



## **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provisions of RTI Act,  
2005 of P/South Ward

### **ASSISTANT ENGINEER WATER WORKS** **DEPARTMENT**

Address - Assistant Engineer Water  
Works P/South Ward office,  
Opp. Citi Centre, Near Ratna  
Hotel, S.V. Road,  
Goregaon(West), Mumbai –  
400 104.

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**Hydraulic Engineer's Department**

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## Introduction

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, Water Works, P/South 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 (Water Works), P/South Ward whose office is situated at P/South Ward office, 3<sup>rd</sup> Floor, Opp. Citi Centre, S. V. Road, Goregaon (West), Mumbai-400 104. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Hydraulics is a branch of Engineering science that deals with water storage and supply and 'Hydraulic Engineer' of MCGM is in-charge of water supply to Mumbai. Hydraulic Engineer is a Statutory Post and being head of the department; his department is known as Hydraulic Engineer's Department.

He is empowered by relevant sections of MMC Act 1888(as amended) & power is delegated to him through DMC(SE). All Dy H.E./E.E.W.W./A.E.W.W.'s work under him & he has overall control to ensure sufficient, wholesome & equated water supply to various water supply zones and to collect water charges.

Assistant Engineer Water Works P/South is a head of department at Ward level in the Hydraulic Engineer's Department. Assistant Engineer Water Works P/South is under administrative control of Assistant Commissioner.

Assistant Engineer Water Works P/South is assisted by Junior Engineer (Water Works) Dist. / Sub Engineer (Water Works) Dist. and Junior Engineer (Water Works) Maint. / Sub Engineer (Water Works) Maint.. Each Junior Engineer (Water Works) Dist. / Sub Engineer (Water Works) Dist. is given one Electoral Ward (one beat) to perform the duties pertaining to Distribution of water and one Junior Engineer / Sub Engineer to perform the duties pertaining to maintenance of water main section in P/South Ward.

Assistant Engineer Water Works P/South's overall control in Ward level to ensure to distribute equal & potable water supply to consumer and collect water charges from consumer.

Definitions (Please provide definitions of various terms used in the hand book)

**I. Potable Water:** The water which is brought from the outside city and treated at Treatment Plant and brought to the consumers' tap and safe for drinking purpose.

**II. Distribution:** Supply of water from reservoir to consumers' tap through feeder and distributor mains with static head.

**III. Consumers Tap:** The point of discharge of water supplied at consumers' premises, which is permitted by following the norms prescribed by Hydraulic Engineer's Department.

**IV. Revenue:** Bills of quantity of the water received by the consumer through meter at his premises as per the tariff as approved by the Standing Committee / Municipal Corporation.

As per Central Right to Information Act 2005, Assistant Engineer Water Works P/South is appointed as Public Information Officer (Water Works) for Water Works department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Water Works Dept. of P/South Ward.

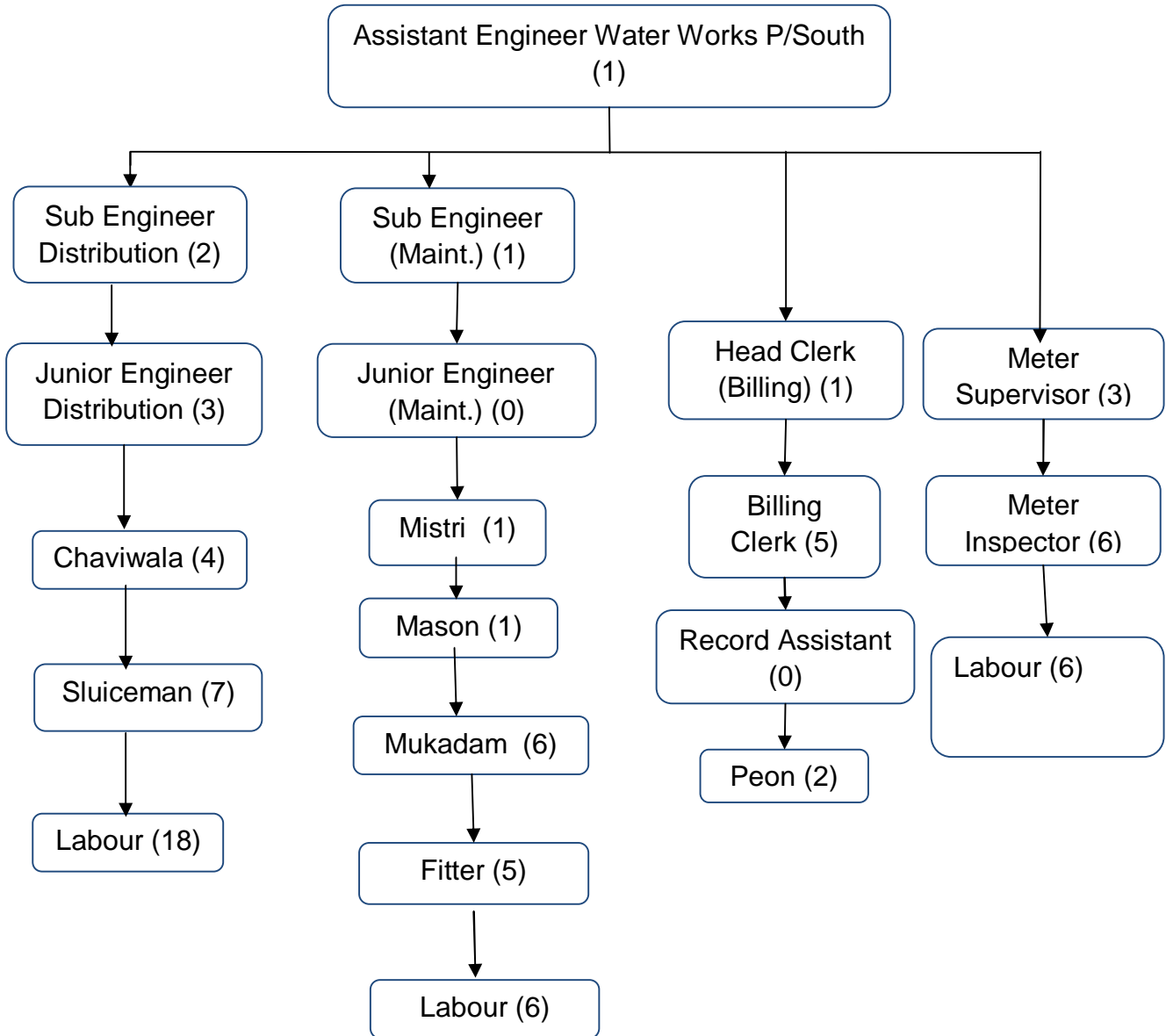
**(Shri.Sudhir S.Jadhav)**  
**Assistant Engineer (Water Works)**  
**P/South Ward**

**Section 4(1) (b) (i)**

**The particulars of functions & duties of the Office of Assistant Engineer (WW)**

1	Name of the Section	Office of Assistant Engineer, Water Works
2	Address	P/South Ward office, 3 <sup>rd</sup> Floor, Opp. Citi Centre, Near Ratna Hotel, S.V. Road, Goregaon(West) Mumbai – 400 104.
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, P/South Ward, 2) Office of Deputy Hydraulic Engineer (Western Suburbs), 4 <sup>th</sup> Floor, K/West Ward office, Opp. Andheri Railway Stn. Off S.V. Rd, Andheri(West), Mumbai - 400 058
6	Jurisdiction Geographical	East Aarey Colony area, Gokuldham area, Film City West Creek Municipal Boundary North Chincholi Bandar Road, P/North Ward South Oshiwara Nalla, K/West Ward
7	Mission	“To provide adequate, safe and equitable water to the consumers in P/South Ward’s area.”
8	Vision	“To control on leakages, wastage & theft of water.”
9	Objectives	“Distribution of potable water to the consumers in P/South Ward’s area.” 1) To attend short supply complaint of consumers. 2) To attend leakage of water main up to 250 mm dia. 3) To attend contamination complaints. 4) To inspect unauthorized Water connections.
10	Functions	Control over Distribution of potable water to the consumers in P/South Ward’s area. 1) To control and supervise daily water supply valves. 2) To issue permission form for water connections. 3) To recovery of water charge bills from consumers.
11	Details of services provided ( In Brief)	“Supply of potable water within P/South Ward’s area.”
12	Physical assets / Tools (Statement of lands & Buildings and other Assets)	Tools
13	Organization’s structural Chart	As per separate sheet attached at page no.6.
14	Tel. Nos. & office timings	Telephone no : 28737000 Extn : 105 Email : aewwpsouth@gmail.com Office timing : 8.00 a.m. to 12.00 noon and 2.30 p.m. to 5.30 p.m.(Monday to Friday) 8.00 a.m. to 11.30 a.m. on Saturdays Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday)
15	Weekly Holidays	Sunday and Public Holidays.

**Organisation's Structural Chart (Orgonogram): As on August 2017**



Sr. No	As on Jan-2015 Designation	Total Posts			Charged Posts			Vacant Posts		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Assitt. Engg	1	0	1	1	0	1	0	0	0
2	Sub Engg.	3	0	3	3	0	3	0	0	0
3	Jr. Engg	6	0	6	3	0	3	3	0	3
4	Meter supervisor	2	0	2	2	0	2	0	0	0
5	Head Clerk	1	0	1	1	0	1	0	0	0
6	Clerk	6	0	6	4	0	4	2	0	2
7	Meter Inspector	8	0	8	6	0	6	2	0	2
8	Peon	2	0	2	2	0	2	0	0	0
9	Record Assistant	1	0	1	0	0	0	1	0	1
10	Chaviwala	6	0	6	4	0	4	2	0	2
11	Sluice man	15	0	15	7	0	7	8	0	8
12	Labour	43	0	43	33	0	33	10	0	10
13	Mistry-II	2	0	2	1	0	1	1	0	1
14	Fitter-II	12	0	12	5	0	5	7	0	7
15	Mukadam	7	0	7	6	0	6	1	0	1

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

The powers of officers and employees in the office of Assistant Engineer Water Works P/South Ward.

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power- Financial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Assistant Engineer Water Works	1. Power to incur expenditure-office contingencies Rs.7000/- in case of dead stock articles up to Rs.50/- per item and to make the payments of the bills therefore.	MMC Act 1888	
		2. (a) Power to purchase without prior post-audit up to Rs.25/-		
		(b) Without pre-audit but with post audit Above Rs.25/- but up to 200/-		
		(c) With pre-audit Above Rs.200/- but up to Rs.500/-		
		3. Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of the Rs.15,000/-		
		4. Signing all indents for purchases of stores and material required for execution of sanctioned Works, provided funds are available.		
		5. Power to enter upon or carry materials through any land for inspection or repairs or execution of Municipal Works.	263 (1), 278 (1)	
2.	Sub Engineer Distribution	NIL.		
3.	Sub Engineer (Maint.)	NIL.		
4.	Junior Engineer Distribution	NIL.		
5.	Junior Engineer (Maint.)	NIL.		
6.	Head Clerk	NIL.		
7.	Meter Supervisor	NIL.		



**B**

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water Works	1. Power to sanction increments in the time scale promotions to the lab our staff in accordance to rules in force.	MMC Act, 1888	
		2. Power to grant casual leaves to subordinate staff up to the rank of Sub-Engineers accordance with the MC's orders on the subject that application form staff.		
		3. Powers to grant leaves including maternity and injury leave to the lab our staff in accordance to the MC's orders on the subject.		
		4. Power to sign unclaimed wages refund certificates of the staff working under him.		
		5. Power to allow renewal of Railway season Tickets.		
		6. Power to sanction overtime allowance when necessary to the member of the inferior service of the sanctioned scales and in case of those whom the factory.		
		7. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3)to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
2.	Sub Engineer Distribution	Nil.		
3.	Sub Engineer (Maint.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Maint.)	Nil.		
6.	Head Clerk	Nil.		
7.	Meter Supervisor	Nil.		

**C**

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

**D**

Sr. No.	Designation	Power- Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

**E**

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

The duties of officers and employees in the office of Assistant Engineer Water Works P/South Ward.

**A**

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water Works	NIL.	-	
2.	Sub Engineer Distribution	NIL.	-	
3.	Sub Engineer (Maint.)	NIL.	-	
4.	Junior Engineer Distribution	NIL.	-	
5.	Junior Engineer (Maint.)	NIL.	-	
6.	Head Clerk	NIL.	-	
7.	Meter Supervisor	NIL.	-	

**B**

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water Works	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.	MMC Act 1888, u/s 169, 92, 263(1), 278(1), 350, 488	
		2. Repairs & maintenance of water mains up to 300mm and get rest of the work done by coordinating with other agencies.		
		3. Initiate proposals for laying of new water mains for replacement of old pipelines and to overcome short supply problem, contamination etc. for sanction of competent authority.		
		4. Attending short supply complaints, contamination leakages in private and municipal unit and disconnection of connections to generate demands of water / sewerage charges, recovery of bills etc.		
		5. To attend the meetings of zonal D.M.C., dept. heads and other meetings such as public grievances and comply the matters.		
		6. To issue necessary permissions for availing the water connections allowing fittings etc. after obtaining necessary sanction from competent authority, Resolving of disputes regarding water charges bills with sanction of competent authority.		
		7. In case of emergency arising out of breakdowns, maintenance of water mains, inform the public and public representatives for change in water timings etc. with available resources.		
		8. Any other duties assigned by the higher authorities.		
		9. Sanction of domestic connections up to 20mm dia., certification of dry fittings up to 25mm dia. and new buildings up to 4th floor.	1)EE Mts. (Rev.) /2553 / Circular dt. 1.01.2002 2)HE/15/Cir/HC( Gen.) of 29.10.2005	
		10. Recovery of additional Sewerage Charges for already sanctioned proposals.	Water Bye Laws, Water Charges Rules	

2.	Sub Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
3.	Sub Engineer (Maint.)	1. To carry out fieldwork such as repairs, maintenance of water main up to 250mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections up to 50mm dia.		
		4. Execution of disconnection orders for nonpayment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
4.	Junior Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
5.	Junior Engineer (Maint.)	1. To carry out fieldwork such as repairs, maintenance of water main up to 250mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections up to 50mm dia.		
		4. Execution of disconnection orders for nonpayment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		

6.	Head Clerk (Billing)	1. To assist AEWV in all matters regarding water charges bills and day to day office duties.		
		2. To supervise and exercise control over working of all billing clerks and verify single line bills.		
		3. To supervise work of billing clerks in preparing monthly and quarterly bills.		
		4. To maintain necessary registers and to prepare periodical reports and submission of the same to the higher authority.		
		5. To initiate refund proposals and adjustments.		
		6. To put up draft reply to audit notes.		
		7. To issue notices to consumer for recovery & report to the higher authority accordingly.		
7.	Clerk	1. To assist H.C. (Billing) in day to day Works.		
		2. To enter the meter data for preparing the water charges bills.		
		3. To prepare challans for payments other than water charges bills		
		4. To maintain register regularly and taking day to day entries.		
		5. To issue duplicate bills.		
		6. To issue notices to consumer for recovery & report to the higher authority accordingly.		
8.	Meter Supervisor	1. To assist AEWV in the work metering section.		
		2. To supervise the work of Meter Inspector.		
		3. To check Meter Reading Book entries on random after visiting sites.		
		4. To report unauthorized water connections and misuse of municipal water.		
		5. To issue notices to consumer for replacement of non working meters.		
		6. To maintain dispute registers and stolen meter register.		
		7. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.W.		
		8. To settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		9. To feed regularly necessary data to computer.		
		10. To observe scheduled programme of meter reading.		

		11. To prepare various reports related to water dept.		
9.	Meter Inspector	1. To assist meter supervisor in his day to day working.		
		2. To take meter reading of water connections in the Ward.		
		3. To maintain entries of new metered water connection in meter reading book.		
		4. To keep check on disconnected connections for various reasons & report accordingly.		
		5. To detect and report unauthorized water connection and misuse of water.		
		6. To give required information to higher authority if any.		
10.	Record Assistant	1. To receive, register and dispatch papers.		
		2. To maintain record of connection files and furnish whenever required.		
		3. To maintain inward and outward register.		
		4. To attach the relevant papers to the concerned files.		
11.	Mistry	1. To assist the J.E.(Maint.) and follow his instructions.		
		2. To mark muster of labour.		
		3. To allot Works related to complaints and report the same to J.E.		
		4. To guide and control fitters and labours to carry out the work.		
		5. To maintain the record of complaint.		
12.	Mukadam	1. To assist the J.E.(Maint.)		
		2. To keep record of Municipal /Private meter taken for testing and re fixing of the same.		
		3. To take DCO action as per order.		
		4. To restore connection after recovery of outstanding dues.		
13.	Fitter	1. To attend the leakages and repairs of water main up to 250 mm dia. water main.		
		2. To attend contamination complaint.		
		3. To make new water connections and cutting of connections as per order of higher authority.		
		4. To removal and fixing of meters of the connections.		

14.	Chaviwala	1. To assist to S.E. & J.E. (Distribution) for Valve operations		
		2. To supervise to sluice man and labour for valve operations.		
		3. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		4. To maintain operation register if required.		
		5. To report about non-working and damaged valve.		
		6. To report leakages.		
		7. To attend the short supply complaint and report to higher authority.		
		8. To attend the site of fire calls.		
15.	Sluice man	1. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		2. To report about non-working and damaged valve.		
		3. To maintain operation register if required.		
		4. To report leakages.		
		5. To attend the site of fire calls.		
		6. To attend the short supply complaint and report to higher authority.		

**C**

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

**D**

Sr. No.	Designation	Duties - Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

**E**

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

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

#### **Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Engineer Water Works P/South.**

What is the procedure followed to take a decision for various matters?

Proposal of every kind are generally put up for approvals / sanctions of competent authority – through proper channel i.e. initiating department / Account Department / Competent authority.

#### **Water Connection Application.**

Standard application forms are available in the Wards. The applicant has to fill up this form, attach references, requisite documents and submit the papers in the respective Wards through Licensed Plumber. On payment of scrutiny fee, the application is scrutinized.

Depending on the powers vested in Assistant Engineer, Executive Engineer, Dy. Hydraulic Engineer and Hydraulic Engineer, D.M.C. (S.E.), the approval to the request of new / additional connections are given.

On receipt of approval of Competent Authority, the applicant is informed about the same by issuing Permission Form, which enlists various approvals and conditions. After compliance of the conditions of the "P" form, the water connection is released to the applicant.

#### **Public Complaints.**

Complaints of various natures regarding water supply can be registered with Complaint Officer of respective Ward Office and also can be registered with Water Control Office in Western Suburbs known as Parle Control Phone Nos. 022-26184173, 26146852.

#### **The documents procedures.**

##### **A. Connection for granting stand post water connections to the slum dwellers.**

1. The applicant should submit minimum 2 proofs of residence in the structure from the following of their stay prior to 1.1.2000 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)

##### **One of the following proof prior to 1.1.2000**

1. Copy of Election Roll showing applicants name and address.
2. Copy of Election Card.
3. Copy of Assessment bill.
4. Copy of Census Photo Passes.

##### **B. Water connection to the tolerable structure (prior to 1.4.1962 for Commercial Premises & prior to 17.4.1962 for residential Premises).**

1. Copy of Assessment Bill of the structure
2. Copy of Ration Card.
3. Copy of Rent receipt.
4. N.O.C. of the owner of the premises.

##### **C. Water connections to planned building.**

1. NOC from H.E. Department.
2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans /C.C.
4. Copy of Occupation Certificate/ Building Completion Certificate.
5. Copy of the NOC wherever applicable.

##### **D. Water connection on Humanitarian ground.**

1. NOC from H.E. Department.
2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans.
4. Copy of Commencement Certificate
5. Application from occupants of the building.

##### **E. Water connection for commercial use**

1. Copy of rent receipt in case applicant is tenant.
2. Copy of Assessment Bill.
3. Copy of valid licenses to run the trade, issued by the MCGM.
4. Nature of activity and staff engaged in establishment.
5. NOC from Owner / Society if applicant is not owner of the premises.
6. Permission from respective authority according to the nature of activity, if required.



**F. Water Connection for construction purpose (Unmetered connection) for labour drinking purpose**

1. Copy of approved plans by the Planning Authority.
2. NOC from H.E. Department.
3. Details of existing connections fed to premises.

**Intimation letter or Permission Form.**

Permission form is issued by the AEWW of the Ward after approval from competent Authority.

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
	<b>Granting Water Connection</b>	Scrutiny of Application.	15 days	JE/SE (Distribution)	
		Letter to Party	2 days	JE/SE (Distribution)	
		Compliance of Reply letter by party with scrutiny fee.	30 days	Party	
		After compliance of Reply letter site visit report	7 days	JE/SE (Distribution)	
		After site visit put up proposal to higher authority for sanction.	15 days	JE/SE (Distribution)	
		Reject or approve/ Forwards it to higher competent authority for approval	5 days	AEWW	
		On the recommendation of AEWW, competent higher authority approves or rejects the water connection	7 days each level	EEWW/Dy HE /HE/DMC	
		Preparation of Permission Form (P Form)/ Rejection Letter	7 days	JE/SE (Distribution)	
		Sing on Permission Form (P Form)/ Rejection Letter	7 days	AEWW	
		P form issue along with connection form(C form) to plumber/Applicant	2 days	Record Assistant	
		Compliance to P-form and C-form	With in one year	Plumber/Applicant	
		Road Opening permit	15 days	AE(Maint.)	
		Preparation of Meter Card	10 days	Meter Inspector, Meter Supervisor	
		Physical connection of water meter	7 days	S.E.(Maint) /JE(Maint)	
		Generation of CCN Number and Updating of Meter Reading Card.	10 days	S.E.(Maint.)/ J.E.(Maint.)	
	<b>Meter Reading</b>	Taking meter reading and updating MRB.	Monthly	Meter Inspector	
	<b>Disconnection of water connection</b>	Prepare defaulters list and disconnection of water connections	Monthly	H.C / M.S. / SE(M)	
	<b>Water Connection Restoration.</b>	After payment of pending bills by party and additional security deposit and cutting making charges	4 days	H.C / M.S / SE(M)	

**Section 4(1) (b) (iv)**

Norms set for discharge of its functions in the office of Assistant Engineer Water Works P/South Ward.

Organizational Targets (Annual)

<b>Sr. No.</b>	<b>Designation</b>	<b>Activity</b>	<b>Units to be covered</b>	<b>Financial Targets in Rs.</b>	<b>Time Limit</b>	<b>Remarks</b>
1.	Assistant Engineer Water Works	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	
2.	Sub Engineer/ Junior Engineer	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)	

**Section 4(1)(b)(v)**

The rules/ regulations related with functions in the office of Assistant Engineer Water Works P/South Ward.

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R./Circular/Office order. Rule no. notification etc. date.</b>	<b>Remarks if any</b>
1.	Sanction of Water connection	MMC Act 1888 u/s 169, 92 & Cir. No. HE/15/CIR/HC(Gen) of 29/10/2005 & HE/17/Cir. Dt.09/12/2013	
2.	Recovery of Water Charges	Manual of Water Charges Rules.	Available with PRO department on payment of fees
3.	Guidelines for connections	Manual of Water Bye-Laws for water connections.	Available with PRO department on payment of fees
4.	Circular regarding Water department.	Various Circular issued time to time.	

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

Statement of Categories of documents held in the office of Assistant Engineer Water Works P/South Ward.

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
<b>'A' Class Record</b>					
1.	Case file of Water connection	File		Details of application for water connection	Permanent
2.	Fitting register	Register		Details of Certification as per permission form	Permanent
3.	Connection Register	Register		Details of water connection	Permanent
4.	Meter Reading Book			Details of Meter reading	Permanent
<b>'C' Class Record</b>					
1.	R.T.I Register			Details of application received under R.T.I. Act	5 Years
2	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
3	First & Second Appeal made under RTI Act			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
4	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
5	Outward Register (Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of P/South Ward.	01 Year
6	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	01 Year
7	Complaint Register	Register		Orally complaint registered.	01 year

**Section 4(1)(b)(vii)**

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Assistant Engineer Water Works P/South Ward.

**-- NOT APPLICABLE --**

**Section 4(1)(b)(viii)**

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water Works P/South Ward.

**---Nil--**

**Section 4 (1) (b) ix**

**Dictionary of the officers and employees in the office of Assistant Engineer Water Works P/South Ward (2016-2017) &**

**Section 4 (1) (b) x**

**Details of remuneration of officers and employees in the office of Assistant Engineer Water Works P/South Ward (2016-2017)**

**Directory of the Officer and Employees PAYSHEET NO:-4579.Asst. Eng. Water P/South (Sup.)**

<b>Sr. No.</b>	<b>Name Of The Employee</b>	<b>Designation</b>	<b>Employee Code</b>	<b>Date Of Appointment</b>	<b>Appointment in P/South Ward</b>	<b>Gross Salary June 2017</b>
1	Shri Jadhav Sudhir S	Asst. Engineer	3694778	09.03.1992	18.04.2016	76250
2	Shri Jadhav Sachin Vithal	Sub. Engineer	1696826	16.04.2008	18.10.2013	59518
3	Shri Satam Digambar Manohar	Sub. Engineer	3538526	10.04.1989	29.11.2013	70956
4	Shri Sarvankar Shantaram B.	Sub. Engineer	3538760	15.03.1989	28.10.2013	66328
5	Smt Sawant Shama J.	Meter Supvr.	3560031	29.09.1989	05.04.2017	64451.73
6	Smt. Patel VarshaH.	Meter Supvr.	3906439	18.10.1997	12.09.2013	53466.58
7	Smt. Mayekar Madhura K.	Head Clerk	3475872	08.09.1988	10.08.2016	74122
8	Smt. Gosavi Trupti S	Clerk	1708134	27.02.2009	27.02.2009	30099
9	Smt. Shrigiriwar Prachi P.	Clerk	1713459	17.08.2009	17.08.2009	30099
10	Vacant	Clerk				
11	Shri Nikam Rajendra K	Clerk	4450520	05.01.2015	05.01.2015	25232
12	Smt Thakur Priya A.	Clerk	3627222	21.05.1990	16.04.2012	63243
13	Vacant	Clerk				
14	Shri Naik Atmaram Krishna	Meter Inspector	1397725	02.06.1986	29.06.2011	48574
15	Shri Miranda Richard Manawel	Meter Inspector	3237557	17.11.1983	27.06.2011	55167.67
16	Shri Gaikwad Tukaram S.	Meter Inspector	3079207	24.03.1979	14.10.2016	49901
17	Shri Joshi Sandeep	Meter	3538447	25.01.1989	20.04.2012	51736

	Manohar	Inspector				
18	Shri Sawant Vijay G	Meter Inspector	3609426	27.11.1990	22.01.2013	50379
19	Vacant	Meter Inspector				
20	Shri Patil Vishal Namdeo	Meter Inspector	3757415	18.11.1993	20.11.2010	44847
21	Vacant	Record Asst.				
22	Smt Bhurke Sonali D.	Jr. Engineer	1743773	23.11.2015	23.11.2015	40537
23	Shri Khamkar Amol R.	Jr. Engineer	1745108	08.12.2015	08.12.2015	40537
24	Shri Naik Vishwajeet R.	Jr. Engineer	1745586	06.02.2016	06.02.2016	39367.68
25	Vacant Post	Jr. Engineer				
26	Vacant Post	Jr. Engineer				
27	Vacant Post	Jr. Engineer				
28	Shri Shete Pravin G	Peon	3404164	01.11.1986	06.03.2004	38593
29	Shri Kadam Sharad S	Peon	3648083	17.06.1991	17.08.2005	37795

**Directory of the Employees PAYSHEET NO:-4580.Asst. Eng. Water P/South**

Sr. No.	Name Of The Employee	Designation	Employee Code	Date Of Appointment	Appointment in P/South Ward	Gross Salary June 2017
1	Shri Bambale Popat Walu	Chaviwala	1038945	22.09.1993	22.09.1993	67464.00
2	Shri Gawade Chandrakant S	Chaviwala	1156933	04.05.1989	04.05.1989	78174.87
3	Shri Jogmekar Ghanshyam R.	Chaviwala	1229976	01.06.1981	01.06.1981	63312.08
4	Shri Kharat Shashikant J	Chaviwala	1286614	04.05.1989	04.05.1989	72741.09
5	Vacant	Chaviwala				
6	vacant	Chaviwala				
7	Shri Dicholakar shridhar B.	Mason II	1121528	01.11.1990	01.11.1990	40376.17
8	Vacant	Mistry II				
9	Shri Kaharat Gautam Mahadeo	Mstry II	3842485	18.12.1995	18.12.1995	34763.68



10	Shri Deshmukh Yashwant Patilba	Fitter II	1111710	22.02.1993	22.02.1993	38327.00
11	Shri Jadhav Ashok Mohan	Fitter II	1218253	08.01.1990	08.01.1990	46602.23
12	Vacant	Fitter II				
13	Shri Veer Chandrakant Dewoo	Fitter II	1627835	20.11.1988	20.11.1988	43045.29
14	Shri Kamble Rajendra Jayaram	Fitter II	1679485	13.04.2000	13.04.2000	48698.22
15	Shri Dhanedhar Pralhad Manaji	Fitter II	3278996	12.01.1984	12.01.1984	53634.74
16	Vacant	Fitter II				
17	Vacant	Fitter II				
18	Vacant	Fitter II				
19	Vacant	Fitter II				
20	Vacant	Fitter II				
21	Vacant	Fitter II				
35	Shri Fargose Andrew John	Sluiceman	1144295	26.06.1986	26.06.1986	77260.95
36	Shri Naik Prakash Anant	Sluiceman	1397835	04.05.1989	04.05.1989	65514.98
37	Shri Kamble Santosh Gangaram	Sluiceman	1670424	01.02.1997	01.02.1997	59792.84
38	Shri Jadhav Ramesh Vishram	Sluiceman	1674356	25.04.1989	25.04.1989	68452.97
39	Shri Bhuyal Jaywant Balu	Sluiceman	1684827	05.08.2005	05.08.2005	55217.61
40	Shri Patil Dinesh Krushna	Sluiceman	3981241	01.04.2005	01.04.2005	61106.49
41	Shri Naik Pravin Anant	Sluiceman	4063061	07.07.2007	05.01.2010	52550.60
42	Vacant	Sluiceman				
43	Vacant	Sluiceman				
44	Vacant	Sluiceman				
45	Vacant	Sluiceman				
46	Vacant	Sluiceman				
47	Vacant	Sluiceman				
48	Vacant	Sluiceman				
49	Vacant	Sluiceman				

50	Shri Adsare Ramdas Baban	Mukadam	1003932	04.05.1989	04.05.1989	38726.00
51	Shri Bhoir Ramesh Raghunath	Mukadam	1057838	04.05.1989	04.05.1989	38726.00
52	Shri Dsouza Nelson Maryan	Mukadam	1125319	22.06.1984	22.06.1984	39631.00
53	Shri Pawar Narendra Arun	Mukadam	1451353	18.01.1990	18.01.1990	38354.00
54	Shri Raut Digambar A	Mukadam	1494976	04.05.1989	04.05.1989	38700.00
55	Shri Tawade Atmaram Vishwanath	Mukadam	1597161	18.01.1990	18.01.1990	38354.00
56	Vacant	Mukadam				
59	Shri Dagadgave Chandrakant H	Labourer	1100310	04.05.1989	04.05.1989	38726.00
60	Shri Khandekar Raosaheb M.	Labourer	1284124	03.08.1981	03.08.1981	67419.03
61	Shri Mayekar Vallabh Gajanan	Labourer	1355622	14.07.1992	14.07.1992	37982.00
62	Shri Dhodi Sanjay Bapu	Labourer	1668858	10.09.1996	10.09.1996	33007.00
63	Shri Salvi Rajneet Babu	Labourer	1669938	03.12.1996	03.12.1996	54029.50
64	Shri Kaikadi Vithal Bhimrao	Labourer	1672024	29.05.1997	29.05.1997	61856.38
65	Shri Gaikar Harshal Bharat	Labourer	1701003	09.06.2008	01.12.2014	48827.64
66	Shri Thakare Ashok Pandurang	Labourer	1705904	01.11.2008	01.11.2008	30325.06
67	Shri Desale Rakesh Parshuram	Labourer	1718021	28.09.2011	28.09.2011	39639.18
68	Shri Kadam Vaibhav Tukaram	Labourer	1718038	28.09.2011	28.09.2011	18484.00
69	Shri Ghadigaonkar Sunil Appa	Labourer	1718045	28.09.2011	28.09.2011	43366.42
70	Shri Kharade Pradeep Bajirao	Labourer	1718052	28.09.2011	28.09.2011	22341.37
71	Shri Shinde Rajendra Laxman	Labourer	1720305	11.10.2011	11.10.2011	39429.77
72	Shri Tandel Sandeep Parshuram	Labourer	1720312	31.10.2011	31.10.2011	41640.11
73	Shri Bhujbal Tanaji Kisan	Labourer	1720329	20.10.2011	20.10.2011	19056.88

74	Shri Rane Amar Shantaram	Labourer	1720336	17.10.2011	17.10.2011	44665.30
75	Shri Padyar Mangesh Shankar	Labourer	1720343	20.10.2011	20.10.2011	21706.56
76	Shri Kamble Arun Sidu	Labourer	1720350	17.10.2011	17.10.2011	44664.70
77	Shri Date Shailesh Bala	Labourer	1720367	12.10.2011	12.10.2011	44664.87
78	Shri Gurav Arvind Mahadeo	Labourer	1720374	12.10.2011	12.10.2011	40880.52
79	Shri Jadhav Sanjay Bhimrao	Labourer	1724093	01.11.2011	05.09.2013	45225.38
80	Shri Chavan Prakash kalu	Labourer	1725836	30.11.2011	30.11.2011	35572.66
81	Shri Masal Suresh Laxman	Labourer	1725843	30.11.2011	30.11.2011	42368.30
82	Shri Lagad Arun Rambhau	Labourer	1726215	28.11.2011	06.09.2013	32107.71
83	Shri Gotad Mangesh Janardan	Labourer	1730601	12.12.2011	12.12.2011	44664.90
84	Shri Bagul Ramesh Shiva	Labourer	1733556	21.02.2012	21.02.2012	21702.15
85	Shri Rayat Jagdish Atmaram	Labourer	1736236	21.06.2012	21.06.2012	0
86	Shri Lokhande Kishor Kanha	Labourer	1738489	09.04.2013	09.04.2013	22639.42
87	Shri Jadhav Rajesh Bhaskar	Labourer	4142454	14.10.1995	09.07.2010	26623.00
88	Shri Sumeet Shantaram Sarvade	Labourer	1742569	30.06.2015	30.06.2015	19779.00
89	Shri Subhash Keru Kamble	Labourer	1742648	07.08.2015	07.08.2015	16347.00
90	Shri Jeetendra Gopal Kadam	Labourer	1745517	30.01.2016	30.01.2016	19335.00
91	Shri Swapnil Kashiram Jadhav	Labourer	1747849	27.03.2017	27.03.2017	15983.00
92	vacant	Labourer				
93	vacant	Labourer				
94	vacant	Labourer				
95	vacant	Labourer				
96	vacant	Labourer				
97	vacant	Labourer				

98	vacant	Labourer				
99	vacant	Labourer				
100	vacant	LCW				
101	vacant	LCW				
102	Vacant	Plumber II				

**Section 4(1)(b)(xi)**

Details of allocation of budget and disbursement made in the office of Assistant Engineer  
Water Works at P/South Ward for the year 2014-2015.

**N.A.**

Publish Copy of the budget Rs.

Publish Copy of grant distribution\_\_\_\_\_

Format A for current year 2014 - 15

<b>Sr. No.</b>	<b>Budget head description</b>	<b>Grants received</b>	<b>Planned use ( Give details area wise or work wise in a separate form)</b>	<b>Remarks</b>
1.				

Format B for previous year 2013 - 2014

<b>Sr. No.</b>	<b>Budget Head</b>	<b>Grants received</b>	<b>Grants utilized</b>	<b>Grants Surrendered</b>	<b>Results</b>
1.				--	

**Section 4(1)(b)(xii)**

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at P/South Ward.

-----Nil-----

**Section 4(1)(b)(xiii)**

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer Water Works at P/South Ward.

-----Nil-----

**Section 4(1)(b)(xiv)**

Details of information available in electronic form in the office of Assistant Engineer Water Works at P/SouthWard.

<b>Sr. No.</b>	<b>Type of Documents file/Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person in Charge</b>
	Nil	Nil	Nil	



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

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer Water Works at P/South Ward.

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 as per RTI Act.	3.00 p.m. to 5.00 p.m. on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however, fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Assistant Engineer Water Works P/South Ward office, Opp. Citi Centre, Near Ratna Hotel, S.V. Road, Goregaon(West), Mumbai – 400 104.	Asstt. Engineer, Water Works P/South Ward.

- Interactive website – [www.mcgm.gov.in](http://www.mcgm.gov.in)
- Facilitation center - Facilitation center is available at the ground floor of Ward office Building. Working Hours – 08.00 a.m. to 08:00 p.m.
- Notice board - Displayed in the office of Assistant Engineer (Water Works)
- Inspection of work & inspection of samples – N.A
- Facilities for library, Inquiry window & reception – Not available

**Section 4(1)(b)(xvi)**

Details of Public Information Officer/APIOs/Appellate Authority in the jurisdiction of (public authority) in the office of Assistant Engineer Water Works at P/South Ward.

**PIO A**

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	E-mail id for purpose of RTI	Appellate Authority
1.	Shri.Sudhir S.Jadhav	A.E.W.W. P/Sourh	P/South	Ph.022-28737000	aewwpsouth@gmail.com	Ward Executive Engineer P/South Ward, First Floor P/South Ward office, Opp. Citi Centre, Near Ratna Hotel, S.V. Road, Goregaon(West), Mumbai – 400 104.  Ph. 022-28737000

**APIOs B**

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

**Appellate authority C**

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Shri. Ajit H. Narwade	Ward Executive Engineer	P/South Ward	A.E.W.W.P/South	ee01- ps@mCGM.gov.in

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

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