



# **BRIHANMUMBAI MAHANAGARPALIKA**



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

## **ASSTT. ENGINEER(MAINT.) DEPARTMENT**

Address - Office of Asstt. Engineer (Maint),  
1st Floor, M/West Ward Building,  
Sharadbhau Acharya Marg, Chembur,  
Mumbai-400071

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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/West 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/West ward whose office is situated at M/West ward office, 1st Floor, M/West Ward Building, Sharadbhau Acharya Marg, Chembur, Mumbai-400071. 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) is under administrative control of Assistant Commissioner.

The Assistant Engineer (Maintenance) 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 manhole 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 (Maint.)  
M/West 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)
2	Address	1st Floor, M/West Ward Building, Sharadbhau Acharya Marg, Chembur, Mumbai-400071
3	Head of the office	Assistant Engineer (Maintenance)
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 : <b>25284000/25225000</b> Extn : 184  Email Asst. Eng -
7	Parent Government Department	City Engineer
8	Reporting to which office	Assistant Commissioner, M/West ward Ward Ex. Engineer, M/West ward
9	Jurisdiction Geographical	M/West ward is bounded by the W. T. Patil Marg, G. M. Link Road on the East, Tansa Pipe Line on West, Sommaiyya Nalla on North and Mahul Creek on South.
10	Vision	<ol style="list-style-type: none"> <li>1. Well maintained Roads</li> <li>2. Well maintained Municipal Properties</li> <li>3. M.M.R.D.A had commissioned MONORAIL project connecting Chembur to Sant Gadgebaba Chowk. Considering future development upkeep surrounding roads for easy access towards various Mono station</li> </ol>
11	Mission	<ol style="list-style-type: none"> <li>1. To Repair &amp; Maintain Minor Roads, Footpath &amp; Municipal Properties, Removing encroachment along Tansa Water main, R. C. Marg and M. G. Road widening.</li> <li>2. Demolition or repairing of dilapidated Municipal buildings in M/W ward.</li> </ol>
12	Objectives	To Repair & Maintain Roads and Footpath & Municipal Properties.
13	Functions	<p>(α) Repair &amp; Maintenance of Minor Roads &amp; Footpath in Ward.</p> <p>(β) Repair &amp; Maintenance of Municipal Properties in</p>

		<p>purview of the Estate Department.</p> <p>(χ) To demolish the unauthorized encroachments on footpath, roads &amp; Municipal Plots.</p> <p>(δ) Issuance permits to the excavation of trenches on roads to the various utility services &amp; various departments of MCGM.</p> <p>(ε) Granting of Mandap Permission for social &amp; regional purpose on Roads, Footpath &amp; Municipal Properties.</p> <p>(φ) Reinstatement of trenches and upkeep maintainance of major and minor roads</p> <p>(γ) Detection of dilapidated building and prepare upkeep list of Municipal properties</p> <p>(η) Granting of Ganapati Mandap Permission on Roads, Footpath &amp; Municipal Properties.</p> <p>(ι) Granting of Film shooting permission on Municipal Roads.</p> <p>(φ) Acquire the Setback area of the road &amp; merge the same into the road by following recent circular of MRTP act by removing authorized structures (refer pg. no.____)</p> <p>(κ) Removal of Bottlenecks by following guidelines as per bottleneck policy . (refer pg. no.____)</p> <p>(λ) Action in respect of dangerous Municipal buildings for following recent guidelines.</p>
14	Details of Services provided ( In Brief)	<p>1. Trench Permission : -</p> <ul style="list-style-type: none"> <li>• Issuance of permits for the excavation of trenches on roads to various utility Services &amp; Various departments of MCGM is granted as per Trench Guideline Circular Policy issued by Municipal Commissioner u/no. MGC / F/1835</li> </ul>

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 1<sup>st</sup> October till 30<sup>th</sup> April. For trench exclusively on footpath / paver blocks, the permission shall be granted upto 30<sup>th</sup> April.
- From 16<sup>th</sup> April to 30<sup>th</sup> 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

2. Issuance of Ganpati Mandap Permission is granted as per Circular u/no MDF / OD / 8358/Gen dt. 11.06.2013.

3. Issuance of Film Shooting permission.

4. Bottleneck :-

- Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started due to precipitant.
- 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.

5. 63 K Road :-

- 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

(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 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, 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.
- 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 2.30 p.m. to 5.30 p.m

#### 7. E-Tendering :-

- 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 1<sup>st</sup> 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.
- 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.

8. CWC contractor, trench contractor, premonsoon , upkeep maintenance work and desilting/desludging work

9. Mahatma Gandhi Pathkranti Yojana:-

- It is a scheme to clear the footpath of encroachment.
- Certain roads are identified in each ward.
- Cutoff date is 01.01.1995 / 01.01.2000.
- The eligible hutment dwellers are offered alternate accommodation.

		<ul style="list-style-type: none"> <li>• To draw lottery to decide alternate accommodation in presence of all eligible hutments dwellers.</li> <li>• After shifting mass demolition to be carried out.</li> <li>• The footpath so cleared should be immediately developed for public usage.</li> <li>• AMC/ES/944/IV dated 31.03.2012</li> <li>• DMC/RE/Z.Su/4274 dated 26.02.2013.</li> </ul> <p>10. Clearance of encroachment along Tansa water main</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	Contact no.
1.	Road & Repair	Tembe Bridge Chowky	Near Amar Mahal Bridge	
2.	Road & Repair	Tilaknagar Chowky	Tiaknagar, near Railway Station	
3.	Road & Repair	Shatabdi Chowky	W. T. Patil Marg, near Shatabdi Hospital	
4.	Road & Repair	Chembur Camp Chowky	Behind BJP Office, C. G. Road	

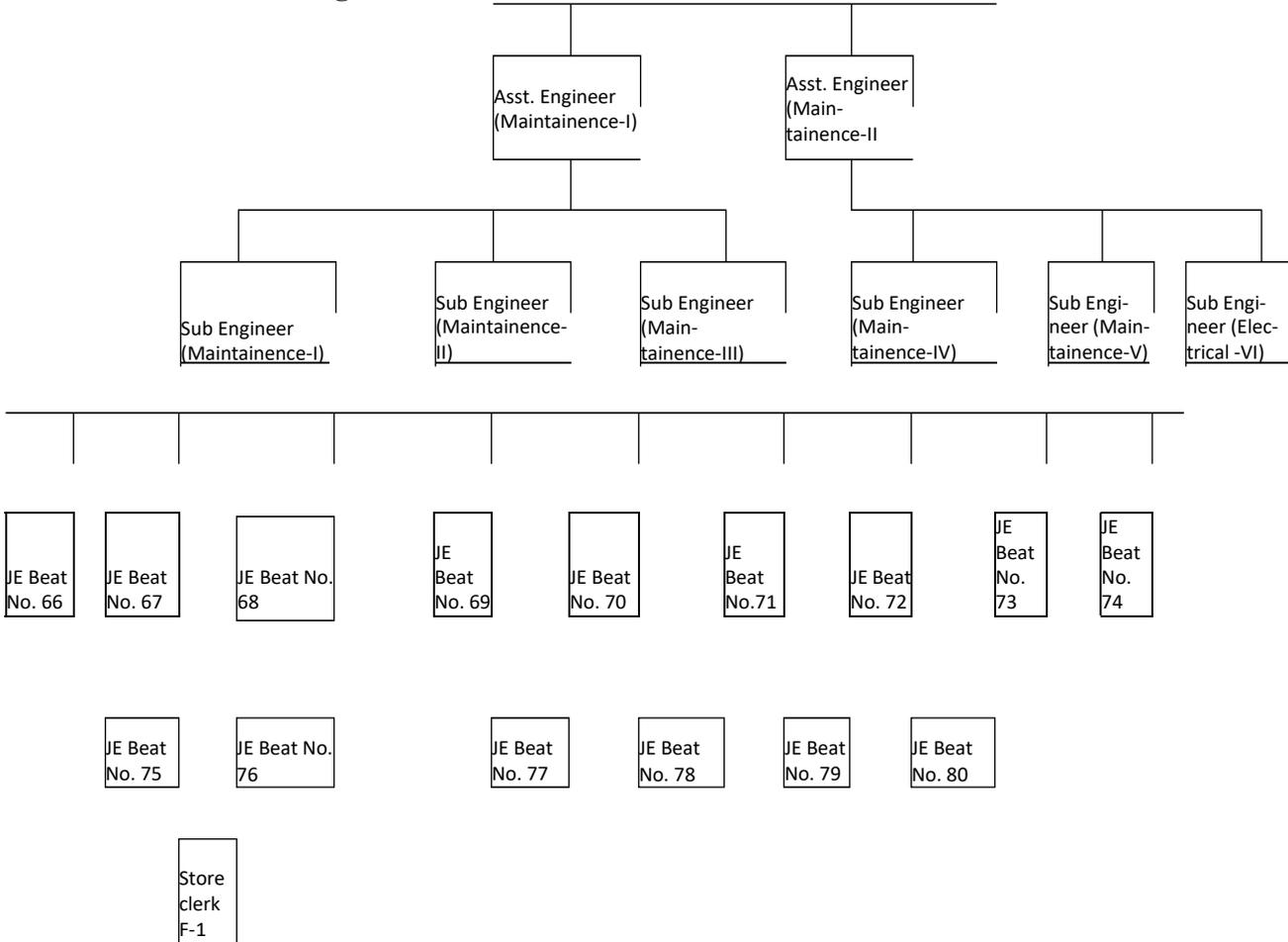
**Physical Assets of Asst. Engineer (Maintenance) M/West Ward**

<b>Sr. No.</b>	<b>Name &amp; Address</b>		<b>Remark</b>
1.	Late Shri. N. G. Ahcarya Udyan, Junction of MDS Marg & V. N. Purav Marg, Chembur.	Garden	
2.	Dr. Babasaheb Ambedkar Udyan Junction of MDS Marg, 19 <sup>th</sup> Road, Chembur.	Garden	
3.	Sadguru Kadam Baba Udyan, Near Chembur Station Municipal School	Garden	
4.	Swatantrya Sainik Udyan, Dr. Soare's Road, Chembur	Garden	
5.	Late Shri. D. K. Sandu Udyan, Junction of D. K. Sandu Road & 10 <sup>th</sup> Road	Garden	
6.	Gangamata Udyan, Thakkar Bappa Colony, Chembur	Garden	
7.	J. Navmal Maidan, Chembur Camp, Chembur	Garden	
8.	Kumar Jagdish Alias Pappu Udyan, Subhashnagar, Chembur	Garden	
9.	Garden Plot adjoining S. N. Acharya School, Anik Village, Chembur	Garden	
10.	Garden Plot Near Gandhi Maidan, D. K. Sandu Marg, Chembur	Garden	
11.	Garden Plot Near Sai Arpan Building, Mysure Colony, Chembur	Garden	
12.	Bhakti Park Garden, Near Imax Theatre Anik Village	Garden	
13.	Lokmanya Tilak Maidan, Near Sahakar Cinema, Tilak Nagar	Playground	
14.	Mahatma Gandhi Maidan, 15 <sup>th</sup> Road, Chembur	Playground	
15.	Ramesh Atmaram Alias Bhau Pradhan Kridangan, Subhashnagar, Chembur	Playground	
16.	Playground addressed to Municipal School, Tilak Nagar, Chembur	Playground	
17.	Playground near Ayyappa Temple, Bldg. No. 9 & 10, Sahakar Nagar, Chembur.	Playground	
18.	Playground Near Marawali Church, R.C. Marg, Chembur	Playground	
19.	S.L. Rokade Maidan, Near Municipal School	Playground	
20.	Shri. Nanak Bhojwani Udyan	Playground	
21.	Shri Ganesh Udyan, Between Bldg. No. 122 & 35.	Playground	
22.	Playground Near Adarsha Vidyalaya, Sahakar Nagar, Chembur.	Playground	

23.	Playground Near Bldg. No. 92, 93, Tilak Nagar, Chembur	Playground	
24.	Playground Near Bldg. No. 95, 96, Tilaknagar, Chembur	Playground	
25.	Playground Near Bldg. No. 98, Tilak Nagar, Chembur	Playground	
26.	Playground Near Bldg. No. 101, Tilak Nagar, Chembur	Playground	
27.	Playground Near Bldg. No. 104, 105, Tilaknagar, Chembur	Playground	
28.	Playground Near Bldg. No. 109-110, Tilak Nagar, Chembur	Playground	
29.	Playground Near Bldg. No. 111-112, Tilak Nagar, Chembur.	Playground	
30.	Playground Near Ghatla Municipal School, Chembur	Playground	
31.	Garden Plot at Mahul Village Road, Anik Village	Playground	
32.	Playground at Borla Village, Moti Baug,	Playground	
33.	TDR Plot at Borla Village	Playground	
34.	Lokshahir Annabhau Sathe Udyan, Junction of V. N. Purav Marg & E.E. Highway, Suman Nagar.	Recreation Ground	
35.	Jaitwan Udyan, Everest Colony, Sahakar Nagar, Chembur	Recreation Ground	
36.	Sadguru Jairamdas Kunj Udyan, Hemu Kalani Marg, Charai, Chembur	Recreation Ground	
37.	Late Shri. R. H. Shisode Udyan, 16 <sup>th</sup> Road, Chembur	Recreation Ground	
38.	Playground Near Smruti Building, Pestom Sagar.	Recreation Ground	
39.	R.G. Vatsalatai Naik Nagar, Suman Nagar, E.E. Highway, Chembur	Recreation Ground	
40.	R.G. Near Kangra Bhavan, Pestom Sagar Road No. 6	Recreation Ground	
41.	R.G. at Anik Village Mysure Colony Road, Near Mithul Enclave, Chembur	Recreation Ground	
42.	R.G. at Anik Village Mysure Colony Road, Near Mithul Enclave, Chembur	Recreation Ground	
43.	Garden at Vrindavan Colony, Tilak Nagar, Chembur	Recreation Ground	
44.	Rock Garden at Vrundavan Colony, Tilaknagar, Chembur	Recreation Ground	

45.	TDR Plot bearing C.T.S. No. 2/4 B of Village Mahul	Recreation Ground	
46.	Ghatla village health post ,opp.shatabdi hospital,w.t.patil marg,chembur-400071.		
47.	Subhash nagar health post,bhaupradhan marg,chembur (e)		
48.	Tilaknagar hp, muncipal conservancy chowky, opp. Tilak nagar muncipal chowk, near amrapali hostel, tilak nagar		
49.	Pestom sagar hp, labour camp muncipal disp, muncipal labour quarters, p. L. Lokhande marg ,chembur (w)		
50.	Lal dongar health post,near suman nagar petrol pump, lal dongar, chembur east		
51.	Chembur naka hp, chembur naka maternity home, chembur naka, chembur		
52.	Chembur colony health post near wasvani book depot,dr. Cg road, chembur colony, chembur east		
53.	Labour camp mun.disp,near station chembur municipal school,chembur(west)		
54.	Lal dongar dispensary,near suman nagar petrol pump, lal dongar, chembur east		
55.	Chembur naka dispensary, chembur naka, chembur		
56.	Chembur colony dispensary, near wasvani book depot,dr. Cg road, chembur colony, chembur east		
57.	Mahul village disp.,near fish market,hanuman mandir,mahul,chembur-74		
58.	Labour camp mun.disp,near station chembur municipal school,chembur(west)		
59.	Chembur naka maternity home, chembur naka, chembur.		
60.	Shrimati diwaliben mohanla l mehta (maa) mun.- gen.hosp.postal colony ,mumbai - 71		

**Organization structural Chart of office of Assistant Engineer (Maintenance) M/West ward**



designa- tion	RD Roller Driver	Mistry	Painter	Ma- son	Carpen- ter	Mukad am	Labours	Hamal	Bhisti III
F-1	3	4	2	4	1	12	219	3	1

**Department- Asst. Engineer (Maint)**

Sr No	Post	Schedule Post	Occupied	Vacant
1	Asstt. Engineer	2	2	Nil
2	Sub. Engineer	6	6	Nil
3	Jr. Engineer	15	15	Nil
4	Store Clerk	1	1	Nil
5	Labourer	273	219	54
6	Mistry II	4	4	Nil

7	Mason II	4	1	3
8	Mukadam	26	12	14
9	Carpenter II	1	Nil	1
10	Painter III	1	1	Nil
11	Painter II	1	1	Nil
12	Labourer C Watchman	15	10	5
13	Liftman C Wirmen C Plumber	2	2	Nil
14	Hamal	3	3	Nil
15	Bhisti III	1	Nil	1
16	Road Roller Driver	3	Nil	3

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

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

**A-Financial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers -financial</b>	<b>Under which legislation/rules/orders/GRs</b>	<b>Remarks</b>
1	Assistant Engineer (Maintenance)	Rs.3000/-	AS per the circular no CA/FRD/I48 dated 31.01.2013	
		Rs.3,00,000/-	---	To scrutiny of Estimate
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**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers – Administrative</b>	<b>Under which legislation/rules/orders/GRs</b>	<b>Remarks</b>
1	Assistant Engineer (Maintenance)	Please refer to Delegation of powers to Asst.Engineer (Pg. no.____)	1. MMC Act 1888 2. MRTP Act1966	
2	Sub Engineer (Maintenance)	Please refer to Delegation of powers to Sub Engineer (Pg. no.____)	1. MMC Act 1888 2. MRTP Act1966	
3	Junior Engineer (Maintenance)	Please refer to Delegation of powers to Junior .Engineer (Pg. no.____)	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**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers – Magisterial</b>	<b>Under which legislation/rules/orders/GRs</b>	<b>Remarks</b>
1	Assistant Engineer (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**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers – Quasi Judicial</b>	<b>Under which legislation/rules/orders/GRs</b>	<b>Remarks</b>
1	Assistant Engineer (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**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers – Judicial</b>	<b>Under which legislation/rules/orders/GRs</b>	<b>Remarks</b>
1	Assistant Engineer (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) 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) 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) 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 attained day to day complaints received.

Asstt .Engineer (Maintenance) 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 wel 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 acquired 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 provide facilities in slums and Gaothan.
37. To provide street lighting in area as per LUX value (illumination) of Reliance energy and TATA power
38. To provide information to applicant under R.T.I act of 2005

To execute above mentioned works Labours, Mukadams, Mistry, Junior Engineers Sub-Engineers inspect their respective sub-sections and report to the Asstt. Engineer (Maintenance) 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) 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
- 17) Desilting of A.P block

- 18) To monitor desilting work of minor nalla and road side S.W.D
- 19) To monitor flooding spots and try to minimize the same
- 20) To monitor Ganpati idol immersion duties
- 21) To provide facilities in slum and Gaothan

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### **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) 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.

<b>Sections</b>	<b>Nature of Powers, Duties and Functions delegated</b>
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)(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	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.
319	To temporarily close streets while works are in progress.
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.
337(1)	To receive notices of intention to erect buildings.
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(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.
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)	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.
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.
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### **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.

<b>Sections</b>	<b>Nature of Powers, Duties and Functions delegated</b>
84 & 85(1)	$\alpha$ ) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. $\beta$ ) 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)(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.
298(2)	To take possession or and clear the land under this section.
311	To require owners to alter ground floor doors etcetra. opening outward.
313(1)	To grant permission for placing stalls, chairs and benches, boxes ladders bales on footpath and streets.
321(2)	To prevent removal, without permission of fences 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. (Except for newly constructed roads or capital roads)
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
326(2) & (3)	To regulate hoarding in streets.
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(4)	Manner of laying gas pipes.
337(1)	To receive notices of intention to erect building.
338	To require certain documents on receipt of Notice under section 337.
339	To refuse to accept plans, Not signed by the Licensed Surveyor.

340	To requires further particulars and details.
342	To receives notices of intentions to make additions to building.
343	To require certain documents and particulars on receipt of notice under section 342 and to refuse to accept plans not signed by Licensed Surveyor.
344-A	Supervision of building 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 non-residential buildings of chawl to a residential one and of a residential building or chaw to that of a godown, warehouse, workshop, workplace, factory, stab or motor garage and prohibiting, making or causing any alternation 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, covering of inflammable materials and to require removal of such wall of covering.
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.
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 1 (A)	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.
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, 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 Sec. 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 licenses is being contravened and as to whether any nuisance is created.
488	To enter premises with assistants etc. to inspect survey and execute works
489	To take measures and execute work failure of compliance with requisition or orders under provisions of this Act.
492 (2) (a)	To call on occupiers to disclose rents for purpose of determining question of liabilities to pay expenses in certain cases.

### **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) under Asstt. Commissioner is hereby empowered to exercise, perform of 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.

<b>Sections</b>	<b>Nature of Powers, Duties and Functions delegated</b>
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.
257	To make requisitions on owners of premises as provided in sub-

	section (1) for doing the work mentioned in sub-section (2).
259A	To require any person, who employees as a licensed plumber to execute work to furnish the name of the plumber and to put up a Completion Certificate from the Licensed Plumber.
322(3)	To remove without notice any building materials or any scaffolding or any temporary erection or any posts, bate 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 sub-section (2).
350	To inspect buildings in course of erection, alterations, etc.
390	Any premises, factory, workshops or workplace in which power in the form of stream, water (electrical) or other mechanical power is used without written permission of M.C.
479(5)	To require production of licenses or written permission.
483	To serve notice and summons.
488	To enter premises with assistants, etc. to inspect, survey, execute work subject to restrictions and conditions prescribed by the provisions of this section.

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

#### **Supervision Norms**

<b>Sr.No.</b>	<b>Designation</b>	<b>Supervision Norms</b>
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:-

<b>Sr. No.</b>	<b>Activity as said above</b>	<b>Steps involved</b>	<b>Time Limit</b>	<b>Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)</b>	<b>Remark</b>
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	J.E./ S.E. /A.E.	

			from order		
		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 the Asstt. Commissioner	E.E. (T.C.) / A.E. (Survey)  E.E. (D.P.) / A.E. (Survey)	
		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:-

<b>Sr. No.</b>	<b>Activity</b>	<b>Step involved</b>	<b>Time Limit</b>	<b>Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)</b>	<b>Remark</b>
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 <sup>st</sup> Bidder with 5 % contract amount to deposit with		MCGM Website & A.E./S.E.	

		MCGM.			
		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	Remark
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				<b>designation)</b>	
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)

<b>Sr. No</b>	<b>Designation</b>	<b>Activity</b>	<b>Financial Targets in Rs.</b>	<b>Time Limit</b>	<b>Remark</b>
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)**

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

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

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

<b>Sr. No.</b>	<b>Subject</b>	<b>Type of Document file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation (Proposed)</b>
<b>'C1' Class Record</b>					
1	Demolition Register	Register		Details of demolitions of unauthorized work carried out under various sections of MMC Act	10 Years
<b>'C' Class Record</b>					
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
<b>'D' Class Record</b>					
1	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
2.	Outward Register(Internal departments )	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of M/West ward.	01 Year
3.	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and	01 Year

				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)**

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of Mechanism</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Periodicity</b>
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)**

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

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

M/West ward

<b>Sr No</b>	<b>Designation</b>	<b>Name of officers/Employees</b>	<b>Cadre</b>	<b>Dt. Of Joining the post</b>	<b>Contact Details Ph/Fax/E-mail</b>
1	Ex. Eng	Shri.Shridhar V.-Choudhary	B	07.02.1994	Tel-022-25225000 Fax.022-25270148
2	Asst. Eng	Shri.Bhaskar V.Kasgikar	B	19.03.1990	Tel-022-25225000 Fax.022-25270148
3	Sub Eng	Shri.Balvant S.-Pawar	B	01.04.1992	Tel-022-25225000 Fax.022-25270148
4	Sub Eng	Shri.Santosh Nikalje	B	14.05.1996	Tel-022-25225000 Fax.022-25270148
5	Sub Eng	Smt.Rashmi	B	03.04.1991	Tel-022-25225000

		S.Ubhare			<b>Fax.022-25270148</b>
<b>6</b>	Jr. Eng	Shri.Mahesh Thombare	B	<b>01.11.2013</b>	<b>Tel-022-25225000 Fax.022-25270148</b>
<b>7</b>	Jr. Eng	Shri.Sandip Lam-bade	B	<b>04.10.2013</b>	<b>Tel-022-25225000 Fax.022-25270148</b>
<b>8</b>	Jr. Eng	Shri.Kewalchand Sontkke	B	<b>14.12.2011</b>	<b>Tel-022-25225000 Fax.022-25270148</b>
<b>9</b>	Jr. Eng	Shri.Hemant Laddha	C	<b>23.11.2011</b>	<b>Tel-022-25225000 Fax.022-25270148</b>
<b>10</b>	Jr. Eng	Smt.Kalyani Rathod	C	<b>23.11.2011</b>	<b>Tel-022-25225000 Fax.022-25270148</b>
<b>11</b>	Jr. Eng	Sri.R.D.Guhilot	C	<b>23.07.2009</b>	<b>Tel-022-25225000 Fax.022-25270148</b>
<b>12</b>	Jr. Eng	Vacant	C	-----	
<b>13</b>	Jr. Eng	Vacant	C	-----	
<b>14</b>	Store Clerk	Shri.Prashant Bhadrige	C	<b>22.12.2009</b>	<b>Tel-022-25225000 Fax.022-25270148</b>
<b>15</b>	Dranige Asst.	Shri.Uday LaxamanThombre	D	08.08.1985	<b>Tel-022-25225000 Fax.022-25270148</b>
<b>16</b>	Dranige Asst.	Shri.Surve Sunil Narayan	D		<b>Tel-022-25225000 Fax.022-25270148</b>

Details of remuneration of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

M/West ward

NO	DESIG-SIGNA-TION	EMPLOYEE NAME	GRD	BASIC	GRP	DA	WC	CA	SPA	TA	MMA	HRA	P D A	UWA	H	I	S	NT D	AA P	EXT	TOTAL SALARY
SR NO	DESIG SIGNA-TION	EMPLOYEE NAME	GRD	BASIC	GRP	DA	WC	CA	SPA	TA	MMA	HRA	P D A	UWA	H	I	S	NT D	AA P	EXT	TOTAL SALARY
1	Ex. Eng	Shridhar V.Choudhary	B	28070	6000	38499		1400		1600		10221									85790
2	Asst. Eng	Shri.Bhaskar V.Kasgikar	B	24540	5400	33832		463		1600		8982									74817
3	Sub Eng	Shri.Balwant S.-Pawar	B	20780	4600	28679		463		1200		7614									63336
4	Sub Eng	Shri.Santosh Nikalje	B	20000	4600	27798		463		1200		7380									61441
5	Sub Eng	Smt.Rashmi S. Ubhare	B	24760	4600	33177		463		1200		8808									73008
6	Jr.Eng	Shri.Mahesh Thombre	C	10990	4300	17278		463		600		4587									38218
7	Jr.Eng	Shri.Sandip Lambade	C	10990	4300	17278		463		600		4587									38218
8	Jr.Eng	Shri.Kewalchand Sontakke	C	11030	4300	17323		463		600		4599									38315
9	Jr. Eng	Shri.Hemant Laddha	C	11930	4300	18340		463		600		4869									40502
10	Jr. Eng	Smt.Kalyani Rathod	C	11930	4300	18340		463		600		4869									40502
11	Jr. Eng	Shri.R.D.Guhilot	C	11930	4300	18340		463		600		4869									40502
12	Jr. Eng	Vacant	C	-----	-----	-----		-----		-----		-----		-----							-----
13	Jr. Eng	Vacant	C	-----	-----	-----		-----		-----		-----		-----							-----
14	Store Clerk	Shri.Parashant Bhadrige	C	8130	2000	11447				600		3039									25216
15	D.A.	Shri. Uday Laxman Thombre	C	12780	2000	16701	115		45	600		4434		300							36975
16	D.A.	Shri.Surve Sunil Narayan	C	14990	2000	19199		463	45	600		5097									42394

### Section 4 (1) (b) ( xi )

#### Details of allocation of budget and disbursement made in the office of Assistant Engineer ( Maintenance & Repairs ) M/West Ward for the year 2015-2016

Sr. No	Budget Head Description	Grants received ( In Lakhs )	Planned use ( give details area wise or work wise in a separate form )	Remarks
1	Unforeseen Grant Beat No. 142	60.00	29.53	
2	Unforeseen Grant Beat No. 143	60.00	26.08	
3	Unforeseen Grant Beat No. 144	60.00	22.53	
4	Unforeseen Grant Beat No. 145	60.00	49.97	
5	Unforeseen Grant Beat No. 146	60.00	51.40	

6	Unforeseen Grant Beat No. 147	60.00	18.01	
7	Unforeseen Grant Beat No. 148	60.00	51.86	
8	Unforeseen Grant Beat No. 149	60.00	9.98	
9	Unforeseen Grant Beat No. 160	0.00	0.00	
10	Ward committee	800.00	202.42	
11	General Civil Repairs – S.W. Drains	60.00	46.47	
12	Repairs & reconst. Of SWM chowky	25.00	23.57	
13	General Civil Repairs – Footpath	50.00	21.12	
14	General Civil Repairs - Adminitrative Building	17.71	12.18	
15	Development of Gaothan in M/West Ward	125.00	11.01	
16	General Civil Repairs - School	15.00	12.13	
17	General Civil Repairs - School ( Rent)	NIL	NIL	
18	General Civil repairs street light post	4.46	0.00	
19	General Civil repairs road & pavement slum	197.63	197.60	
20	Gen.Civil Repairs Public Toilet PSC Block	267.60	199.90	
	Total	2042.4	974.75	

**Form B for previous year**

Sr. No	Budget Head Description	Grants received ( In Lakhs )	Grant utilized	Grants Surrendered	Remarks
1	Unforeseen Grant Beat No. 142	60.00	55.47		
2	Unforeseen Grant Beat No. 143	60.00	58.11		

3	Unforeseen Grant Beat No. 144	60.00	59.04		
4	Unforeseen Grant Beat No. 145	60.00	58.32		
5	Unforeseen Grant Beat No. 146	60.00	57.55		
6	Unforeseen Grant Beat No. 147	60.00	57.82		
7	Unforeseen Grant Beat No. 148	60.00	58.14		
8	Unforeseen Grant Beat No. 149	60.00	59.08		
9	Unforeseen Grant Beat No. 160	0.00	0.00		
10	Ward committe	800.00	712.86		
11	General Civil Repairs – S.W. Drains	62.50	55.98		
12	Reapairs & reconst. Of SWM chowky	13.00	4.35		
13	General Civil Repairs – Footpath	50.00	42.97		
14	General Civil Repairs - Adminitrative Building	2.20	1.75		
15	Development of Gaothan in M/West Ward	177.00	129.05		
16	General Civil Repairs - School	30.00	8.94		
17	General Civil Repairs - School ( Rent)	NIL	NIL		
18	General Civil repairs street light post	20.00	20.00		
19	General Civil repairs road & pavement slum	197.63	186.44		
20	Gen.Civil Repairs Public Toilet PSC Block	289.90	255.55		
	Total	2122.23	1752.37		

### Section 4(1)(b)(Xii)

**Manner of execution of subsidy program in the office of Assistant Engineer (Maintenance and Repair)**

Sr. No.	Name And Address of Beneficiary	Amount of Subsidy/Concession Sanctioned
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1	NIL	NIL
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**Section 4(1)(b)(Xiii)**

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

Sr.No.	Name of the License	License No	Issued On	Valid Up to	General Conditions
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/West Ward and Asstt. Engineer Maint.
2	E-Tendering and CWC Work	Purchase Order/Payment Certificate of Various Work in M/West Ward	It is on SAP system and displayed on MCGM Portal	Ward Executive Engineer M/West Ward and Asstt. Engineer Maint.
3	Religious /Shooting Permission	Permit	It is on SAP system and displayed on MCGM Portal	Ward Executive Engineer M/West Ward and Asstt. Engineer Maint.

**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

<b>Sr. No</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person in charge</b>
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. 101, First Floor, M/West Office, Sharadbhau Acharya Marg, Chembur, Mumbai- 400071.	Asstt. Engineer , maintenance , M/West Ward

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

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

<b>Sr. No</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Ph. No</b>	<b>Email id for purpose of RTI</b>	<b>Appellate authority</b>
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1	<b>Shri.S. Nikalje</b>	<b>Sub Engineer ( Maint) I</b>	Electrol ward no. 142,143,144,145,146, 147,148,149,160	Maintenance Department , Room No. 101, First Floor, M/West Office, Sharadbhau Acharya Marg, Chembur, Mumbai-400071	Shri. B.V. Kasgikar Executive Engineer (I/c)
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#### **Section 4(1)(b)(xvi)**

**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	E mail id for purpose of RTI
1	<b>Shri B.V. Kasgikar</b>	<b>Ward Ex.Engineer(i/c)</b>	<b>M/West Ward</b>	<b>A.E.( Maint ) M/West Ward</b>	

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

#### **MAJOR ROADS IN M/WEST WARD**

<b>MAJOR ROADS IN M/West Ward</b>					
<b>r. No.</b>	<b>Road Name - M/W Ward</b>	<b>Road Length (m.)</b>	<b>Width of Road (m)</b>	<b>No. of Lanes</b>	<b>Total Lane Length (m)</b>

1	Collector Colony Internal Roads	1045	8.50	2	2090
2	Anik Depot to Vashi Gaon Road	856	12.10	2	1712
3	Sindhi Society Road no 1 to 3	350	8.00	2	700
4	Sindhi Society Road ( trishul bungalow to Anand nagar school )	910	8.50	2	1820
5	Sindhi Society Road (Vivekanand school to teen batti chowk )	840	9.10	2	1680
6	Sindhi Society Road ( Gymkhana to Old Anand nagar School )	450	8.20	2	900
7	Chembur Camp ( Bldg. No. 31 to 32 )	100	15.30	2	200
8	Chembur Camp . Opp. Gurudwara	125	9.15	2	250
9	R. C. Barrack Road ( Dr. C.G. Rd. to Durga mata Mandir)	280	15.70	2	560
10	Runwal Society to Silver Nest Society	90	9.10	2	180
11	Bhakti Bhavan Marg	180	9.00	2	360
12	Shivpuri Road	224	10.70	2	448
13	Pt. C.R.Vyas Marg	390	11.90	2	780
14	Sai Society to Rachana Apartments	99	6.00	2	198
15	Daya Ghar to Dixit park	110	6.20	2	220
16	Mangal Anand Hospital to Police Bit Chowky	115	9.70	2	230
17	Surbhi Bar to Circle	180	14.00	2	360
18	Chembur Camp ( Bldg. No. 31 to 32 )	100	15.30	2	200
19	Chembur Camp . Opp. Gurudwara	125	9.15	2	250
20	Chembur Camp . ( Opp. Bldg. 19 & 20)	124	9.15	2	248
21	Chembur Camp . ( Opp. Bldg. 11)	50	9.15	2	100
22	Chembur Camp . ( Opp. Bldg. 25 & 27)	100	15.30	2	200
23	Chembur Camp .	250	15.30	2	500

	( Opp. Bldg. 27& 34)				
24	Chembur Camp . ( Opp. Bldg. 33)	250	9.14	2	500
25	Chembur Camp . ( Opp. Bldg. 8 & 11 )	54	9.14	2	108
26	Chembur Camp . ( Opp. Bldg. 9 & 10 )	50	9.14	2	100
27	Ram tekadi Road	180	15.00	2	360
28	K.N.Gaikwad Marg	1500	11.00	2	3000
29	Trilok Kapoor Marg	250	8.00	2	500
30	Sahakar nagar Road no. 5	320	6.90	2	640
31	Thakkar Bappa Colony road ( Bendre Chowk to Sahkar nagar rd. 4)	380	7.15	2	760
32	Thakkar Bappa Colony road (Sahkar nagar rd. 4 to Matkar nalla)	320	14.35	2	640
33	Thakkar Bappa Colony road ( Matkar nalla to S.G. Barve marg Jn.)	310	8.40	2	620
34	Adarshnagar road ( T.B.Colony rd. to Adarshnagar)	210	6.45	2	420
35	SS – III Road No.2, chembur	140	7.60	2	280
36	SS – III Road No.4, chembur	200	7.15	2	400
37	SS – III Road No.5, chembur	125	4.90	2	250
38	SS – III Road No.6, chembur	280	10.20	2	560
39	SS – III Road No.7, chembur	230	6.50	2	460
40	SS – III Road No.8, chembur	140	11.50	2	280
41	SS – III Road No.9, chembur	220	9.15	2	440
42	SS - III Road No.11, chembur	730	9.15	2	1460
43	SS - III Road No.13, chembur	600	11.50	2	1200
44	SS - III Road No.14, chembur	320	9.15	2	640
45	SS - III Road No.16, chembur	300	12.50	2	600
46	SS - III Road No.21, chembur	230	12.20	2	460

47	St. Anthony Road ( Plot 241 to 251 )	365	9.15	2	730
48	St. Anthony Road ( Plot 263 to 282 )	365	9.15	2	730
49	Postal Colony Road ( R.C.Marg to Cemetary )	300	12.20	2	600
50	Subhash nagar Road ( Bldg. 26, 25, 24 , 23 ,21 ,22 , 20 )	400	12.20	2	800
51	Subhash nagar Road ( N.G Acharya marg Jn. to Bldg. 2 )	370	12.20	2	740
52	Subhash nagar Road ( Opp. bldg. 16 )	45	12.20	2	90
53	Subhash nagar Road ( Bldg. 19 to 42 )	215	9.10	2	430
54	Subhash nagar Road ( Bldg. 28 to 35 , 41 )	450	12.20	2	900
55	Kisan Kamble Marg	255	10.00	2	510
56	Kelkar Wadi Road ( Amar Cinema to Ghatla Mun. School )	376	7.70	2	752
57	Shanta Jog Marg ( Below flyover to Bldg. No. 42 )	160	9.85	2	320
58	Tilak nagar Road ( Bldg. 53 to Lokmanya school )	300	9.85	2	600
59	Tilaknagar Bldg. no.66 to Sarvodaya Buddha Vihar Road	100	9.85	2	200
60	Tilaknagar, Bldg. 115 to 66	190	9.85	2	380
61	Tilaknagar, Sarvodaya Buddha Vihar to "N" Ward Boundry	650	9.85	2	1300
62	Tilaknagar, Mun. Chowky to Bldg. 105	530	9.85	2	1060
63	Tilaknagar, sarvodaya Buddha Vihar Rd To Bldg. 103	55	11.40	2	110
64	Tilaknagar, Bldg. 14 to Bldg. 80	145	14.70	2	290

65	Tilaknagar, Gol Maidan Periphery ( Internal )	700	9.20	2	1400
66	Tilaknagar, Rds. Joining internal & External Periphery of Gol Maidan.	60	10.45	2	120
67	Tilaknagar, Bldg. 106 to 86	75	9.20	2	150
68	Tilaknagar, Bldg. 106 to 86	100	10.70	2	200
69	Tilaknagar, Bldg. 86 to L-5 in Vrindavan Colony	280	9.20	2	560
70	Sulbha School to Meen Medical in Vrindavan Colony	100	9.20	2	200
71	Tilaknagar, Bldg. 91 to L- 11 in Vrindavan Colony	160	9.20	2	320
72	L- 10 to L -7 in Vrindavan Colony	100	9.20	2	200
73	Pestom Sagar Road no.2	345	9.00	2	690
74	Pestom Sagar Road no.4	645	13.70	2	1290
75	Pestom Sagar Road no.6	540	9.70	2	1080
76	Pestom Sagar Cross Rd. to Nana Nani Park.	240	8.20	2	480
77	Pestom Sagar Cross Rd to Indira Parvati Niwas	210	8.30	2	420

**LIST OF Minor ROADS (Below 30' in width) IN 'M/West' WARD**

Sr. No.	Road Name - M/W Ward	Road Length (m.)	No. of Lanes	Total Lane Length (m)
1	Collector colony plot no: 77A to 75	86	2	172
2	Collector colony plot no:72 to 70	82	2	164
3	Collector colony plot no: 102A to 90	276	2	552
4	Collector colony plot no: 45A to 70	294	2	588
5	Collector colony plot no: 48 to 50	67	2	134

6	Collector colony plot no: 54A to 56B	69	2	138
7	Collector colony plot no: 66 to 64	77	2	154
8	Collector colony plot no: 119 to 44B	152	2	304
9	Collector colony plot no: 126 to 37B	135	2	270
10	Collector colony plot no: 14A to 21A	300	2	600
11	Bangalow No. 40 to Kamalfool Society	85	2	170
12	Bangalow No. 118B to Shivshakti Nagar	75.5	1	75.5
13	Bangalow No. 102B to 90	200	2	400
14	Bangalow No. 84A to 83B	40.2	1	40.2
15	Bangalow No. 77A to 75	86	1	86
16	Bangalow No. 15/1613 to 21B	137	2	274
17	Bangalow No. 30 to 44	120	2	240
18	Bangalow No. 44B to 47B	85	2	170
19	Bangalow No. 53B to 51A	57	2	114
20	Bangalow No. 54A to 57B	57	2	114
21	Bangalow No. 30A to 26B	98	2	196
22	Bangalow No. 8A to 14A	146	2	292
23	Ambapada Road	167	2	334
24	Mahul Village Road, Krushna Farsan to Municipal Garden	292	2	584
25	Shaligram Aashram to Sagar Kinara	60	2	120
26	Sagar Kinara to Smashanbhumi	180	2	360
27	Lal Donger road	612	2	1224
28	Road in lal donger to mayuresh society	220	2	440
29	Road from hemu kalani marg to plot no 159 in sindhi society	94	2	188
30	Wamanwadi Rahiswashi Mandal to Waman Darshan Bldg.	30.00	2	60
31	Waman Darshan Bldg. to Chagan Mitha Petrol Pump	160.00	2	320
32	Jimkhana to Plot no. 147	87.00	2	174
33	Samaj Kalyan Kendra to Charai Garden	103.00	1	103
34	Charai Garden to Sathe Nagar	93.00	1	93

35	Road between Charai Talav & Sadguru Jairamdas Kunj Udyan	60.00	2	120
36	Vaswani road in chembur camp from vaswani Book Depot to Municipal Chowky	69	2	138
37	Road adjacent to Nanak Bhojwani udyan Gurudwara to Bldg no 12	169	2	338
38	Road from Pandit C.R. vyas marg Swastik hospital	129	2	258
39	Deepak Kumar Marg	161	3	483
40	M.S.Bldg. Road from Shitlamata chowk to R.C.F Gate No. 3	270	2	540
41	M.S.Bldg. Road from Gurudwara to R.C.F Gate no.3	180	2	360
42	M.S.Bldg. Road in front of bldg. no. 3-4	40	1	40
43	M.S.Bldg.loop road bldg. no 6,7,8,9,10,11	120	2	240
44	M.S.Bldg. Road from Tolaram nalla to R.C.Marg	85	2	170
45	Dr.C.G Road to Gandhi Market	90	1	90
46	Bhaji market road	100	1	100
47	Chikuwadi road r.c.b/k 22,23	100	1	100
48	Camp Road in front of Mun. school	100	1	100
49	Inlacks Hosp. to R.C.Marg	90	1	90
50	Hajimalan nagar Road from R.C.Marg to End.	120	1	120
51	Charai Internal Road	70	1	70
52	Charai Road from R.C.Marg to GOLF CLUB (Praposed )	-		#VALUE!
53	Union park -from C.G.Road to Mahadev mandir	60	1	60
54	Sahkar Nagar Rd 4	209	2	418
55	Road In saibaba nagar Adjacent to garden to the toilet block in T.B. colony	164	2	328
56	Kamgar Nagar Rd	788	2	1576
57	Sahkar Nagar Rd 2	209	2	418

58	Sahkar Nagar Rd 5	552	2	1104
59	Sahkar Nagar Rd 3	192	2	384
60	Sahkar Nagar Rd 1	238	2	476
61	Internal road in sahakar nagar	151	2	302
62	Road from shell colony road to sahakar nagar road no 1	129	2	258
63	Saibaba Nagar Road from Kamraj Hall to Samaj Mandir Hall	175	1	175
64	Sahakar Nagar no. 5 from bldg. no. 12 to bldg. no. 1	115	1	115
65	Yashwant Nagar Road from E.E. Highway to Sai-Shakti Hotel	110	2	220
66	Basant Nagar Road	300	2	600
67	Hanuman Galli Road	225	1	225
68	Vatsalatai Naik Nagar from Tata Tower to E.E. Highway	80	1	80
69	Postal Colony Rd	219	2	438
70	Road no 17	158	2	316
71	K N Ghaikwad Marg	756	2	1512
72	4Th Cross Road	186	2	372
73	20 th Road	121	2	242
74	Principal Mandelecha Marg	342	2	684
75	Internal Gaothan Road	84	2	168
76	Subhash Nagar Internal Road	80	4	320
77	7Th Cross Road	307	2	614
78	Road No 12	333	2	666
79	2 nd Gaothan Road	101	2	202
80	Gaothan Road No. 1	100	1	100
81	Gaothan Road No. 3	110	1	110

82	Road from R.C. marg Jn. to Chembur Market	200	1	200
83	Road from V.N. Purav. marg Jn. to Chembur Market	60	1	60
84	Road No. 3	85	2	170
85	Chembur gaathan road ( R.C. Marg to Road no. 15)	350	1	350
86	Road No. 5	125	2	250
87	Road from MDS marg to St. anthony road	180	1	180
88	Ganga Estate Road	358	2	716
89	St Anthony Rd South	561	3	1683
90	St Anthony Rd North	358	2	716
91	Ghatla Village road (Ghatla village Road From Police Chowki to twinkle E Star Society).	626	4	2504
92	Ghatla Village Internal Road.	144	2	288
93	Khardev Nagar Road	331	2	662
94	Road between Shiv Mandir to Datta Mandir	160.00	1	160
95	Durga Devi Maidan Road, from Kisan Kamble Marg to N. G. Acharya Marg	210.00	1	210
96	Marimata Mandir Road from K. K. Marg to M.S. Patil Wadi	185.00	1	185
97	Vithal Rukhmini Road, from Kelkar Wadi to Kisan Kamble Marg	525.00	1	525
98	Marumata Mandir from Star Krida Mandal to Marumata Mandir	250.00	1	250
99	Road between Ghatla Municipal School to Vijaydurga Seva Mandal	155.00	1	155
100	Mukti Nagar Road from N. G. Acharya Marg to Navjeevan Sahakar Mandal	110.00	1	110
101	Paug Raut Marg from N. G. Acharya Marg to Govandi Bridge	200.00	2	400
102	Road between Sai Niddhi Society to Karnataka High School	105.00	2	210
103	Govand Road from Mahendra Chambers to Bombay Motors	325.00	1	325

104	Govandi Bridge Road (along Govandi Bridge)	120.00	1	120
105	Chembur station to E Building	110	2	220
106	Police beat chowky to P Y Thorat marg	106	2	212
107	P L Lokhande to P Y Thorat marg	308	2	616
108	Shiv sena office to P Y Thorat marg	136	2	272
109	Shanta jog/ Prakash Thorat marg	1300	4	5200
110	Nagewadi Road	170	1	170
111	P. Y. Thorat Marg	305	1	305
112	P. L. Lokhande Marg (Kadriya Nagar)	160	2	320
113	P. L. Lokhande Marg to P. Y. Thorat Marg.	105	2	210
114	P. L. Lokhande Marg to P. Y. Thorat Marg.	105	2	210
115	Mukund Nagar Road	300	1	300
116	Punjabi Chawl Road	136	1	136
117	Pestom Sagar Rd 1	302	2	604
118	Pestom Sagar Rd 5	113	2	226
119	Pestom Sagar Internal Road	223	2	446
120	Road in front of reliance energy office in Tilak Nagar	232	2	464
121	Tilaknagar from Bldg. no. 106 to 91	231.70	2	463.4
122	Tilaknagar from Bldg. no. 112 to L-11/81, Vrundavan	132.32	2	264.64
123	Tilaknagar from Bldg. no. L-11/81 to L-7/49, Vrundavan Colony	102.13	2	204.26
124	Tilaknagar from Bldg. no. L-11/81 to 91, Vrundavan Colony	150.30	2	300.6
125	Tilaknagar from Bldg. no. L-6/47 to L-5/33, Vrundavan Colony	71.64	2	143.28
126	Sahyadri Krida Mandal, from Prabhodhan Samaj Kalyan kendra to Sulabha Matimand School	91.16	2	182.32
127	Tilaknagar bldg. 123 Mayure to Bldg. no. 40,	250.00	2	500

	Ashwini			
128	Tilaknagar bldg. 54 to H.P.C.L. Bldg. NDR plot no. 11.	229.57	1	229.57
129	Panchsheel Nagar Road to Sulabh Sauchalaya	328.04	2	656.08
130	Police Station to Rahul Nagar (Back side of Lokmanya Tilak High School)	85.97	1	85.97
131	Tilaknagar bldg. 114 to 116	98.17	1	98.17
132	Saraswati Vidya Mandir Road	145.73	2	291.46
133	Sarvodaya Budha Vihar Road	45.73	1	45.73
134	Shastri Nagar Road	130.00	1	130
135	Thakkar Bappa Colony, near Gangamata Udyan	250.00	1	250

**List of Gardens, Playgrounds, Recreation Grounds, Open Spaces/Parks in M/West Ward**

**GARDENS:-**

Sr. No.	Name & Location of Gardens	C.T.S. Nos.	Area of plot in sq.mtr.	Reservation	Remarks
1	Late Shri. N. G. Ahcarya Udyan, Junction of MDS Marg & V. N. Purav Marg, Chembur.	1615 Village Chembur	9798	Garden	Given on adoption basis to Chembur Citizen Forum Garden
2	Dr. Babasaheb Ambedkar Udyan Junction of MDS Marg, 19 <sup>th</sup> Road, Chembur.	971, Villag Chembur	3266	Garden	Maintained by M.C.G.M.
3	Sadguru Kadam Baba Udyan, Near Chembur Station Municipal School	793 (pt.) Vil-lage Chembur	1619	Garden	Maintained by M.C.G.M.
4	Swatanrya Sainik Udyan, Dr. Soare's Road, Chembur	1787 Village Wadhavali	2628	Garden	Maintained by M.C.G.M.
5	Late Shri. D. K. Sandu Udyan, Junction of D. K. Sandu Road & 10 <sup>th</sup> Road	1312 Village Chembur	2688	Garden	Maintained by M.C.G.M.

6	Gangamata Udyan, Thakkar Bappa Colony, Chembur	117 (pt) Village Chembur	500	Garden	Maintained by M.C.G.M.
7	J. Navmal Maidan, Chembur Camp, Chembur	1729 (pt.) Village Chembur	4727	Garden	Maintained by M.C.G.M.
8	Kumar Jagdish Alias Pappu Udyan, Subhashnagar, Chembur	827	1860	Garden	Maintained by M.C.G.M.
9	Garden Plot adjoining S. N. Acharya School, Anik Village, Chembur	211/A, Village Anik	934	Garden	Maintained by M.C.G.M.
10	Garden Plot Near Gandhi Maidan, D. K. Sandu Marg, Chembur	1026, Chembur.	483.40	Garden	Given on adoption basis to Balvikas Sangh.
11	Garden Plot Near Sai Arpan Building, Mysure Colony, Chembur	200/B, 201 Village Anik	10600.60	Garden	Given on adoption basis to Pushpam Hortitech Ltd.
12	Bhakti Park Garden, Near Imax Theatre Anik Village	1A/15, 1A/14, 1A/10, Anik Village	98369.10	Garden	Given on adoption basis to M/s. Vijay Nagar Apartment.

**PLAYGROUND:-**

Sr. No.	Name & Location of Gardens	C.T.S. Nos.	Area of plot in sq.mtr.	Reservation	Remarks
1	Lokmanya Tilak Maidan, Near Sahakar Cinema, Tilak Nagar	18 (pt.)	16183	Playground	Maintained by M.C.G.M.
2	Mahatma Gandhi Maidan, 15 <sup>th</sup> Road, Chembur	1038	11186	Playground	Maintained by M.C.G.M.
3	Ramesh Atmaram Alias Bhau Pradhan Kridangan, Subhashnagar, Chembur	833 (pt.)	12465	Playground	Maintained by M.C.G.M.

4	Playground addressed to Municipal School, Tilak Nagar, Chembur	36 (pt.)	6413	Playground	Maintained by M.C.G.M.
5	Playground near Ayyappa Temple, Bldg. No. 9 & 10, Sahakar Nagar, Chembur.	55	7857	Playground	Maintained by M.C.G.M.
6	Playground Near Marawali Church, R.C. Marg, Chembur	316 (pt.), 19 (pt.)	1817	Playground	Maintained by M.C.G.M.
7	S.L. Rokade Maidan, Near Municipal School	49 (pt.)	1925	Playground	Maintained by M.C.G.M.
8	Shri. Nanak Bhojwani Udyan	27 (pt.)	6050	Playground	Maintained by M.C.G.M.
9	Shri Ganesh Udyan, Between Bldg. No. 122 & 35.	22 (pt.)	4242	Playground	Maintained by M.C.G.M.
10	Playground Near Adarsha Vidyalaya, Sahakar Nagar, Chembur.	49 (pt.)	1925	Playground	Given on adoption basis to Adarsh Vidyalaya managed by Kerala People's Education Society Trust
11	Playground Near Bldg. No. 92, 93, Tilak Nagar, Chembur	38	1669	Playground	Maintained by M.C.G.M.
12	Playground Near Bldg. No. 95, 96, Tilaknagar, Chembur	507 (pt.)	958	Playground	Maintained by M.C.G.M.
13	Playground Near Bldg. No. 98, Tilak Nagar, Chembur	507 (pt.)	940	Playground	Maintained by M.C.G.M.
14	Playground Near Bldg. No. 101, Tilak Nagar, Chembur	507 (pt.)	928	Playground	Maintained by M.C.G.M.
15	Playground Near Bldg. No. 104, 105, Tilaknagar, Chembur	505 (pt.)	1234	Playground	Maintained by M.C.G.M.
16	Playground Near Bldg. No. 109-110, Tilak Nagar, Chembur	10	1863	Playground	Maintained by M.C.G.M.
17	Playground Near Bldg. No. 111-112, Tilak Nagar, Chembur.	9	1041	Playground	Maintained by M.C.G.M.
18	Playground Near Ghatla Municipal School, Chembur	586/3	686.50	Playground	Given on adoption basis to St. Gregorious Educa-

					tion & Medical Trust.
19	Garden Plot at Mahul Village Road, Anik Village	232/A/ 1/3, Anik	19506	Playground	Initially the plot is reserved as Garden and now reservation change to P.G. given on adoption basis to Dilip Vengsarkar Foundation.
20	Playground at Borla Village, Moti Baug,	619/27, Village Borla	4032	Playground	TDR Plot reserved as Playground.
21	TDR Plot at Borla Village	619/2, 619/3 (pt.)	2579.10	Playground	TDR Plot reserved as Playground.

**RECREATION GROUND:-**

Sr. No.	Name & Location of Gardens	C.T.S. Nos.	Area of plot in sq.mtr.	Reservation	Remarks
1	Lokshahir Annabhau Sathe Udyan, Junction of V. N. Purav Marg & E.E. Highway, Suman Nagar.	352 (pt.)	4450	Recreation Ground	Given on adoption basis to B.P.C.L.
2	Jaitwan Udyan, Everest Colony, Sahakar Nagar, Chembur	83 (pt.)	5175	Recreation Ground	Maintained by M.C.G.M.
3	Sadguru Jairamdas Kunj Udyan, Hemu Kalani Marg, Charai, Chembur	178 (pt.)	4500	Recreation Ground	Maintained by M.C.G.M.
4	Late Shri. R. H. Shisode Udyan, 16 <sup>th</sup> Road, Chembur	836 (pt.)	4034	Recreation Ground	Given on adoption basis to Rotary Club.
5	Playground Near Smruti Building, Pestom Sagar.	623 (pt.)	3673	Recreation Ground	Given on adoption basis to Pestom Sagar Citizen Forum.
6	R.G. Vatsalatai Naik Nagar, Suman Nagar, E.E. Highway, Chembur	116 (pt.)/ 123(pt.)	5669	Recreation Ground	Given on adoption basis to Bharat Scout Guide.
7	R.G. Near Kangra Bhavan,	623/A (pt.)	2838	Recreation	Given on adoption basis to

	Pestom Sagar Road No. 6			Ground	Pestom Sagar Citizen Forum.
8	R.G. at Anik Village Mysure Colony Road, Near Mithul Enclave, Chembur	217(B), Mahul Village	1843	Recreation Ground	Plot is in possession of M.C.G.M.
9	R.G. at Anik Village Mysure Colony Road, Near Mithul Enclave, Chembur	217 (C) Mahul Village	466.5	Recreation Ground	Plot is in possession of M.C.G.M.
10	Garden at Vrindavan Colony, Tilak Nagar, Chembur	7	622	Recreation Ground	Maintained by M.C.G.M.
11	Rock Garden at Vrundavan Colony, Tilaknagar, Chembur	-	250	Recreation Ground	Maintained by M.C.G.M.
12	TDR Plot bearing C.T.S. No. 2/4 B of Village Mahul	2/4 B & C Village Mahul	16048	Recreation Ground	Maintained by M.C.G.M.

**TDR Plot having mix reservation**

Sr. No.	Name & Location of Gardens	C.T.S. Nos.	Area of plot in sq.mtr.	Reservation	Remarks
1	TDR Plot at Anik Village Depot.	206, 207, 208, 213, 214, 211, 213 (pt.), 214 (pt.), 215 (pt.), 216 (pt.), 214F(Pt) & 215E(Pt)	25563.46	Garden	TDR Plot.
		214-C, 215-A, 215-A (Pt.), 220-E.	4509.50	Playground	
		220/D, 215(B), 216(B), 218(A), 220(A).	5663.44	Recreation Ground	

## GANAPATI IMMERSION DETAILS YEAR- 2015

Sr. No.	Date	No. of Idols Immersed								
		Ghatla Talao			Charai Talao			Mahul Jetty		
		Gharguti	Sarvajanik	Gauri	Gharguti	Sarvajanik	Gauri	Gharguti	Sarvajanik	Gauri
1	18-09-2015 (1+1/2 Day)	566	3	-	2050	15	-	35	1	-
2	21-09-2015 (5 <sup>th</sup> Day)	900	10	158	2884	57	166	84	1	19
3	23-09-2015 (7 <sup>th</sup> Day)	169	5	23	1095	62	-	5	-	-
4	27-09-2015 (10 <sup>th</sup> Day)	420	37	28	1805	228	06	76	06	-
	<b>Grand Total</b>	<b>2055</b>	<b>55</b>	<b>209</b>	<b>7834</b>	<b>362</b>	<b>172</b>	<b>200</b>	<b>08</b>	<b>19</b>

### OTHER INFORMATION

#### Ongoing works in 2015-16 in M/West Ward.

**Ref:- Dy.Ch.Eng/2848/M&E/ES Dt 28.09.2015**

Vide above subject matter the details of on going works in the M/West Ward are as follows:

Sr.No	Ward with location	Status	P.O. issued	Remarks
1	Operation & Comprehensive Maintenance of Air Pollution Control System at Charai	Received sanction under no. DMC/E/1930 dt.06.8.15	4800267508dt.27.8.15	Work is going on

	Cemetry for one year			
2	Biannual Non Comprehensive Maintenance Contract for Charai Electric Crematorium	Received sanction under no. DMC/E/4291dt.07.3.15	4800245976dt.25.03.15	Work is going on
3	Biannual Non Comprehensive Maintenance Contract for 82.5KVA DG Set at MAA Mun.Hospital in M/West Ward.	Received sanction under no. Ch/E/1018/M&Edt. 21.05.15	4800252534 Dt 21.05.2015	Work is going on.
4	SITC of APC Beggars Home (Amardham) Cemetry in M/West Ward	Getting Administrative Approval for inviting the tender U/ no DMC/E/2391 Dt 31.08.2015		Tendering process is going on

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rdAru E OF WORK :<

1	RO a d <b>udyan</b>	
2	RO a d <b>c</b>	
3	Ro a d in S in d is is o c i e t y to axe Po lie e B eat C l s o u v k y to p to t n o 3 B A ( u p to la la D o n g a r Ro a c l )	
4	na • vatibai Sheety margin	<b>c</b>
5	Road in <b>150</b>	<b>n</b>
6	Road in <b>121b</b> to p to t n a y y	
7	Ro a d in <b>c 119</b>	
8	S u r e s h P e d n e k a r r o a d f r o r r i B . D s h c s k l a h i g h k a m a t a k a h i g h s c h o o l	<b>o p c</b>
9	G h a t l a T a l a o R o a d R o a c l f r o r r i U t t a r r i s o c i e t y t o B . D S b c s k l a H i g h S c h o o l	<b>p</b>
10	Ro a d <b>c</b> U t t a r r s S o c i e t y	
11	G h a t l a v i l l a g e R o a d F r o r r s u t t a r r i S o c i e t y t e e t w a i n c k l e S t a r S a c i e t y	
12	J a n a r d a n P a t i l R o a d ( T w i n k a l S t a r S o c i e t y t o G h a t a l a M c s n i e i p a l S c i s a a l )	
13	M a r u r n a t a M a n d i r f r o m s t a r k r i d a M a n d a l t o M a r u r n a t a M a n d i r	
14	V i t h a l R c s k F s r r s i n i R o a d f r o m k e l k a r E v a d i t o k i s a n k a r r s b l e r r i a r g .	<b>n pro</b>
IS	? t P s C r O s s R O a d M D S M a r g t o r O a d	<b>n pro</b>
16	R e s a c l f r o m s I n l a c k s H a s p i t a l t o M c s m D a d e v i j e w e l l e r s	<b>n pro</b>
17	R o a c l i n f r o n t o f M c s n i e i p a l c h o u v k y ( W a s v v a n i D o o k c J e p a t c a r r s p }	<b>n pro</b>
18	Ro a d M . S b u i l d i n g 27	<b>lot St</b>
is	M . S D t e l j g R a a d f r o r r s G c z r c z d v v a r a t o R C F G a t e n a 3	
20	M . S B t e l j g R a a c J i n 3-l	<b>lot St</b>
21	K . N G a i k w a d r m s a r g ( R e v a c l f r o m a R . C M a r g j u n c t i o n S i c l c l a r t i s <b>c</b> E x p r e s s h i g i s w a y S e r v i c e	
22	C a n a r a k s a n k , H e r m s a K a l a n i t o W a r n a n s n z a d i	
	<b>marg fr N Puraps of V.triide s</b>	<b>provemer</b>
24	I r r i p r o v e m e n t a f s i c l e s t r i p t i o n P . L L a k s j u r c h a n j r t o t i o n	<b>man nage</b>
	<b>Ac.G . irgMa</b>	<b>n p</b>
	<b>ya ash Mahar ide stript of s ro</b>	
27	Ro a d <b>G A n T o N . r t o W . T b a z a g (</b>	<b>n p</b>
28	Ro a d <b>i D a y a i c h a r y a i d e s t r i p t o f s r o</b>	
29	<b>charya</b> <b>mand g a g ( D )</b> R o a d f r o r x s T i l a w P a i M a r g ( M / W m a r d	<b>lot n</b>

**BRIANMLMBA2MUNHANAGARPALIKA**  
**No. Dy.Ch. E/ 5621 fRoada/ES of 06.09.2014**

Office of the  
Dy.Ch.Eng.(Rds.)E.S..  
Pant Nagar Garage Bldg 4" Floor.  
Behind Pant Nagar Bus Depot.  
Ghatkopar. Mumbai 400 075.  
Tel. No. M25009337

**WORK ORDER**

To,  
M/s. Kiahavir Roads & Infrastructure Pvt. Ltd.  
601/602, Destinations SRA CHS ITS NO 3.  
6 Floor. G.M Road. Near Shopper Stop.  
Chembur (West),  
**Mumbai: 400089.**

Sub: AE-49 Improvement of various roads including major & minor roads & MW' wards of Eastern Suburbs & its

Ref:- i) E- Tender received on 30.07.2014  
ii) Standing Committee Resolution No. S4 5 dt. 20.08.2014  
iii) Acceptance letter issued u/no. Dy.Ch.E./ 5164 /Rds E.S. Dated 25.08.2014  
iv) Estimated Cost Rs. 1249252313/-  
x) Percentage - 12.70% (Above)  
x' i) Contract Cost Rs. 1534619019/- (Tender Cost - J% Phy. Cont. & 5%ia Cost Cont. 1  
• ii) Contract Sum Rs. 146423651.02 {1" endor Cost \* % Phy. Cont. )  
viii) Project Cost Rs. 1866748222.00 (Including all percentage)  
ix) i) in Je p. rind : 13 months excluding mm\soot1

Gentlemen,

In continuation of the letter of acceptance issued under reference, I have to inform you that your offer for the subject work has been accepted by the Standing Committee on 20.08.2014 at a contract cost of Rs. 1534619019/- including 4% physical contingencies & 5% Cost contingencies as per your rate of 12.70% above the office estimated cost of Rs. 1249252313/-

I have to further inform you as under:

- I) Your attention is requested to conditions for maintenance specified at Clause 3.8 (Scope of Work) of Tender Document and accordingly, you are directed to make immediate preparation for compliance of the same.
- II) You are further directed to proceed to site office as per Clause No. 3.8 along with site Godown and other requirements specified in the tender document in consultation with concerned ward office..
- 111) To take full hand immediately the preliminary arrangement in connection with the above subject work & take up the maintenance of project roads as per condition 5.36 of tender in consultation with the undersigned & E.E.(Roads)E.S. with right effect from 01.10.2014. You shall commence the work with right effect from 01.10.2014 and the contract period will be reckoned from this date.
- 1V) a) The B.G. 2% contact deposit 3% performance guarantee shall be kept valid by receipt until finalization of final bill, settlement of accounts of work by the contractor in all respect or the completion of defect liability period whichever is later  
b) 5% Retention money will be recovered from each running bill.  
c) Labour 9% cess shall be paid by the contractors as per government directive u/No.BS.4/2000/ieiu no./ 108-KAfl 8 7 dated 17/07/2010 and circular No. CALF RT/ 12 dtd 21/06/2012.

E:\Letter of Acceptance dnc

- V) To pay legal charges & Stationery Charges of 'Rs. 5500/- in the office of the Dy. Ch. Engr. (Roads) E.S. as per circular u/no.CA/FRG/29 dated.11.12.2013 for supply of stationary for requisite bills, preparing certificate of bill. Thereafter the requisite contract documents etc. will be handed over to you for stamping and signature by you for total contract cost till date as per Govt. Directives regarding stamp duty.
- VI) To submit the attested xerox copies of  
 a) EMD/A SD receipt  
 b) Income Tax Clearance Certificate / PAN No./TAN No.  
 c) Latest Bank Solvency Certificate  
 d) Sales Tax/Central Sales Tax/V.IT Certificate.
- VII) Kindly refer clause 3.39 & 3.40 under the head F- Award of contract of the tender and submit the required documents within stipulated time period. A penalty of Rs. 1,000/- per day will be recovered till signing of agreement.
- VIII) To take all insurance policies to be effected on behalf of the Corporation by the Contractor from the Directorate of Insurance, Maharashtra State, Griha Nirman Bhavan (MF-LADA), 264, 1<sup>st</sup> floor, Opp. Kalanagar, **Bandra (E), Mumbai** — 400 057.
- IX) Submit attested copy of certificate of registration and copy of license from the designated officer as per L.C. Clause No. 54 (J), if you employ more than (20) or more labourer.
- X) Your special attention is invited to the clause Nos. 44 and 70 of General conditions of contract (G.C.C.) wherein you have been directed to take C.A.R.(Contractors All Risk) Insurance Policy for the entire amount of the contract along with Workmen's Compensation Insurance Policy and Janata Policies and an Indemnity Bond, without which no payment of bills will be paid to you-
- XI) Your attention is also invited to use 67 (b) of the G.C.C. with amendments and submit the programme mentioned in the above clause to the Executive Engineer of the work within the period allowed for preliminary arrangements and get the same approved before commencement date of the work. In addition, your attention is also invited to clause No. 25, 39, 44, 54, 65 and 86 of G.C.C. for compliance, further obtaining permission and all other formalities in connection with the execution of the above work to be done in consultation with the Traffic Police Department.
- XII) The Works should also be done during holidays, Saturdays & Sundays.

Please note that no payment will be made until the above conditions are fulfilled in accordance with the execution of the contract.

Yours faithfully

*NK*  
A.E.(Rds) N  
06.09.14

*MD*  
A.E.(Rds) M/W  
06.09.14

*NK*  
E.E.(Rds) N & M/W  
06.09.14

Deputy Chief Engineer (Roads)  
(Eastern Suburb)

Cc:

**Ch.Enp.(Roads & Traffic)/Ch E.(Vip)/D.M.C. (Zone- V & VI)**

E.E. (In-charge) P1/E:x.Enp Ward/Ex.Eng(Rds)E.S Ward

Asstt. Commissioner. Ward /A.E.(Rds)E.S. Ward

Submitted/ forwarded for information and necessary action please.

*Shelke*  
06/09/2014

*NK*  
06.09.14  
BX. ENG. (RGAOS) E.S.  
LM-E/N-M-W/S-T  
21/09/14

Deputy Chief Engineer (Roads)  
Eastern Suburb

*MD*  
06.09.14  
A.E.(Rds) M/W

F:\Lettpr of Acceptance.doc\*

**BRIHANMUMBAI MAHANAG ARPALI KA**

No. Dy. Ch. E/ I 1325A fRoadsms »r 2x.oz.zoi<

Office of the  
Dy.Ch.Eng.(Rds.)E.S.,  
Pant Nagar Garage Bldg 4" Floor,  
Behind Pant Nagar Bus Depot,  
Ghatkopar, Mumbai 400.075.  
Tel. No.R25009337

**WORKORDER**

\* I'fii. ñ. ñ M1fid)J<ñl7 i - I'«gk\*jajJ Eng inecrs (.) V )

l\*7-I 36. l\ adllaili Estate.

542, Seliapati Bapat Start. Eiadar (6' ).

ñ lun\bai 400 Os 8.

Sub: AE-41 Improvement of various roads in flexible pavement in E.S.

Ref:- i) 5- Tender receiv'ed on 31.01.2014  
ii) Standing Committee Item No. 29 dt.21.2.2014  
iii) Acceptance letter issued u/no.Dy.Ch.E./ 1 13 17A /Rds E.S. Dated 24.02.20 14  
ix') Estimated Cost Rs.177,fi0, 1.1,3 75.00  
x j Percnriage quoted -20.00%  
x'i) Contract Cost Rs 15 i04259 19 00 ITender Cost \* 4°.â Phs .Cont. & 5°.s Cost Com.)  
i i i) Contract Sum Rs. I 4°930\* 46fi. 00 (Tender Cost \* 4°. •Phd . €'ont. )  
s' i i i) Project €'ost Rs. 1 84 1 4939S 7.00 (Incl lid irlg at 1 percentage)  
ix) Time period : 1.2 months exclud in p monsoon

Gentlemen,

In continuation of the ,letier of' acceptance issued under reference, I has e to in form j on that your offer for the subject work has been accepted by the Standing Committee on 2.1 .02.201 4 at a contract cost of Rs. 1.550425919.00 including 4% Physical contin s encies & 5% Cost contingencies as per rate quoted by J'ou i.e.-20.00% below the office estimated cosl of Rs. I ?7.80. 1.1,3 7,00

I I ave to further ii\struct ;'ou as under:

- I) 5'our attcttuation is requested in conditions for maintenance specified at Clause No.2 (Scope of \\'ork j of Tender Document and accordingl)', you nre directed to make immediate preparation for compl iauce or the smrie.
- 11) Ybtñ are further directed in provide site oi lice as per C'lause No ?. g alon}i with site Godow n and other rc9u ircments specified in the tender doc umcni in consultation w itli concrcod\ sx ard office
- III) To take in hand, immediately the preliminar)' arrangement in connection with the above subject work & tame up the maintenance of project roads as per condition 5.36 of tender in consultation \* vitli the unders'igned & E.E.(Roads)E.s. right earnest trom 25.02.2014. For the purpose considering contract priord, dare of commencement shall be treated as 25.02.20 14.
- IV) a) The B.G. of 2% contract deposit, t0% performance guarantee shall be kept valid by renewal until finalizayon of final bill, settlement of accounts of work by the contractor in all respect or the completion of defect liabilii' peried whicl1ev'er is later  
b) 3"xS Retention' Mone} will be reco\ered from each running bill.  
c) L.\hutir '\\\eltarc C'css shnll be paid by Il\c contractors as per go\emment directive «»'Nn.hSA,\*0f)(J'itein i)o.,' I08-kaam 8• F 7 dated I 7/07/20.10 and c irc ilar No. FA/FRT/1.2 dtd 21/0G'20 I\*.
- V) To pay legal charges & Stationery Charges of Rs. 5000/- in the office of' the Dy. C.h. Engr. (Roads) E.S. as per circular u/no.CA/FRS/61 dated.19.03.2013 for supply of stationar)' for requisite bills. preparing certificate of bill. Thereafter the requisite contract documents etc. will be handed over;to you for stamping and signature by you for total contract cost till date as per Goxa. Directives regarding stamp duty.

- VI) To submit the attested xerox copies of  
a) EMD/A SO receipt  
b) Income Tax Clearance Certificate / PANN<sup>o</sup> . VANN<sup>o</sup> .  
c) Latest Bank Solvency Certificate  
d) Sales Tax/Central Sales Tax/VAT Certificate.
- VII) Kindly refer clause 3.39 •c 3.40 under the head F- Award of contract of the tender and submit the required documents within stipulated time period. A penalty of Rs. 1.000/- per day will be recovered till signing of agreement.
- VIII) To take all insurance policies to be effected on behalf of the Corporation by the Contractor from the Directorate of Insurance, Maharashtra State, Griha Nirman Bhavan (MHA DA), 264, 1<sup>st</sup> floor, Opp. K. Alanagar, Bandra (E), Mumbai — 400 057.
- IX) Submit attested copy of certificate of registration and copy of license from the **designated** office as per G.C.C. clause No. 54 (v), if you employ twenty (20) or more labourer.
- X) Your special attention is invited to the clause Nos. 44 and 70 of General conditions of contract (G.C.C.) wherein you have been directed to take C.A.R. (Contractors All Risk) Insurance Policy for the entire amount of the contract along with Workmen's Compensation Insurance Policy and Janata Policies and an Indemnity Bond, without which no payment of bills will be paid to you.
- XI) Your attention is also invited to clause 67 (b) of the G.C.C. With amendments and submit the program mentioned in the above clause to the Executive Engineer of the work within the period allowed for preliminary arrangements and get the same approved before commencement date of the work. In addition, your attention is also invited to clause No. 25, 39, 44, 54, 65 and 83 of G.C.C. for compliance. Further obtain permission and all other formalities in connection with the execution of the above work to be done in Consultation with the Traffic Police Department.

Please note that no payment of bills/ advances will be made without execution of a written contract.

Yours faithfully,

Sd/-

Dy. Chs. Eng (Roads) E.S.i.c

No. Dy. Cb. E/ 11325A fRoads fES of

Cc:

"Ch. Enii. (Roads & Traffic) / Ch. E. (Vig) / D. M. C. (Zone- )

FE. 4 on horiog) E\*Enp • V/ar 0/Ez Eng (Rds) E. S. hard

Asst. Commissioner, Ward / A. E. (Rds) E. S. Word

A. O. (PRD)- II/A. O. Ward

Submitted/ forwarded for information and necessary action please.

*24/10*  
Oy. Cb. Eng {Roads} E. Si Yc