



MUNICIPAL CORPORATION OF GREATER MUMBAI

Senior Inspector (Shops & Establishment)

N-Ward

Room No.19, 2nd Floor, N-Ward Office,

Near Ghatkopar Railway Station,

Jawahar Road, Ghatkopar (East),

Mumbai – 400 077

RIGHT TO INFORMATION ACT, 2005

The information published

U/s 4(1)(B) of Right to Information Act, 2005

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INTRODUCTION

Background

Shop assistants and commercial employees are an important section of the working class population rendering useful service to the community, but they did not enjoy any protection of legislation till the year 1940 in this country. The working conditions of the Shop assistants and the commercial employees in the city of Mumbai were worse than the employees employed in unregulated factories. The majority of employees of such establishments had no education but were experts in carrying on their business and their business knowledge was superior. The daily working hours of employees in shops were not fixed and exceeded more than 12 hours a day. The condition was worse in respect of meek munims who worked from morning till midnight and grew gray in the service of their pedhis. The system of granting rest interval was not heard of and the granting of a paid holiday depended solely upon the whims of the management. The Government of Bombay Province as it existed under the British Rule was the first

province in undivided India to make an attempt in this direction when in the early thirties a private bill was introduced by Shri R. P. Bakhle. It did not meet with the approval of the then Government as there was no sufficient data for formulating guidelines in this behalf. That bill however aroused such interest that the Government through the Labour Commissioner conducted an inquiry into the working conditions in five important cities. Mumbai, Ahmedabad, Hubli, Poona and Sholapur. The report received in his behalf revealed appalling conditions especially in restaurants, eating houses and various

retail trades. There was insistent demand for the betterment working conditions in the cloth markets in Mumbai, which resulted in attracting the attention of the Government. Such going to the history of the enactment of the Bombay Shops & Establishment Act. It is seen from records that the then Government of Bombay through its labour office conducted an inquiry in the year 1935 into the wages, hours of

work and conditions of employment in the retail trade of some town in the Bombay Presidency. The picture which presented itself to the Government was far from happy and a maiden attempt was made by the then Government of Bombay to bring order out of chaos and regulate the hours of work and conditions of service by promulgating the Bombay Shops and Establishment Act, 1939 The Administration of the Bombay Shops & Establishment Act, 1939, was entrusted to the local authorities in Bombay province in areas where these existed as they possessed the inspecting staff for licensing of such shops in accordance with the municipal regulations in force. Further the municipal inspectorial staff was in close contact and was well conversant with the needs of such establishments. The Act had solitary effect on the conditions of work of the employees. The Bombay Shops & Establishment Act, 1948 is a social piece of legislature, the main object of this Act is to consolidate and amend the law relating to the regulating of condition of work of employment in Shops, Commercial Establishments,

Residential Hotels, Restaurants, Eating Houses, Theatres and other places of public amusement or entertainment and other establishments. This Act extent to the whole of State of Maharashtra. As provided in the Act it is the duty of every local authority to enforce within the area subject to its jurisdiction, the provision of this Act subject to such supervisions of the State Government as may be prescribed. The Municipal Corporation of Greater Mumbai being a local authority for this Metropolitan City of Mumbai, the enforcement of the provisions of Bombay Shops & Establishment Act,1948 is entrusted to the Municipal Corporation.

Short History of the Department :

The Bombay Shops & Establishment Act, 1939 was first time passed on 2.11.1939 and the Shops & Establishments Department was created in the month of November, 1940. the Bombay Shops & Establishment Act first to introduce the legislation regulating the working conditions of Shop Assistants in India. the enforcement of the provisions of the Act was entrusted to the local authority. So far as the Municipal Corporation of Greater Mumbai was concerned, the Shops & Establishments Department was placed under the Superintendent of Licence for the purpose of administration as its future development could not at that stage be forced. However, 10 years later 1950 the then Municipal Commissioner suggested that Shops & Establishments Department had now reached a major stage in its growth and need separated from the Licence Department and placed in a separate head. The Corporation under its Resolution No.658 of 19.1.1950 accepted the Commissioner's recognition and the department came to be placed under the chief Inspector of Shops & Establishments Department. The point that with the Commissioner in suggesting separate from Licence department were that the Superintendent of Licence was already over-burdened with the control of licence of storages and trades, control of advertisement and control of hawkers. The extension of Mumbai City with the suburbs increased the work till further and therefore, he felt that in the exist of vacancy the department should be placed under an Independent Officer. They could draw initiative and constructive ideas to each work. Since the separation save social and economic were held so as to ascertain the social and economic condition

of the employees affected by the Act, and the department was efficiently managed by 5 succeeded Chief Inspectors till 18th December, 1964. With the retirement of the last Chief Inspector the department again came to be placed under Superintendent of Licence by keeping the post of CISE in abeyance from 18.12.1964. The issue was again examined by then Municipal Commissioner on receipt of the letters received from Shri P.G.Kher, the then Minister of Urban Development and Works, Government of Maharashtra and Shri Shanti Patel, the then Leader Bombay Municipal Congress Party. In view of the above observation, the issue was once again examined and finally as per M.C.'s order under No. MPS/9975(140) of 11/12/72 Shops and Establishment department was separated from Licence Department from 1/12/72 with Chief Inspector Shops & Establishment as a Head of the department. The co-ordination Scheme was introduced from 1/7/1972 in accordance with which Shops & Establishment inspectors are now required to attend to the work of the Licence and factory department. On 1st December, 1978 coordination scheme was dissolved and since then Shops & Estt. Department is functioning independently under the Head of Chief Inspector, Shops & Estt. Department. Only source of income of this department is collection of fees are registration of establishments and renewal of the Registration Certificate.

Section - 4 (1) (b) (i)

The particulars of functions and duties of the public authority:

1	Name of the Public Authority	Municipal Corporation of Greater Mumbai, Shops & Establishment Department, N-Ward
2	Full Address	Room No. 19, 2 nd Floor, N-Ward Office, Near Ghatkopar Railway Station, Jawahar Road, Ghatkopar (East), Mumbai – 400 077
3	Head of the Section	Senior Inspector
4	Under which Department	Chief Inspector (Shops & Establishment) Department
5	To whom the reports of daily work is submitted	Assistant Commissioner (N-Ward) and Chief Inspector (Shops & Establishment)
6	Geographical jurisdiction	N-Ward
7		Not Applicable
8	Aim and Policy	Implementation of provisions under different labour laws as per directives of the Municipal Commissioner and Labour Commissioner
9	Achievement	To protect interest of employees while implementation of Labour Laws
10	Actual Work	To implement labour laws in the jurisdiction of Municipal Corporation of Greater Mumbai and to act as a mediator between Employer and Employee
11	Description of Services to the citizen	This department does not provide any service.
12	Immovable property	Not applicable
13	Organizational Chart of Authority	Senior Inspector (1) Inspector(3) Clerk(1) and Shop Attenant (2)
14	Office Timing and Telephone Number	Time of Work 09.00am to 12.30pm Telephone No. 022- 25010161 To 65

		Ext No. 205 Fax 2594 7520 Email id srinsp01n.se@mcgm.gov.in
15	Weekly Holiday	Second and Fourth Saturday and all Sunday

The particulars of the department, function and duties.

The main function of the Shops & Establishment Department is to enforcing the provisions of the following Labour enactment in area of Municipal Corporation of Greater Mumbai.

- 1) Bombay Shops & Establishment Act, 1948
- 2) Payment of Wages Act, 1936
- 3) Minimum Wages Act, 1948
- 4) Maternity Benefit Act
- 5) Child Labour (Prohibition and Regulation Act, 1986)

The object of these Labour enactments is to regulate the condition of work and employment in respect of employees working in different categories of establishments viz. shops, commercial establishments, residential hotels and restaurants, theaters and other public amusement centers, etc. The State Government exercises the supervisory powers on working of the Acts through the Commissioner of Labour, Mumbai and other designated officers as provided under Rule 16 of Maharashtra Shops and Establishments Rules,1961.

The Senior Inspector has to process the applications received for registration under the Shops & Establishment Act and he has to register the new establishment under the Shops & Establishment Act and renew the registration certificate periodically. The Inspector appointed under section 48 of the Act not only acts as an Advocate for the employees working in various establishments but also has to see that cordial relations are maintained between the owner and the servant in the interest of smooth running of the business/trade or profession. He is deemed to be a "PUBLIC SERVANT" within the

meaning of Section 21 of the Indian Penal Code. He is also an "Assistant Public Prosecutor" when appears in the Court of Law to conduct proceedings in respect of cases filed by him against the offenders under various provisions of the Bombay Shops & Establishment Act and Rules there under. He pleads the cases filed under different provisions.

The inspectorial staff has to perform indoor and outdoor work. During outdoor work, the Inspectors are supposed to perform outdoor duties for 3 1/2 hours in aggregate for which no scheduled time is fixed. They are expected to adjust their duties in such a way that the time required for checking major breaches of the Act is covered within their duty hours for outdoor work. During the course of outdoor work, the Inspectors have to visit various establishments and to detect breaches of the provisions of the Acts and rules framed there under and to launch prosecutions on defaulting employers. The major breaches of the provisions of the Act are non-registration, non-renewal of Registration Certificates, opening of establishments before prescribed hours, closing of the establishments later than prescribed hours, exceeding total hours of work, continuous work without rest interval, spread over, not granting privilege leave, keeping the establishments open on weekly closed day, employing female employees after prescribed hours, employing child labours, not providing Identity Cards to certain class

of employees and not paying wages in accordance with the rates prescribed under the Minimum Wages Act,1948. The major breaches of the provisions of rules are of the nature of procedural lapses viz. non-

maintaining prescribed registers of employment and leave, visit-book, not providing leave book to the employees and not making suitable entries therein, not producing requisite record, register notices for inspections on demand. They are also to conduct the court cases in the Court of Law in the capacity of Assistant Public Prosecutor.

Strength of Department

Chief Inspector, Shops & Establishments is responsible to the Municipal Administration being a Municipal department and to the State Government and supervise the work of the following staff of the department.

- 1) Senior Inspectors - 1
- 2) Inspectors - 3
- 3) Clerks - 1
- 4) Shop Attendants - 2

The department is headed by the Chief Inspector (Shops & Establishments). He is assisted by 4 Deputy Chief Inspectors/ 2 Head Clerks and other clerical staff at the Head Office level. The working of this department carries out by Senior Inspector in each Ward who is assisted by the Inspectors, Clerks and Shops Attendants accordingly to the strength of number of establishments registered in the Ward. The Inspectorial staff, as well as clerical and other staff of different wards work under the functional set up of the Ward Officers. However their work is supervised by the Chief Inspector. The Administrative

Head Quarters of this department is situated at Address:

Office of the Chief Inspector
Shops & Establishment Dept. Bhimabai Rane Municipal School
4th Flr. Rajaram Mohan Ray Marg, Girgaon, Mum- 400004.

Organization's Structural Chart

Sr. Inspector (S&E)

Inspector

Clerk

Shop Attendant

SECTION- 4 (i) (b) (ii)

The powers of officers and employees in the office of Sr. Inspector (Shops & Establishment)

A-Financial power

Sr. No	Designation	Powers Financial	Under which legislation/ rules/ orders/ & Rs	Remarks
1	Sr. Inspector (S&E)	Nil	Maharashtra Shops Establishment	
2	Inspector(S&E)	Nil	Maharashtra Shops Establishment	

The powers of officers and employees in the office of Sr. Inspector (Shops & Establishment)

B-Administrative power

Sr No	Designation	Powers Administrative	Under which legislation/rules/ orders/ & Rs	Remarks
1	Sr. Inspector (S&E)	NIL		
2	Inspector(S&E)	Nil		

The powers of officers and employees in the office of Sr. Inspector (Shops & Establishment)

C-Magisterial Power

Sr No	Designation	Powers Administrative	Under which legislation/ rules/ orders/ & Rs	Remarks
1	Sr. Inspector (S&E)	NIL	-	
2	Inspector(S&E)	Nil	-	

The powers of officers and employees in the office of Sr. Inspector (Shops & Establishment)

D-Quasi Judicial power

Sr No	Designation	Powers Administrative	Under which legislation/ rules/ orders/ & Rs	Remarks
1	Sr. Inspector (S&E)	NIL	-	
2	Inspector(S&E)	Nil	-	

The powers of officers and employees in the office of Sr. Inspector (Shops & Establishment)

E-Administrative Power

Sr No	Designation	Powers Administrative	Under which legislation/ rules/orders/ & Rs	Remarks
1	Sr. Inspector (S&E)	NIL	-	
2	Inspector(S&E)	Nil	-	

2. Powers and Duties of Officers and Employees

Sr.No.	Designation of Officer	Powers and Duties
1	Senior Inspector	<p>Head of the Shops & Establishment Department in the Ward office and to see the administrative work and having responsibility of implementation of following Labour Laws.</p> <ol style="list-style-type: none">1. Maharashtra Shops & Establishment Act, 19482. Payment of Wages Act, 19363. Minimum Wages Act, 19484. Maternity Benefit Act, 19615. Workman compensation Act, 19236. Industrial Employment (Standing Order) act, 19467. Child Labour (Prohibition and Regulation) Act, 19868. Industrial Dispute Act, 1947
2	Inspector	<p>To work in office between 9.00am & 12.30pm and thereafter to visit in the section for 3 ½ hours and to implement the following Labour Laws.</p> <ol style="list-style-type: none">1 Maharashtra Shops & Establishment Act, 19482 Payment of Wages Act, 19363 Minimum Wages Act, 19484 Maternity Benefit Act, 19615 Workman compensation Act, 1923

		<p>6 Industrial Employment (Standing Order) Act, 1946</p> <p>7 Child Labour (Prohibition and Regulation) Act, 1986</p> <p>8 Industrial Dispute Act, 1947</p>
Sr.No.	Designation of Officer	Powers and Duties
3	Clerk	<p>To maintain the following registers</p> <ol style="list-style-type: none"> 1 Inward and Outward Register 2 Offence Sheet Register 3 Court Register 4 Form 'A' Register 5 Form 'E' Register 6 Register of Duplicate 7 Dead Stock Register <p>8 To prepare Docket to keep the same as per Serial Number with the help of Shop Attendant</p> <p>9 To note form B and verified forms and to hand over the same to the Shop Attendant. To arrange the docket serially in respect of cancelled registration certificates.</p> <p>Court Duties are as follows -</p> <ol style="list-style-type: none"> 1 To prepare Sanction Sheets 2 To prepare Court Docket 3 To prepare Court Board 4 To prepare Summons 5 To take note of the cases in the Court Register 6 To attend the Court as per requirement 7 To prepare list of decided Cases 8 To prepare worksheet of daily work

		9 To carry out the work entrusted by the Sr Inspector time to time
4	Shop Attendant	<p>The duties are as under –</p> <ol style="list-style-type: none">1 To arrange the Forms of registered establishment as per categories and to kept the same serially.2 To attend field work along with Inspector for implementation of the Act.3 To attend the Court along with the Inspector and to submit the required proof and witnesses in respect of the work4 To serve summons and warrant5 To carry out the other work entrusted by the Seniors from time to time

SECTION-4(1)(b)-(iii)

The procedure followed in the decision making process, including channels of supervision and accountability in the office

Sr. Inspector (S&E)

-1-

Name of Activity -To issue Registration Certificate

Related Provision -Section 7(1) (4)

Name of the Act -Maharashtra Shop & Establishment Act-1948

Rules –NIL

Government Resolutions –NIL

Circulars -Section 4(1)(b)(V)-Sr.No.1

Office Order –NIL

Sr. No	Activity	Steps Involved	Time Limit	Authority role and Responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
1	To issue new Registration Certificate	Employer has to submit A form along with undertaking and prescribe fees(In case of partnership partnership deed and in case of company incorporation cft and list of directors) within 30 day after commencement of business in ward 's CFC centre. -Area Inspector will verify correctness of the statement made by employer by visiting the premises where business is situated. -Inspector will submit the verified A form to obtain the order of Sr.Inspector for issueregistration cft. Sr. Inspector will issue registration certificate within 15 days from receipts of application			

Name of Activity -To renew Registration Certificate

Related Provision -Section 7(2A) and 7(2AA)

Name of the Act -Maharashtra Shop & Establishment Act-1948

Rules -NIL

Government Resolutions -NIL

Circulars --

Office Order –NIL

Sr.No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)
1	To renew Registration Certificate	Registration certificate is valid upto end of the year, employer has to submit B form alongwith prescribe renewal fees 15 days before expiry of calendar year. i.e. efore 16 th December. Employer can renew the registration certificate for three years.	15 day before expliry of calendar year	-Employer

Name of Activity -To amend Registration Certificate

Related Provision -Section -8 / rule 8

Name of the Act -Maharashtra Shop & Establishment Act-1948

Rules -NIL

Government Resolutions -NIL

Circulars --

Office Order -NIL

Sr.No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)
1	To amend Registration Certificate	E form is to be submitted along with prescribe fees and ocuments related to change.(i.e.-copy of retirement deed and dissolution deed in case of partnership and ,resolution or form no 32 in case of company)	10 days	-

Name of Activity -To issue duplicate Registration Certificate

Related Provision -- -

Name of the Act -Maharashtra Shop & Establishment Act-1948

Rules -NIL

Government Resolutions -NIL

Circulars --

Office Order -NIL

Sr.No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)
1	To issue duplicate Registration Certificate	If any registration certificate issued under Maharashtra Shop & Establishment Act- 1948 is lost, defaced or destroyed , employer shall apply with prescribe fees for issuing duplicate registration certificate.	10 days	-

Name of Activity -Cancellation of Registration Certificate

Related Provision -- section-9

Name of the Act -Maharashtra Shop & Establishment Act-1948

Rules -NIL

Government Resolutions -NIL

Circulars --

Office Order -NIL

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)
1	Cancellation of Registration certificate	After closing of business, employer has to inform area inspector within 10 days for cancellation of certificate. or at the time of visit of area inspector found any business closed down, inspector can cancel the reg. cft. Form Cregister.	10 days	-

SECTION-4(1)(b)-(iv)

Norms set for discharge of its functions in the office of Sr inspector

(S&E) 'N' ward.

Organizational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1	Sr. Inspector	As mentioned in Section 4 (1) (b) (iii)		There are no Financial targets set for This eparment. 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	Inspector	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	
3	Sr. Inspector	Minimum visit	150			
4	Sr. Inspector/ Inspector	Mass Raid	05			

5	Sr.Inspector	Offence sheet	10			
6	Inspector	Minimum visit	200			
7	Inspector	Mass Raid	05			
8	Inspector	Offence sheet	20			

SECTION-4(1)(b)-(v)

The rules, regulation, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions of Shops & Establishment Dept.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc.date	Remarks if any
1	To issue new Registration certificate	As per provision of Maharashtra Shops.& Establishment Act-1948 Circulars No- 1)CI/11/SEC DT-6.8.2001 2)CI/13/SEC DT-13.8.2001 3)CI/14/SEC DT-10.3.2005 4)CI/33/SEC DT-19.11.2001 5)CI/35/SEC Dt-19.1.2002	
2	Recovery of Trade Refusal Charges	Administrator's Resolution (SC)N0-752 dt-22.1.1984 item no-55(Oct-1984) -Ch.Engg/6123/SWM dt-5.6.1999 -Ch.Engg./19201/SWM dt-17.2.2004	
3	Revised Fess and renewal fees under MS&EAct-1948	BSE/21(7181)Lab-9 dt-15.12.203	
4	Authorisation under Minimum Wages Act- 1948	काआ/ग्रावित अं/1094/मुं.का.द, दिनांक 1.2.1994	
5	Norms set up for visit and Mass raid	BSE/1569/146295/Lab-III dt-2.9.197 -MMC/9585dt-27.9.1976	

6	To observe weekly closed day in various area in jurisdiction of MCGM	Corporation Resolution No-1015 dt-26.11.1964	
7	Common weekly day of all hair cutting saloon and Hamamkhanas through out MCGM area	MDJ/6805 dt-13.3.1969(Persuant to th Corporation Resolution No-1341 and 1345 dt-13.2.1969)	
8	Implimenting the provision of Maharashtra Shop and Establishment Act-1948 and Minimum Wages Act-1948	Provision of Maharashtra Shop and Establishment Act-1948 and Minimum Wages Act-1948	

SECTION-4(1)(b)(vi)

A Statement of Categories of documents that are held by department under its control

A Class of record and duration of preservation is as given below :-

	Class	Duration	
	A	Permanent	
	B	30 years	
	C-2	15 years	
	C	10 years	

C
'A' Class Record
5 years

Sr. No	Subject	Type of Document/ file or register	Register No.	Particulars	Periodicity of Preservation (Proposed)
1	A form of existing estts.	Docket		Application for new registration certificate	Permanent
2	B form of existing estts	docket of A form		Application for renewal of Reg. Cft.	Permanent
3	E form	Docket		Application for change in constitution	Permanent

'B' Class Record

Sr. No	Subject	Type of Document/ file or register	Register No.	Particulars	Periodicity of Preservation (Proposed)
1	A form and B forms of closed Estt.	Docket		Docket of estt. closed down	30 Years

'C-1' Class Record

Sr. No	Subject	Type of Document/ file or register	Register No.	Particulars	Periodicity of Preservation (Proposed)
1	Receipt Books and remittance book	Books		Receipts of new registration and renewal of registration	10 Years

'C' Class Record

Sr. No	Subject	Type of Document/ file or register	Register No.	Particulars	Periodicity of Preservation (Proposed)
1	Offence sheet Register	Register		Offence sheet put up Inspector Details of application received under R.T.I.Act	05 Years
2	R.T.I Register	Register			05 Years

'D' Class Record

Sr. No	Subject	Type of Document/ file or register	Register No.	Particulars	Periodicity of Preservation (Proposed)
1	Abstract of work done by nspector	Book		Details of work done by inspector	1 Year

2	Inward /outward register	Book		Details of application received and reply sent	1 Year
3	Outward Register (External correspondence)	Document		Details of applications/ complaints/other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/complainants /citizens etc.	1 Year
4	RTI application & their reply (Except appeal cases)	Document		Details of application received under RTI Act & reply given to the same.	1 Year
5	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	1 Year
6	Monthly reports sent to various	Document		File papers containing monthly reports sent to	1 Year

	departments			variousdepartments	
7	Court cases under ACT which have been decided to be kept for 2 calender years as per circular No. SI/6 of 66-67dt-9.4.1966	Docket		Decided cases disposed by court under MSE Act-1948	01 year
8	G diaries or field Book	Book		Works performed by Inspectors regularly	01 year
9	Papers received	Document		Complaints received by public	01 year

Note : Destruction of record shall be done as per guidelines issued by the office of General Administration vide circular under no. MOM/4107, dated : 27/11/2000. (please refer Pg of Annexure)

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

Sr.Inspector (Shops & Establishment)

Sr. No.	Consultation for	Details of Mechanism	Under which legislation /rules / orders /GRs	Periodicity
NIL	NIL	NIL	NIL	NIL

SECTION- 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies

Sr.Inspector (Shops Establishment)

Sr.No	Name of The committee board / council / otherbodies	Compositio n of committee Boardcouncil other bodies	Purpose of the committe e Board/ Council/ other bodies	Frequenc y of meetings	Whethe r meeting open to public or not	Whether Minutes are availabl e to public or not	Minutes availabl e at.
	NIL	NIL	NIL	N.A.	N.A.	N.A.	N.A.

SECTION-4(1)(B)(IX)

Directory of officers & employees of Sr.Inspector (Shops Establishment)

' N ' ward

Sr. No.	Designation	Name of the officers/ employees	Cadre	Dt of joining the post	Contact details ph/ fax / E mail
1	Senior Inspector	Shri Subhash Avhad	B	07.01.2016	022-25010161
2	Inspector	Shri Deepak Palve	C		022-25010161
3	Inspector	Shri Mahendra Wayangankar	C		022-25010161
4	Inspector	Shri. Anil Mahale	C	04.10.2012	022-25010161
5	Clerk	Shri Vishal Bhosale	C	20.04.2012	022-25010161
6	Shop Attendent	Shri Krishnaji Munde	C	16.11.1995	022-25010161
7	Shop Attendent	Shri Chandrakant Padelkar	C	04.08.1986	022-25010161

Section 4 (1) (B) (X)**Manual- X****Year 2015-16****Pay, Pay Scale and allowances of Employees and officers at the office of the Sr.Inspector (Shops Establishment) N-ward**

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in N Ward	Basic + GRP	DA	WC	CA	H I S	TA	MMA	HRA	Total Salary	
1	Sr.Insp	S.K. Avhad		3.9.1987		19780+3929	28213	-	373	-	600	-	7112	60007	
2.	Insp	D.B.Palve		30.8.1988		19260+2800	26251	-	-	-	600	-	6618	55529	
	Insp	M.P. Wayngankar		20.1.1988		21160+2800	28512	-	-	-	600	-	7188	60260	
	Insp	A.Y. Mahale		27.6.2006		9460+2400	14113	-	-	-	600	-	3558	30131	
	Clerk	V.V. Bhosale		20.4.2012		7260+2000	11019	-	-	-	-	-	2778	23657	
	S.A.	K.K.Munde		16.11.1995		11130+1900	15506	-	-	224	600	-	3909	33269	
	S.A.	C.A. Padelkar		4.8.1986		11970+1850	16446	-	-	-	600	-	4146	35012	

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in N Ward	Basic + GRP	DA	WC	CA	H I S	TA	MMA	HRA	Total Salary	
1	Sr.Insp	S.K. Avhad		3.9.1987		19780+3929	28213	-	373	-	600	-	7112	60007	
2.	Insp	D.B.Palve		30.8.1988		19260+2800	26251	-	-	-	600	-	6618	55529	
3	Insp	M.P. Wayngankar		20.1.1988		21160+2800	28512	-	-	-	600	-	7188	60260	
4	Insp	A.Y. Mahale		27.6.2006		9460+2400	14113	-	-	-	600	-	3558	30131	
5	Clerk	V.V. Bhosale		20.4.2012		7260+2000	11019	-	-	-	-	-	2778	23657	
6	S.A.	K.K.Munde		16.11.1995		11130+1900	15506	-	-	224	600	-	3909	33269	
7	S.A.	C.A. Padelkar		4.8.1986		11970+1850	16446	-	-	-	600	-	4146	35012	

SECTION- 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Sr. Inspector

(Shops & Establishment) N ward for the year 2014-15

Sr.No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	NIL	NIL	NIL	NIL

SECTION-4(1)(b)(xii)

The manner of execution of subsidy programmes

-NADetails

of Beneficiaries of subsidy program in the office of

Sr.Inspector (Shops & Establishment) N ward

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

SECTION-4(1)(b)(xiii)

The particulars of recipients of concession, permits or authorization granted

by it.

-No any concession , permit or authorization is granted by this department

SECTION-4(1)(b)(xiv)

The details in respect of information available or held by it, reduced to
electronic form.

Sr.No.	Type of Documents file/Register	Sub Topic	In which Electronic Format it is kept	Person in Charge
1	C Register	Nil	Any other (Hard Disk)	Sr.Inspector(S&E)

SECTION- 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in
the office of Sr. Inspector (Shop & Establishment) at 'N' Ward.

Types of facilities-

Information about facilities for inspection of record.

Sr.No.	Type of Facility	Timings	Procedure	Location	Person Incharge
1	Inspection of Record as per RTI Act.	10.00 a.m. to 1.00 p.m on Tuesday and wednesday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or Fraction thereof will be charged thereafter.	Room No. 19 Second Floor, N-Ward Office, Jawahar Road, Ghatkopar (E) Mumbai – 77	Sr. Inspector (Shop & Establishment) N Ward.

SECTION-4(1)(b)(xvi)**Details of public information Officers /APIO/Appellate authority in the jurisdiction of (public authority)****PIO****A**

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph. NO.	Email id for purpose RTI	Appellate authority
1	Shri.S.K.Avhad	Sr. Inspector	N Ward	Room No. 19 Second Floor, N-Ward Office, Jawahar Road, Ghatkopar (E) Mumbai – 77		Astt. commissioner

APIO**B**

Sr. NO.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph No./Ph. NO.
	-	-	-	-

Appellate authority**C**

Sr. NO.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO Reporting	Email-id for purpose of RTI
1	Shri S.M. Dwivedi	Astt.commissioner	N ward	A C	acn@mcgm.gov.in

SECTION-4(1)(b)(xvii)

Such other information available in the department.

Statistical Data :

1) Establishments Registered Under the Maharashtra Shops & Establishments Act,
1948

The following chart will show the total number of Establishments Registered
under this Act, as on 30.11.2014

Category	N ward			
Shops	10884			
Commercial Establishments	12470			
Residential Hotels	7			
Restaurants & Eating Houses	397			
Theaters & other Amusement Centers	49			
Total	23807			