



## **BRIHANMUMBAI MAHANAGARPALIKA**

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

**Sr. Inspector (Encroachment) P/S Ward**

**Address** - 1<sup>st</sup> floor, P/South Ward office Bldg,  
CTS No. 746, S. V. Road,  
Village Pahadi, Goregaon (W),  
Mumbai:- 400 104.

## **Introduction**

Upto 1970 hawkers' licences were granted under section 313 (A) / 313 (B) of Mumbai Municipal Corporation Act 1888. Licences were granted for hawkers hawking on roads and footpaths, licences for Cobblers and P.C.O. Booths for blind /handicapped persons were liberally granted up to the judgment date i.e. 30th July, 2004 of Hon'ble Supreme Court. However as per the orders of Hon'ble Supreme Court dated 30th July 2004 M.C.G.M. is restrained from issuing any new licence to any person for doing any activity.

While hearing the petition on the scheme of the "Hawking and Non Hawking Zones", the Hon'ble Supreme Court vide their order dated 12th February 2007, directed the State Government of Maharashtra to frame the Policy for hawkers based on the National Policy on Urban Street Vendors up to 31st May 2007. Accordingly, the State Govt. of Maharashtra formulated "Model Byelaws" as per Government Resolution No.309 of 02.03.2009 and M.C.G.M. was asked to formulate its own Byelaws based on said "Model Byelaws" for regulation of hawker in the City of Mumbai. Accordingly, the Municipal Corporation of Greater Mumbai has formulated Hawkers Bye-laws 2009 for which Corporation has accorded sanction vide C. R. No.1192 on 26.02.2010. As per the procedure laid down in "Model Byelaws" of the State Govt. suggestions / objections on Byelaws have been invited from the citizens of Mumbai, Hawkers Unions other Institutes and other concerned by giving Press Note and the scrutiny thereof is completed. Hearing on suggestions / objections is to be accorded by the Hon'ble Mayor and necessary changes will be incorporated in the Byelaws after hearing the suggestions / objections and will be placed again before the Corporation for sanction. On receipt of the Corporation's sanction, these byelaws will be submitted to the State Govt. for

final approval. On receipt of approval from State Govt., the same will be implemented by the M.C.G.M. in the Greater Mumbai. However, State Govt. vide letter dated 25.06.2010 has informed the M.C.G.M. that the suitable provision in M.M.C. Act is under consideration of the Govt. and on suitable provision in M.M.C. Act is made, the Hawkers should be finalized.

Presently removal actions are being taken under section 314 (c ) of Mumbai Municipal Corporation Act against unauthorized hawkers squatting on Municipal footpath / roads, even though the aforesaid procedure is going on.

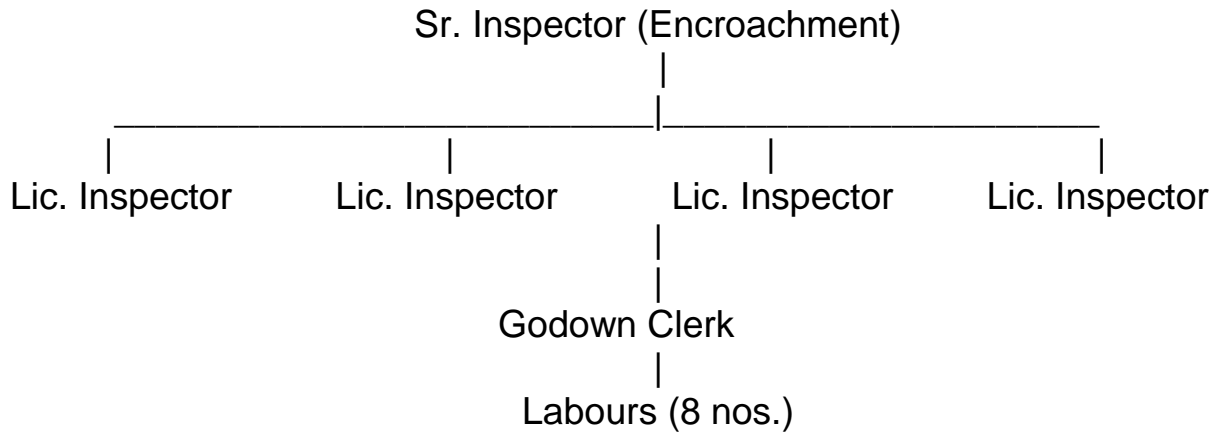
**Section 4 (i) (b) (i)**

**The particulars of functions & duties of the public authority:-**

1.	Name of Public Authority	Sr. Inspector (Encroachment) & Lorry Inspectors	
2.	Address	1 <sup>st</sup> floor, P/South Ward office Bldg, CTS No. 746, S. V. Road, Village Pahadi, Goregaon (W), Mumbai:- 400 104.	
3.	Head of the Office	Sr. Inspector (Encroachment)	
4.	Parent Govt. Deptt.	Superintendent of Licences	
5.	Reporting to which Office	Assistant Commissioner P/S	
6.	Jurisdiction Geographical	North	Goregaon( W) Chincholi bandar road, and Chincholi , Goregaon(E) Uppar Govind nagar road, General Arun Kumar Vaidya Road, Film City Road.
		South	Goregaon( W) Oshiwara Nala, Goregaon (E) RPF Sankul Railway marshling ward
		East	Aare Colony, Mahananda Dairy Sankul, Filmcity, Rpf Sankul.
		West	Khadi
7.	Mission	1. To removed encroachment u/a hawkers on Footpath, Gutters, Roads, Streets. 2. Remove u/a eatable hawkers	
8.	Vision	1. To keep Roads, Footpaths free form u/a hawkers 2. To keep areas like Hospitals, Rly Stns, Schools, Religious Places free from u/a hawkers. 3. Prepare Hawking & Non-Hawking Zones & shift the hawkers according in the area where the hawking zones are provided by the three members committee.	
9.	Objectives	To keep Roads, Footpath hawkers free. Maintain the hawking & non hawking zones as	

		prescribed by the three members committee.
10	Functions	<ol style="list-style-type: none"> <li>1. To take encroachment removal action against u/a hawkers</li> <li>2. To keep Roads, Streets, foots around near Hospitals, Schools, Rly. Stns., Religious Place hawkers free.</li> <li>3. To carry out the Public Auction Sale of unclaimed non perishable goods within specific time limit.</li> <li>4. To remit the redemption amount daily in CFC.</li> <li>5. Keep the records of plastic carry bags below 50 microns deposited in godown by several authorities i.e. Security Dept., Lic. Dept., S&amp;E dept.</li> <li>6. To deposit the gas LPG cylinders seized during the ER action.</li> <li>7. To keep track record of Banners, Posters, Boards, Glow Signed Boards etc. removed / seized during the removal action.</li> <li>8. Submit reports of Handcarts sized removal of Eatable Hawkers, Tobacco selling actions near educational Institutes, complaint received &amp; disposal during the week &amp; month.</li> <li>9. Replied all MCL/C, MCL/A B Complaints from M.C's Office.</li> </ol> <p>Replied all RTI applications.</p>
11	Details of Services Provided	To keep Roads & Footpaths free from hawkers for pedestrians.
12	Physical Assets	NIL
13	Organization's Structural Chart	NIL
14	Tel. No. & Office Timing	Tel No:- 28737000 Ext:- 110/155 Office Timing:- 10:30 AM to 5:30 PM (Monday to Friday) & 10:30 AM to 2:00 PM Saturdays
15	Weekly Holidays	Sunday & Public Holidays

## Organization's Structural Chart



**Section 4 (i) (b) (ii)**

**The powers of officers and employees in the office of  
Sr. Inspector (Encroachment):**

**A**

<b>Sr No</b>	<b>Designation</b>	<b>Powers Financial</b>	<b>Under which legislation/rules/ orders/ &amp; Rs.</b>	<b>Remarks</b>
1.	Sr. Inspector (Ench)	Nil		
2.	Lorry Inspector	Nil		

**B**

<b>Sr No</b>	<b>Designation</b>	<b>Powers Administrative</b>	<b>Under which legislation/rules/ orders/ &amp; Rs.</b>	<b>Remarks</b>
1.	Sr. Inspector (Ench)		MMC Act, 1888	
2.	Lorry Inspector		MMC Act, 1888	

**C**

<b>Sr No</b>	<b>Designation</b>	<b>Powers Magisterial</b>	<b>Under which legislation/rules/ orders/ &amp; Rs.</b>	<b>Remarks</b>
1.	Sr. Inspector (Ench)	Nil		
2.	Lorry Inspector	Nil		

**D**

<b>Sr No</b>	<b>Designation</b>	<b>Powers Quasi judicial</b>	<b>Under which legislation/rules/ orders/ &amp; Rs.</b>	<b>Remarks</b>
1.	Sr. Inspector (Ench)		RTI Act, 2005	
2.	Lorry Inspector	Nil		

**E**

<b>Sr No</b>	<b>Designation</b>	<b>Powers Administrative</b>	<b>Under which legislation/rules/ orders/ &amp; Rs.</b>	<b>Remarks</b>
1.	Sr. Inspector (Ench)	Nil		
2.	Lorry Inspector	Nil		

**Powers and Duties of Officers and Employees -**

The administrative powers, the financial powers and duties, etc. of officers and employees are as detailed below: -

- **DUTIES OF SR.INSPECTORS (ENCROACHMENT) :-**  
(Encroachment removal action taken against unauthorized hawkers.)
  1. Except specific duties regarding licences under sections, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
  2. They should check all the reserved areas by surprise and ensure regular payment of fees and compliance with the licence conditions.
  3. For unauthorized encroachments, hawkers, Senior Inspector is expected to take rigorous actions.
  4. They are responsible for proper arrangements of vehicles, equipments on Roads/ footpath etc. and regular marking of muster



rolls of labour staff under them.

5. They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
6. They are fully responsible to prepare reports required for hawking / non hawking zone scheme as per Hon'ble Supreme Court's judgments under Special Leave Petition No. 4156-4157 of 2002.
7. They have to follow instructions / directions as per Hon'ble Supreme Court's judgments dated 9.12.2003, 30.7.2004, 1.4.2005 and orders of S.L. / D.M.C. / A.M.C. (City).
8. To reply to the applications received under Right To Information Act 2005.

• **Duties of Lorry Inspector (Encroachment Removal) :-**

1. He should attend to complaints promptly and report compliance within 24 hours to the Sr. Inspectors.
2. He should remove unauthorized banners, posters, board, etc. daily with the help of Advertisement Inspector of respective ward.
3. He should take vigorous actions against unauthorized hawkers and keep the areas under his jurisdiction clean. His fieldwork should be of active, extensive and driving with a view to preventing nuisance of unauthorized hawkers on Municipal Roads and Footpaths.
4. He should see that all the goods seized by encroachments removal action are properly weighed and entered into the registered before the redemption.
5. He should attend to auctions sales.
6. He should see that the Labour staff under him work properly and attend to the duties regularly.
7. To maintain separate register to enter complaints received regarding encroachment of unauthorized hawkers and to take removal action.
8. He should keep field book of day-to-day work of encroachment removal action.

## **DELEGATION OF POWERS TO SR.INSPECTOR (ENCH.)**

Under Section 68 of the **Mumbai Municipal Corporation Act 1888** Sr. Inspector (Ench) P/South is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

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

<b>Sr. No</b>	<b>Nature of Powers, Duties and Functions delegated</b>
1	Except specific duties regarding licenses under section, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
2	They should check all the reserved areas by surprise and ensure regular payment of fees and compliance with the license conditions.
3	For unauthorized encroachment, hawkers, Senior Inspector is expected to take rigorous actions.
4	They are responsible for proper arrangements of vehicles, equipments on Roads/ footpath etc and regular marking of muster rolls of labour staff under them.
5	They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
6	They are fully responsible to prepare reports required for hawking/ non hawking zone scheme as per Hon'ble Supreme Court" s judgments under Special Leave Petition No. 4156-4157 of 2002.
7	To reply to the applications received under Right To Information Act 2005.
8	They have to follow instructions /direction as per Hon'ble Supreme Court" s judgments dated 9.12.2003, 30.7.2004, 1.4.2005 and order of SL/DMC/AMC (City.).



		<p>hawkers free.</p> <p>2) The goods seized during the ench. removal action are deposited in a ench.godown daily.</p> <p>3 ) All goods seized during the ench. removal action are properly weighed &amp; entered into the registered before redemption</p> <p>4) To release the perishable goods after one day by public auction sale</p> <p>5) To release the non perishable goods with proper redemption charges/ damages as per schedule</p> <p>6) Remit the redemption charges amount in CFC Counter of Ward office every next day</p> <p>7) To arrange &amp; attend the public auction sale for unclaimed non perishable goods</p> <p>8) To maintain separate register to enter complaints received regarding ER action</p> <p>9) To keep record of plastic carry bags</p>			
2	Removal of Advt.boards/banners	<p>1) To remove unauthorized boards/banners etc.daily with help of advt.inspector</p> <p>2) To keep all record of removal unauthorised boards/banners in redemption register &amp; report the same to SL Office daily</p>	Within 24 Hours	Lorry Inspector	

**Section 4(i)(b)(iv)**

**Norms set for discharge of its functions in the office of Sr. Inspector (Encroachment) at P/South ward**

**Organisational Targets (Annual)**

<b>Sr. No</b>	<b>Designation</b>	<b>Activity</b>	<b>Financial Targets (in Rs.)</b>	<b>Time Limit</b>	<b>Remarks</b>
1	NIL	NIL	NIL	NIL	NIL

### Section 4 (1) (b) (v)

The rules / regulation related with the functions of  
Sr. Inspector (Encroachment)

<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	Redemption charges	SL/ 10 of 2011-12	
2	Auction sale	SL/ 44 of 1991-92 SL/26 of 2001-02 SL/09 of 2003-04 SL/2367/Acct dated 15/05/2012	
3	Private vehicle tender	AMC/City/6041 dated 5/7/2013	

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

**Statement of Categories of documents held in the office of  
Sr. Inspector (Encroachment), P/South Ward**

<b>Sr No</b>	<b>Subject</b>	<b>Type of Document / file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation</b>
1	Redemption Register	register		Entries of seized goods with redemption charges	Permanent
2	Auction sale file	File		Public auction sale of Non perishable unclaimed goods	Permanent
3	Receipt book	Book		Redemption charges taken	Permanent
4	Remittance book	Book		Particulars of payment	10 years
5	Remittance receipt	File		Acknowledgment of remittance charges	10 years
6	Audit Note	File		Short recovery of redemption charges	10 years
7	R T I Register	Register		Reply to party	10 years
8	Complaints register	Register		Written complaints	5 years
9	Muster Roll & Effective report	Register and File		Daily & Monthly attendance	Permanent
10	Private vehicle tender file	File		Periodical tender of Pvt. Vehicle for Ench.	5 years
11	Plastic seized report book	File		Plastic carry bags report	5 years
12	Establishment file	File		Employees leave record & transfer order	5 years

**Section 4(i)(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 Sr. Inspector ( Encroachment ) at P/South ward-**

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of the mechanism</b>	<b>Under which Act / Rule / Circular</b>	<b>Periodicity</b>
	NIL	NIL	NIL	NIL



**Section 4(i)(b)(viii)**

**Statement of Boards, Councils, Committees or Other bodies**

<b>Sr . No.</b>	<b>Name of the Committee Board / Council / Other bodies</b>	<b>Composition of Committee Board / Council / Other bodies</b>	<b>Purchase of the Committee Board / Council / Other bodies</b>	<b>Frequen cy of meeting s</b>	<b>Wheth er meeti ng open to public or not</b>	<b>Wheth er Minute s are availa ble to public or not</b>	<b>Minute s availab le at</b>
	NIL	NIL	NIL	NIL	NIL	NIL	NIL

**Section 4(i)(b)(ix)**

**Directory of the officers and employees**

<b>Sr. No</b>	<b>Designation</b>	<b>Name of the officer / employee</b>	<b>Cadre</b>	<b>Date of joining the post</b>	<b>Date of joining in P/S Ward</b>	<b>Contact details (Phone / Fax / Email)</b>
1	Sr. Inspector (Encroachment)	Shri Rameshkumar J. Singh	B	10/07/12	01/07/12	022-28737000 Fax-28782713 Email-srinspenchps.licence@mcgm.gov.in
2	Lorry Inspector	Shri R. P. Tawade	C	21/07/08	14/10/13	022-28737000
3	Lorry Inspector	Shri R. T. Nibde	C	14/07/09	09/10/13	022-28737000
4	Lorry Inspector	Shri M. B. Bharate	C	25/09/12	09/10/13	022-28737000
5	Lorry Inspector	Shri M.D. Lengare	C	27/09/12	30/09/13	022-28737000

**Section 4(i)(b)(x)**

**Details of remuneration of officers and employees in the office of  
Sr. Inspector  
( Encroachment ) at P/Southward**

(Amount in Rs.)

Sr . N o.	Name of the officer / employee	Designati on	Basic Pay	DA	HR A	CA	Special Allowan ce / Transpor t Allowan ce / Project Allowan ce	Total
1	Shri Rameshkum ar J. Singh	Sr. Inspector (Ench)	17460+43 00	2176 0	652 8	463	—	51311
2	Shri R. P. Tawade	Lorry Inspector	14960+28 00	1900 3	532 8	—	—	42891
3	Shri R. T. Nibde	Lorry Inspector	2800	1954 9	548 1	—	—	44100
4	Shri M. B. Bharate	Lorry Inspector	10820+28 00	1457 3	408 6	—	—	33079
5	Shri M.D. Lengare	Lorry Inspector	10580+28 00	1431 7	401 4	—	—	32511

**Section 4(i)(b)(xi)**

**Details of allocation of budget and disbursement made in the office of Sr. Inspector(Encroachment)at P/Southward for the year 2013- 2014**

- \* Publish copy of the budget (in Rs.)  
\* Publish copy of grant distribution

**Format A for current year**

<b>Sr. No .</b>	<b>Budget Head Description</b>	<b>Grant received</b>	<b>Planned use (Give details area-wise or work-wise in a separate form)</b>	<b>Remarks</b>
	NIL	NIL	NIL	NIL

**Section 4(i)(b)(xi)**

**Details of allocation of budget and disbursement made in the office of Sr. Inspector(Encroachment) at P/South ward for the year 2013-2014**

- \* Publish copy of the budget (in Rs.)
- \* Publish copy of grant distribution

**Format B for previous year**

<b>Sr. No</b>	<b>Budget Head</b>	<b>Grant received</b>	<b>Grants utilized</b>	<b>Grants surrendered</b>	<b>Results</b>
	NIL	NIL	NIL	NIL	NIL

**Section 4(i)(b)(xii)**

**Manner of execution of subsidy programme in the office of Sr. Inspector ( Encroachment ) at P/Southward**

<b>* Name of the Programme</b>	N I L
<b>* Eligibility of Beneficiary</b>	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
<b>* Year-wise list of beneficiaries in the format given</b>	N I L
<b>* Target (if any)</b>	N I L
<b>* Remarks</b>	N I L

**Section 4(i)(b)(xii)**

**Details of beneficiaries of subsidy programme in the office of Sr. Inspector ( Encroachment ) at P/Southward.**

**Name of the Scheme / Programme for the year 2014-2015.**

<b>Sr. No.</b>	<b>Name &amp; Address of Beneficiary</b>	<b>Amount of subsidy / concession sanctioned</b>
	NIL	NIL

**Section 4(i)(b)(xiii)**

**Particulars of recipients of concessions, permits or authorizations granted in the office of Sr. Inspector (Encroachment ) at P/Southward**

**Type of Licence / Permission / Concession :**

<b>Sr. No .</b>	<b>Name of the Licences</b>	<b>Licence No.</b>	<b>Issued on</b>	<b>Valid up to</b>	<b>General Conditions</b>	<b>Details of the Licence</b>
This information is available on MCGM's website - <a href="http://www.mcgm.gov.in">www.mcgm.gov.in</a>						



**Section 4(i)(b)(xiv)**

**Details of information available in Electronic Form in the office of Sr. Inspector ( Encroachment ) at P/Southward**

<b>Sr. No.</b>	<b>Type of Document / File / Register</b>	<b>Sub-Topic</b>	<b>In which electronic format it is kept</b>	<b>Person incharge</b>
—	—	—	1) i Tape	N I L
—	—	—	2) Film	
—	—	—	3) C.D.	
—	—	—	4) Floppy	
—	—	—	5) Any other	

**Section 4(i)(b)(xv)**

**Particulars of the facilities available for citizens for obtaining information in the office of Sr. Inspector ( Encroachment ) at P/Southward**

<b>Sr. No</b>	<b>Type of facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person Incharge</b>
1	Inspection of record under R.T.I.	3.00 p.m. to 5.00 p.m. on Wednesday (Except Holidays) with prior appointment only	For inspection of records no fee for first hour will be charged. However, fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of the Sr. Inspector (Ench), 1 <sup>st</sup> floor, P/South Ward office Bldg, CTS No. 746, S. V. Road, Village Pahadi, Goregaon (W), Mumbai:- 400 104.	Sr. Inspector (Ench), "P/S" Ward

**Section 4(i)(b)(xvi)**

**Details of Public Information Officers in the jurisdiction of (Public Authority) in the office of Sr. Inspector ( Encroachment ) at P/Southward**

**P.I.O.**

**A**

<b>Sr. No .</b>	<b>Name of P.I.O.</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Phone No.</b>	<b>Email id for purpose of RTI</b>	<b>Appellate Authority</b>
1	Shri R. J. Singh	Sr. Inspector (Encroachment)	P/S Ward	2873700 0	srinspenc hps.licenc e@mcgm. gov.in	Asst. M.C. P/S Ward

**Section 4(i)(b)(xvi)**

**Details of Asst. Public Information Officers in the jurisdiction of  
(Public Authority) in the office of Sr. Inspector ( Encroachment ) at  
P/Southward  
A.P.I.O.**

**B**

<b>Sr. No</b>	<b>Name of A.P.I.O.</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Phone No.</b>
.				
-	-	-	-	-

**Section 4(i)(b)(xvi)**

**Details of Appellate Authority in the jurisdiction of (Public Authority) in the office of Sr. Inspector ( Encroachment ) at P/Southward**

**Appellate Authority**

**C**

<b>Sr. No</b>	<b>Name of Appellate Authority</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>P.I.O. reporting</b>	<b>Email id for purpose of RTI</b>
1	Shri Ramakant V. Biradar	Asst. M. C. P/S Ward	P/S Ward	Shri R. J. Singh, Sr. Inspector (Ench)	srinspenchps.l icence@mcg m.gov.in

**Section 4(i)(b)(xvii)**

**Any other information of Public use**

N I L