (West) Mumbai -400043.

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Section 4(1)(b)(xv)

**Details of public information officers / appellate authority in the jurisdiction of (Public authority)
in the office of Assistant Engineer (Maintenance & Repairs)**

Sr. No	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No	Appellate authority
1	Shri. Ganesh C. Bendre	Asstt. Engineer (Maint) I	Electrol ward no. 134,135,136,137,138,139,142,143	Maintenance Department , Room No. 203, 2 nd Floor, M/East Office, M.T. Kadam marg, Govandi (West) Mumbai -400043.	Shri. Atul Kothari, Ex. Engineer M/East Ward, Room No. 203, 2 nd Floor, M/East Office, M.T. Kadam marg, Govandi (West) Mumbai - 400043.
2	Shri. Sandipkumar Wagh	Asstt. Engineer (Maint) II	Electrol ward no. 140,141,144,145,146,147	Maintenance Department , Room No. 203, 2 nd Floor, M/East Office, M.T. Kadam marg, Govandi (West) Mumbai -400043.	Shri. Atul Kothari, Ex. Engineer M/East Ward, Room No. 203, 2 nd Floor, M/East Office, M.T. Kadam marg, Govandi (West) Mumbai - 400043.

Section 4(1)(b)(xvi)

Details of public information officers / appellate authority in jurisdiction of (Public Information Commission) in the office of Assistant Engineer (Maintenance)

Sr. No	Name of PIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph. No.
1	Shri. Ganesh C. Bendre Asstt. Engineer (Maint) I	Shri Bhushan Patil	Sub.Eng	Information regarding the various work of beat no 129 to 132.	Contact No- 022-25502270
2	Shri. Ganesh C. Bendre Asstt. Engineer (Maint) I	Shri Satish Pawar	Sub.Eng	Information regarding the various work of beat no 133 to 135.	Contact No- 022-25502270
3	Shri. Ganesh C. Bendre Asstt. Engineer (Maint) I	Shri Akshay Dalvi	Road Engineer	Information regarding the various work including road work of beat no 129 to 135	Contact No- 022-25502270
4	Shri. Sandipkumar Wagh (Asstt.Eng.Maint.II)	Shri Abhimanyu Jaiswar	Sub.Eng	Information regarding the various work 136 to 138.	Contact No- 022-25502270
5	Shri. Sandipkumar Wagh (Asstt.Eng.Maint.II)	Shri Vijay Mahajan	Sub.Eng	Information regarding the various work 139 to 141.	Contact No- 022-25502270
6	Shri. Sandipkumar Wagh (Asstt.Eng.Maint.II)	Shri Yogesh Mogal	Road Engineer	Information regarding the various work including road work of beat no 136 to 141	Contact No- 022-25502270

Details of public information officers /APIO's/ appellate authority in the jurisdiction of (public authority) in the office of Assistant Engineer (Maintenance)

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting
1	Shri. Atul Kothari,	Ward Ex.Engineer	M/East Ward	A.E.(Maintenance) M/East Ward

Section 4 (1) (b) (xvii)

ROADS IN M/EAST WARD

List of Major Roads in M/East ward				
Sr. No.	Location of work	Length in Mtr.	Width in Mtr.	Type of Road
1	Shankara Colony road	260.00	18.30	Asphalt
2	90' D.P. road Shivaji Nagar	1000.00	27.40	Asphalt
3	Ahilyabai Holkar Marg	800.00	16.50	Concrete
4	Premjyot society road	300.00	36.60	Asphalt
5	Baji prabhu Deshpande Marg	800.00	18.30	Concrete
6	Dumping Road	450.00	27.40	Concrete
7	Taxi stand road	300.00	13.40	Asphalt
8	60' DP road PMGP	300.00	18.30	Asphalt
9	G.M. link Road	3200.00	61.00	Concrete
10	MGR Road	410.00	18.00	Asphalt
11	V.N. Purav Marg	3200.00	24.40	concrete
12	90' DP road PMGP	600.00	27.40	Concrete
13	90' DP road Baiganwadi	800.00	27.40	Concrete
14	Deonar Colony road	400.00	13.40	Concrete
15	Sonapur road	700.00	13.40	Paver
16	Tata Nagar road	1000.00	18.30	Concrete
17	Ancialiary complex road	194.00	13.40	Paver
18	Goutam Nagar Road	300.00	13.40	Concrete
19	Periphery road	1000.00	27.40	Concrete
20	P.L. Lokhande Marg	700.00	27.40	Concrete
21	V.N. Purav Marg	800.00	53.35	Concrete

22	Mankhurd Station Road	480.00	24.40	Concrete
23	Agarwadi Road	250.00	18.30	Asphalt
24	Agarwadi Road	139.00	18.30	Asphalt
25	Deonar Village road	1400.00	18.30	Paver
26	Govandi Station road	1000.00	18.30	Concrete
27	Road in front of Shatabdi Hospital	500.00	13.40	Asphalt
28	Sunderbaug road	400.00	13.40	Asphalt
29	W.T. Patil Marg	1100.00	36.60	Concrete
30	N G Acharya Marg	250.00	18.30	Concrete
31	C.G. Gidwani Road (From RCF gate to Panjarpole gate)	1650.00	36.60	Concrete
32	Road Leading to RCF	300.00	18.30	Asphalt
33	L.U. Gadkari Marg	600.00	18.30	Asphalt
34	L.U. Gadkari Marg	1200.00	10.00	Asphalt
35	Vir Kakkaya Marg	500.00	12.00	Asphalt
Total length of Major Road		27283.00		

List of Minor Roads in M/East ward				
Sr.No.	Location of work	Length in Mtr.	Width in Mtr.	Type of Road
1	Cross Road between plot No.-23-32	65.00	4.50	Asphalt
2	Cross Road between plot No.-23-34	65.00	4.50	Asphalt
3	Cross Road between plot No.-27-13	65.00	4.50	Asphalt
4	Cross Road between plot No.-28-19	65.00	4.50	Asphalt
5	Abdul Hameed Marg	560.00	6.50	Asphalt
6	Baba Nagar road Rafi Nagar	65.00	6.10	Asphalt
7	Cross Road between plot No.-1-2	65.00	4.50	Asphalt
8	Cross Road between plot No.-2-3	65.00	4.50	Asphalt
9	Cross Road between plot No.-25-1	65.00	4.50	Asphalt
10	Cross Road between plot No.-3-4	65.00	4.50	Asphalt
11	Cross Road between plot No.-4-5	65.00	4.50	Asphalt
12	Cross Road between plot No.-5-6	65.00	4.50	Asphalt
13	Durga Seva Sangh road	140.00	6.10	Asphalt
14	Lotus Colony road between 13-12 to 10-09	90.00	4.50	Asphalt
15	Lotus Colony road between 15-14 to 13-12	90.00	4.50	Asphalt
16	Lotus Colony road between 16-17 to 15-14	90.00	4.50	Asphalt
17	Lotus Colony road between 18-20 to 16-17	90.00	4.50	Asphalt
18	Lotus Colony road between 21-22 to 19-20	90.00	4.50	Asphalt
19	Lotus Colony road between 23-25 to 21-22	90.00	4.50	Asphalt
20	Lotus Colony road between 26-27 to 25-24	90.00	3.50	Asphalt
21	Rafi Nagar Cross road	60.00	6.10	Asphalt
22	Rafi Nagar road	210.00	6.10	Asphalt
23	Shivaji Nagar Road No.-1	455.00	6.10	Asphalt
24	Post office lane	400.00	4.00	Asphalt

25	Cross Road between plot No.-13-14	65.00	4.50	Asphalt
26	Cross Road between plot No.-14-15	65.00	4.50	Asphalt
27	Cross Road between plot No.-15-16	65.00	4.50	Asphalt
28	Cross Road between plot No.-16-17	65.00	4.50	Asphalt
29	Cross Road between plot No.-17-18	65.00	4.50	Asphalt
30	Cross Road between plot No.-19-20	65.00	4.50	Asphalt
31	Cross Road between plot No.-20-21	65.00	4.50	Asphalt
32	Cross Road between plot No.-21-22	65.00	4.50	Asphalt
33	Cross Road between plot No.-22-23	65.00	4.50	Asphalt
34	Cross Road between plot No.-23-24	65.00	4.50	Asphalt
35	Cross Road between plot No.-29-30	65.00	4.50	Asphalt
36	Cross Road between plot No.-30-31	65.00	4.50	Asphalt
37	Cross Road between plot No.-31-32	65.00	4.50	Asphalt
38	Cross Road between plot No.-32-33	65.00	4.50	Asphalt
39	Cross Road between plot No.-33-43	65.00	4.50	Asphalt
40	Cross Road between plot No.-43-48	65.00	4.50	Asphalt
41	Road in front of Ambedkar Garden	210.00	6.50	Asphalt
42	Shivaji Nagar Road No.-2	455.00	6.10	Paver
43	Shivaji Nagar Road No.-3	615.00	6.10	Asphalt
44	Shivaji Nagar Road No.-4	590.00	6.10	Asphalt
45	Shivaji Nagar Road No.-5	590.00	6.10	Asphalt
46	Cross Road between plot No.-10-11	65.00	4.50	Asphalt
47	Cross Road between plot No.-11-12	65.00	4.50	Asphalt
48	Cross Road between plot No.-2-3	65.00	4.50	Asphalt
49	Cross Road between plot No.-34-35	65.00	4.50	Asphalt
50	Cross Road between plot No.-35-36	65.00	4.50	Paver
51	Cross Road between plot No.-36-37	65.00	4.50	Asphalt
52	Cross Road between plot No.-37-38	65.00	4.50	Asphalt
53	Cross Road between plot No.-38-43	65.00	4.50	Asphalt

54	Cross Road between plot No.-40-41	65.00	4.50	Asphalt
55	Cross Road between plot No.-41-42	65.00	4.50	Asphalt
56	Cross Road between plot No.-42A-43A	65.00	4.50	Asphalt
57	Cross Road between plot No.-43-49	65.00	4.50	Asphalt
58	Cross Road between plot No.-43A-50	65.00	4.50	Asphalt
59	Shivaji Nagar Road No.-6	600.00	6.10	Paver
60	Shivaji Nagar Road No.-7	370.00	6.50	Asphalt
61	Cross Road between plot No.-14-15	65.00	4.50	Asphalt
62	Cross Road between plot No.-15-16	65.00	4.50	Asphalt
63	Cross Road between plot No.-16-17	65.00	4.50	Asphalt
64	Cross Road between plot No.-17-18	65.00	4.50	Asphalt
65	Cross Road between plot No.-4-3	65.00	4.50	Asphalt
66	Cross Road between plot No.-4-5	65.00	4.50	Asphalt
67	Cross Road between plot No.-5-6	65.00	4.50	Asphalt
68	Cross Road between plot No.-7-8	65.00	4.50	Asphalt
69	Cross Road between plot No.-8-9	65.00	4.50	Asphalt
70	Cross Road between plot No.-9-10	65.00	4.50	Asphalt
71	Shivaji Nagar Road No.-8	640.00	6.50	Asphalt
72	Shivaji Nagar Road No.-9	640.00	6.50	Asphalt
73	Kamla Raman Nagar Road	560.00	3.00	Paver
74	Rd. from Furkaniya chowk to Dumping rd.	110.00	2.50	Asphalt
75	Cross Road between plot No.-19-20	65.00	4.50	Paver
76	Cross Road between plot No.-20-21	65.00	4.50	Paver
77	Cross Road between plot No.-21-22	65.00	4.50	Paver
78	Cross Road between plot No.-22-23	65.00	4.50	Paver
79	Cross Road between plot No.-23-24	65.00	4.50	Paver
80	Cross Road between plot No.-25-26	65.00	4.50	Paver
81	Cross Road between plot No.-25A-25	65.00	4.50	Paver

82	Cross Road between plot No.-26	65.00	4.50	Paver
83	Cross Road between plot No.-26-27	65.00	4.50	Paver
84	Cross Road between plot No.-27-28	65.00	4.50	Paver
85	Cross Road between plot No.-28-29	65.00	4.50	Paver
86	Cross Road between plot No.-29-30	65.00	4.50	Paver
87	Shastri Nagar Road	200.00	6.50	Paver
88	Shivaji Nagar Road No.-10	670.00	6.50	Asphalt
89	Shivaji Nagar Road No.-11	440.00	6.50	Asphalt
90	Shivaji Nagar Road No.-12	550.00	6.50	Asphalt
91	30' DP road PMGP	125.00	4.75	Paver
92	Cross Road adjacent to plot -37A	65.00	3.50	Asphalt
93	Cross Road adjacent to plot -38	65.00	3.50	Paver
94	Cross Road adjacent to plot -39-38	65.00	3.50	Paver
95	Cross Road adjacent to plot -40	65.00	3.50	Asphalt
96	Cross Road adjacent to plot -40-39	65.00	3.50	Asphalt
97	Road No.-13 Shivaji Nagar	500.00	6.50	Asphalt
98	Road No.-14, Baiganwadi AM	90.00	18.30	Asphalt
99	Road No.-14, Baiganwadi WBM	300.00	8.00	Asphalt
100	Shivneri Road	150.00	4.00	Asphalt
101	Cross Road between plot No.-33A-34	65.00	4.50	Paver
102	Cross Road between plot No.-34-35	65.00	4.50	Paver
103	Cross Road between plot No.-35-36	65.00	4.50	Paver
104	Cross Road between plot No.-36-37	65.00	4.50	Asphalt
105	Cross Road between plot No.-39-40	65.00	4.50	Paver
106	Cross Road between plot No.-40-41	65.00	4.50	Paver
107	Cross Road between plot No.-41-33A	65.00	4.50	Paver
108	Cross Road between plot No.-43A-54	65.00	4.50	Asphalt
109	Road leading to Bharat Nagar Mankhurd	150.00	5.00	Asphalt
110	Road between 60' DP road and service road PMGP	150.00	6.00	Asphalt

111	B' sector Internal road - 10 X 10	210.00	6.00	Paver
112	Balaji Mandir road	290.00	7.00	Asphalt
113	Datta nagar road	180.00	4.00	Asphalt
114	Internal road at C sector	75.00	6.00	Asphalt
115	Internal road at G sector	170.00	5.50	Paver
116	Johnson-Jacob road	450.00	8.00	Paver
117	Market road	180.00	8.00	Paver
118	Mirza Galib road	740.00	7.00	Asphalt
119	Road between F & B sector	177.00	7.00	Asphalt
120	Road between K & G sector	175.00	8.00	Paver
121	Road between maternity home & K-Sector	175.00	6.00	Paver
122	Road from Market to Karbala maidan in C sector	210.00	8.00	Asphalt
123	Road leading to dattanagar adajcent to sanitorium	120.00	5.00	Asphalt
124	Road leading to Star English School behind	210.00	6.50	Asphalt
125	Shiva Mandir road	90.00	6.00	Asphalt
126	Basera society road from Dinqury upto culvert	150.00	6.50	Asphalt
127	Kerbala House road Pailipada	71.00	3.50	Asphalt
128	Mandala Village road	476.00	8.00	Asphalt
129	Pailipada road	450.00	6.50	Asphalt
130	Trombay cemetery road	120.00	4.50	Asphalt
131	Trombay loop road	855.00	7.00	Asphalt
132	Deonar Farm road	1000.00	13.00	Paver
133	Dinqury road	1200.00	8.00	Asphalt
134	Trombay Jetty Road	500.00	6.10	Paver
135	Road along Deonar Cemetery	235.00	6.50	Asphalt
136	Road along F-block garden to Deonar Cly.	350.00	6.50	Asphalt
137	Road infront of dog canel	200.00	8.00	Asphalt
138	Road near F-block	200.00	8.00	Asphalt

139	Sathenagar Road	600.00	8.00	Asphalt
140	Road between F & H	225.00	8.00	Paver
141	Bhimwadi Road	295.00	5.50	Asphalt
142	Lumbini baug road	260.00	6.30	Paver
143	New Limbini baug road	250.00	4.60	Paver
144	P.Y. Thorat Marg	298.00	6.40	Asphalt
145	Rd. from AP block-37 to Railway compound	118.00	6.90	Asphalt
146	Rd. from Hanuman Mandir to Railway Compound	230.00	6.00	Asphalt
147	Rd. from P.L. Lokhande Marg to siddharth Garden	330.00	5.70	Paver
148	Borbadevi Road	300.00	4.00	Asphalt
149	Mankhurd Village road	800.00	3.50	Paver
150	Service road	500.00	6.00	Asphalt
151	Fire brigade road	250.00	4.80	Paver
152	Ganeshwadi Road	1200.00	6.00	Asphalt
153	Jain Mandir road	430.00	5.00	Asphalt
154	loop road at Govandi village	400.00	4.00	Asphalt
155	Post office road	150.00	8.00	Asphalt
156	Road between A-14 & A-18	90.00	3.00	Asphalt
157	Road between A-31-block & A-37 block	150.00	3.00	Asphalt
158	Road between B-2 & B-6	120.00	3.50	Asphalt
159	Road between B-block & A-block	180.00	3.50	Asphalt
160	Road between B-block & Ambedkar Garden	250.00	4.00	Asphalt
161	Road between Deonar Maternity home & B-block	80.00	6.00	Asphalt
162	Road between E-9 & E-4	200.00	5.00	Paver
163	Road between H & G	100.00	5.00	Asphalt
164	Road between shopping centre and H-block	100.00	5.00	Asphalt
165	Road from B-26 to A-10	250.00	6.00	Asphalt
166	Jai Bhavani Marg R.C. Marg upto Ambedkar Vidyalyaya	600.00	5.50	Paver
167	Aziz baug road	150.00	9.15	Asphalt

168	Indira Nagar road	150.00	2.00	Paver
169	Om Ganesh Nagar road, Ambedkar Vidyalaya upto Amar Panbidi shop	800.00	5.00	Paver
170	Om Ganesh Nagar road, Cross road	130.00	5.00	Paver
171	Sharadwadi road	250.00	4.00	Paver
172	Toleram tower road	400.00	8.00	Paver
173	Wadivali village road	400.00	5.00	Paver
174	Road leading R.C. Marg to Laxmi Colony	150.00	8.00	Paver
175	Anik Village road	365.00	3.00	Paver
176	Bharat Nagar road	505.00	6.50	Paver
177	Bharat Nagar road	250.00	4.00	Paver
178	Gavanpada road	600.00	5.00	Paver
179	Milan Society road	300.00	4.00	Asphalt
180	Nagababa Nagar	150.00	5.00	Paver
181	Prayag Nagar road	20.00	4.00	Paver
182	RNA Road	300.00	9.00	Paver
183	Vishnu Nagar road	465.00	8.00	Paver
Total length of Minor Road		5235.00		