



## **BRIHANMUMBAI MAHANAGARPALIKA**

AS per provision of RTI Act 2005, section 4, 17 Manuals  
of R/North Ward

### **ADMINISTRATIVE OFFICER R/NORTH WARD**

Address - Office of Administrative Officer, Below  
Sangeetkar Sudhir Phadke Flyover  
Bridge, Jaywant Sawant Marg, Dahisar  
(West), Mumbai – 400 092

**Year - 2019 - 2020**

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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 Administrative Officer, R/North 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 Administrative Officer, R/North ward whose office is situated at R/North ward office, Below Sangeetkar Sudhir Phadke Flyover Bridge, Jaywant Sawant Marg, Dahisar (West), Mumbai-400 068. 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. Administrative Officer R/North ward is under administrative control of Assistant Commissioner.

## **ADMINISTRATIVE OFFICER R/NORTH WARD.**

Administrative Officer is important post in the office of Assistant Commissioner R / North ward .

Administrative officer is the head of internal clerical staff and he is responsible for administrative works to the Assistant commissioner . Under the administrative officer the following department is worked.

- 1) Establishment (Superior )
- 2) Establishment (Labour)
- 3) Expenditure
- 4) Revenue
- 5) Dispatch

### **Qualifications and appointment :-**

Administrative officer is appointed from head clerk who is completed his minimum seven years tenure as a head clerk. The merits and seniority is considered for the appointment.

The Administrative work of A.O. is done through A) Establishment (Superior)

B) Establishment (Labour) C) Expenditure D) Revenue E) Dispatch,

With the help of head clerk and clerks and establishment under the supervision and guidance of Assistant commissioner

### **Work Procedure :-**

#### **A) Establishment section :-**

In the Establishment section the salaries of officers, employees, and labours is charged every months. The administrative work in progress as per provision of Mumbai Municipal Corporation Act 1888, Municipal service rules 1989, provident fund rules 1924, pension rules and as per provision of industrial dispute act 1948, minimum wages act, employee's compensation act and gratuity act 1978. The main works of establishment section are as follows:-

Establishment Schedule: - To prepared necessary yearly establishment schedule by taking in to the account increase and decrease of different post and make necessary budget provision for the year on the account of expenditure for wages and allowances.

- 1) To maintain attendance of staff (Muster)/Biometric Attendance of Establishment section only(HOD)
- 2) To scrutiny of leave applications for certifications and sanctions
- 3) To get the approval for yearly increments
- 4) Monthly Wages Pay sheets – As per the establishment date provided by the establishment clerk within specific time period the required monthly pay sheets of the respective staff Section wise / Pay sheet code wise prepared on Computer (by taking into account of time to time leave, transfer, promotion and reservation) by Master creating forms.
- 5) Employee is getting his monthly payment through his respective bank account After receipt of monthly pay sheets from Computer Department before allowing actual payment those pay

sheets are sent to respective Account Office along with effective reports where in instruction for withholding or allowing payment to the respective employee are given.

- 6) The monthly pay bills of Suspended employees, part time employees & khada badalee employees are being prepared manually by the Establishment Staff of Ward.
- 7) Preparing monthly effective report of the staff on duty, by taking note of their transfer, removal, reversion or promotion etc.
- 8) On proper sanction to prepare pay sheets for Advance Leave Salary, Encashment of Leave, Leave Travel Assistance etc.
- 9) Making correspondence in case of enquiry of the respective staff as per guidance of the Administration / Sectional head or Enquiry Officer as the case may be.
- 10) To maintain service record of the respective staff and get the same audited as and when required.
- 11) To work out claim under Workman Compensation Act as and when required.
- 12) To make correspondence with Labour Officer whenever required.
- 13) To prepare overtime wages bills whenever applicable.
- 14) To prepare final claims of the employee such as Superannuation Pension Claim, Voluntary Retirement Claim, Provident Fund Claim to get necessary payment to the ex employee as early as possible.

The work of pay fixation is done time to time as per pay fixation agreement and arrears from such fixation is given to the employees.

#### **B) Expenditure Section**

The main work of this section is to certify the bills and pay the amount. The procedure is as follows

- 1) To make provision in the Budget Estimate. This provision is recurring and non-recurring both.
- 2) To make liability for the indent for purchase of proposed works.
- 3) To submit indent and give work order.
- 4) To certify bills, abstract.
- 5) To maintain record of departmental work. To make abstract of expenditure of labour, material and supervision.
- 6) To prepare proposal for supplementing fund.
- 7) To work in consultation with Asstt. Engineer (Maintenance) and Asstt. Accountant about departmental work and P.W.C. Work.
- 8) Table of expenditure of liability register.
- 9) To keep balance sheet of last years expenditure and current year recurring expenditure of telephone and electricity, so that the double payment will be avoided.

### **C) Revenue Section**

This section does the works of collecting revenue by giving the receipt of rent, license, factory permit, Birth & Death Certificate fees etc.

This section gives the permits and license as follows.

- 1) Trade license of License & MOH Deptt. under section 394 of M.M.C.Act.
- 2) Stall boards, Rolling shutter, Weather frame License of License & MOH Deptt. under section 313 of M.M.C.Act.
- 3) Stall, pitches, cobbler handcar license of license and MOH Deptt. under section 313-A of M.M.C.Act.
- 4) Advertisement permit of license and MOH Deptt. under section 328 of M.M.C.Act.

Index Register and Demand Register is maintained for the above.

The licenses, permits are renewed in this department.

- 5) M.P.F.A. ( Maharashtra Preventive Food Adulteration) license of Maharashtra State and milk license under section 412 of M.M.C.Act.
- 6) Prepare permission letter for construction of temporary mandap for Ganesh Festival, Navaratri and other religious activities.
- 7) Register of Deposit Maintained.
- 8) At present all licenses mentioned above are renewed and issued through CFC.

### **D) Dispatch :-**

- 1) To accept the letters from the citizens directly or by post as well as to accept the papers from the other offices of the Corporation. The important papers, letters to be distributed departmentally within one day. To send the papers with the printouts to the different departments after taking note on the Computer.
- 2) To send the letters of the different department by post & to maintained postage register & the account of postage stamp for the same.
- 3) Arranging the meetings for the action of the pending Audit notes.

### **E) Citizen Facility Center :-**

The Citizen Facility Center (C.F.C.) in R/North ward office is started from 15.08.2000 to provide different civic facilities to the tax payers citizens easily & without delay the said C.F.C. is situated on the ground floor. C.F.C. works under the control of Asstt. Commissioner R/North ward.

Mumbai Corporation has given C.F.C in All Ward to run on contract basis to M/S. V.F.S Global Services Pvt Ltd. w.e.f.1.4.2014

There are Three windows in C.F.C. Cash Section for accepting the cash and window no.1 is kept reserved and given priority for senior citizens, physically handicapped and pregnant womens. On three

windows as per the one window Scheme all kind of Cash / Cheque are accepted departmentally e.g. All type of permission fees, different deposit, Mandap permission fees & deposit for Reinstatement of Trenches. The deposit fixed for the tenders, the amount recovered from the different contractors. The Birth & Death Certificate Fees, Property Tax, Water Tax, Ground Rent etc. The amount / Cheque under the Budget „A“ are accepted. The computerize receipt are issued for the amount / cheque accepted and such amount/cheques are remitted to the Municipal Treasury after tallying of account daily.

The counter of the birth & death certificate as well as the issue fees of Shop & Estt., License, is working from 8:00 am to 8:00 pm in C.F.C. for the facilities of the citizens.

The working of the cash windows of C.F.C. is from 8:00 am to 8:00 pm.

For accepting the water charges under Budget „G“ the provision of separate window has been maintain on the of R/North Ward Office.

The Dispatch Section is working in C.F.C. & the applications from the citizens, reference postage, papers of the office work are being accepted in dispatch section & the acknowledgement of the same is being given.

The working time of the C.F.C. for the citizens is from 8:00 am to 8:00 pm.

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

**The particulars of organization, functions & duties of the Administrative Officer, R/North ward**

1	Name of the Sectional Head	Administrative Officer, R/North ward
2	Address	Municipal Corporation of Greater Mumbai R/North ward Room No.10 Below Sangeetkar Sudhir Phadke Flyover Bridge, Jaywant Sawant Marg, Dahisar (West), Mumbai-400 068.
3	Head of the office	Smt.Namrata Sachin Nagare (I/C), Administrative Officer R/North ward
4	Parent Government Department	Assistant Commissioner R/North ward.
5	Reporting to which office	Assistant Commissioner, R/North Ward,
6	Jurisdiction Geographical	1)East :- „T“ Ward Boundary, 2)West :- Gorai Creek, 3)North :- Municipal Checknaka Boundary, 4)South :- R/Central Boundary
7	Vision	“To complete the Establishment works within time.”
8	Mission	“To complete the Establishment works.”
9	Objectives	Administrative works done through 1) Establishment 2) Expenditure 3) Revenue 4) Dispatch with help of Clerk and Head clerk under the guidance and supervision of Assistant Commissioner R/North ward.
10	Functions	1. To check the musters registers weekly reports and to supervise and guide to head clerk and clerks 2. To check dispatch papers comes from MC, AMC and DMC and distribute papers to concern authorities. 3. To submit application received from local Corporator, MLA



		<p>for renaming chowk &amp; roads to Municipal secretary.</p> <ol style="list-style-type: none"> <li>4. To issue circulars as per order from Assistant Commissioner</li> <li>5. To co- ordinate with staff and guide them regarding various routine work.</li> <li>6. To keep record of MCA audit note, document received from various committee and take necessary action.</li> <li>7. To give reply to the union complaints</li> <li>8. To co-ordinate between indoor and outdoor staff work</li> <li>9. To complete the work given by Assistant Commissioner</li> <li>10. To arrange the grievance committee and follows the decisions</li> <li>11. To arrange Sexual Harassment Committee whenever complaint received .</li> </ol>
11	Details of services provided ( In Brief)	<ul style="list-style-type: none"> <li>• All Establishment Work of Superior and Labour staff.</li> </ul>
12	Physical assets (Statement of lands & Buildings and other Assets)	<ol style="list-style-type: none"> <li>1. <b>Establishment Superior and Labour :-</b> 07 Tables,12 Chairs, Godrej cupboard 5, Filing cabinet 3, wall feeding cupboard 03, Fan3,Table fan 1,Tubes lights:-08 Computer 06, printer2,Intercom telephone 03.</li> <li>2. <b>Revenue:-</b> 04 Tables,4 Chairs, Godrej cupboard 3, , Fan 2, Tubes lights:- 6 Computer 02, Intercom telephone 01.</li> <li>3. <b>Expenditure:-</b> 05 Tables,7 Chairs, Godrej cupboard 7, Filing cabinet 1, Fan4, Exhaust Fan 1,steel safe :-1 Computer 03, printer3 Tubelight:-08,Intercom telephone 02.</li> <li>4. <b>C.F.C:-</b> Counter 3, Computer 06, printer 6,Certificate printer:- 1, currency counting machine 01, Tables 02 , Chairs 15 , Godrej cupboard 3, wall feeding cupboard 03, Fan 4, Table fan 1, Cheque drop box:-1, complaint box 1, steel safe :-1. Intercom telephone 01, Ac.:-4, cctv:-4,</li> <li>5. <b>Dispatch:-</b> Tables 04 , Chairs 5, Godrej cupboard 3, Fan2, Intercom telephone 01, Table fan 1.</li> </ol>
13	Organization"s structural Chart	As per separate sheet attached at page no.11
14	Tel. No.s & office timings	<p>Phone No.28936000 28920247/57/72 Ext. No. 225</p> <p>Fix No.022-28924894</p> <p>E mail – adminofficer01.rn@mcgm.gov.in</p> <p>Office timing :10.30 a.m. to 5.30p.m. Monday to Saturday</p>

		(Except 2 nd & 4 th Saturday) Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday)
15	Weekly Holidays	(2 nd & 4 th Saturday), Sunday and Public Holidays.

## **Details of services provided (In Brief)**

### **A) Citizen Facility Center :-**

The Citizen Facility Center (C.F.C.) in R/North ward office is started from 15.08.2000 to provide different civic facilities to the tax payers citizens easily & without delay the said C.F.C. is situated on the ground floor. C.F.C. works under the control of Asstt. Commissioner R/North ward.

Mumbai Coroparation has given C.F.C in All Ward to run on contract basis to M/S. V.F.S Global Services Pvt Ltd. w.e.f.1.4.2014

There are Three windows in C.F.C. Cash Section for accepting the cash and window no.1 is kept reserved and given priority for senior citizens, physically handicapped and pregnant womens. On three windows as per the one windows Scheme all kind of Cash / Cheque are accepted departmentally e.g. All type of permission fees, different deposit, Mandap permission fees & deposit for Reinstatement of Trenches. The deposit fixed for the tenders, the amount recovered from the different contractors. The Birth & Death Certificate Fees, Property Tax, Water Tax, Ground Rent etc. The amount / Cheque under the Budget „A“ are accepted. The computerize receipt are issued for the amount / cheque accepted and such amount/cheques are remitted to the Municipal Treasury after tallying of account daily.

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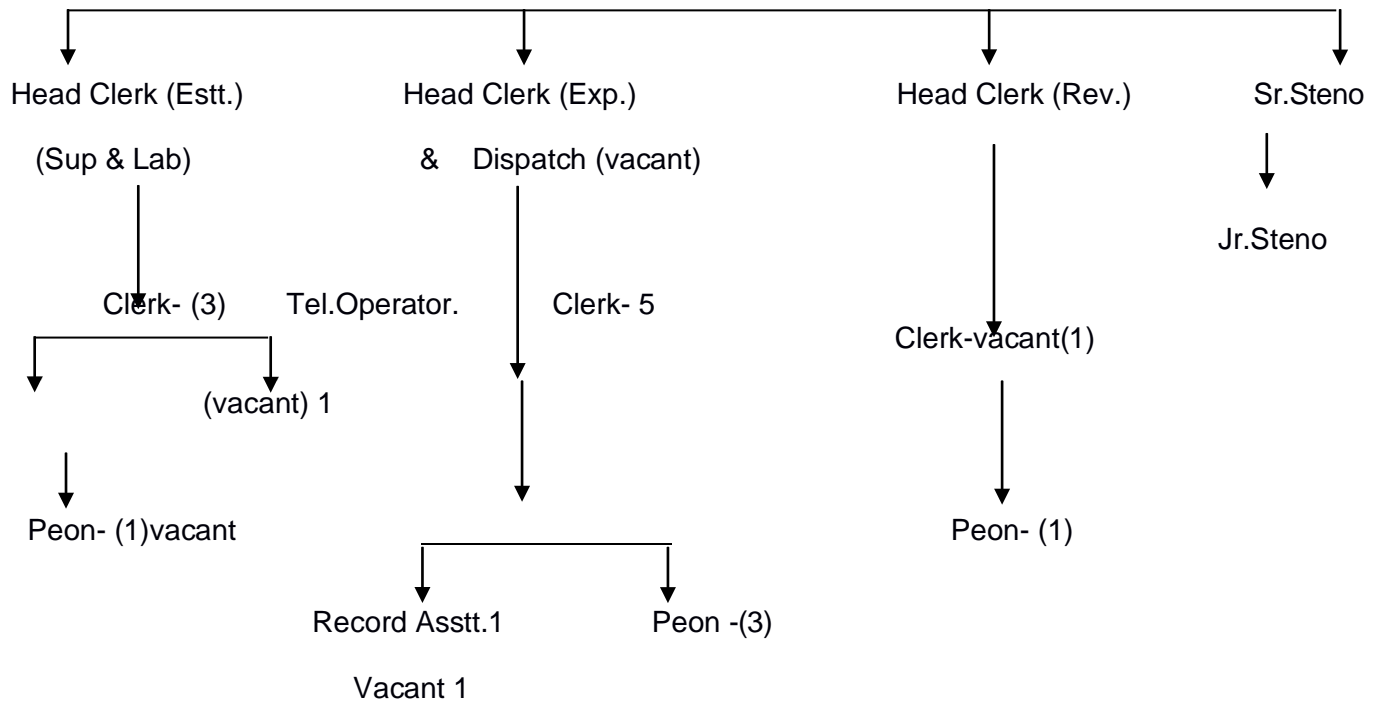
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The working time of the C.F.C. for the citizens is from 8:00 am to 8:00 pm.

**Administrative Officer**





Sr.No	Section	Schedule post	Vacant Post
1.	Administrative Officer	01	Nil
2.	Establishment ( Sup)	Head Clerk :- 1	Nil
		Clerk :- 3	Nil
		Peon - 1	Nil
3.	Expenditure & Dispatch	Head Clerk :- 1	1
		Clerk :- 5	Nil
		Peon - 3	1
4.	Revenue	Head Clerk :- 1	Nil
		Clerk:- 2	1
		Peon - 1	Nil

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

The powers of officers and employees in the office of Administrative Officer R/North ward.

**(A)**

1.	Administrative Officer	<b><u>Financial power</u></b> 1. Power to incur expenditure-office contingencies Rs.400/- 2. Power to purchase without prior post-audit up to Rs.400/-
2.	Head Clerk	NIL.
3.	Clerk	NIL.

**(B)**

Sr.No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Administrative Officer	1. To sanction increments of Sub-ordinate Staff.	MMC Act 1988  MSR	
		2. To sanction casual leaves to subordinate staff up to the rank of Head clerk and clerk accordance with the rules		
		3. To sanction leaves including maternity and injury leave to the labour staff in accordance to Municipal service rule.		
		4. To prepare report of administrative data from respective department and submit to higher authority		
		5. To check works of subordinate staff		
		6. To meet to councilors and officers in the absent of Assistant Commissioner		
2.	Head Clerk	Nil.		
3.	Clerk	Nil.		

**(C)**

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

**(D)**

Sr. No.	Designation	Power- Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
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1.	Administrative Officer	1. Enquiry 2. Public Information Officer	N.A. RTI Act. 2005	.....
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(E)

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

**THE DUTIES OF OFFICERS AND EMPLOYEES IN THE OFFICE OF ADMINISTRATIVE OFFICER R/NORTH WARD.**

(A)

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Administrative Officer	Nil.		
2.	Head Clerk	Nil.		
3.	Clerk	NIL.		

(B)

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Administrative Officer	1) To collect information from Establishment and Revenue department and to prepare administrative report	MMC Act 1988,	
		2) To settle the grievance of internal staff or citizens.		
		3) To submit reports to MC Office regarding disposal of complaints received from them.		
		4) To prepare various meeting reports such as Union, Pension Adalat, Audit Note, etc.		

		5) To prepare & submit consolidated RTI & Complaints report.		
		6) To co-ordinate and guide local resident regarding various information of ward.		
		7) To dispose of complaints received from higher authorities regarding employee"s dues.		
		8) Any other work assigned by Ward Officer.		
2.	Head Clerk	1. To Supervise on Clerical works 2. To follows orders of Asstt. Commissioner , Administrative Officer,		
3.	Clerk	1. To Work assigned by Administrative Officer and Head Clerk 2. Dealing with day to today activities.		

**(C)**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Magisterial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1	Administrative Officer	N.A.		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

**(D)**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Quasi Judicial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1	Administrative Officer	1. Public Information Officer (P.I.O)	RTI Act.2005	
2.	Head Clerk	NIL		
3.	Clerk	NIL		

**(E)**

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	N.A.		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

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

**Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Administrative Officer R/North.**

**Name of activities:-**

**1) Establishment section :-**

In the establishment section monthly salary of officers, employees labours are charged and maintain service records. Establishment section divides between superior establishment and labour establishment. In the superior section there are one head clerk, four clerks and two peons and In the labour section there are one head clerk, eight clerks and two peons.

- **Pension and NCPF Claim:-**

A) The employee superannuated after completion of 58 years, before superannuation pension and NCPF claims prepared in six months advance. Take precaution the employees gets his all dues in his retirement date.

B) Whenever employee applies for voluntary retirement, after sanction of voluntary retirement all dues of employees get disposed off.

C) Whenever Employee expired and when his heirs submits necessary documents all dues of employees get disposed to his relatives.

D) Whenever employee unfit for further services, after sanction of competent authority all dues of employees get disposed off.

- **Preferential Treatment (P.T.CASE):-**

After the death of employee his heirs absorbed in the services as per his her / qualifications in the post of c J.E. clerk, Peon, labour etc.

- **Creation Of Service Record :-**

Whenever employee is selected for any post after presenting his medical fitness his service record is prepared . Qualification certificates , NOC from concern police station, appointment order etc. are essential document required for preparation of Service Record.

After transfer the employee the service record with personal file send to concern department with audit . (CA/FPP/42, dt.4.1.2000)

- **Balance leave:-**

Whenever employee gets superannuation / voluntary retirement / service unfit / On service death with all above cases balance leave salaries to be given after finishes his dues like Pension and NCPF Claim.

## A) Name of activity

### 1) Pension

- (A) Related provision :- .....
- (B) Name of Act :- .....
- (C) Rules :- Pension Rule 1953
- (D) Government Resolution :- .....
- (E) Circulars :- Section 4(1)(b)(v)**
- (F) Office order :- .....

### 2) NCPF

- a) Related provision :- .....
- b) Name of Act :- .....
- c) Rules :- P.F. Rule 1924
- d) Government Resolution :- .....
- e) Circulars :- Section 4(1)(b)(v)**
- f) Office order :- .....

### 3) PREFERENTIAL TREATMENT (P.T. CASE)

- A. Related provision :- .....
- B. Name of Act :- .....
- C. Rules :- .....
- D. Government Resolution :- .....
- E. Circulars :- 1) LO /19 dtd.18.12.1998  
2) LO /16 dtd. 22.03.2007  
3) LO /78 dtd.21.12.2011  
4) LO /04 dtd.25.10.2007  
5) LO /21 dtd.24.12.2008  
6) LO /14 dtd.13.10.2008  
7) LO /22 dtd.29.10.1990
- F. Office order :-

### 4) BALANCE LEAVE

- a) Related provision :- .....
- b) Name of Act :- .....
- c) Rules :- .....
- d) Government Resolution :- .....
- e) Circulars :- Section 4(1)(b)(v)**
- f) Office order :- .....

### 5) ENQUIRY

- (A) Related provision :- Enquiry Manuals



- (B) Name of Act :- .....
- (C) Rules :- .....
- (D) Government Resolution :- .....
- (E) Circulars :- 1) DPAR / FGR / 06 dtd.15.05.1999  
 2) DPAR / FGR / 17 dtd.29.08.2000  
 3) DPAR / FGR / 08 dtd.26.07.2002  
 4) DPAR / FGR / 30 dtd.07.02.1995  
 5) CHE/ ENQ / Z-I/ GEN 272 dtd.19.07.2012
- (F) Office order :-

## 6) INCOME TAX

- (A) Related provision :- .....
- (B) Name of Act :- Income Tax Act
- (C) Rules :- .....
- (D) Government Resolution :- .....
- (E) Circulars :- Section 4(1)(b)(v)**
- (F) Office order :-

## 7) PROMOTIONS / TIME BOUND PROMOTIONS

- a) Related provision :- .....
- b) Name of Act :- Income Tax Act
- c) Rules :- .....
- d) Government Resolution :- .....
- e) Circulars :- 1) MPM / 2/ 3447 /dtd.24.05.2008  
 2) MPM / 2/ 815 /dtd.06.08.2009  
 3) MPM / 2/ 3389 /dtd.17.01.2008  
 4) MPM / 2/ 3560 /dtd.15.07.2000  
 5) DPAR /RGCELL/3 dtd. 24.07.2007
- f) Office order :- .....

## 8) PENSION ADALAT

- A. Related provision :- .....
- B. Name of Act :- Income Tax Act
- C. Rules :- .....
- D. Government Resolution :- .....
- E. Circulars :- 1) CA / FPP/27 dtd.07.12.2007
- F. Office order :- .....

## 9) RIGHT TO INFORMATION (RTI)

- a. Related provision :- .....  
 b. Name of Act :- RTI ACT 2005  
 c. Rules :- .....  
 d. Government Resolution :- .....  
 e. Circulars :- **Section 4(1)(b)(v)**  
 f. Office order :-

### 10) MCA AUDIT NOTE

- a) Related provision :- .....  
 b) Name of Act :- .....  
 c) Rules :- .....  
 d) Government Resolution :- .....  
 e) Circulars :- **Section 4(1)(b)(v)**  
 f) Office order :- .....

### 11) CONFIDENTIAL REPORT

- (A) Related provision :- .....  
 (B) Name of Act :- .....  
 (C) Rules :- .....  
 (D) Government Resolution :- .....  
 (E) Circulars :- 1) CE / 6405 DT. 19.06.2013  
 2) MPS / 5413 DT.13.05.2013  
 3) MPM-2 / 361 DT. 30.09.2013  
 (F) Office order :- .....

### 12) OFFICIAL ENQUIRY

- (A) Related provision :- .....  
 (B) Name of Act :- .....  
 (C) Rules :- .....  
 (D) Government Resolution :- .....  
 (E) Circulars Office order :- .....

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

Sr. no.	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remark
1)	PENSION	Prepared	Before six month superannuation	<b>SUPERVISION AND GUIDE</b>	
2)	NCPF	Prepared	Before six month superannuation	<b>SUPERVISION AND GUIDE</b>	
3)	P.T.CASE	Prepared	After expired of Employee within	<b>SUPERVISION AND GUIDE</b>	

			service		
4)	RTI	Prepared	Within one month after received application	<b>SUPERVISION AND GUIDE</b>	
5)	PENSION ADALAT	Prepared	Every months	<b>SUPERVISION AND GUIDE</b>	
6)	PAYMENT	Prepared	Every months	<b>SUPERVISION AND GUIDE</b>	
7)	VACANT POST REPORT	Prepared	Once in quarter	<b>SUPERVISION AND GUIDE</b>	
8)	INCOME TAX	Prepared	Yearly	<b>SUPERVISION AND GUIDE</b>	
9)	CONFIDENCIAL REPORT	Maintain	Yearly	<b>SUPERVISION AND GUIDE</b>	

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

Norms set for discharge of its functions in the office of Administrative Officer R/North Ward  
Organizational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1.	Administrative Officer	-----	-----	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	-----	-----
2.	Head Clerk & Clerk	-----	-----	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	-----	-----

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

The rules/ regulation related with functions in the office of Administrative Officer R/North ward.

Sr. No.	Subject General Circulars	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Absenteeism	DPR/FGR/30 dtd.07.02.1995	
2.	Transfer and Promotions	MPM2/ 1093/dtd.29.09.2009	
3.	Continuation after 55 years	MPM1/ 595 /dtd.31.01.2004	

4	Computer Knowledge	MPM2/ 2014 /dtd.20.03.2010	
5	Leave	MSR 1989	
6	Advance payment from P.F	CA / FVA / dtd.21.04.2009	
7	4%Subsidy on housing loan	CA/FHL/51/dtd.03.01.2001	
8	DC-1 Rule	DPAR / FGR/10dtd.04.07.08	
9	Relive Employee after promotion / transfer	MPM2 / 6077 / dtd.05.01.2009	
10	Passport , Visa ,NOC	CH/ENQ/GEN/164/dtd,06.09.05	
11	Additional increment after passed L.S.D.	DPAR / FGR /20/dtd.15.10.08	
12	Passport, NOC	MPM2 / 493 / dtd.19.09.2009	
13	Casual Leave	(a)CA/FGR/79/dtd.31.01.1981 (b)DPAR /FGR / 8/dtd.17.07.09	
14	LTA	CA/ FGR/39dtd.07.10.1985	
15	For Tracking CL	DPAR / FGR/5 dtd.12.06.2008	
	<b>PENSION</b>		
16	Pension Adalat	CAT / FPP / 27 dtd.07.12.2007	
17	Pension for absconding Employee	DPAR / FGR/4 dtd.05.05.1992 DPAR / FGR/2 dtd.19.04.1995	
18	Non vacating staff quarters	DPAR / FEM /10 dtd.02.07.1990 DPAR / FEH / 5 dtd.28.05.2001	
19	Pension for unfit	DPAR / FEH /21 dtd.14.01.1998	
20	Saving Account for Pension	CAT /FPP / 40 dtd.12.02.2009	
21	Increase limit of DCRG	DPAR / FGR/08 dtd.06.06.2012	
	<b>NCPF</b>		
22	NCPF	NCPF Rule 1925	
	<b>P.T.CASE</b>		
23	Application	LO /19 /dtd.18.12.1998	
24	Power to DMC	LO/16/dtd.22.03.2007 LO/78/dtd21.12.2011	
25	LAD PAGE Committee ( Sweeper Class P.T.)	LO/4/dtd.25.10.2007 LO/21/dtd24.12.2008	
26	P.T. Case for absconding Employee	LO /14 /dtd.13.10.2008	

27	School leaving verification	LO /22 /dtd.29.10.1990	
	<b>Enquiry, Suspension, Suspension Allowance</b>		
28	Enquiry, Suspension, Suspension Allowance	Enquiry Manuals , MSR 1989 1)DPAR/FGR/6/dtd.15.05.1999 2) DPAR /FGR/17/dtd.29.08.2000 3) DPAR /FGR/8/dtd.26.07.2002 4) CHOE/ Z-I/gen/272/dtd.29.7.12	
29	Termination	MSR 1989, Municipal Service (Rule and Conduct 1999) , Industrial dispute Act 1948  DPAR/ FGR/5 dt.10.09.2007	
30	Suspension Review	MPM2/ 3505 /dtd.21.02.2005 MPM2 /3349/ dtd. 23.01.2008	
31	Resumption	AO/GEN /376 dt. 08.10.1982	
	<b>Promotion and Time Bound Promotion</b>		
32	Promotion and Time Bound Promotion	DPAR/RGCELL/3/dtd.24.07.07 MPM2/3447/dtd.24.05.2008 MPM2/815/dtd.06.08.2009 MPM2/3389/dtd.17.01.2008 MPM /3560 / dtd.15.07.2000	
	<b>Transfer of Service Record</b>		
33	Transfer of Service Record	CA/FPP/ 42 dt.16.12.1999	

**Section 4(1)(a)(vi)**

Statement of Categories of documents held in the office of Administrative Officer R/North ward (As proposed)

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
<b>ESTABLISHMENT</b>					
1	Service Record	File	368	„A” CLASS	PERMANANT
2	Muster	Register	83		
3	CR Sheets	File	14		
4	Authority	File	66		

5	Seniority list	File	01		
6	Circular file	File	12		
1	Pension . NCPF, P.T. claim	File	332	„B” CLASS	30 YEARS
2.	Appointment Transfer Promotion Permanency	File	08		
3.	Proposal	Nil	Nil		
1	Leave Papers	File	296	„C2” CLASS	15 YEARS
2	O.T.	File	123		
3	Correspondence	File	09		
1.	Enquiry Papers	File	02	„C1” CLASS	10 YEARS
2.	Disciplinary Action	Nil	Nil		
3.	Income Tax	File	04		
4.	PF Advance	File	05		
1	Temporary Appointment	Nil	Nil	„C” CLASS	05 YEARS
2	Cessation of employee	Nil	Nil		
3	Leave application	File	01	„D CLASS	01 YEARS
4.	Complaints , etc.	Nil	Nil		
<b>DISPATCH</b>					
1	Dak sheet	Nil	Nil	„D CLASS	01 YEARS
2	Post Register	Register	07		
3	Inword Register	Register	60		
4	Other Register	Register	03		
5	RTI Register	Register	03		
<b>CFC</b>					
1	Stock Register	Register	01		

	Receipt			„D CLASS	01 YEARS
2	Dishonor Cheques	Register	01		

**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 Administrative Officer R/North ward.

**-- NOT APPLICABLE --**

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

Statement of Boards, Councils, Committees or Other bodies in the office of Administrative Officer R/North ward.

**Ward Committee**

Sr. no	Name Of the committee / Boards, Councils, or Other bodies	Composition Of committee / Boards, Councils, or Other bodies	Purpose of committee / Boards, Councils, or Other bodies	Frequency of meeting	Whether meeting open to public or not	Whether minutes available to public or not	minutes available at
1	R/North & R/Central Ward Committee	Councilors of R/North & R/Central Ward President of R/North Ward 7 Members	To provides basic amenities to the citizen	Once in months Or As per president"s order	NO	Yes	On website

**Sexual Harassment Committee**

Sr.no	Name Of the committee / Boards, Councils, or Other bodies	Composition Of committee / Boards, Councils, or Other bodies	Purpose of committee / Boards, Councils, or Other bodies	Frequency of meeting	Whether meeting open to public or not	Whether minutes available to public or not	minutes available at
2	Sexual Harassment Committee In R/North Ward	President & 11 Members	To prevent the Sexual Harassment in R/North Ward	-----	Yes	Yes	Administrative Officer

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

**Directory of the Officer and Employees**

**PAYSHEET NO:- 5854**

SR. NO.	DESIGNATION	EMPLOYEE NAME	GR D	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1	Asst. Commissioner	Smt.Sandhya Nandekar L.	A	03.11.2012	01.04.2017	ac.rn@mcgm.gov.in
2	Administrative Officer	Smt. Namrata Sachin Nagare	B	08.06.2006	05.09.2014	adminofficer01.rn@mcgm.in
3	Complaint Officer	Smt.Alonge Sunita Girish	C	24.05.1993	21.06.2019	
4	Senior Steno	Smt. Demello Rita Thomas	C	09.06.1989	12.09.2017	
5	Clerk	Vacant	C			
6	Clerk	Smt.Anjali Sanjay Zagde	C	14.07.2006	08.04.2019	

**PAYSHEET NO:- 5802**

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1	Rent Collector	Vacant	C	-	-	



2	RENT REGN.CLERK	Mr.Nilesh Jayvant Shinde	C	06.09.2006	05.10.2016	
3	RENT REGN.CLERK	Vacant	C	-	-	

**PAYSHEET NO:- 5855**

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1	ASST. ENGINEER	Shri. Nakul Patil	B	12.07.2005	26.06.2019	
2	ASST. ENGINEER	Shri. Marde	B		28.06.2019	
3	SUB. ENGINEER	Shri. Bhadane Nilesh Natthu	B	17.04.2013	29.07.2016	
4	SUB. ENGINEER	Shri. Koyande Amit Y.	B	20.01.2008	11.12.2018	
5	SUB. ENGINEER	Shri Waghmare Lokesh	B		26.11.2018	
6	HEAD CLERK	Smt. Bobhate Mansi Sanjay	C	08.05.2000	08.08.2016	
7	CLERK	Smt. SAGWEKAR POOJA PARAG	C	08.07.2008	13.12.2016	
8	CLERK	Smt. Solankhi Madhuri Prashant	C	18.04.2012	16.11.2018	
9	CLERK	Shri.Javkar Prasad Sudhir	C	22.05.2010	04.06.2016	
10	CLERK	Smt. Patade Smruti Vilas	C	21.08.2006		
11	Tel.Op. 'B' Grade	Vacant	C	-	-	
12	Record Asst.	Vacant	C	-	-	
13	JR.ENGINEER	Shri. Patil Rahul Subhanrao	C	16.12.2015	16.12.2015	
14	JR.ENGINEER	Shri. Dharmadhikari Shreerang A.	C	22.04.2013	28.07.2017	
15	JR.ENGINEER	Shri. Vikas S Davkar	C	30.11.2015	03.08.2019	
16	JR.ENGINEER	Shri. Zemse Roshan Pravin	C	23.11.2015	23.11.2015	

17	JR.ENGINEER	Shri. Kini Dattatray Vasudeo	C	04.08.2008	20.06.2016	
18	JR.ENGINEER	Shri. Chibade Rahul Madhukar	C	08.12.2015	08.12.2015	
19	JR.ENGINEER	Vacant	C	-	-	
20	JR.ENGINEER	Vacant	C	-	-	
21	Peon	Shri. Velonde Amit Dattaram	D	23.10.2015	23.10.2015	
22	Peon	Shri. Sawant Alpesh Madhukar	D	08.05.2015	24.02.2016	
23	Peon	VACANT	D	-	-	
24	Drain Asst.	VACANT	D	-	-	

**PAYSHEET NO:- 5856**

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1	Executive Engineer	Shri. Ingale Sanjay Gyanoba	B	19.02.1996	27.09.2016	
2	Designated Officer	Jadhav Santosh Namdeo	B	22.03.1990	01.04.2019	
3	Asst. Engineer	Shri. NIPURTE ROHAN MALHARI	B	09.08.2016	09.08.2016	
4	Asst. Engineer	Shri. Denzil Fernandes	B	12.03.2007	23.07.2019	
4	SUB. ENGINEER	Santosh Patil	B	25.02.2009	22.10.2018	
5	SUB. ENGINEER	CHAUDHARI AVIKET	B	08.07.2008	05.02.2018	
6	JR.ENGINEER	PATIL SANJAY KASHINATH	C	01.04.2005	03.10.2015	
7	JR.ENGINEER	NIKAM RAHUL RAMESHRAO	C	30.11.2015	30.11.2015	

8	JR.ENGINEER	PATEL PARIMAL DHIRUBHAI	C	01.04.2005	07.01.2016	
9	JR.ENGINEER	Rajesh J. Dhuri	C	23.03.2010		
10	JR.ENGINEER	Dhole Sheetal Sudeshrao	C	01.12.2011	24.05.2018	
11	JR.ENGINEER	Dhuri Rajesh Janardhan	C	25.03.2010	01.06.2019	
12	JR.ENGINEER	Vacant	C			
13	Jr. Steno	D'SILVA CINDRELA SANJAY	C	23.05.1996	20.02.2015	
14	Clerk	MEHER BHUPENDRA PRAMOD	C	06.04.2007	08.10.2016	
15	Clerk	Swapnil Govind Mhare	C	01.04.2005		
16	Clerk	Anjelo D'silva	C	28.05.1990	28.08.2018	
17	MUKADAM	Shri. Ghuge Umesh	D	06.05.1994	18.06.2018	
18	MUKADAM	Vacant	D	-	-	
19	MUKADAM	Vacant	D	-	-	
20	MUKADAM	Vacant	D	-	-	
21	MUKADAM	Vacant	D	-	-	
22	Peon	Shri. Mondkar Kishor D.	D	04.11.1987	29.01.2016	
23	Peon	Vacant	D			
24	Labour	Shri. MORE ANAND PANDURANG	D	24.01.1990	22.03.2005	
25	Labour	Shri. PATIL MANOHAR BHAGOJI	D	14.05.1992	22.03.2005	
26	Labour	Shri. MANE KISAN VYANKA	D	03.07.1989	22.03.2005	

**PAYSHEET NO:- 5857**

<b>SR. NO.</b>	<b>DESIGNATION</b>	<b>EMPLOYEE NAME</b>	<b>GRD</b>	<b>DATE OF APPOINTMENT IN MCGM</b>	<b>APPOINTMENT IN R/North</b>	<b>Tel No.022-28936000, Fix No.28924894</b>
1	Medical Health Officer	Dr. Shri. Vayadande Avinash Bhaskar	B	08.10.2008	01.06.2018	
2	Head Clerk	Smt. Pendharkar Nutan Shreekant	C	20.05.1983	31.01.2019	
3	Clerk	Shri. Pawar Shailesh G.	C	03.07.2006	01.02.2013	
4	Clerk	Shri. Bharati Jaywant Bhanu	C	01.11.1993	10.08.2016	
5	Clerk	Smt. Deshmukh Bhargav Bajirao	C	03.06.1995	17.09.2016	
6	Sanitary Inspector	LAD PRAVIN JAGANNATH	C	02.11.1989	02.01.2017	
7	Sanitary Inspector	DSOUZA MANUAL	C	08.02.1985	01.01.2019	
8	Death Reg Clerk	CHORGHE YOGESH	C	24.07.2008	21.08.2018	
9	Death Reg Clerk	CHAVAN MAHESH NANA	C	13.09.1990	14.07.2016	
10	Death Reg Clerk	Shri.Bharankar Maruti G.	C	28.03.1987	23.09.2013	
11	Death Reg Clerk	VAITY CHANDRAKANT B	C	03.11.1989	12.07.2016	
12	Birth Reg Clerk	REBELLO PRERANA DENIS	D	09.06.2008	17.07.2019	
13	Peon	Shri. Kadam Milind Ganpat	D	07.09.2013	23.06.2014	
14	Dsinf. Sub Insp.	SAKPAL VIJAY ARJUN	C	20.08.1984	17.10.2017	
15	Labour	Shri. Kamble Sanjay S.	D	10.10.1995	05.08.2015	
16	Labour	PATIL DHARMENDRA PRAKASH	D	25.11.2011	02.06.2014	
17	Labour	DHARMAMEHER KIRAN BABUROO	D	23.05.2012	01.09.2017	
18	Labour	PATIL BHALCHANDRA PANDURANG	D	31.03.2012	01.09.2017	
19	Part Time Lab-	Vacant	D			
20	Dsinf. Sub Lab	GHRAT AKASH DINKAR	D	29.12.2011	12.02.2019	
21	Dsinf. Sub Lab	Vacant	D			
22	Cementary attendant	SONEKAR AKASH DEVIDAS	D	20.03.2019	20.03.2019	
23	Cementary attendant	DARGE ATISH ASHOK	D		19.03.2019	
24	Cementary attendant	Vacant	D			

25	Cementary attendant	Vacant	D			
26	Cementary attendant	Vacant	D			
27	Cementary attendant	Vacant	D			
28	Cementary attendant	Vacant	D			
29	Medical Officer	Smt.Vallepawar Shailaja D.	B	02.03.2009	11.09..2014	
30	Medical Officer	Smt.Kantharia Binitha Paresh	B	24.06.2009	10.09.2014	
31	Medical Officer	SHIRGAONKAR RASHMI H	B	12.07.2007	12.12.2014	
32	Medical Officer	Dr. Mangela Bharat Keshav	B	21.04.1999	26.04.2013	
33	Pharmasist	PATEL KAJAL KIRAN	C	06.01.2011	20.12.2016	
34	Pharmasist	Smt. Prabhudesai Vibha S.	C	21.04.1986	26.12.1999	
35	Pharmasist	BHOTKAR PRIYANKA RANGRAO	C	30.09.2016	30.09.2016	
36	Pharmasist	MHATRE DHANASHREE BHUSHAN	C	18.09.2008	04.07.2019	
37	Lab Tech	KAWALE VINAY DNYANESHWAR	C	01.12.2011	15.01.2016	
38	Dentist (Part time)	JADHAV SHARMILA SHAMKANT		08.06.2016	08.06.2016	
39	Lab Attendant	Vacant	D			
40	Lab Attendant	Vacant	D			
41	Dresser	CHAVAN YOGESH NARAYAN	D	29.12.2008	02.05.2016	
42	Dresser	Vacant	D			
43	Dresser	Vacant	D			
44	Dresser	Vacant	D			
45	Notice Karkoon	Vacant	C			
46	Sweeper	Shri. Jayanti M. Makavana	D	28.12.2010	28.12.2010	

**PAYSHEET NO:- 5858**

<b>SR. NO.</b>	<b>DESIGNATION</b>	<b>EMPLOYEE NAME</b>	<b>GRD</b>	<b>DATE OF APPOINTMENT IN MCGM</b>	<b>APPOINTMENT IN R/North</b>	<b>TELEPHONE NO.022-28936000, Fix No.28924894</b>
1	Mistry II	Vacant	D			
2	Mistry II	Vacant	D			
3	Carpenter II	Fernandes Anthony Afivelu	D	14.05.1992	26.12.1999	
4	Plumber II	Vacant	D			
5	Store Attendant	Vacant	D			
6	Mukdam	Ghavre Akaram Sakharam	D	01.11.1986	26.12.1999	
7	Mukdam	Waikar Chandrakant B	D	03.12.1987	26.12.1999	
8	Mukdam	Vacant	D			
9	Mukdam	Vacant	D			
10	Mukdam	Vacant	D			
11	Mukdam	Vacant	D			
12	Labour	Shejwal Prema Madhukar	D	04.07.2000	04.07.2000	
13	Labour	Mharte Jaai J.	D	17.11.2009	17.11.2009	
14	Labour	Dhotre Babu Anna	D	05.12.1988	26.12.1999	
15	Labour	Dalvi Sadashiv Balu	D	05.12.1988	26.12.1999	
16	Labour	Shirke Vishwash Shantaram	D	05.12.1988	26.12.1999	
17	Labour	Bhatade Dipak Soma	D	05.12.1988	26.12.1999	
18	Labour	Jadhav Bhimrao Hanumanta	D	22.01.1990	26.12.1999	
19	Labour	Rewale Dilip Maladi	D	22.01.1990	26.12.1999	
20	Labour	Jadhav Laxmi Shetty	D	01.08.1996	26.12.1999	
21	Labour	Dsouza Vasant James	D	01.06.1994	26.12.1999	
22	Labour	Kamble Chandrakant R	D	01.06.1994	26.12.1999	
23	Labour	Kunchikorve Yellappa J	D	01.06.1994	26.12.1999	
24	Labour	Jyoti Bhagwan Gidda	D	01.06.1994	26.12.1999	
25	Labour	Metkari Dattu Erappa	D	01.06.1994	26.12.1999	
26	Labour	Bairagi Namdeo Suruddin	D	01.06.1994	26.12.1999	

27	Labour	Bairagi Raghunath K	D	01.06.1994	26.12.1999	
28	Labour	Dhotre Devram Chandar	D	01.06.1994	26.12.1999	
29	Labour	Patil Nitin H.	D	28.01.2010	28.01.2010	
30	Labour	Dhagle Yelappa Poshha	D	01.06.1994	26.12.1999	
31	Labour	Mail Vijay Ramchandra	D	30.03.2005	30.03.2005	
32	Labour	Bhoir Pundalik Baliram	D	18.03.2005	18.03.2005	
33	Labour	Patil Ketan Gopinath	D	08.10.2012	08.10.2012	
34	Labour	Bansode Vijay Devidas	D	15.02.2008	15.02.2008	
35	Labour	Gaikwad Manohar Balram	D	01.08.2008	01.08.2008	
36	Labour	Sabale Rajendra Bhagwant	D	21.07.2008	21.07.2008	
37	Labour	Gharat Naresh Pandurang	D	01.03.2012	01.03.2012	
38	Labour	DALVI VILAS RAJARAM	D	07-03-2017	07-03-2017	
39	Labour	DHANVA KALPANA GOVIND	D	11.08.2017	11.08.2017	
40	Labour	JADHAV AKSHAY RAJA	D	11.08.2017	11.08.2017	
41	Labour	CHETTY DAVID AROGYASWAMI	D	15-06-2016	15-06-2016	
42	Labour	SAWANT ATITEE ARUN	D	11.08.2017	11.08.2017	
43	Labour	Vacant				
44	Labour	Vacant				
45	Labour	Vacant				
46	Labour	Vacant				
47	Labour	Vacant				
48	Labour	Vacant				
49	Labour	Vacant				
50	Labour	Vacant				
51	Labour	Vacant				

**PAYSHEET NO:- 5859**

<b>SR. NO.</b>	<b>DESIGNATION</b>	<b>EMPLOYEE NAME</b>	<b>GRD</b>	<b>DATE OF APPOINTMENT IN MCGM</b>	<b>APPOINTMENT IN R/North</b>	<b>TELEPHONE NO.022-28936000, Fix No.28924894</b>
1	Mason II	Vacant	D			
2	Mason II	Tambe Chanrandas R.	D	04.07.2000	04.07.2000	
3	Mukadam	Pagi Murlidhar Krishna	D	22.01.1990	26.12.1999	
4	Mukadam	Amre Ravidra B.	D	01.03.1984	26.12.1999	
5	Mukadam	Betkar Prakash R.	D	01.03.1984	26.12.1999	
6 To 8	Mukadam	Vacant	D			
9	Labour	Bodve Anil Shivram	D	14.05.1992	26.12.1999	
10	Labour	Gawade Chandrakant Govind	D	22.01.1990	26.12.1999	
11	Labour	Ghag Shantaram Laxman	D	22.01.1990	26.12.1999	
12	Labour	Jadhav Govind Vasudev	D	14.05.1992	26.12.1999	
13	Labour	Kadre Ravindra Arjun	D	03.12.1992	26.12.1999	
14	Labour	Kamble Ashok Kashiram	D	22.01.1990	26.12.1999	
15	Labour	Kamble Umesh Ramchandra	D	22.01.1990	26.12.1999	
16	Labour	Kamble Chandrakant Malu	D	22.01.1990	26.12.1999	
17	Labour	Kamble Sunil Mahadev	D	02.07.1993	26.12.1999	
18	Labour	Kunchikorve Nagappa M.	D	14.05.1992	26.12.1999	
19	Labour	Loke Prakash Atmaram	D	14.05.1992	26.12.1999	



20	Labour	Padiyar Ashok T.	D	01.11.1986	26.12.1999	
21	Labour	Mail Deepak Sakharam	D	02.07.1993	26.12.1999	
22	Labour	Mishra Nandlal Ramkalap	D	22.01.1990	26.12.1999	
23	Labour	Rajbhar Mahendrakumar B.	D	22.01.1990	26.12.1999	
24	Labour	Shinde Shankar Ramchandra	D	22.01.1990	26.12.1999	
25	Labour	Shinde Pandurang Narayan	D	22.01.1990	26.12.1999	
26	Labour	Talekar Eknath Ganpat	D	22.01.1990	26.12.1999	
27	Labour	Waghmare Bhaskar P.	D	22.01.1990	26.12.1999	
28	Labour	Yadav Ananda B.	D	22.01.1990	26.12.1999	
29	Labour	Kurhade Manoj B.	D	01.09.2002	01.09.2002	
30	Labour	Dubli Deepak Babu	D	22.05.1992	26.12.1999	
31	Labour	Sagare Gautam R.	D	01.06.1994	26.12.1999	
32	Labour	Mirekar Savlaram M	D	01.06.1994	26.12.1999	
33	Labour	Sagar Maruti V.	D	01.06.1994	26.12.1999	
34	Labour	Rewale Ramesh Maladi	D	01.06.1994	26.12.1999	
35	Labour	Dhurve Manohar K.	D	01.06.1994	26.12.1999	
36	Labour	Parab Sanjay G.	D	01.06.1994	26.12.1999	
37	Labour	Shelar Prabhakar R.	D	01.06.1994	26.12.1999	
38	Labour	Gaikwad Raju G.	D	01.06.1994	26.12.1999	
39	Labour	Patil Chandrakant M.	D	01.06.1994	26.12.1999	
40	Labour	Vaitee Kamalakar J.	D	01.06.1994	26.12.1999	
41	Labour	Mohite Santosh S.	D	06.10.1998	26.12.1999	
42	Labour	Jadhav Anil S.	D	01.12.1999	26.12.1999	

43	Labour	Zore Sonu J.	D	18.03.2005	18.03.2005	
44	Labour	Nanoskar Mukesh J.	D	19.03.2005	19.03.2005	
45	Labour	Metkari Balkrishna S.	D	01.09.2002	01.09.2002	
46	Labour	Bable Yellapa B.	D	01.09.2002	01.09.2002	
47	Labour	Harwandkar Bhau K.	D	01.09.2002	01.09.2002	
48	Labour	Pawar Aba H.	D	01.09.2002	01.09.2002	
49	Labour	Sonkusare Jana S.	D	01.09.2002	01.09.2002	
50	Labour	Pawar Ashok B.	D	01.09.2002	01.09.2002	
51	Labour	Jadhav Gangaram H.	D	01.09.2002	01.09.2002	
52	Labour	Pawar Suresh Y.	D	01.09.2002	01.09.2002	
53	Labour	Jangam Vijay N.	D	01.09.2002	01.09.2002	
54	Labour	Patil Prakash N.	D	01.09.2002	01.09.2002	
55	Labour	Satam Shridhar A.	D	01.09.2002	01.09.2002	
56	Labour	Patil Bharat D.	D	03.06.2008	03.06.2008	
57	Labour	Mokal Nilesh G.	D	03.06.2008	03.06.2008	
58	Labour	Bodke Nathuram A.	D	03.06.2008	03.06.2008	
59	Labour	Jaybhay Ashok S.	D	11.06.2008	11.06.2008	
60	Labour	Wayal Laxman P.	D	08.07.2008	08.07.2008	
61	Labour	Ghige Ramdas K.	D	03.07.2008	03.07.2008	
62	Labour	Patil Sanjay D.	D	10.12.2009	10.12.2009	
63	Labour	Kunchikorve Prakash H.	D	20.04.2010	20.04.2010	
64	Labour	Valaghane Subhash D.	D	01.11.2011	01.11.2011	
65	Labour	Pawar Madan S.	D	29.11.2011	29.11.2011	
66	Labour	Kahndagale Vikas M.	D	11.06.2012	11.06.2012	
67	Labour	Kunchikorve Dinanath J.	D	02.08.2012	02.08.2012	

68	Labour	Thorat Vishal S.	D	01.01.2016	01.01.2016	
69	Labour	Gohil Bharat J.	D	15.01.2016	15.01.2016	
70	Labour	Jadhav Shankar B.	D	15.03.2016	15.03.2016	
71	Labour	Ghodke Shubham S.	D	12.07.2016	12.07.2016	
72	Labour	Pawar Dashrath B.	D	02.05.2017	02.05.2017	
73	Labour	Javdekar Akshay	D	13.09.2017	13.09.2017	
74	Labour	Narvekar Pravin A.	D	24.10.2017	24.10.2017	
75	Labour	Shirodkar Shishir V.	D	11.05.2018	11.05.2018	
76	Labour	Vacant				
77	Labour	Vacant				
78	Labour	Vacant				
79	Labour	Vacant				
80	Labour	Vacant				
81	Labour	Vacant				
82	Labour	Vacant				
83	Labour	Vacant				
84	Labour	Vacant				
84	Labour	Vacant				
85	Labour	Vacant				
86	Labour	Vacant				
87	Labour	Vacant				
88	Labour	Vacant				
89	Labour	Vacant				
90	Labour	Vacant				

91 To 108	Labour	Vacant	D			
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**PAYSHEET NO:- 4742**

SR. NO.	DESIGNATION	EMPLOYEE NAME	G R D	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1.	Assistant Engineer	AMLE NITIN SOMNATH	B16	02-05-1990	05-05-2016	
2.	Sub Engineer	MITKARI CHANDRASHEKHAR GURULINGAPPA	B28	05-03-1992	01-08-2012	
3.	Sub Engineer	GHUTUKADE DAGADU MAHADEV	B28	17-03-2009	20.12.1995	
4.	Sub Engineer	PAMALE HARESHWAR D	B28	01-06-2009	19.11.1981	
5.	Sub Engineer	RAUT BHUSHAN BALWANT	B28	09-07-2008	20.08.2015	
6.	Junior Engineer	NAKHALE SURAJ	C05	17-09-2015	31-12-2015	
7.	Junior Engineer	VACANT	C05	VACANT	VACANT	
8.	Junior Engineer	KEWAT LEVELESH SARAFJEET	C05	12-04-2015	20.08.2015	
9.	Junior Engineer	VACANT	C05	VACANT	VACANT	
10.	Junior Engineer	VACANT	C05	VACANT	VACANT	
11.	Meter Supervisor	BORICHA ROHIT SHAMJI	C01	24-12-1999	16-07-2018	
12.	Meter Supervisor	PATEL VARSHA HARSHAD	C01	18-10-1997	06.07.2018	
13.	Meter Inspector	JOGALE JAYWANT HIRU	C27	26-06-1996	30-08-2018	
14.	Meter Inspector	DESAI RITA BHARAT	C27	28-07-1989	04.12.2018	
15.	Meter Inspector	MIRANDA RICHARD MANVEL	C27	17-11-1983	20-08-2018	
16.	Meter Inspector	VACANT	C27	VACANT	VACANT	

17.	Meter Inspector	DIABRIO MICHEL THOMAS	C27	01-11-1990	24-08-2018	
18.	Meter Inspector	RAJESH LAKXMAN ZAGADE	C27	06-08-1993	23-03-2017	
19.	Head Clerk	PATIL ASHA NITIN	C01	07-05-1990	09-01-2019	
20.	Clerk	PATEL SHOBHA VASANT	C27	18-06-2009	07-02-2015	
21.	Clerk	BAGWE SAMPADA VIKAS	C27	05-01-2015	14-07-2019	
22.	Clerk	VACANT	C27	VACANT	VACANT	
23.	Record Assistant	WADKAR SNEHAL ARVIND	C49	29-04-1988	06-05-2002	
24.	Peon	GADANKUSH LATA ASHOK	D23	01-09-2009	01-09-2009	

**PAYSHEET NO:- 4743**

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	Tel. No.022-28936000, Fix No.28924894
1.	Chaviwala	PARTE MAHESH BALAJI	D15	18-01-1993	18-01-1993	
2.	Chaviwala	KAMBLE ASHOK RAMCHANDRA	D15	07-07-1987	07-07-1987	
3.	Chaviwala	VACANT	D15	VACANT	VACANT	
4.	Chaviwala	VACANT	D15	VACANT	VACANT	
5.	Chaviwala	VACANT	D15	VACANT	VACANT	
6.	Sluiceman	TIJORE SHALUMAN KARBHARI	D21	31-08-1993	06.10.2005	
7.	Sluiceman	PARDESHI JAYVANT NAMDEO	D21	03-08-1995	03-08-1995	
8.	Sluiceman	SHETYE VIJAY YESHAVANT	D21	16-07-1994	16-07-1994	

9.	Sluiceman	SARWAN SANJAYSINGH S	D21	31-08-1993	31-08-1993	
10.	Sluiceman	PARULEKAR SANDEEP Y	D21	04-05-1987	23.03.2005	
11.	Sluiceman	MHATRE VISHNU MORESHWAR	D21	07-07-2007	07-07-2007	
12.	Sluiceman	VAJE KALU MARUTI	D21	17-07-2008	17-07-2008	
13.	Sluiceman	INGALE MAHESH GOPAL	D21	18-03-2005	01.10.2011	
14.	Sluiceman	VACANT	D21	VACANT	VACANT	
15.	Sluiceman	VACANT	D21	VACANT	VACANT	
16.	Sluiceman	VACANT	D21	VACANT	VACANT	
17.	Sluiceman	VACANT	D21	VACANT	VACANT	
18.	Sluiceman	VACANT	D21	VACANT	VACANT	
19.	Sluiceman	VACANT	D21	VACANT	VACANT	
20.	Fitter - II	SETTY GAJJARAM P	D19	20.12.1995	01.12.2011	
21.	Fitter - II	VACANT	D19	VACANT	VACANT	
22.	Fitter - II	RAUT PARAG PANDURANG	D19	18-03-2005	05.12.2011	
23.	Fitter - II	SALUNKHE RAJU LAXMAN	D19	01-03-1996	02.01.2012	
24.	Fitter - II	MAHALE VIVEK DATTATRAY	D19	06-03-2006	02.01.2012	
25.	Fitter - II	VACANT	D19	VACANT	VACANT	
26.	Fitter - II	D'SOUZA WILSON AUGUSTIN	D19	07-07-2007	21.05.2012	
27.	Fitter - II	GALANDE SANDEEP HARI	D19	15-02-2000	01-01-2014	
28.	Fitter - II	SEQUEIRA EDSIL WILLIAM	D19	14-05-2005	23.03.2005	
29.	Fitter - II	DISILVA STANY ENAS	D19	25.09.1998	13.11.2013	
30.	Fitter - II	JADHAV MOHAN PITYAJI	D19	15.12.1989	06.06.1987	
31.	Fitter - II	CHOUGHULE NARENDRA DINKAR	D19	01-04-2005	02.05.2000	
32.	Fitter - II	VACANT	D19	VACANT	VACANT	

33.	Fitter - II	VACANT	D19	VACANT	VACANT	
34.	Fitter - II	VACANT	D19	VACANT	VACANT	
35.	Fitter - II	VACANT	D19	VACANT	VACANT	
36.	Fitter - II	VACANT	D19	VACANT	VACANT	
37.	Fitter - II	VACANT	D19	VACANT	VACANT	
38.	Fitter - II	VACANT	D19	VACANT	VACANT	
39.	Fitter - II	VACANT	D19	VACANT	VACANT	
40.	Fitter - II	VACANT	D19	VACANT	VACANT	
41.	Fitter - II	VACANT	D19	VACANT	VACANT	
42.	Fitter - II	VACANT	D19	VACANT	VACANT	
43.	Mistry II	VACANT	D21	VACANT	VACANT	
44.	Mistry II	VACANT	D21	VACANT	VACANT	
45.	Mistry II	VACANT	D21	VACANT	VACANT	
46.	Mukadam	NIKALJE AMBADAS KONDIRAM	D23	15-12-1989	26-12-1999	
47.	Mukadam	PARDHI DEEPAK JAIRAM	D23	06-10-2005	06-10-2005	
48.	Mukadam	VACANT	D23	VACANT	VACANT	
49.	Mukadam	KELUSKAR KISHOR KRISHNA	D23	04-10-1989	04-10-1989	
50.	Mukadam	VACANT	D23	VACANT	VACANT	
51.	Mukadam	KANDALKAR RUTURAJ VASANT	D23	23-03-2005	23-03-2005	
52.	Mukadam	VACANT	D23	VACANT	VACANT	
53.	Mukadam	VACANT	D23	VACANT	VACANT	
54.	Labourer	SHINDE DINESH MAHADEV	D25	01-10-2011	01-10-2011	
55.	Labourer	LONARE GANESH VASANT	D25	01-10-2011	01-10-2011	
56.	Labourer	PIMPLE ROSHAN DATTATRAY	D25	14-10-2011	14-10-2011	
57.	Labourer	BHOIR SANJAY RAJARAM	D25	05-12-2011	05-12-2011	
58.	Labourer	GHARAT VILAS DILIP	D25	14-11-2011	14-11-2011	
59.	Labourer	GONSALVES JOYAL FRANCIS	D25	05-12-2011	05-12-2011	

60.	Labourer	KINI BALKRISHNA VASUDEV	D25	05-12-2011	05-12-2011	
61.	Labourer	GOSAVI ROHIT RAMAKANT	D25	01-12-2011	01-12-2011	
62.	Labourer	BHOIR NARAYAN KRISHANA	D25	05-12-2011	05-12-2011	
63.	Labourer	MEHER SANDEEP MOHAN	D25	05-12-2011	05-12-2011	
64.	Labourer	DEVE SANJAY SHANTARAM	D25	02-01-2012	02-01-2012	
65.	Labourer	MHATRE TUSHAR SUBHASH	D25	02-01-2012	02-01-2012	
66.	Labourer	HATE SUNIL LAXMAN	D25	07-02-2012	07-02-2012	
67.	Labourer	SOLANKI JAYESH JAGDISH	D25	21-05-2012	21-05-2012	
68.	Labourer	JADHAV MANOJ MAHADEV	D25	01-01-2014	01-01-2014	
69.	Labourer	CHAUDHARI DHANANJAY V	D25	23-03-2005	23.03.2005	
70.	Labourer	BHOIR SANTOSH BALIRAM	D25	14-03-2012	13.11.2013	
71.	Labourer	KASARE CHANDRAKANT DAGDU	D25	04-08-1993	02.05.2000	
72.	Labourer	DHUMAK VASANT GOPAL	D25	16-02-1990	11.09.2017	
73.	Labourer	PATIL PURUSHOTTAM ISHWAR	D25	10-06-2008	09.02.2011	
74.	Labourer	KOLI VINAY RAVINDRA	D25	01-12-2011	01.12.2011	
75.	Labourer	MAIL RAMESH BUDHAJI	D25	23-03-2005	23.03.2005	



76.	Labourer	KALSULKAR SUSHIL D	D25	02-11-2011	05.09.2013	
77.	Labourer	DSA CEAZER PASCOAL	D25	04-01-1990	04.01.1990	
78.	Labourer	MUNDHE SHANKAR JANAJI	D25	27-10-1993	21.04.2005	
79.	Labourer	AHIRE MUKUND EKNATH	D25	01-09-2002	01.10.2007	
80.	Labourer	GOBADE SUKHADEV NARAYAN	D25	18-06-2008	13.07.2018	
81.	Labourer	MIRANDA DOMNIC MANEUL	D25	04-01-1990	04.01.1990	
82.	Labourer	HAJARE ANANT BHIKA	D25	14-11-2011	14.11.2011	
83.	Labourer	SAWANT SAURABH SANJAY	D25	24-10-2017	24-10-2017	
84.	Labourer	KAMBLE PRATIK SUHAS	D25	03-10-2017	03-10-2017	
85.	Labourer	CHOUHAN KAMLESH GANPAT	D25	19.11.2018	19.11.2018	
86.	Labourer	VACANT	D25	VACANT	VACANT	
87.	Labourer	SAKHARE NILESH GAUTAM	D25	24-12-2018	24-12-2018	
88.	Labourer	RATHOD TUKARAM RAMDAS	D25	28.01.2019	28.01.2019	
89.	Labourer	VACANT	D25	VACANT	VACANT	
90.	Labourer	VACANT	D25	VACANT	VACANT	
91.	Labourer	VACANT	D25	VACANT	VACANT	
92.	Labourer	BHOYAR VAIBHAO PRABHAKARJI	D25	07-02-2019	07-02-2019	
93.	Labourer	VACANT	D25	VACANT	VACANT	
94.	Labourer	KAJAREKAR GANESH VISHWANATH	D25	03-01-2019	03-01-2019	
95.	Labourer	VACANT	D25	VACANT	VACANT	

96.	Labourer	VACANT	D25	VACANT	VACANT	
97.	Labourer	VACANT	D25	VACANT	VACANT	
98.	Labourer	VACANT	D25	VACANT	VACANT	
99.	Labourer	KINALKAR SUNIL HANMANTRAO	D25	03-01-2019	03-01-2019	
100	Labourer	SANSARE SIDDHESH VIJAY	D25	03-01-2019	03-01-2019	
101	Labourer	VACANT	D25	VACANT	VACANT	
102	Labourer	VACANT	D25	VACANT	VACANT	
103	Labourer	VACANT	D25	VACANT	VACANT	
104	Labourer	VACANT	D25	VACANT	VACANT	
105	Labourer	CHAVAN SUDHIR MOHAN	D25	03-01-2019	03-01-2019	
106	Labourer	VACANT	D25	VACANT	VACANT	
107	Labourer	VACANT	D25	VACANT	VACANT	
108	Labourer	SANGLE ANANDA VALIBA	D25	03-01-2019	03-01-2019	
109	Labourer	PAWAR SHAMRAO SHANTILAL	D25	03-01-2019	03-01-2019	

**PAYSHEET NO:- 4744**

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1	Drain Asst.	SURYAVANSHI PRAKASH S	C	11.10.1988	15.10.2016	
2	Jr Engineer	Vacant	C			

**PAYSHEET NO:- 4745**

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1	Mukadam	Vacant	D			
2	Mukadam	Vacant	D			
3	Labour	Shri Sayyed Jamiruddin H.	D	01.06.1994	26.12.1999	
4	Labour	Shri Sonawane Ashok Y.	D	01.06.1994	26.12.1999	
5	Labour	Shri Kahar Dhupnath B.	D	01.06.1994	26.12.1999	
6	Labour	Shri Kamble Ashok G.	D	01.06.1994	26.12.1999	
7	Labour	Shri Sukate Nagu K.	D	01.07.2008	01.07.2008	
8	Labour	Shri Jadhav Bhimsen M.	D	16.09.2006	18.02.2009	
9	Labour	Patil Satish A	D	09.01.2019	09.01.2019	
10	Labour	Barkhade Akash V.	D	09.01.2019	09.01.2019	
11	Labour	Netake Priyanka S.	D	01.02.2019	01.02.2019	
12	Labour	Vacant				

13	Labour	Vacant				
12to 15	Labour	Vacant	D			

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

Manner of execution of subsidy program in the office of Administrative Officer at R/North ward.

-----Nil-----

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

Particulars of recipients of concessions, permits or authorizations granted in the office of Administrative Officer at R/North Ward.

-----Nil-----

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

Details of information available in electronic form in the office of Administrative Officer at R/North Ward.

Sr. No.	Type of Documents file/Register	Sub Topic	In which Electronic Format it is kept	Person in Charge
1	R.T.I. MANUALS 2015-16	Nil	MS-WORD	Administrative Officer
2.	Quarterly Report (Vacant Post)	Nil	MS-WORD	Administrative Officer

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

Particulars of facilities available for citizen for obtaining information in the office of Administrative Officer at R/North Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr. No.	Type of Facility	Timings	Procedure	Location	Peron in Charge
1.	Inspection of Record	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	Office Administrative officer Department, Room No.10 Below Sangeetkar	Administrative officer R/North Ward.

			will be charged thereafter.	Sudhir Phadke Flyover Bridge,  Jaywant Sawant Marg, Dahisar (West),  Mumbai-400 068.  Ph.022-2893600 Ex.116	
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**Section 4(1)(b)(xvi)**

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Administrative officer at R/North 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.	Smt. Namrata Sachin Nagare	Administrative officer	R/NORTH Ward	Office of Administrative officer R/North Ward, Municipal Corporation of Greater Mumbai Room No.10  Below Sangeetkar Sudhir Phadke Flyover Bridge,  Jaywant Sawant Marg, Dahisar (West),  Mumbai-400 092.  Ph.022-2893600 Ex.116	adminoffcer01.rn@mcgm.gov.in	Smt.Sandhya Nandekar L. Assistant commissioner R/North Ward, Municipal Corporation of Greater Mumbai  Below Sangeetkar Sudhir Phadke Flyover Bridge,  Jaywant Sawant Marg, Dahisar (West),  Mumbai-400092.  Ph.022-2893600 Ex.124

**APIOs****B**

Sr.No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ ph. no.
1.	Smt. Smt. Pendharkar Nutan Shreekant	Head Clerk	Head Clerk (Establishment)	RoomNo.10,18,11 Below Sangeetkar Sudhir Phadke Flyover Bridge,Jaywant Sawant Marg, Dahisar (West),  Mumbai-400 092.  <b>Ph.022-2893600</b> <b>Ex.159,137,140</b>
2.	Smt.Bobhate Mansi Sanjay	Head Clerk	Head Clerk (Expenditure)	
3.	Smt. Namrata Sachin Nagare	Head Clerk	Head Clerk (Revenue)	
4.	Smt.Sunita Alone	Complaint Officer		

**Appellate authority****C**

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Smt.Sandhya Nandedkar L	Assistant commissioner	R/NORTH Ward	Administrative officer	ac.rn@mcmgm.gov.in

**Section 4(1)(b)(xvii)****Other Information****Post Status up to 31.03.2016**

Sr.No	Designation	Scheduled post	Filled post	Vacant post
1)	Assistant commissioner	1	1	NIL
2)	Administrative Officer	1	1+1(Working Arrangement Water Dept.)	1
3)	Complaint Officer	1	1	NIL
4)	Ex.. Engineer	1	1	NIL
5)	Asst. Engineer	5	5	NIL

6)	Sub Engineer	9	9+1(Working Arrangement A.E.Mant.Dept)	NIL
7)	Jr. Engineer	21	18	3
8)	Head Clerk	3	3	NIL
9)	clerk	14	12+1(Working Arrangement Water Dept.)	1
10)	SR.steno	1	1	NIL
11)	JR. steno	1	1	NIL
12)	Typist	NIL	NIL	NIL
13)	Telephone Opt. B Cass	1	-	1
14)	Record Asst.	2	1	1
15)	Peon	7	6	1
16)	Notice Karkun	NIL	NIL	NIL
17)	Medical Officer	2	2	NIL
18)	Sanitary Inspector	2	2	NIL
19)	Dsinf. Sub Insp.	1	1	NIL
20)	Dsinf. Sub Lab	2	1	1
21)	Pharmacist	2	2	NIL
22)	Lab Tech	1	1	NIL
23)	Dresser	2	NIL	2
24)	B.R.K.	1	1	NIL
25)	D.R.K.	4	4	NIL
26)	Cem Attdt	7	2	5
27)	Meter Supvr	2	2	NIL
28)	Meter Inspector	6	5	1
29)	Drain Asst	1	1	NIL
30)	Rent Collector (SLUM)	1	NIL	1
31)	Rent Reg. Clerk	2	1	1
32)	Mistry II	3	NIL	3



33)	Carpenter II	1	1	NIL
34)	Plumber II	1	NIL	1
35)	Mason II	2	1	1
36)	Chaviwala	5	2	3
37)	Fitter II	23	11	12
38)	Sluiceman	14	8	6
39)	Mukadam	26	11	15
40)	Labourer	212	151	61
41)	Sweeper	1	1	NIL

