



BRIHANMUMBAI MAHANAGARPALIKA

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

SOLID WASTE MANAGEMENT DEPARTMENT

Address - Assistant Engineer, P/South
Municipal Corporation of Greater Mumbai,
C.T.S No. 746, Village Pahadi,
S.V. Road, Goregaon (W)
Mumbai - 400 104.

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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 (SWM) 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 Asstt. Engineer (SWM) P/South, C.T.S. No. 746, Village Pahadi, S.V. Road, Goregaon (W) Mumbai-400104. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. Assistant Engineer (SWM) is under administrative control of Assistant Commissioner.

For SWM department:-

He is assisted by Sub Engineer (SWM) and Asst. Head supervisor, Supervisor, Jr. Overseer and Mukadams.

For administrative work he is assisted by Administrative Officer. Head Clerk and Clerk. Each Jr. Overseer is given one beat to perform the duties pertaining to Sweeping and cleaning.

**Assistant Engineer (SWM)
P/South Ward**

SECTION 4 (1) (b) (i)

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

1	Name of the Section	Office of Assistant Engineer, Solid Waste Management
2	Address	C.T.S No. 746, Village Pahadi, S.V. Road, Goregaon (W) Mumbai-400104.
3	Head of the office	Assistant Engineer, Solid Waste Management
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
5	Chowky Timings	06:30 am – 1:15 pm
6	Contact Details	Telephone no : 28721186 Extn : 171 Email Asst. Eng - aeswm01.ps@mcgm.gov.in
7	Parent Government Department	Chief Engineer (SWM)
8	Reporting to which office	Assistant Commissioner, P/South Ward
9	Jurisdiction Geographical	P/South ward
10	Vision	To keep the ward garbage free.
11	Mission	To minimize all the garbage collection point on the road/ sub road.
12	Objectives	To keep ward clean and green.
13	Functions	<ol style="list-style-type: none">1. Enforcements of various sections related to SWM, as per various sections i.e. 368, 372 of M.M.C.Act.2. Remedial work related to improvement of SWM section in respective Ward.3. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (SWM.) for S.W.M. works in respective wards.4. Co-ordination with various department viz. Ch.E.(SWM).5. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.
14	Section Duties	Sanitary Provisions Scavenging and Cleansing 366 – Refuse, etc to be the property of the corporation. 367 – Provision and appointment of receptacles, depots and places for refuse. 368 – Duty of Owner and occupiers to collect and deposit dust, etc. 369 – Provision may be made by mcgm for collection, etc, of excrementitiously and polluted matter. 370 – Collection and removal of excrementitiously and polluted matter when to be provided for by occupiers. 371 – Halalkhors duties in certain cases may not be discharged by private

		<p>individuals without the Commissioner permission.</p> <p>372 – Prohibition of failure to remove refuse, etc, when bound to do so.</p> <p>373 – Presumption as to offender under clauses (e) of section</p> <p>374 – Powers to inspect premises for sanitary purposes.</p> <p>375 – Cleansing and lime washing of any building may be required.</p> <p>377 (A) – Nuisances arising from defective roof.</p> <p>385 – Removal of carcasses of dead animals.</p> <p>386 – Place for public bathing, etc to be fixed by the Commissioner.</p> <p>387 – Regulation of use of public bathing places etc.</p> <p>388 – Prohibition of bathing, etc, contrary to order or regulation.</p>
15	Details of services provided (In Brief)	<ol style="list-style-type: none"> 1. SWM- Sweeping / Clearing Removal of Debris / Silt 2. Electrical & Mechanical 3. Drainage
16	Physical assets (Statement of lands & Buildings and other Assets)	List of Chowkies and Address (please refer to page no. 6)
17	Organization's structural Chart	Please refer to page no. 7.
18	Weekly Holidays	Sunday, Public Holidays and Saturday Half day.

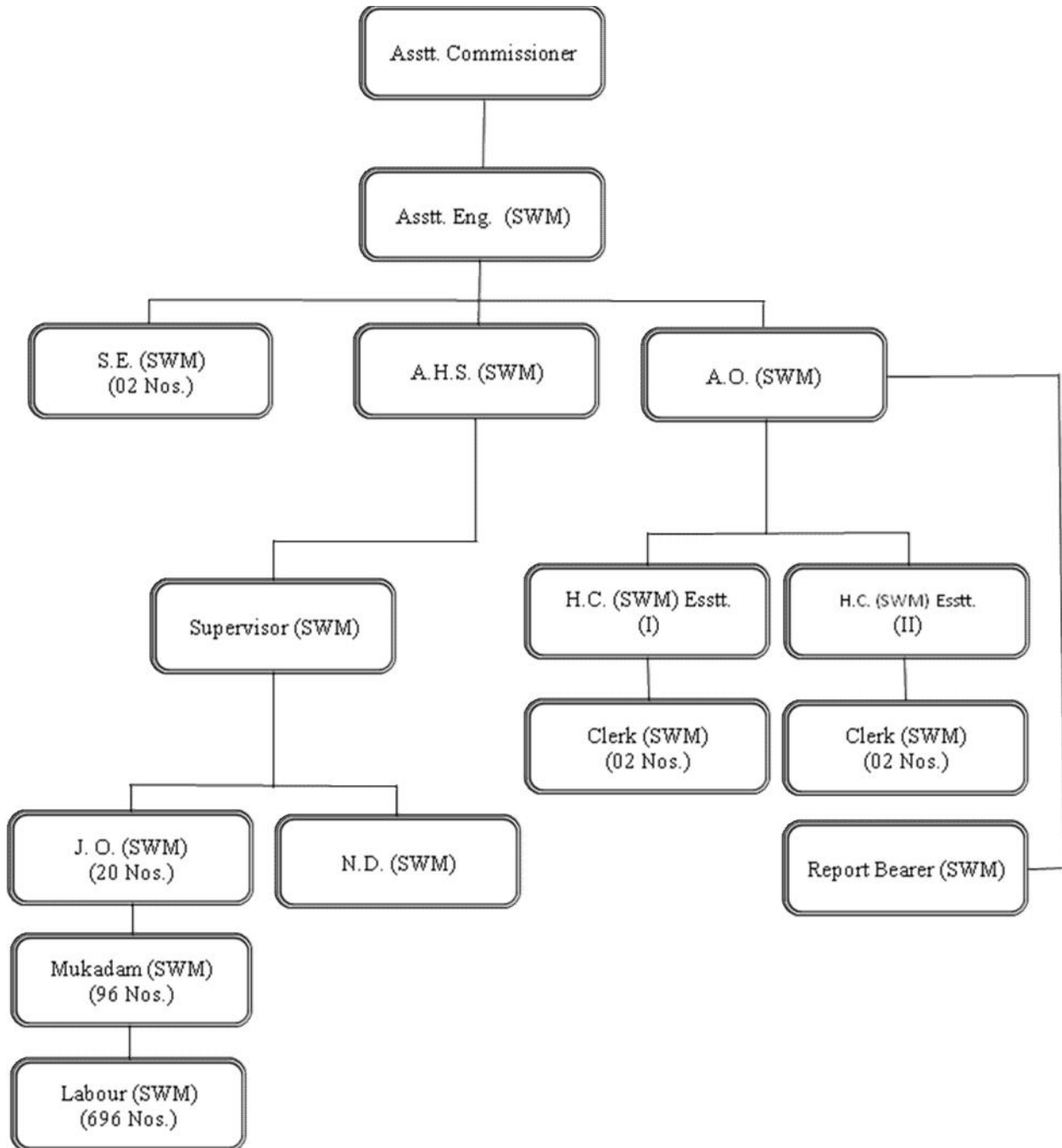
Details of Departmental Chowky in SWM Section

Sr. No.	Name of Department	Name of Chowy	Address of Chowy	Contact No.
1	SWM	Tripathi Bhavan chowky	Tripathi Bhavan Road, Opp. Mahindra Garden, Goregaon (W)	NIL
2	SWM	M.L. Chowky	Tripathi Bhuvan Road, Opp. Mahindra Garden, Goregaon (W)	28660015
3	SWM	Unnat Nagar Chowky	Unnat Ng. 02 L.A. Rane Rd., Near Panavalkar Hospital, Goregaon (W)	NIL
4	SWM	Teen Dongari Chowky	Unnat Ng. 02 L.A. Rane Rd., Near Panavalkar Hospital, Goregaon (W)	NIL
5	SWM	MithaNagar chowky	Siddharth Ng. Mun. Depot, Prabodhan road, Goregaon (W)	NIL
6	SWM	Siddharth Nagar chowky	Siddharth Ng. Mun. Depot, Prabodhan road, Goregaon (W)	NIL
7	SWM	Check Post (West)	Nr. In Orbit Mall, Link Road, Goregaon (W)	NIL
8	SWM	Govind Nagar chowky	Govind Nagar, Pandurang Wadi Rd - 04, near vishvanath Guruji udyan, Groegaon (E)	NIL
9	SWM	PMP Chowky-I	T.B. Clinic Plot off Vishwwshwar Rd. Groegaon (E)	NIL
10	SWM	PMP Chowky-II	T.B. Clinic Plot off Vishwwshwar Rd. Groegaon (E)	NIL
11	SWM	New Proposed Check Post	New Proposed Check Post, Nr. Iflex Tower, Ashok Nagar, Groegaon (E)	NIL
12	SWM	M.L. Store I	Tripathi Bhuvan Road, Opp. Mahindra Garden, Goregaon (W)	NIL
13	SWM	Topiwala Store	Near Topiwala Shopping Centre, Station Road, Goregaon (W)	NIL
14	SWM	M.L. Store II	Unnat Ng. 02 L.A. Rane Rd., Near Panavalkar Hospital, Goregaon (W)	NIL
15	SWM	Grampanchayat Office Chowky	Near Post Office, Grampanchayat Road, Goregaon (W)	NIL

Department - Solid Waste Management (SWM)
Section - Conservancy

Pay Sheet No.	Designation	Total Post		Occupied Post		Vacant Post	
		Schedule Post	Non Schedule Post	Schedule Post	Non Schedule Post	Schedule Post	Non Schedule Post
5610	ASST.ENGINEER	1	0	0	0	0	0
5610	SUB.ENGINEER	2	0	1	0	1	0
5610	ASST.HEAD SUP	1	0	1	0	0	0
5610	SUP.I GRADE	1	0	1	0	0	0
5610	HEAD CLERK	2	0	2	0	0	0
5610	Administrative Officer	1	0	0	0	1	0
5610	CLERK	4	0	3	0	1	0
5610	JR.OVERSEER	12	8	10	6	2	2
5610	NUISANCE DICTOR	1	0	0	0	1	0
5612	REPORT BEARER	1	0	1	0	0	0
5613	LABOUR (L.R)	143	0	102	0	41	0
5611	MUKADAM	96	0	76	0	20	0
5612							
5613							
5611/ 5614	SCAVENGER	230	0	225	0	5	0
5612	SCAVENGER CUM HALALKHOR	7	0	7	0	0	0
5611/ 5614	SWEEPER	15	0	14	0	1	0
5612	MOTOR LOADER	193	0	191	0	2	0
5612/ 5614	HALALKHOR	68	0	68	0	0	0
5612	FITTER III	1	0	0	0	1	0
5612	DES. LABOUR	4	0	4	0	0	0
5614	SWEEPER CUM HALALKHOR	3	0	3	0	0	0
5614	DRAIN CLEANER	32	0	32	0	0	0
	TOTAL	818	08	742	06	76	02

Hierarchy Chart



SECTION 4 (1) (b) (ii)

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

(Annexure 'A', Annexure 'B', Annexure 'C' & Annexure 'D')

Financial Powers

A

Sr. No.	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Rs.3000/-	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	For per job
		Rs. 3 Lacs	Circular Reference	To approve Estimate
2	Sub Engineer (SWM)	Nil		
3	Asst.head supervisor	Nil		
4	Supervisor	Nil		

B

Sr. No.	Designation	Powers Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)			
2	Sub Engineer			
3	Asst.Head supervisor			
4	Supervisor			

C

Sr. No.	Designation	Powers - Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head supervisor	Nil		
4	Supervisor	Nil		

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

E

Sr. No.	Designation	Powers - Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

Section 4 (1) (b) (ii)

The power of officers and employees in the office of Assistant Engineer (SWM)

Administrative Powers

Asstt .Engineer (SWM)

Asstt.Engineer (SWM) of the ward is responsible to Asstt.Commissioner of the Ward and Zonal Dy.Municipal Commissioner for day-to-day work of the department in respect of Administrational and policy work. He is also responsible to Executive Engineer (SWM) in respect of technical matters.

Asstt.Engineer (SWM) of the ward is assisted by Sub-Engineers (SWM), A.H.S, Supervisor, A.O. and these are assisted by respective J.O, Mukadam, Head Clerk, Clerk of the department, to execute daily work.

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

1. Day to day operations and maintenance works of SWM Section along with Improvement schemes introduced time to time.
2. Enforcements of various section related to SWM, 368,372 of M.M.C. Act.
3. Remedial work related to improvement of SWM section in respective Ward.
4. A.E.(SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (SWM.) for S.W.M. works in respective wards.
5. Co-ordination with Ch.E.(SWM) department.
6. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

DELEGATION OF POWERS TO ASSISTANT ENGINEER

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	(e) Grant Casual Leave to the interior 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.25/- 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.
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-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
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.
461 (E.E) under Upvidhi 2006	As per Act Mumbai Upvidhi – 2006 Cleanliness of passage, premises, garbage collection, segregation Upvidhi No :- 4.1 to 4.6, 5.1 to 5.10 & 7.7 to 7.10

Under the power vested in me under Section 152 of the MRTP 1966

DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.
136	To serve notices and orders.

Under the power vested in me under Section 152 of the MRTP 1966

DELEGATION OF POWERS TO ASSISTANT ENGINEER

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.

DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	<ul style="list-style-type: none"> a) Grant Casual Leave to the interior staff working under him upto the limit allowed by any rules for the time being in force. b) Grant leave without pay admissible under the Rules to the Labour staff. c) To appoint when necessary, persons to act in place of employees who are absent on leave.

The duty list of the Asstt.Engineer (SWM) working in Wards

1. The Asstt. Engineer (SWM) will report to Asstt. Commissioner respective Ward.
2. Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.
3. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (SWM) for S.W.M. works in respective wards.
4. Co-ordination with Ch.E.(SWM) department.
5. A.E.(SWM) shall scrutinized the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

Duties of Sub-Engineer (SWM) in Wards

1. Assist A.E. (SWM) to Plan and Supervise the day-to-day operations related to solid waste management in close coordination with the AHS
 - a. Optimizing route-plans (routes, timing and frequency of collection vehicles) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport)
 - b. Up-gradation, beautifloation and maintenance of refuse collection spots and open dumps.
 - c. Coordination with SMPA in slums.
 - d. Minimize un-authorized debris dumping in coordination with A.E. (B&F) and A.E. (Maintenance) and collection of un-authorized debris dumps.
 - e. Regulate allotment maintenance and operations of "Pay-And-Use" public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling executing & monitoring outsourcing of assigned Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and Implementation of increased door-to-door collection and other targets under MSW 2000 rules and section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors.
5. Evaluate the performance of Private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs) Corporator and public representatives, citizen groups, ALMs and NGOs to spread public awareness on following points.
 - a. Waste-minimization and 'segregation' of refuse, House-to-House collection.
 - b. Bell based collection system in slum pockets.
 - c. Appropriate disposal of construction and demolition debris.
7. Lead the Nuisance Detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by laws.
8. Assist the SWM department contracting & procurement team for following:
 - a. Requirement of tools and implements for municipal labour.
 - b. Requirement of refuse bins and litter bins.
 - c. Waste collection demand at various spots for refuse collection contracts.
 - d. New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

Duties of AHS (Ward)

1. He will be responsible for complete removal of garbage from the ward & will supervise cleaning operation.
 - a. Inspection of work & muster of labours.
 - b. To visit the muster chowky at presently time & ensure that work is started well in time.
 - c. To check labour staff in field & instruct them / guide them regarding work.
2. To inform higher authority regarding matters this can pose obstacles in cleaning / removal of garbage.
3. To help Assistant Commissioner of ward & zonal Dy. H.S. regarding removal of garbage.
4. To ensure Garbage / Debris / Sewage etc are filled in vehicles properly to their capacity.
5. To attend councilors meeting of the ward. To remain present during visit of Dy. Municipal Commissioner to attend arranged by D.M.C. & Asst. Commissioner regarding policy matters. To attend meeting of Head supervisor & zonal Dy. Head Supervisor.
6. To attend special meetings arranged in ward in presence of major standing Committee Chairman public Health Committee Chairman, Chairman of works Committee.
7. To remain present for the meetings arranged by any Municipal Commissioner or local / governing body regarding drives to be undertaken under clean Mumbai Campaign, express ways or development of existing roads.
8. To submit proposal & to take follow up regarding new garbage sheds, garbage bins, mustering chowky, stores Hand carts & store items.
9. To submit proposal for addition grant especially for lifting garbage / debris & store items. To keep watch on expenses done from budget head.
10. To instruct & guide ward Supervisor in their day to day work.
11. To act as a middle man for Assistant Commissioner & Zonal Dy. H.S. & Dy. Zonal Engineer (SWM).
12. To execute work assigned by higher authority.
13. To inspect & scrutinize carefully field diaries of Junior Overseers periodically & to ensure that they are preserved properly
14. To ensure proper cleaning of beat in his ward, surprise checks & to ensure labours are performing their duty in time, in proper manner & are doing their duty full time. He should ensure at least he is visiting once a fortnight to all beats
15. To redress the grievances of labours once a week
16. To arrange for vehicles to transfer garbage collection in ward & to arrange for requisition of labours for the same.

Duties of Motor Loading Junior Overseers

1. To ensure muster of labour working under him & to counter sign it.
2. To be in touch with beat Junior Overseers & Superior field workers & to confirm with them regarding garbage accumulation in the areas & to arrange for disposal of garbage.
3. To keep of labours utilized & submit the report.
4. To keep record of vehicle utilized & submit the report.
5. To check the bills & to certify the bills of contractors.
6. To provide equipments & uniform to labours & ensure that they use it.
7. To ensure labours & vehicle are fully utilized.
8. To inspect periodically garbage collection points & to co-ordinate with A.H.S for making programme for disposal of garbage.
9. To check log sheets & initiate against defaulters.
10. Depending on the need of day to day to make arrangement for vehicles & to check timings of to & from.
11. If more vehicles are used then to provide additional labours.
12. To maintain & check vehicle trip register & if less trips are made then to submit the report to higher authority.
13. To monitor vehicles used for disposal of garbage closely & ensure that the vehicles are filled to carrying capacity & the garbage is covered.
14. Health, cleansing programme & during emergency of contagious diseases to help concerned Junior Overseers to curtail the disease incidence.
15. To supervise work of motor loader & Mukadam.
16. To carry our clerical work such as to certify noting book, day to day garbage situation & communicate it to higher authority.

Duties of Nuisance Detector

1. After appointment as nuisance detector in sub division of ward he should understand all noon & corner of his area of Jurisdiction.
2. After his muster is over he should take round in field in systematic manner in his area should pay attention at spots where public nuisance is observed.
3. He should maintain his field book & it should have details of all accused whom he has caught based on that he should submit monthly report to AHS of the ward.
4. He should behave in courtesy with citizens & should carry police authority & authority issued by Municipal Commissioners.3
5. He should inform AHS & nearest police station if apposed by citizens in discharging his duties.
6. It is expected from him that under police section (sub section 115) he will register maximum cases will try to achieve average target set.
7. To avoid complaints from zonal police officials every nuisance detector will visit local police station of his area & will check whether his any warrant is pending that needs execution.
8. He should be in touch with local police station & must appear in person in court as & when called by Hon' Magistrate.
9. He should discover maximum cases under section 372 (E) of MMC act 1888.
10. He should work as per instruction given to him by his seniors with respect to his duties, work place & time required to prepare cases.
11. Designated work assigned to him by supervisors, he should complete & execute it in time.

Duties of Safai Mukadam

1. To get acquainted with his duties & area of work he should meet concerned JO & AHS. JO should show him boundaries of his area of work.
2. He should call muster of labours working under him in presence of JO & those absent should be marked by ink according to given time.
3. He should ensure that labours that are working under him starts work well in time & will work till working hours are over.
4. He will be responsible for full time presence of his labours working under him & work assigned.
5. He should move in the fields as per programme given & must be in a position to tell which labour is working where & supervise their work.
6. He should inform AHS daily about any irregularity, indiscipline, negligence of staff working under him.
7. He will pay attention to make sure that sweeping of public roads are done in the morning & at noon & the garbage collected is brought to garbage disposal point.
8. He responsible for disinfecting & maintain cleanliness at dirty places on public roads & cleanliness at dust bins.
9. He should pay attention that his staff & he himself wears uniform while on duty.
10. He should take immediate steps for medical assistance to his staff injured while performing his duties & inform AHS accordingly.
11. He will pay attention to make sure that his staff is equipped with all equipments required to discharge their assigned duties & are using them in proper manner.
12. He will appoint substitute labours in place of other labour who have taken casual leave.
13. In case of long leave / absence after using all available labours, he will appoint other labours (LR) for work.

Duties of Motor Loader

1. He will take Mukadam instruction for JO (Motor Loading) regarding his duties route to be taken & places points are to be visited for disposal of garbage.
2. He will take labours on duty by taking musters & after grace period is over he will mark them absent in ink and report the same to JO regarding unauthorized absent & will demand LR labours & will ensure sufficient labours as per sanction are available to work.
3. He will pay attention that work of filling garbage in Compactor start immediately & motor loaders are working full time.
4. Before Compactor leaves for unloading garbage are dumping he will ensure that garbage in Compactor is properly loaded.
5. He will be responsible for filling Compactor with garbage properly & labours do not take unwarranted time for doing so.
6. He will be responsible for filing log sheets of Compactor properly & will handover it driver of vehicle.
7. He will make sure that after filling garbage from every collection points the surrounding of garbage bins is cleared of garbage & no dustbin is left unattended for whom he is responsible.
8. He will report in writing to JO regarding if driver is taking longtime to make trips of Compactors or if drivers & sub ordinate staff misbehaves any lacunas.
9. He will pay attention that he himself & his staff wears uniform on duty,
10. He will pay attention to the fact that his staff is fully equipped with equipments & are utilized them completely to discharge their duties.
11. He will make sure that Compactor is filled in proper manner with garbage & will note on log sheet any irregularity notice in filling Compactor, absence of motor loader while on duty negligence in segregating garbage by motor loader & subordinate staff.
12. He will be present at salary disbursement table on designated day to identify the labours.
13. He will bring to notice of JO regarding conditions of dustbins at garbage collection points.
14. He will accompany vehicle (Compactor) when it is going for unloading garbage & will make sure vehicle arrival time without wasting any time lapse & is filled properly by garbage.

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 (SWM)

NAME OF ACTIVITY - Sweeping of roads & Removal of refuse
 Name of the Acts/Acts - MMC Act 1888
 Related Provisions - Under section 365 (a) of MMC Act.
 Rules -
 Govt. Resolutions -
 Circulars - DMC / ENV SWM / 4345 / Dt. 16.03.2006
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Sweeping of roads & Removal of refuse.	1.Sweeping of the roads & Footpath 2.Collection & Transportation of refuse collects to nearest refuse collection point 3.Refuse vehicle (Compactor) respond to ML Chowky 4. Compactor collects the garbage from refuse collection point as per the schedule 5. Compactor collects the garbage from House to House (i.e. Building to building as per the Schedule.	Within 24 Hours	Designation : Junior overseer / Supervisor	

NAME OF ACTIVITY - Removal of Silt & Debris
 Name of the Acts - MMC Act 1888
 Related Provisions - Under section 375 (A) of MMC Act
 Govt. Resolutions -
 Circulars - DMC / ENV SWM / 4345 / Dt. 16.03.2006
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Removal of Silt & Debris	1.Sectional Junior overseer reports the spot of silt & debris (Backlog Register) 2.Dumper reports to ML Chowky as per the Programme given by ML Junior overseer, silt & debris are collected sent to Mulund Dumping for un-loading 3.Nuisance Detector a)Received the complaint from citizen b) Verified by N.D. c) Ask the party to rectify by N.D. d) If refuse, Penalty by N.D.	Within 24 Hours	Designation : Junior overseer / Supervisor	

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer (SWM)

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	AE (SWM)	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.	A.H.S. & Supervisor	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, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Office order	DMC/Env. S.W.M./4345/ dt.16.03.2006	
	Rules	As per MMC Act 365 - 481	
	Regulations	Implementation of all Rules related to SWM Section	
	Instructions	NIL	
	Manuals	Please refer Manual No. 17	
	Records	Outward & Inward Book and Log Sheet	

Section 4 (1) (b) (vi)

**Statement of categories of documents that are held and under the control of the office of
Asstt. Engineer (SWM) Refer**

(Annexure 'E')

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
		A			Permanent
		B			30 Years
		C2			15 Years
		C1			10 Years
		C			05 Years
		D			01 Year

Details of Documents that are held under the control of the office of Assistant Engineer SWM are attached.

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 Assistant Engineer (SWM)

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
1	Policy Details	Ward Committee	Nil	Once in a Month

Section 4 (1) (b) (viii)

A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	Advance Locality Management (ALM)	Local area's societies representation	segregation of garbage cleanliness in their an awareness in public	one in month & monthly with A.C. P/South	with ALM members only	NO	ALM member
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

Section 4 (1) (b) (ix)**Directory of the officers and employees**

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Contact Details ph/ fax/ email
1	Assistant Engineer (SWM)	Shri.Patne Ajay R		aeswm01.ps@mcgm.gov.in
2	Sub Engineer (SWM)	Shri. Nilesh N. Chindarkar		
3	Asst.head supervisor (SWM)	Shri.Abhay A. Tawde		
4	Supervisor (SWM)	Shri. Ajit K. Naik		
5	Administrative officer (Estt.)	Vacant		
7.	Head Clerk (Estt. 1)	Smt. Naik Anita M		
8	Head Clerk (Estt 2)	Shri. Tirlotkar Santosh C		

Section 4 (1) (b) (x)

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

SR. NO.	NAME	DESIGNATION	BASIC PAY	DA	HRA/AAP	ALLOWANCE TA/MMA/CA
1	PATNE AJAY R	ASST.ENGINEER	21890	37114	-	1600+463
2	Vacant	ADMV.OFFICER				1200+200
3	CHINDERKAR NILESH NARAYAN	SUB ENGINEER	15290	27050	5967	1200+463
4	TAWDE ABHAY ACHYUT	AHS	18690	22492	6867	600+200+463
5	NAIK AJIT KASHINATH	SUPERVISOR	18330	30641	6749	600+463
6	NAIK ANITA M	HEAD CLERK	24350	38828	8565	600
7	TIRLOTKAR SANTOSH C	HEAD CLERK	10510	20006	4413	600
8	VARADKAR PRACHI PRAKASH	CLERK	16800	25568	5640	600
9	ANAGHA ANIL PAWAR	CLERK	16020	24507	5406	600
10	KHILLARE PANKAJ DILIP	CLERK	6720	11859	2616	600
11	SHIRKE HARISHCANDRA DAGEE	JR.OVERSEER	13380	20917	4614	600+463
12	Vacant	JR.OVERSEER				600+200+463
13	PARTHIPAN KOTAN	JR.OVERSEER	7410	12798	2823	600+463
14	GAWADE SUBHASH PANDURANG	JR.OVERSEER	12990	20386	4497	600+463
15	GAIKWAD MAHADEV DIGAMBAR	JR.OVERSEER	12100	19176	4230	600+463
16	TELI VISHNU RAGHUNATH	JR.OVERSEER	14250	22100	4875	600+463
17	AMRE RAMESH MAHADEV	JR.OVERSEER	14300	22168	4890	600+463
18	CHAVAN NATHA MURARI	JR.OVERSEER	16310	24902	5493	600+463
19	AYARE HEMANT MADHAV	JR.OVERSEER	12700	19992	4410	600+463
20	Vacant	JR.OVERSEER				600+200+463
21	MAKWANA NARENDRA J	JR.OVERSEER	11260	18034	3978	600+463
22	SK MOHD SALIM G HUSEN	JR.OVERSEER	11190	17938	3957	600+463
23	KASARE PRASHANT PRAKASH	JR.OVERSEER	10500	17000	3750	600+463
24	KASARE SURENDRA RAMDAS	JR.OVERSEER	10530	17041	3759	600+463
25	PARMAR RAVI MOHAN	JR.OVERSEER	10650	17204	261	600+463
26	MAYEKAR SANDEEP DILIP	JR.OVERSEER	8090	13722	3027	600+463
27	TANDEL PANKAJ DILIP	JR.OVERSEER	8590	14402	3177	600+463
28	DHURI MANSI DINESH	JR.OVERSEER	8590	14402	3177	600+463
29	VACANT	NUISANCE DTCTOR				600+200+463

Details of perks for Assistant Engineer

1. Rental Car for Office use.
2. Mobile Allowances – upto 1200/-

Section 4 (1) (b) (xi)

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
	Budget Budcon copy is attached on <u>(Annexure 'F')</u>			

Form B for previous year

Sr. No.	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Result
	Budget Budcon copy is attached on <u>(Annexure 'G')</u>				

Section 4 (1) (b) (xii)

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

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

Section 4 (1) (b) (xiii)

The particulars of recipients of concession, permits or authorisations granted by department.

Sr. No.	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
1	Pay & Use = 14	-	-	-	-	-

Section 4 (1) (b) (xiv)

Details in respect of the information available to or held by it, reduced in an electronic form.

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	Purchase Order	Materials	YES	Assistant Engineer (SWM)
2	Good Receipts	To Received Materials	YES	Assistant Engineer (SWM)
3	Service Entry	For Service served	YES	Assistant Engineer (SWM)

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00 p.m. Wednesday With prior appointment only	RTI Payment pay previous day	Office of:- Asstt. Engineer(SWM) P/South, C.T.S No. 746, Village Pahadi, S.V. Road, Goregaon (W), Mumbai - 400 104.	Asstt.Engineer (SWM)P/South
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

Section 4 (1) (b) (xvi)

The names, designations and other particulars of the Public Information Officers PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI
1.	Shri. Patne Ajay M	A.E. (SWM)	P/South Ward	9004445238	aeswm01.ps@mcgm.gov.in
2.	Vacant	A.O. (SWM)	P/South Ward		aoswmpsouth@gmail.com

APIOs

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1			NA	

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1.	Shri. Narwade	E.E.	P/South	E.E.	

Section 4 (1) (b) (xvii) – Others

Such other information as may be prescribed

Route plans of all section under SWM department

1. Route Plans of Traction P/South ward are as below:

Sr. No.	Types of Vehicles	Labour per Vehicles	Capacity in M.T. Per Trip	No. of Trips per Shift	No. of Vehicles per Shift				Total No of Vehicles
					(f)				
(a)	(b)	(c)	(d)	(e)	Ist	Gen.	IIInd	IIIrd	
1	Mun. Large Compactors	6	6	1 Trip /Shift	1	-	1	2	4
2	Pvt. Large Compactors	6	6	1 Trip /Shift	17	-	8	8	33
3	Pvt Mini Compactors	4	2.5	2 Trips/Shift	18	-	10	2	30
4	Small Closed Body Vehicles	2	0.6	4 Trips/Shift	22	-	19	5	46
TOTAL					58	-	38	17	113

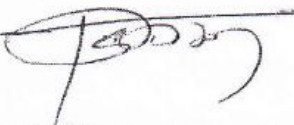
2. List of P.S.C. Block in P/South Ward are as below:

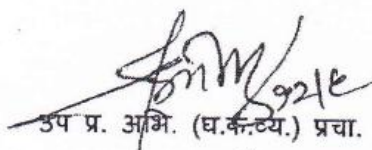
Sr. No.	Name of PSC Block & Address	Sanstha Name & Contact No.	Sanstha President Name & Contact No.
1	Panch Tarankit. Prem Nagar, Vishwakarma Road, Opp. Hiper City, Goregaon (West).	Kutter Mandal. 10/6, Jay Santoshi Mata Chawl, P.P. Road, Hind Nagar, Andheri (East), Mumbai: 400 069.	Mukesh Shrimali 9768007017
2	Kutter Mandal. W.E. Highway, Opp. Cafe Kalpana Hotel, Nr. Virvani Estate, Goregaon (East)	Kutter Mandal. 10/6, Jay Santoshi Mata Chawl, P.P. Road, Hind Nagar, Andheri (East), Mumbai: 400 069.	Mukesh Shrimali 9768007017
3	Janpragati Mitra Mandal. Near Goregaon Railway Station, Goregaon (East)	Janpragati Mitra Mandal. 10/6, Jay Santoshi Mata Chawl, P.P. Road, Hind Nagar, Andheri (East), Mumbai: 400 069.	Mukesh Shrimali 9768007017 Mukesh Punabai Shrimali 9029780880 / 9768007017
4	Khadi Aashram Seva Mandal. Near Topitawala Municipal Maternity, Station Road, Goregaon (West).	Khadi Aashram Seva Mandal. Wajira Mension, 2nd floor, 1, Navjeevan Wadi, Dhobitalav, Mumbai: 400 002.	Anji Mishra 9820330197 Vijay Jagadiya 8291218646 Trikam Baria 9869250666
5	Khadi Aashram Seva Mandal. Mulund Link Road, Ambedkar Chowk, Goregaon (East).	Khadi Aashram Seva Mandal. Wajira Mension, 2nd floor, 1, Navjeevan Wadi, Dhobitalav, Mumbai: 400 002.	Devindra Singh 9619549597
6	Sulabh International. Vinayak Nagar, Near Municipal Dispensary, Goregaon (West)	Sulabh International. Shri. S.S. Kani. Secretary & Chief Architech. 52/B, Siddhi Society, Chembur, Mumbai: 400 071.	Shri Vidreshi Pathak / Dubey 25274996,25222739
7	Sulabh International. Pragati Nagar, Chincholi Gaothan, Muleshwar Marg, Goregaon (West).	Sulabh International. Shri. S.S. Kani. Secretary & Chief Architech. 52/B, Siddhi Society, Chembur, Mumbai: 400 071.	Shri Vidreshi Pathak / Dubey 25274996,25222739
8	Sulabh International. Ashok Nagar, Cama Estate, Goregaon (East).	Sulabh International. Shri. S.S. Kani. Secretary & Chief Architech. 52/B, Siddhi Society, Chembur, Mumbai: 400 071.	Shri Vidreshi Pathak / Dubey 25274996,25222739
9	Magasvigiya Sudhar Mahasangh (Reg.). Nirmiti/Vyavastha Bhagat Singh Nagar 1, Link Road, Goregaon (West)	Magasvigiya Sudhar Mahasangh (Reg.). Indira Gandhi Abhiyasika, Baburao More Road, Behind Mumbai Central Post Office, Opp. Bus Depo, Mumbai Central, Mumbai: 400 008.	Mahendra Salvi 9820521544
10	Kutter Mandal. Near Dindoshi Bus Depo, Goregaon (East).	Kutter Mandal. 10/6, Jay Santoshi Mata Chawl, P.P. Road, Hind Nagar, Andheri (East), Mumbai: 400 069.	Mukesh Shrimali 9768007017
11	Sarvajanik Kalyan Mandal (Reg.). Grampachayat Marg, Goregaon (West).	Sarvajanik Kalyan Mandal. C 708, Garden Tower, Lokhandwala Compound, Kandivali (West), Mumbai: 400 101.	Naresh Koli 9324218407
12	Sarvajanik Kalyan Mandal (Reg.). Opp. Prasad Shopping Centre, Near Goregaon Railway Station, Goregaon (West).	Sarvajanik Kalyan Mandal. C 708, Garden Tower, Lokhandwala Compound, Kandivali (West), Mumbai: 400 101.	Naresh Koli 9324218407
13	Lokseva Vikas Sanstha. Vishwanath Guruji Garden, Goregaon-Mulund Link Road, Goregaon (East)	Lokseva Vikas Sanstha. A/003, Shubh Ashirwad, Acharyaghode Marg, Sion, Mumbai: 400 015.	Narendra Kyatam 9987060525
14	Manav Kalyan Seva Sangh. Ashok Nagar, W.E. Highway Road, Goregaon (East)	Manav Kalyan Seva Sangh. 2/22, B.I.T. Chawl, St. Merry Road, Mazgaon, Tarwadi, Mumbai: 400 010.	Mukesh Kantaria 9833559398/9867197158

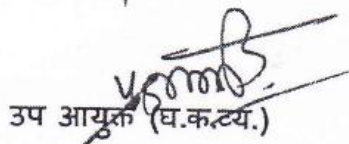
(Annexure 'A')

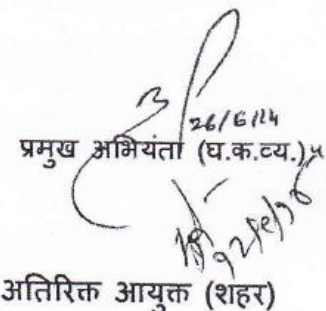
सहा.अभियंता (घकव्य) यांचे कामे/जबाबदारी/अधिकार

- १) सहा.अभियंता (घकव्य) हा विभाग स्तरावरील घन कचरा व्यवस्थापन विभागाचा प्रमुख अधिकारी असेल. तो विभाग स्तरावर घन कचरा व्यवस्थापन विभागातर्गत दररोजचे वाहनांची व्यवस्थापनचे काम थेटपणे स्वतः, दुय्यम अभियंता (घकव्य) यांच्या मदतीने तसेच कचरा संकलन व वर्गीकरणाचे काम सहाय्यक मुख्य पर्यवेक्षकाच्या मदतीने पार पाडेल.
- २) सहा.अभियंता (घकव्य) हा विभाग कार्यालयातील कचरा वाहतूकीसाठी जबाबदार राहिल व विभागातील मोटर लोडर चौक्या त्याच्या नियंत्रणात असतील व मोटर लोडर कनिष्ठ अवेक्षक त्याला रिपोर्ट करतील.
- ३) विभागातील कचरा वाहतूकीची सुक्ष्म योजना सेक्शन कनिष्ठ अवेक्षक व मोटर लोडर कनिष्ठ अवेक्षक तसेच पर्यवेक्षक, सहा. मुख्य पर्यवेक्षक व दुय्यम अभियंता (घकव्य) यांचे मदतीने तयार करणे व अंमलात आणण्याची अंतिम जबाबदारी सहा.अभियंता (घकव्य) यांची असेल.
- ४) सहा.मुख्य पर्यवेक्षकांनी मागणी केल्यावर कामगारांसाठी आवश्यक सामान, सुरक्षा साधने इत्यादीची खरेदी तसेच सहा.मुख्य पर्यवेक्षकांनी प्रमाणित केल्यावर कंत्राटी कामगार पुरविणा-या संस्था, स्वच्छ मुंबई प्रबोधन अभियान राबविणा-या संस्था इ. सर्व बाबींवरील खर्चाची देयके सॅप प्रणालीवर प्रत्यक्ष अदा करणे ही जबाबदारी सहाय्यक अभियंता (घ.क.व्य.) यांची राहिल.
- ५) एकंदरित सहाय्यक मुख्य पर्यवेक्षकांकडे असणारे सर्व काम व त्यासोबतच उपरोक्त नमूद कामे व विभाग स्तरावरील घनकचरा व्यवस्थापन विभागाकडे कामाचे समन्वयनासाठी आवश्यक सर्व बाबींची जबाबदारी विभागातील सहा. अभियंता (घ.क.व्य.) यांची राहिल.
विभागीय सहा. मुख्य पर्यवेक्षक व सहा. अभियंता (घ.क.व्य.) हे उपरोक्त नमूद केलेले तसेच वरिष्ठांकडून वेळेवळी प्राप्त होणारे आदेशाचे पालन काटकोरपणे करतील.


मुख्य पर्यवेक्षक (घ.क.व्य.)


उप प्र. अभि. (घ.क.व्य.) प्रचा.


उप आयुक्त (घ.क.व्य.)


प्रमुख अभियंता (घ.क.व्य.)
26/6/14
अतिरिक्त आयुक्त (शहर)

(Annexure 'B')

Responsibilities of Sub-Engineer (SWM) in Wards

1. Assist A.E. (SWM) and plan and supervise the day-to-day operations related to solid waste management in close coordination with the AHS
 - a. Optimizing route-plans (routes, timing and frequency of collection) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport).
 - b. Up-gradation, beautification and maintenance of refuse collection and open dumps.
 - c. Coordination with dastak-vasati ghats in slums.
 - d. Minimize un-authorized debris dumping in coordination with J and AE (Maintenance) and collection of un-authorized debris dump.
 - e. Regulate allotment, maintenance and operations of pay-and-use community conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling, executing & monitoring outsourcing of essential Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and implementation of increased door-to-door collection and other targets under MSW 2000 rules and Section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors.
5. Evaluate the performance of private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs), corporators and public representatives/citizen groups, ALMs and NGOs to spread public awareness on Waste-minimization and Segregation of refuse, House-to-house collection, Bell-based collection system in slum pockets, Appropriate disposal of construction and demolition debris.
7. Lead the nuisance detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other zoning related by-laws.
8. Assist the SWM department contracting & procurement team for following:
 - Requirement of tools and implements for municipal labour.
 - Requirement of refuse bins and litter bins.
 - Waste collection demand at various spots for refuse collection contracts.
 - New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

सत्यमेव जयते
कार्यवाही अधिकारी - जल
(सब कचरा व्यवस्थापक)
Date

21.11.2023, 3:34 PM

(Annexure 'C')

१) सहाय्यक मुख्य पर्यवेक्षकाचे काम/जबाबदारी/अधिकार

- १) सहाय्यक मुख्य पर्यवेक्षक हा विभाग कार्यालय स्तरावरील सर्व सफाई कामगार, मुकादम, कनिष्ठ अवेक्षक, पर्यवेक्षक यांचा प्रमुख नियंत्रक अधिकारी असेल.
- २) विभागातील महापालिकेच्या व कंत्राटी कामगारांनी करावयाचे कामावर सहाय्यक मुख्य पर्यवेक्षकाचे नियंत्रण असेल व सेक्शन कनिष्ठ आवेक्षक व पर्यवेक्षक यांचे मदतीने तो ते पार पाडेल.
- ३) विभागातील महापालिका सफाई कामगार, कंत्राटी कामगार, स्वच्छ मुंबई प्रबोधन अभियान, मॅनिंग मॉपिंग, रस्ते स्वच्छता योजना इत्यादी योजनांमध्ये नियुक्त कामगार/संस्था योग्य काम करित आहेत हे पाहण्याची जबाबदारी सहाय्यक मुख्य पर्यवेक्षकाची असेल.
- ४) महापालिका कर्मचा-यांचे वेतन, मॅनिंग मॉपिंग, रस्ते स्वच्छता योजना, घरगल्ली स्वच्छता योजना, स्वच्छ मुंबई प्रबोधन अभियान इत्यादी योजनांच्या अंमलबजावणीसाठी नियुक्त कामगारांना/संस्थांना वेतन/अनुदान देताना ते सहाय्यक मुख्य पर्यवेक्षकांनी प्रमाणीत केल्यावरच सहाय्यक अभियंत्यांनी सॅप प्रणालीवरून अदा करावे. या बाबींवरील देयके देताना सहाय्यक मुख्य पर्यवेक्षकाने ती प्रमाणीत करणे ही एक आवश्यक बाब असून तसे झाले नसल्यास सहाय्यक अभियंता (घ.क.व्य.) यांनी सॅप प्रणालीवरून देयके अदा करू नयेत.
- ५) विभाग कार्यालय स्तरावर कामगारांना काम करतांना लागणारे सामान जसे झाडू, काटा, फावडे, बांबू, किटकनाशक पावडर इ. व संरक्षक साधने जसे मास्क, हातमोजे, बूट, गणवेश इ. बाबत नियमित आढावा घेऊन खरेदीची आवश्यकता प्रमाणीत करणे व ती सहाय्यक अभियंता (घ.क.व्य.) यांना दरमहा लेखी कळविणे व या वस्तु वेळेत प्राप्त करून कामगारांना वाटप करणे याची जबाबदारी सहाय्यक मुख्य पर्यवेक्षकांची असेल.
- ६) विभाग स्तरावरील महापालिकेच्या कामगारांच्या आस्थापनीय बाबींबाबत प्रत्यक्ष कार्यवाही विभाग स्तरावरील प्रशासकीय अधिकारी (घ.क.व्य.) यांचे अखत्यारीत येते. मात्र कामगारांचे आस्थापनीय बाबतीत कार्यवाही वेळेत व योग्य त-हेने होते आहे हे पाहण्यासाठी सहा.मुख्य पर्यवेक्षक नियमित आढावा घेतील व अशा आढावा बैठकांना प्रशासकीय अधिकारी (घ.क.व्य.) हजर राहून आवश्यक माहिती देतील. प्रशासकीय अधिकारी (घ.क.व्य.) स्तरावर कार्यवाही प्रलंबित असल्यास सहा. मुख्य पर्यवेक्षक प्रशासकीय अधिका-याला लेखी आदेश देतील.
- ७) विभाग कार्यालयातील घन कचरा व्यवस्थापन विभागातील कामगार - मुकादम संवर्गातील कर्मचा-यांची रजा मंजूरी कनिष्ठ अवेक्षक स्तरावर व कनिष्ठ अवेक्षक, पर्यवेक्षकांची रजा मंजूरी

सहाय्यक मुख्य पर्यवेक्षक स्तरावर होईल व प्रशासकीय अधिकारी (घकव्य) त्याप्रमाणे नोंद घेऊन सेवातपशीलात नोंद घेणे, रजावेतन काढणे इ. कार्यवाही करतील. कामगार - मुकादम संवर्गातील कर्मचा-यांची रजा कनिष्ठ अवेक्षकांची शिफारस व पर्यवेक्षकांनी मंजूर केलेली नसल्यास प्रशासकीय अधिकारी (घकव्य) परस्पर रजा मंजूर करून वेतन अदा करू शकणार नाहीत. तसेच कनिष्ठ अवेक्षक व पर्यवेक्षक यांची रजा सहाय्यक मुख्य पर्यवेक्षक यांनी मंजूर केलेली नसल्यास प्रशासकीय अधिकारी (घकव्य) परस्पर रजा मंजूर करून वेतन अदा करू शकणार नाहीत.

- ८) विभाग स्तरावर असलेली महापालिका कामगार व कंत्राटी कामगारांची गा-हाणी/तक्रारींचे निराकरण करणे हे काम मुख्यत्वे सहा. मुख्य पर्यवेक्षकांनी करावयाचे असून त्यासाठी कामगार संघटनांबरोबर नियमित बैठका व चर्चा त्यांनी आयोजित करावी व अशा बैठकांना प्रशासकीय अधिकारी (घकव्य) आणि आवश्यक असल्यास सहा.अभियंता (घकव्य) यांनी हजर राहून सहा. मुख्य पर्यवेक्षकास आवश्यक मार्गदर्शन करावे.
- ९) एकंदरित विभागातील कचरा / डेब्रीज / सिल्ट इत्यादीचे रोजेचे संकलन व वर्गीकरण /डेब्रीज ऑन कॉल व अनधिकृतरित्या पडलेल्या डेब्रीजचा पंचनामा करून विल्हेवाटीसाठी विभागीय स्तरावरील अंमलबजावणी व त्यासाठी आवश्यक कामगार व साहित्य या अनुषंगाने पार पाडावयाच्या सर्व जबाबदा-या सहाय्यक मुख्य पर्यवेक्षकांच्या असतील.

(Annexure 'D')

कनिष्ठ अवेक्षकांच्या कामाचे स्वरूप.

कनिष्ठ अवेक्षकांची एकूण पदे: _____

रिक्त पदे: _____

कनिष्ठ अवेक्षकांच्या कामाचे स्वरूप	कार्यपुर्तता
1 कनिष्ठ अवेक्षकांच्या कामाचे स्वरूपकव्य खात्यातील प्रत्येक सेक्शन कनिष्ठ अवेक्षकांचे कार्यक्षेत्र विभागातील प्रभागाच्या सीमांसहीत नीश्चित करण्यात आलेले आहे. प्रत्येक सेक्शन एका निवडणुक प्रभागात एका पेक्षा जास्त कनिष्ठ अवेक्षकांचा समावेश असू शकतो.	1.एस विभागातील घ कव्य खात्यातील सेक्शन कनिष्ठ अवेक्षकांचे कार्यक्षेत्र प्रभागाचा सीमासिंहिनश्चित करण्यात आलेले आहे. कनिष्ठ अवेक्षकांची एकूण 23 पदामध्ये 9 अनुसचित व 14 अननुसचित पदे असून त्या पैकी 3 अनुसचित व 2 अननुसचित पदेरिक्त आहे. जागा भरल्यास त्वरीत आदेशाचे पालन करण्यात येईल
2 प्रभागाबाबतची भौगलिक माहिती अ) प्रत्येक क.अवेक्षकांकडे त्या त्या प्रभागाचा सीमासहित नकाशा असणे आवश्यक आहे. या नकाशामध्ये त्या त्या सेक्शनमधील सर्व रस्तांच्या आणि महत्वाच्या ठिकाणाचा अंतर्भाव असेल. आ) प्रत्येक कनिष्ठ अवेक्षकांकडे त्या त्या प्रभागामध्ये फुटपाथासहीत सर्व रत्याच्या लांबी रुंदी आणि इतर तपशिल असलेले असणेआवश्यक आहे	2.प्रत्येक कनिष्ठ अवेक्षकांकडे त्या प्रभागाचा सीमासहित नकाशा व त्या मधील रस्ते व महत्वाचे ठिकाण , लांबी , रुंदी आणि इतर तपशिल चे रजिस्टर आहे. त्यांना दिलेल्या प्रधिकार कलम 368 व 371 ,372,385 बाबत अधिकार देण्यासाठी उपायुक्त परि.6 यांचे कडे प्रस्ताव सादर केलेला आहे.आरोग्य उपविधी 2006 यांची अमलबजावणीसाठी आदेश देण्यात आलेले आहेत.
3 नागरी घनकच-याचे मुल्यमापन प्रत्येक प्रभागीय कनिष्ठ अवेक्षकाने त्यांचा प्रभागाबाबतची निम्नलिखित माहिती संक लित करून वेळोवेळी अद्यावत करून ठेवणे आवश्यक आहे. अ) नागरी घन कच-याच्या संक लन आणि परिवहनासाठी चा सुक्ष्म नियोजन (माक्रो प्लान) ब) सार्वजणीक कचरा संक लन केद्रे	3.प्रत्येक कनिष्ठ अवेक्षकानी त्यांचा प्रभागाबाबत संकलन केद्र , इमारत , दुकाने , कार्यालये , हॉटेल्स, मंडया, डेब्रीज स्पॉटस, कॉनीक स्पॉटस, जमा होणारा कच-याचे प्रमाण असंघटीत क्षेत्रातील घरगुती स्तरावर औद्योगिक उत्पादन करण्या-या जागा , इ. बाबतची माहिती संकलित केलेली आहे. इ) न्युसंस स्पॉटसची माहिती सहा. उपद्रव

	<p>क) संकलन केद्रावरील डबे आणि त्यांचा तपशिल ड) प्रभागामधील घरे , व्यवसायीक आस्थापने कार्यालये , हॉटिल्स, मंडया, डेब्रीज स्पॉटस, कॉनीक स्पॉटस, आ णी त्याठीकाणचा जास्त कचरा जमा होण्याच्या वेळा, वैद्य कीय जैव कचरनिर्माण होणा-या जागा असंघटीत असंघटीत क्षेत्रातील घरगुती स्तरावर औद्योगिक उत्पादन करण्या-या जागा , आरोग्यास हनिकारक कचरा निमाण होणारी ठीकाणे इ. बाबतची माहिती इ) वृहन्मुंबई स्वच्छता आणि आरोग्य उपवीधी यांचे वारवार उल्लघन होत असणारी ठीकाण (न्युसंस स्पॉटस) फ) प्रभागामधील रद्दी व भंगार विक्रेता. ग) प्रभागामधील कचरा गाडयाचा तपशिल आणि त्यांचे रूट प्लान्स घ) प्रभागामधील मोठया नाल्याची माहिती</p>	<p>शोधक व मार्शल त्यांना पुरवून त्यांची नेमणूक करून दंडात्मक कार्यवाही करण्यात येते . फ) प्रभागामधील रद्दी व भंगार विक्रेत्याची यादी तयार करण्यात आलेली आहे. ग) कचरा गाडयाचा तपशिल आणि त्यांचे रूट प्लान्स बनवून प्रत्येक सेक्शनर कनिष्ठ अवेक्षकांकडे पाठपुरावा करण्यासाठी दिला आहे. घ) मोठया नाल्याची माहिती एकत्रित करण्यात आली आहे.</p>
4	प्रभागामधील कामगारांची हजेरी घेण्याचे काम मुकादमानीच करावयाचे आहे.	4.संबंधीत आदेशाचे पालन करण्यात येत आहे.
5	घनकचरा नियमावली 2000 अन्वये अभिप्रेत असलेली स्वच्छता राखण्या करीता त्या त्या प्रभागामधील क.अ. पुर्ण पणे जबाबदार असेल. यासाठी प्रभागिय क. अवेक्षकांने पर्यवेक्षण करून संबधीत यंत्रणेकडून स्वच्छता राखली जाईल याची काळजी घ्यावयाची आहे. प्रभागामधील खाजगी जागा खाजगी रस्ते यांची त्यांच्या मालकामार्फत करण्यात आलेली स्वच्छता यासहीत , एम.एम.आर.डी.ए , आर एन्ड आर वसाहती, म्हाडा वसाहती , मुंबई पोर्ट ट्रस्ट , सर्व जनिक शौचालये , बेवारशी प्राण्याच्या मृतदेहाची विल्हेवाट , डेब्रीज आणि ट्रि कटींग साठी व त्यांच्या जबाबदारी बदल सुचना देण्यात आलेले आहे.	5.घनकचरा नियमावली 2000 अन्वये अभिप्रेत असलेली स्वच्छता राखण्या करीता व एम.एम.आर.डी.ए , आर एन्ड आर वसाहती, म्हाडा वसाहती , मुंबई पोर्ट ट्रस्ट , सर्व जनिक शौचालये , बेवारशी प्राण्याच्या मृतदेहाची विल्हेवाट , डेब्रीज आणि ट्रि कटींग साठी व त्यांच्या जबाबदारी बदल सुचना देण्यात आलेले आहे.
6	प्रत्येक क.अ. हा त्यांच्या प्रभागामधील स्वच्छता	6.प्रत्येक क.अवेक्षकांना नगरसेवक व

	<p>राखण्यासाठी आवश्यक असणा-या गरजा आणि स्वच्छतेवीषयीच्या तक्रारी त्यांचा पर्यवेक्षकाकडे नमूद करेल . त्याचप्रमाणे त्यांच्या प्रभागामधील नागरीक आणि लोक प्रतीनिधी यांच्या तक्रारीचे नीराकरण करेल.</p> <p>तसेच यासाठी नगरसेवक आणि लोक प्रतीनिधी यांच्याशी आवश्यक तो संपर्क क.अ.ने ठेवणे आवश्यक आहे.</p>	<p>लोकप्रतनिधीना दैनदिन संपर्कात असून तक्रार दुर करण्याचे आदेश दिलेअसून कचरा सिल्ट चे अनुशेष दैनदिन रजिस्टर मध्ये नोंद करून घेण्यात येते</p>
7	<p>नागरी घनकचरा निर्मुलणासाठी बाधा आणत असलेल्या इतर विभागाशी संबंधीत बाबी उदा. मलनिःसारण / पर्जन्य जलवाहीन्या तुंबणे / त्यांची गळती , साठवणीच्या टाक्याची गळती इ. ची माहीती त्या त्या वीभागाना क. अवेक्षकांने लेखी कळविणे आवश्यक आहे. त्याबरोबर भटक्या जनावरामुळे संकलन केद्रांवर होत असलेल्या उपद्रवाची माहीती आरोग्यखात्यास कळविणे आवश्यक आहे.</p>	<p>7.नागरी घनकचरा निर्मुलणासाठी बाधा आणत असलेल्या इतर विभागाशी संबंधीत बाबी बदल क. अवेक्षक त्याना लेखी कळवितात</p>
8	<p>प्रत्येक कनिष्ठ अवेक्षकांनी कच-याचा अनुशेष निर्माण होईल अशा स्वच्छतेस बाधा आणणा-या सर्व गोष्टीची माहीती त्यांच्या वरिष्ठांस देणे बंधनकारक आहे. त्याचप्रमाणे त्याने हा अनुशेष वेळच्यावेळी भरून काढण्यासाठी प्रयत्न करणे आवश्यक आहे.</p>	<p>8.अनुपेश बदल क.अवेक्षकांकडून मोटर क. अवेक्षकांनी लेखी मौखिक सुचना देवून विभाग स्वच्छ ठेवण्यात येईल.</p>
9	<p>क.अवेक्षकांनी त्यांचा प्रभागामधील कामगारांना सर्व सुरक्षीतता साधने , कामकाजाचे साहीत्य याचा पुरावठा वेळच्या वेळी होईल याची दक्षता बाळगणे आवश्यक आहे. त्याचबरोबर वेळोवेळी परिक्रमीत केलेल्या परिपत्रकाद्वारे कामगारांना सर्व सुरक्षीतता साधने /गणवेश न वापरल्यास सुचित करण्यात आलेली कार्यवाही क.अवेक्षकाने करणे आवश्यक आहे. अशा प्रकारे वेळोवेळी करण्यात आलेल्या कार्यवाहीच्या तपशिलाच्या नोंदी क. अवेक्षकाने ठेवणे आवश्यक आहे.</p>	<p>9.कामगारांना सुरक्षीतता साधने वेळेवर पुरविण्यासाठी पाठपुरावा करून उपलब्ध करण्यात येते नियमाचे उल्लघन करणा-यावर नियमानुसार कार्यवाही करण्यात येते.</p>

10	<p>प्रत्येक क.अवेक्षक हा त्याच्या प्रभागामध्ये बृहन्मुंबई स्वच्छता आणि आरोग्य उपवीधी 2006 याची अमलबजावणी करण्यासाठी सक्षम प्रधिकारी असेल.</p>	<p>10.आरोग्य उपवीधी 2006 याची अमलबजावणी करण्यासाठी त्यांना अधिकार देण्यासाठी उपायुक्त परि.6 यांच्या कडे यांच्याकडे प्रस्ताव सादर करण्यात आलेला आहे.</p>
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(Annexure 'E')

A E IS.W.M.I.P/S

३३. प्रमुख अभियंता (घन कचरा व्यवस्थापन खाते)

घन कचरा व्यवस्थापन खात्यातील कामगारांना सुपूर्द करण्यात आलेल्या कॉर्टर्स आणि यासंबंधीचे मंजूरी कागदपत्र	अ
लिथल वेवरचे बांधकाम	अ
शौचालय आणि मुतारी यांचे बांधकाम	ब
शौचालय आणि मुतारी यांचे बांधकाम तोडणे आणि पुनबांधणी करणे	ब
शासकीय/खाजगी/सार्वजनिक परिसर/मनपा बाजार/खाजगी बाजार/सर्कस, प्रदर्शन,	क-१
समारंभ, जत्रा, रस्ते, गल्ली इत्यादी येथे देण्यात येणारी झाडलोट (साफसफाई) सेवा लॉगशिट	क १
डस्ट बिनस प्लॅटफॉर्मची बांधणी/ दुरुस्ती	क
पोल माउन्टेड कचरा घेत्या बसविणे	क
वैद्यकीय सहाय्य- अल्प पत्र व्यवहार	क
विभाग पातळीवर कचरा गोळा करणे व वाहून नेणे	क
कचरा गोळा करणे व वाहून नेणे याबाबतचे मोटर ट्रॅक्शन -फेरी नोंदवही	क
युध्द-शिबीर आणि रुग्णालयात साफसफाई आणि स्वच्छतेची व्यवस्था करणे.	क
सद्यस्थितीतील कामकाजाच्या पध्दतीनुसार नमुद करावयाच्या अतिरिक्त नवीन बाबी	
खोलीचा तावा देण्याची नोंदवही सीबी - ३३	अ
खोली वाटप करारनामा	ब
मागणी नोंदवही सीबी-२३	क-२
खाजगी घन कचरा व्यवस्थापनाची सेवा देण्याबाबतचे प्रस्ताव	क-१
क्लिन अप मार्शल अभिलेख	क
गाडुळ शेती खत निर्गमनीयत्वाबाबतच्यासाठी सापयाचे वा हरकत	क
बांधकाम आणि बांधकाम पाडणे यातून निर्माण होणाऱ्या कचऱ्याच्या व्यवस्थापनासाठी ना-हरकत देणेबाबत.	क
कॉल ऑन डेव्रीज कार्यपध्दतीनुसार वाहून नेलेल्या दगड, गाळ आणि घातीबाबत अभिलेख	क
अशासकीय संस्थांकडून देण्यात येणारे मोटर लोडर	क
रस्ते परिसर स्वच्छता योजना (स्वच्छतेची सेवा न देण्यात येणारे रस्ते)	क
मॅनिंग आणि मॉनिंग	क
स्वच्छ मुंबई प्रबोधन अभियान	क

आर एण्ड आर, एमएमआरडीए, झाडा आणि इतर वसाहतींना देण्यात येणारी स्वच्छतेची सेवा	क
इतर/संपूर्ण कागदपत्रे	क

(Annexure 'G')

Year 2015-16

Budget Usage		Date: 22.06.2015		Page: 1 /	
Financial Management Area MCGM MCGM		FM Payment Budget		Version	
Fiscal Year 2015				0	
Fund/Group	11	Functional Area/Group *			
Funded Program/Group	*	Year of Cash Effectivity			
Funds Center/Commitment Item	Consumable Budget	Consumed Budget	Available Amount	Current Budget	
FdsCtr/CmmtItem	421,634,000.00	109,038,073.60	312,595,926.40	421,634,000.	
4140310000 P/S WARD -SWM	421,634,000.00	109,038,073.60	312,595,926.40	421,634,000.	
130200200 Rent -Staff Quarter	10,000.00-		10,000.00-	10,000.	
140200101 Penalty fromSupplie	10,000.00-		10,000.00-	10,000.	
140200105 Penalt fromContract	1,600,000.00-	276,042.00-	1,323,958.00-	1,600,000.	
140200108 Penalty recoverd VD		1,700.00-	1,700.00		
140200203 Fine Nuisance Detec	1,000,000.00-	44,900.00-	955,100.00-	1,000,000.	
140500500 Trad Refus Remv Chr	42,294,000.00-	2,537,202.00-	39,756,798.00-	42,294,000.	
140709900 Other Serv/Adm Chrg	5,000.00-		5,000.00-	5,000.	
140801800 ConsChrg Gen Debris	20,000.00-	6,739.00-	13,261.00-	20,000.	
140801900 ConsChrg Retail Tra	1,000,000.00-		1,000,000.00-	1,000,000.	
140802000 Law Charges	8,000.00-		8,000.00-	8,000.	
150110300 Salc of Tcndcr form	10,000.00-	600.00-	9,400.00-	10,000.	
150309900 Miscellaneous Sales	5,000.00-		5,000.00-	5,000.	
180400200 Fine	3,000.00-		3,000.00-	3,000.	
180400300 Rent Recovery	2,000.00-		2,000.00-	2,000.	
180409900 Other Recoveries	500,000.00-	20,571.00-	479,429.00-	500,000.	
180809900 Miscellaneous Receipt	500,000.00-	78,348.00-	421,652.00-	500,000.	
210100101 Basic Pay	4,300,000.00		4,300,000.00	4,300,000.	
210100102 Incentive Bonus	367,000.00		367,000.00	367,000.	
210100104 Grade Pay (Superior	791,000.00		791,000.00	791,000.	
210100201 Basic Pay	60,625,000.00		60,625,000.00	60,625,000.	
210100202 Incentive Bonus	8,928,000.00		8,928,000.00	8,928,000.	
210100204 Grade Pay (Labour)	13,352,000.00		13,352,000.00	13,352,000.	
210200101 Dearness Allowance	6,365,000.00		6,365,000.00	6,365,000.	
210200102 House Rent Allowanc	1,498,000.00		1,498,000.00	1,498,000.	
210200103 Conveyance Allowanc	114,000.00		114,000.00	114,000.	
210200105 LTA	240,000.00	6,750.00	233,250.00	240,000.	
210200107 Mun Med Allowance	61,000.00		61,000.00	61,000.	
210200113 Trv All for Sup&Sub	211,000.00		211,000.00	211,000.	
210200118 F.Planning Allow-su	63,000.00		63,000.00	63,000.	
210200119 Children Edu Allow-	151,000.00		151,000.00	151,000.	
210200201 Dearness Allowance	92,472,000.00		92,472,000.00	92,472,000.	
210200202 House Rent Allowanc	20,985,000.00		20,985,000.00	20,985,000.	
210200205 LTA	4,380,000.00	555,750.00	3,824,250.00	4,380,000.	
210200207 Mun Med Allowance	1,496,000.00		1,496,000.00	1,496,000.	
210200213 Transport Allowance	4,501,000.00		4,501,000.00	4,501,000.	
210200218 Family Planning All	1,559,000.00		1,559,000.00	1,559,000.	
210200219 Children Education	3,739,000.00		3,739,000.00	3,739,000.	
210200299 Other Allowances	2,700,000.00		2,700,000.00	2,700,000.	
210209913 Uniforms	3,300,000.00	1,437,942.00	1,862,058.00	3,300,000.	
210209915 Contrbn-Int 4% towr	621,000.00		621,000.00	621,000.	
220100203 Property Tax/Mun Ta	800,000.00		800,000.00	800,000.	
220100214 N A &Othr Assess ta	600,000.00		600,000.00	600,000.	
220110101 Offic Electricy Ex	1,200,000.00	43,477.00	1,156,523.00	1,200,000.	
220110200 Water Charges	600,000.00		600,000.00	600,000.	
220119900 Other Off Contin Ex	145,000.00	120.00	144,880.00	145,000.	
220120102 Mobile Phone Exp	14,000.00		14,000.00	14,000.	
220120500 Postage Expenses	6,000.00		6,000.00	6,000.	
220129900 Misc Commcatn Exp	19,000.00		19,000.00	19,000.	
220210400 Stationery	200,000.00	12,026.44	187,973.56	200,000.	
220210500 Consumables	100,000.00	738.00	99,262.00	100,000.	
230350001 Accessories	75,000.00		75,000.00	75,000.	
230350005 Chemical&fertiliser	1,500,000.00		1,500,000.00	1,500,000.	

230350006	Clothing & Linen	190,000.00	5,920.00	184,080.00	190,000.
230350010	Material	500,000.00	121,100.00	378,900.00	500,000.
230350012	Other store	1,600,000.00	423,400.00	1,176,600.00	1,600,000.
230350014	Spares & Tools				
230400106	H.ChrgVechRmvlRefus	136,489,000.00	81,795,941.05	54,693,058.95	136,489,000.
230400107	H-ChrgVechRemvl Deb	10,000,000.00	5,250,121.64	4,749,878.36	10,000,000.
230520501	Gen Civil Repairs	3,000,000.00		3,000,000.00	3,000,000.
230590903	Ordinary Repairs	1,500,000.00		1,500,000.00	1,500,000.
230803103	Manning & Mopping	10,000,000.00	1,009,097.65	8,990,902.35	10,000,000.
230803112	Repairs to Platform	1,364,000.00		1,364,000.00	1,364,000.
230803114	Upgrad Tourist Spot	2,500,000.00		2,500,000.00	2,500,000.
230803115	Clensig MMRDA Colo	7,100,000.00	926,312.28	6,173,687.72	7,100,000.
250203104	AreaSch-CleansngRoa	30,000,000.00	5,160,169.06	24,839,830.94	30,000,000.
250203106	Mum Vst1 Prbodn Aby	26,280,000.00	15,255,310.48	11,024,689.52	26,280,000.
350800600	Paybl to Counl & Ot				

(Annexure 'H')

Year 2016-17

Budget Usage		Date: 26.07.2017		Page: 1 /	
Financial Management Area MCGM MCGM			FM Payment Budget		
Fiscal Year 2016			Version 0		
Fund/Group 11		Functional Area/Group *			
Funded Program/Group *		Year of Cash Effectivity			
Funds Center/Commitment Item	Consumable Budget	Consumed Budget	Available Amount	Current Bud	
FdsCtr/CmmtItem	533,838,000.00	414,797,283.15	119,040,716.85	533,838,000.	
4140310000 P/S WARD -SWM	533,838,000.00	414,797,283.15	119,040,716.85	533,838,000.	
130200200 Rent -Staff Quarter	5,000.00-		5,000.00-	5,000.	
140200100 Penalties					
140200101 Penalty fromSupplie	5,000.00-	1,562,217.00-	1,557,217.00	5,000.	
140200105 Penalt fromContract	1,000,000.00-	1,043,835.00-	43,835.00	1,000,000.	
140200107 Re Pvt Ow transplan					
140200202 Chrg & Fine -RTI Ac	1,000.00-	106.00-	894.00-	1,000.	
140200203 Fine Nuisance Detec	600,000.00-	1,696,300.00-	1,096,300.00	600,000.	
140200205 Fin Coll Smk in Pub		1,300.00-	1,300.00		
140500500 Trad Refus Remv Chr	46,523,000.00-	33,605,006.76-	12,917,993.24-	46,523,000.	
140700105 Ser Chrg Mun proper	1,000.00-		1,000.00-	1,000.	
140700107 ADM CHG-BLD CONS CE		21.02-	21.02		
140709900 Other Serv/Adm Chrg	3,000.00-		3,000.00-	3,000.	
140801800 ConsChrg Gen Debris	15,000.00-		15,000.00-	15,000.	
140801900 ConsChrg Retail Tra	5,000.00-		5,000.00-	5,000.	
140802000 Law Chg/Legal Chg	4,000.00-		4,000.00-	4,000.	
140805300 Legal & Strry chgs		1,220.00-	1,220.00		
150110300 Sale of Tender form	2,000.00-		2,000.00-	2,000.	
150110400 Sale of forms		191,965.00-	191,965.00		
150309900 Miscellaneous Sales	2,000.00-		2,000.00-	2,000.	
180400200 Fine	2,000.00-	11,025.00-	9,025.00	2,000.	
180400300 Rent Recovery	2,000.00-	3,216.00-	1,216.00	2,000.	
180409900 Other Recoveries	250,000.00-	1,483,907.00-	1,233,907.00	250,000.	
180809900 Miscellaneous Receipt	300,000.00-	397,834.00-	97,834.00	300,000.	
180809903 Video/Film shot Chr		57,140.00-	57,140.00		
180809904 Other Misc Receipt		66.00-	66.00		
180900201 Contingent Fund					
210100101 Basic Pay	4,884,000.00	4,287,090.00	596,910.00	4,884,000.	
210100102 Incentive Bonus	434,000.00	364,000.00	70,000.00	434,000.	
210100104 Grade Pay (Superior	914,000.00	828,000.00	86,000.00	914,000.	
210100201 Basic Pay	69,979,000.00	63,687,136.05	6,291,863.95	69,979,000.	
210100202 Incentive Bonus	10,721,000.00	9,247,214.00	1,473,786.00	10,721,000.	
210100204 Grade Pay (Labour)	14,931,000.00	13,764,358.53	1,166,641.47	14,931,000.	
210200101 Dearness Allowance	8,009,000.00	6,469,575.00	1,539,425.00	8,009,000.	
210200102 House Rent Allowanc	1,733,000.00	1,485,591.00	247,409.00	1,733,000.	
210200103 Conveyance Allowanc	134,000.00	99,875.75	34,124.25	134,000.	
210200104 Overtime Allowance		8,654.00-	8,654.00		
210200105 LTA	99,000.00	99,000.00		99,000.	
210200113 Trv All for Sup&Sub	241,000.00	210,949.00	30,051.00	241,000.	
210200118 F.Planning Allow-su	72,000.00		72,000.00	72,000.	
210200119 Children Edu Allow-	36,000.00		36,000.00	36,000.	
210200199 Other Allowances	29,000.00		29,000.00	29,000.	
210200201 Dearness Allowance	118,871,000.00	98,073,312.18	20,797,687.82	118,871,000.	
210200202 House Rent Allowanc	25,021,000.00	19,980,932.64	5,040,067.36	25,021,000.	
210200205 LTA	4,380,000.00	1,249,500.00	3,130,500.00	4,380,000.	
210200207 Mun Med Allowance	33,000.00	28,351.99	4,648.01	33,000.	
210200213 Transport Allowance	5,117,000.00	4,875,188.86	241,811.14	5,117,000.	
210200218 Family Planning All	1,775,000.00		1,775,000.00	1,775,000.	
210200219 Children Education	4,255,000.00	420,345.00	3,834,655.00	4,255,000.	
210200224 WASHING CHARGES(LAB	86,000.00	80,083.05	5,916.95	86,000.	
210200225 NIGHT DUTY ALLOW	217,000.00	214,424.00	2,576.00	217,000.	
210200299 Other Allowances	3,075,000.00	2,654,034.93	420,965.07	3,075,000.	
210209913 Uniforms	4,510,000.00	557,010.00	3,952,990.00	4,510,000.	

210209915	Contrbn-Int 4% towr	8,463,000.00	77,018.00	8,385,982.00	8,463,000.
220100203	Property Tax/Mun Ta	1,000,000.00	231,262.00	768,738.00	1,000,000.
220100214	N A SOthr Assess ta	800,000.00	192,210.00	607,790.00	800,000.
220110101	Offic Electricity Ex	2,033,000.00	423,440.00	1,609,560.00	2,033,000.
220110200	Water Charges	5,000,000.00		5,000,000.00	5,000,000.
220119900	Other Off Contin Ex	200,000.00	10,686.00	189,314.00	200,000.
220120102	Mobile Phone Exp	24,000.00		24,000.00	24,000.
220120500	Postage Expenses	10,000.00	9,081.00	919.00	10,000.
220129900	Misc Commcatr Exp	19,000.00		19,000.00	19,000.
220210400	Stationery	300,000.00	80,235.75	219,764.25	300,000.
220210500	Consumables	200,000.00	26,352.00	173,648.00	200,000.
230303100	430103100				
230350001	Accessories	75,000.00		75,000.00	75,000.
230350005	Chemicals&fertiliser	1,500,000.00	1,412,422.96	87,577.04	1,500,000.
230350006	Clothing & Linen	150,000.00	108,576.00	41,424.00	150,000.
230350010	Material	388,000.00		388,000.00	388,000.
230350012	Other store	1,500,000.00	983,860.00	516,140.00	1,500,000.
230350014	Spares & Tools				
230400106	H ChrgVechRmvlRefus	170,000,000.00	150,401,748.35	19,598,251.65	170,000,000.
230400107	H-ChrgVechRenvl Deb	16,000,000.00	14,336,079.62	1,663,920.38	16,000,000.
230511301	Gen Civil Repairs	2,800,000.00	567,617.96	2,232,382.04	2,800,000.
230520501	Gen Civil Repairs	3,000,000.00	1,044,410.00	1,955,590.00	3,000,000.
230590903	Ordinary Repairs	1,200,000.00	1,190,800.00	9,200.00	1,200,000.
230803103	Manning & Mopping	16,300,000.00	9,631,719.25	6,668,280.75	16,300,000.
230803112	Repairs to Platform	1,500,000.00		1,500,000.00	1,500,000.
230803114	Upgrad Tourist Spot	1,000,000.00		1,000,000.00	1,000,000.
230803115	Clensng MMRDA Colo	6,600,000.00	3,737,999.00	2,862,001.00	6,600,000.
250203102	ZeroGarbage Awarene	2,000,000.00	402,430.00	1,597,570.00	2,000,000.
250203104	AreaSch-CleansngRoa	31,900,000.00	16,689,785.06	15,210,214.94	31,900,000.
250203106	Mum Vsti Prbodn Aby	24,400,000.00	21,814,000.00	2,586,000.00	24,400,000.
260106500	ContH toiletsSMMiso	200,000.00		200,000.00	200,000.
272200000	Buildings				
340000000	Deposits recd.				
350100200	Contractors				
350110510	DC.Pen. Schl-Payable				
350119997	Coin Note adjustmen				
350200101	PF Payabl				
350200102	Insurance Prem Paya				
350200103	rec Emp Housing Loa				
350200104	recov of PFadv				
350200106	Int Credit Societie				
350200107	Court Recovery Payb				
350200108	Gymkhana Recov Payb				
350200110	Ext Credit Society				
350200111	Union Subscr Recove				
350200300	Other Recoveries				
350200402	Profession Tax				
350200408	Inc TDS-Emplys				
350800407	LUMP SUM CHARG-TRE				
350800426	Grnt frm GOV for SM				
411200000	Buildings				
412000000	Capital W.I.P-				
460100200	Housing Loans				
460100201	Int Acc on Hsng Loa				
460100401	Festival Advance				
460500404	AdPayITbalRecfy15-1		74,213.00-	74,213.00	
503100072	Viability GapFundin				
503100087	Pro Dustbin W 46 P/	500,000.00	485,784.00	14,216.00	500,000.
503100088	Pro Dustbin W 47 P/	2,000,000.00	653,940.00	1,346,060.00	2,000,000.
503100089	Pro Dustbin W 49 P/	500,000.00	373,680.00	126,320.00	500,000.
503100090	Pro Dustbin W 50 P/	500,000.00	467,100.00	32,900.00	500,000.
503100091	Pro Dustbin W 51 P/	500,000.00	467,100.00	32,900.00	500,000.
610000423	Grnt frm GOV for SM	440,000.00	440,000.00		440,000.
720000000	Asset Clearing A/c				