



**BRIHANMUMBAIMAHANAGARPALIKA**  
Section 4 Manuals as per provision of RTI Act 2005 of R/South WARD

**ASSISTANT COMMISSIONER, R/South WARD**  
**Right to Information Act, 2005**  
**17 Manuals as per Clause 4 (1)(B)**  
**Year : 1<sup>st</sup> JULY 2024**

**Address-**  
**Assistant Commissioner, R/South WARD**  
**1<sup>st</sup> Floor, M. G. Cross Road 2,**  
**Kandivali (west)**  
**Mumbai - 400067**

## INDEX

Chapter	Description of the Chapter's Contents	Page No.
1.	<u>Particulars of Organization, Function and Duties</u>	08
2.	<u>Powers and Duties of Officers and Employees</u>	11
3.	<u>The Rules, Regulations, Instructions, Manuals and Records for Discharging its Functions</u>	16
4.	<u>Particulars for Any Arrangement That Exists for Consultation with, or Representation by the Members of the Public in Relation to the Formulation of its Policy or Implementation Thereof</u>	22
5.	<u>A Statement of the Categories of the Documents that are Held by it or Under its Control</u>	25
6.	<u>A Statement of Boards, Councils, Committees and Other Bodies Constituted as its Part</u>	28
7.	<u>The Names, Designations and Other Particulars of the Public Information Officers</u>	28
8.	<u>Procedure Followed in Decision Making Process</u>	28
09	<u>Directory to Officers and Employees</u>	29

10.	<u>The Monthly Remuneration Received by Each of its Officers and Employees Including the System of Compensation as Provided in the Regulations</u>	54
11.	<u>The Budget Allotted to Each Agency (Particulars of All Plans, Expenditures and Reports on Disbursement Made)</u>	96
12.	<u>The Manner of Execution of Subsidy Program</u>	97
13.	<u>Particulars of Recipients of Concessions, Permits, or Authorisation Granted by it</u>	97
14.	<u>Norms Set by it for Discharge of its Functions</u>	97
15.	<u>Information Available in an Electronic Form</u>	98
16.	<u>Particulars of the Facilities Available to Citizens for Obtaining Information</u>	99
17.	<u>Other Useful Information</u>	101

## **ASSISTANT COMMISSIONER**

Municipal Commissioner is Supreme Administrative Officer of autonomous body of Brihanmumbai Mahanagarपालिका. Mumbai Mahanagarपालिका is divided in 7 Zones and 24 Wards for Administrative Facility. These 7 zones are supervised by Addl. Municipal Commissioner, Assistant Commissioner and Controlled by D.M.C. The Assistant Commissioner looks after the administrative work of ward independently with discussion and advice of D.M.C. and Addl. Commissioner. Initially, Assistant Commissioner is responsible to M.C./A.M.C./D.M.C. in executing his duties.

Head of the Departments look after the work under the administrative control of Assistant Commissioner and submit the report to him time to time.

Generally, working hours of Assistant Commissioner from Monday to Friday are Morning 09.00 a.m. to 05.00 p.m. and On Saturday Morning 09.00 p.m. to afternoon 01.00 p.m. In emergency i.e. Collapse of Bldg., Higher flooding, Fire and flooding, etc. Assistant Commissioner is available for 24 hours. Assistant Commissioner can enjoy all Sundays and Holidays. He has to remain present for emergency call for Meeting by M.C./A.M.C./D.M.C. and plantation of trees, cleanliness for any other special programmes.

Assistant Commissioner can take necessary action to solve all the problems of Citizens of concerned ward. People should not be suffered with any problems regarding shortage of water and other civic amenities, of which proper action and care is taken from Assistant Commissioner.

He has to remain present for the arranged programmes of Demolition of Unauthorized Construction Building in sensitive areas as with concerned ward staff.

### **Office Work:**

The Assistant Commissioner has two types of works i.e. administrative and fieldwork.

His Office duties are as under :-

1. To remain present in the office and attend council to hear their complaints and solve the same. To keep the time for the Citizens Grievances, to hear their complaints and solve their problems twice in a week in the afternoon on fixed days. If he is busy in some other urgent work then to give instruction to the Competent Officers such as Ward Executive Engineer Assistant Engineer (Maintenance), Assistant Engineer (Building & Factory) to attend the Citizens.
- 2) Generally, Telephonic complaints are received by concerned head of the departments or Complaint Officer. To accept, redress the complaints and solve the same.
- 3) To take personal follow up to clear the Notice of Motion or corresponds received from M.C./A.M.C./D.M.C. and other seniors.
  4. To sort out the papers submitted by various head of departments and if necessary, to modify the same and send report to the seniors.
  5. To sanction the leaves of head of the departments, to sanction certain amount to purchase from Office Impress Account.
  6. Visit to Visitors.
  7. To discuss and consult with the head of the departments.
  8. To supervise all the departments in the ward whether work is going on smoothly and neatly by employees.

The employees are present on their places, and to check cleanliness of the office.

9. To visit being a Planning Officer of the ward to put up proposal for

Budget Provision and necessary action for improvement of the ward.

### **Field Work:**

Being a Field Officer Assistant Commissioner, he has to supervise the field work.

His Office duties are as under :-

1. To check the usual regular works.
  2. To check the pre-monsoon anti-flooding works, and low lying areas, etc.
  3. To check the concerned School, Dispensaries, Stores, Chowkies and Gardens and Municipal Properties viz. Refuse Controlling Centres, Latrines, etc. to take proper steps to continue these services.
  4. To see whether the materials are not wasted, while working in various places. To see the Municipal Employees are present to their duties. If any obstacles, to take necessary action and get the work done.
  5. To visit slum colonies.
  6. To visit with Local Councillor/D.M.C./ A.M.C./M.C. to particular areas. To prepare minutes and send to concerned head of the department for further completion of work.
- 7) To visit the certain places as per request from Citizens. As per request from head of the departments to take decision or to give proper solution.
- 8) To inspire the Private Institution for beautification of Footpath, Gardens, Transport lands and Cleanliness facility.
9. To make arrangement to remove the Debris in ward limit, even if debris belongs to Private parties or Central Agencies subject to recovery of expenditure incurred on them from contractors.
  10. To supervise the cleanliness of ward, as to keep cleanliness and health is one of the main duty. Hence, together with the work done i.e. removal of Garbage, mud, stones, etc. from time to time through Solid Waste Management Department.

### **Meetings:**

Assistant Commissioner has to attend the following meetings:

1. To give instruction to Complaint Officer/ Assistant Engineer (Maintenance)/Assistant Head Supervisor/Medical Officer Health, in respect of Civic Amenities day to day meetings are held by Assistant Commissioner.
2. To take Review Meeting once in a month for head of the department.
3. Monthly Review Meeting of D.M.C.(Zone-VI).
4. Monthly Review Meeting of D.M.C.(Zone - VI) with Councillor. The Minutes of the Meeting with sanction of D.M.C. is to be sent to all the head of the departments and Councillor.
5. M.C.'s monthly meeting with A.M.C./D.M.C./Head of the departments and Assistant Commissioner.
6. Meeting called by Mayor, Ward Committee at time to time.
7. Monthly Meeting of Ward Committee.
8. Time to time meeting called by M.C./A.M.C./D.M.C. for specific reason.
9. Meeting with various necessity institutions.
10. Monthly Grievance Meeting with Labour Union representatives.

### **RESPONSIBILITY:**

1. To collect the reports from all head of the departments.
2. To scrutinize the report received from all head of the departments and submit to seniors/D.M.C./A.M.C./M.C.
3. To solve the problems of Citizens received from Councillors and Citizens in respect of Civic Amenities.
4. To take out solution of employees problems. i.e. Scarcity of equipment and to take out help from Central Agency, demolition of work in large scale and to make arrangement of Police and Transport facility, etc.
5. To check the departmental work done by small work contractors.
6. To keep watch on the work done by Budget Provision and to take sanction for funds and maintain the liability.
7. To make provision in Budget and make planning for future period.
8. To keep watch on outstanding audit notes and take action for disposal.
9. To confirm all works are done satisfactorily.
10. To supervise and control work of all departments in wards

## **WARDEXECUTIVEENGINEER**

List of duties assigned to the Ward Executive Engineer.

1. Executive Engineer to be posted for ward will be designated as "Ward Executive Engineer"
2. He will be technical hand in respect to all civil works except waterworks in the ward.
3. He will work under Assistant Commissioner.
4. He will co-ordinate with various central agencies carrying out works within the ward limits.
5. He will get prepared the budget with proper scheme and planning so that required repairs to the damage are carried out.
6. He will ascertain that the quality and quantity of works carried out are maintained.
7. He will scrutinize the estimates of various works of ward including slums after verifying 25% of measurements for its correction.
8. He will sign/certify the measurement of the works carried out.
9. He will submit the proposal for the extension as and when required to Zonal D.M.C. through Assistant Commissioner.
10. The power of sanctioning the extra/excess occurring during execution of various works will be governed as per the circular bearing No. CE/30149/I date 1.4.2003 or any subsequent circular in this regard.
11. He will review and monitor the progress of the works and take proper action for and discrepancies in works.
12. He will prepare schemes and plan the various works to be carried out in consultation with Assistant Commissioner/ Ward Councillors / Concerned department.
13. He will get maintained the quarterly Appraisal Report of C.W.Cs.
14. He will get maintained pre-work order register and post-work order register so as to review and control the works and issue the work orders timely after getting estimates prepared with due sanction.



15. The Ward Executive Engineer will scrutinize the unauthorised work/ repair works,proposaletc.in accordance with various policies and will submitthe report pertaining in this regards toA.C.s proposing suitable action.
16. Hewillberesponsibletocarryoutthedepartmentalworkstimely.
17. He will inspect the dilapidated buildings private as well as Municipal himself and will take proper action like proppingand evacuating etc. as the case maybe and he will maintain record of the same.
18. He will give special attention to the departmental schoolrepair works / housekeeping works and he willmonitor the Maintenanceetc.he willinform the Centralagencytocarryout major repairworks ofvarious properties /road / S.W.D.
19. He will get maintained the various approval copies received from Building ProposalDepartment so as to checkthat the workis carriedoutwithduesanction.However,he willhavenosayin othermatterspertainingtoBuildingProposalDepartment.
20. HewillcarryoutcleanlinessdriveinMunicipalProperties.
21. HewillcarryoutanyotherdutiesassignedbyM.C./A.M.C./A.C.

**DELEGATION OF POWERS OF ASSISTANT COMMISSIONER R/SOUTH WARD**

<b>Sections</b>	<b>Briefdescriptionof powersandfunctionstobeexercisedand andperformed.</b>
89	Toevictsummarilyanypersonwhocontinuous tooccupyanylandwhichheisnot,entitledtooccupyunderthefinal scheme.Incaseofoppositionbysuchpersons,torequestthepoliceauthoritytoenforcesucheviction.
90(1)(a)	To issue,notice to remove or to pull down or alter anybuilding or workcontravening the scheme in the area included in the scheme.
90(1)(b)	Toexecuteanyworkwhichaperson,liabletoexecuteundertheScheme,delayitsexecution.
90(2)	Torecovertheexpensesincurredunderthisscheme,delayitsexecution.
107	Recoveryofnetamountfromtheownersofthefinalplotunderscheme.
112	Intimation of the Collector about a person who willfully destroys or injures or without lawful authority removes aboundary stone or mark lawfully fixed or constructed.
135	Toenter withor without assistance intoor uponanyland or building for the purpose enumeratedinSection135(1) (a) to (e) of this Act.
142	TosanctionprosecutionforanyoffencepunishableunderthisActorrulesmadethereunder.

**DELEGATION OF POWERS OF ASSISTANT COMMISSIONER R/SOUTH WARD**

<b>Sections</b>	<b>NatureofPowers,DutiesandFunctionsDelegated</b>
80A(2)	To employ temporary labour staff in sanction minimum rate of monthly wages in accordance with the scheduled sanction by the Municipal Commissioner every year
83	To fine, reduce, suspend or dismiss any member of the menial staff or workman artisan or a pay not exceeding Rs.150/- per month
84	To grant leave to any Municipal Officer or servant except for the purpose of taking up other employment as follows:
a)	Casual Leave at description, up to limit allowed by any rules for the time being in force.
b)	Leave on average monthly salary or combined leave admissible under rules in each case to Municipal servants whose minimum grade does not exceed Rs.375.00 provided extra expenses if entitled by such grants of leave is covered by budget grant.
c)	Leave without pay in accordance with the rules in force.
85(1)	To appoint whenever necessary substitute to Act in place of employees under his charge who are absent on leave and whose minimum grade does not exceed Rs.125.00
112	To receive money in respect of any matter pertaining to the office in his charge.
202(1)	To issue notice of demand
228	To grant permission and prescribed conditions for connections with Municipal drains.
234	To determine details of drains and drainage fittings or cesspools for new building.
240	To grant a permission for construction of drains and cesspools.
243(2)	To make requisition in respect of traps, coverings and means of ventilation for drains and cesspools.
244(1)	To erect shafts or pipes for ventilating drains and cesspools.

246(A)	Constructionofwaterclosetsandprivies.
247	Toprescribedwaterclosetsandotheraccommodationinbuildingerectedorre-erected.
248(1)(a) (b)(c)	Requisitiontoenforceprovisionsofwaterclosetsorprivyorurinal.
251	Todeterminedetailsaswaterclosetsunderclause(a)(d)(e).
251(B)	Provisionastouseplacesforbarbingorwashingclothes.
253	ToinspectandexaminedrainsmentionedinSection.
254	Toopengroundorpurposeofsuchinspectionandexamination.
255	TomakegoodandgroundasprovidedintheSection.
257	Tomakerequisitionon ownersasprovidedSub-Sections(1)andtodosuchworkasmentionedinSub-Section(2).
258	ProhibitionofActscontraveningtheprovisionunderchapterXoftheMMCAct.
259(A)	Provisionsastoemploymentoflicensedplumberanduseofwork.
263(1)	Enteringuponorcarryingmaterialthroughanylandforinspection.
270(A)	Certificateinrespectofadequatewatersupply.
272	MakingandrenewingconnectionwithMunicipalwaterwork.
273	Takingchargeofprivateconnectionsuptostoptabs.
273(A)	Alteringpositionofconnections.
276(1)	Providingameterorallowingconsumertoprovidehisownmeter.
278	Inspectinganypremisesregardingmeter,communicationpipes.
311	Torequireownerstoaltergroundfloor,doors.
313	Prohibitionofdepositofthingsinastreet
314	Toremoveobstructionsonstreets.
317	Topermitboothsonfestivalincertainstreets.
319	Totemporarilyclose streetswhileworksareinprogress.

321(2)	To prevent removal without permission offences.
322	To prevent opening of streets unless done with permission and to give such permission.
324	To restore street upon or broken up.
325	To require person to provide for diversion of traffic.
329	To require and secure adoption of measures to protect and enclosed dangerous places.
333(4)	Manner of laying gas pipes.
347ABC	Building not to be converted to other purposes without the permission of the commissioner.
348(a)(b) (c)	Provision as to buildings which are to be newly erected.
349	To give or refuse permission for walls.
350	Inspection of building in course of erection.
353	To specify any matter in contravention of a factor Byelaw within 3 months after completion.
354	To require removal of ruinous or dangerous structures.
368	To require owners and occupiers to collect and deposit dust.
374	To inspect premises, to ascertain sanitary conditions.
375	To require cleansing and lime washing of any building.
375(A)	Requisition to abate or to prevent recurrence of a leakage in the roots of buildings.
377	Requisition to remove building materials from any premises.
377(A)	Requisition to abate or to prevent recurrence of a leakage in the roofs of buildings.
380	To require removal, alterations of insanitary huts and sheds.
381	To take action for abatement of nuisance created by structural defects.
383	To require cutting and lopping of hedge trees.
390(1)(2) (3)	Regulations of factories, trades.

394	Licenseforkeepingarticlesonpremisesorcarryingoutcertaintrade.
396	Inspectionofpremisesusedformanufactures.
416	Disposalofperishablearticleseizedu/s415
422	Toinspectanyplacewheredangerousdiseasesaresuspectedandtotakemeasures.
479(5)	Torequireproduction oflicensesforwrittenpermission
485(A)	PowersofCommissionertocallforinformationastoownershipofpremises.
488	ToenterpremiseswithAssistants.
492(2)(a)	To call on occupier to disclose rents for the purpose of determining questions of liability, to pay expenses in certain cases.

**DELEGATION OF POWERS OF WARD EXECUTIVE ENGINEER R/SOUTH WARD**

<b>Sections</b>	<b>Nature of Powers, Duties and Functions Delegated</b>
84&(a)	Grant of casual leave to the inferior staff working under him upto limit allowed by any rules for the time being in force.
85(1)	
112	To receive money in respect of any matter pertaining to the City Engineer's Department.
113(3)	To incur expenditure on office contingencies (except furniture) upto Rs.3000/-
222(1)&(2)	To construct, repair or after Municipal drains & to enter upon land for the purpose.
228	To grant permission and prescribe condition to the communications with municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
240	Granting permission for the construction of the drains so as to pass beneath buildings.
243(2)	Making requisitions in respect of taps, coverings and means of ventilation for drains and cesspools.
244(1)&(4)	To erect shafts or pipes for ventilating drains and cesspools.
246(A)	To permit the construction of water closets and privies.
247	Prescribing water-closets and other accommodation in buildings newly erected or re-erected.
248(1)(a)(b)(c)	Requisition to enforce provision of water-closets or privy or urinal or bathing or washing place.
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspecting and examining drains not belonging to the Corporation.
254	Opening ground for inspection and examination under Section 253.
255	Reinstating the ground opened for purpose of inspection.
257	Making requisitions on owners of premises as provided in Sub- Section (1) for doing work mentioned in Sub-section (2).
258(a)(b)	Prohibition of acts, contravening the provision under Chapter IX of the M.M.C.Act.
259A	Requiring any person who employs a licensed plumber to execute a work to furnish the name of a plumber and to put up completion certificate by the Licensed Plumber.
298(2)	To take possession of & clear the lands under this section.
311	To require owners to alter ground floor doors openings outwards.

313(1)	To grant permission for placing stalls, chairs, benches, boxes, ladder, bales on footpath and streets.
314	To remove obstructions, etc. on streets made contrary to Section 312 or 313.
317	To permit booths on festivals in certain streets.
319	To temporarily close streets while works are in progress.
321(2)	To prevent removal without permission the fences erected in the streets while works are in progress.
322	To prevent opening of streets unless done with permission and to give such permission.
324(2)	To restore streets opened or broken by up when person responsible fails to do so.
325	To require persons permitted to open streets to provide for diversion of traffic.
326(2)&(3)	To regulate hoardings in streets.
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(4)	Manner of laying gas pipes
347(A)(B)(C)	Buildings not to be converted to other purpose without the permission of commissioner.
348(A)(B)(C)	Provisions as to buildings which are to be newly erected.
349	To give or refuse permission for walls, Roofs and external walls of buildings not to be of inflammable materials.
350	To inspect buildings in course of erection, alterations.
353	To specify any matter in contravention of Act or Bye-law within three months after completion.
353(b)	To grant structural stability certificate.
368	To require owners and occupier to collect and deposit dust.
374	To inspect premises to ascertain sanitary conditions.
375	To require cleansing & lime washing of any buildings.
375-A	To require the owner to remove building materials or debris accumulated due to house collapse.
377	To require cleansing, clearing or enclosing any premises overgrown with rank vegetation
377-A	To require the owners of the buildings to abate the nuisance arising from rain water leaking from the roofs of the buildings or to prevent its recurrence.
380	To require removal or alteration of insanitary huts and sheds.
381	To take action for abatement of nuisance created by structural defects.
383	To require cutting and lopping of bushes, trees, in certain cases and to take measures for protection of public.
390(ii)	To revoke the permission for the establishment of the factory & for the working of the Factory.



	Inspection of premises used for manufactures.
479(5)	To require reproduction of licenses or written permission.
485(A)	Powers of Commission to call for information as to ownership of premises.
488	To enter premises with assistants, to inspect survey and execute the work.
489	To make measures and execute work on failure of compliance with requisitions or orders under provisions of the Act.
492(2)(a)	To call on occupier to disclose rents for purpose of determining question of liability to pay expenses in certain cases.

## **Administrative Officer R/south Ward**

### **Introduction**

Administrative Officer is important post in the office of Assistant Commissioner R/South 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 departments work.

- Establishment(Superior)
- Establishment(Labour)
- Expenditure
- Dispatch

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

Administrative officer is appointed from head clerk who has completed 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) Dispatch and

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

## **Work Procedure:-**

- **Establishment section:-**

In the Establishment section the salaries of officers, employees, and labours is charged every month. The administrative work progresses as per provision of Mumbai Municipal Corporation Act 1888, Municipal Service Rules 1989, Provident Fund Rules 1924, Pension Rules 1953 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 prepare necessary yearly establishment schedule by taking into account increase and decrease of different posts and make necessary budget provision for the year on the account of expenditure for wages and allowances.

- To maintain attendance of staff (Muster)
- To scrutinize leave applications for certifications and sanctions
- 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 / Paysheet code wise prepared on Computer (by taking into account of time to time leave, transfer, promotion and reservation) by Master creating forms.
- The monthly pay bills of Suspended employees, part time employees & khada badalee employees are being prepared manually by the Establishment Staff of Ward.
- Preparing monthly effective report of the staff on duty, by taking note of their transfer, removal, reversion or promotion etc.
- On proper sanction to prepare pay sheets for Advance Leave Salary, Encashment of Leave, Leave Travel Assistant etc.
- 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.
- To maintain service record of the respective staff and get the same audited as and when required.
- To work out claim under Workman Compensation Act as and when required.
- To make correspondence with Labourer Officer whenever required.
- To prepare overtime wages bills whenever applicable.
- 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.
- To prepare seniority list & roster register of labour staff department On the basis of seniority list & roster register and qualification, promotion to labour is given after following due process.
- 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.

- **Expenditure Section**

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

- To make provision in the Budget Estimate. This provision is recurring and non-recurring both.
- To make liability for the indent for purchase of proposed works.
- To certify bills, abstract.
- To prepare proposals for supplementing fund.
- To work in consultation with Asstt. Engineer (Maintenance) and Asstt. Accountant about departmental work and C.W.C. Work.
- Table of expenditure of liability register.
- To keep balance sheet of last year's expenditure and current year recurring expenditure of telephone and electricity, so that the double payment will be avoided.
- Revenue Section
- Permission letter is prepared by Maintenance department for construction of temporary mandap for Ganesh Festival, Navaratri and other religious activities.
- Register of Deposit.

- **Dispatch:-**

- 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 related to R/southward. The important papers letters to be distributed departmentally after marking the papers to the notice of the Asstt. Commissioner. To send the papers to the different departments daily
- To send the letters of the different department by post & to maintain postage register & the account of postage stamp for the same.
- Arranging the meetings for the action of the pending Audit notes.
- Timing of receiving papers is 10.00 am to 05.30 pm
- 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.

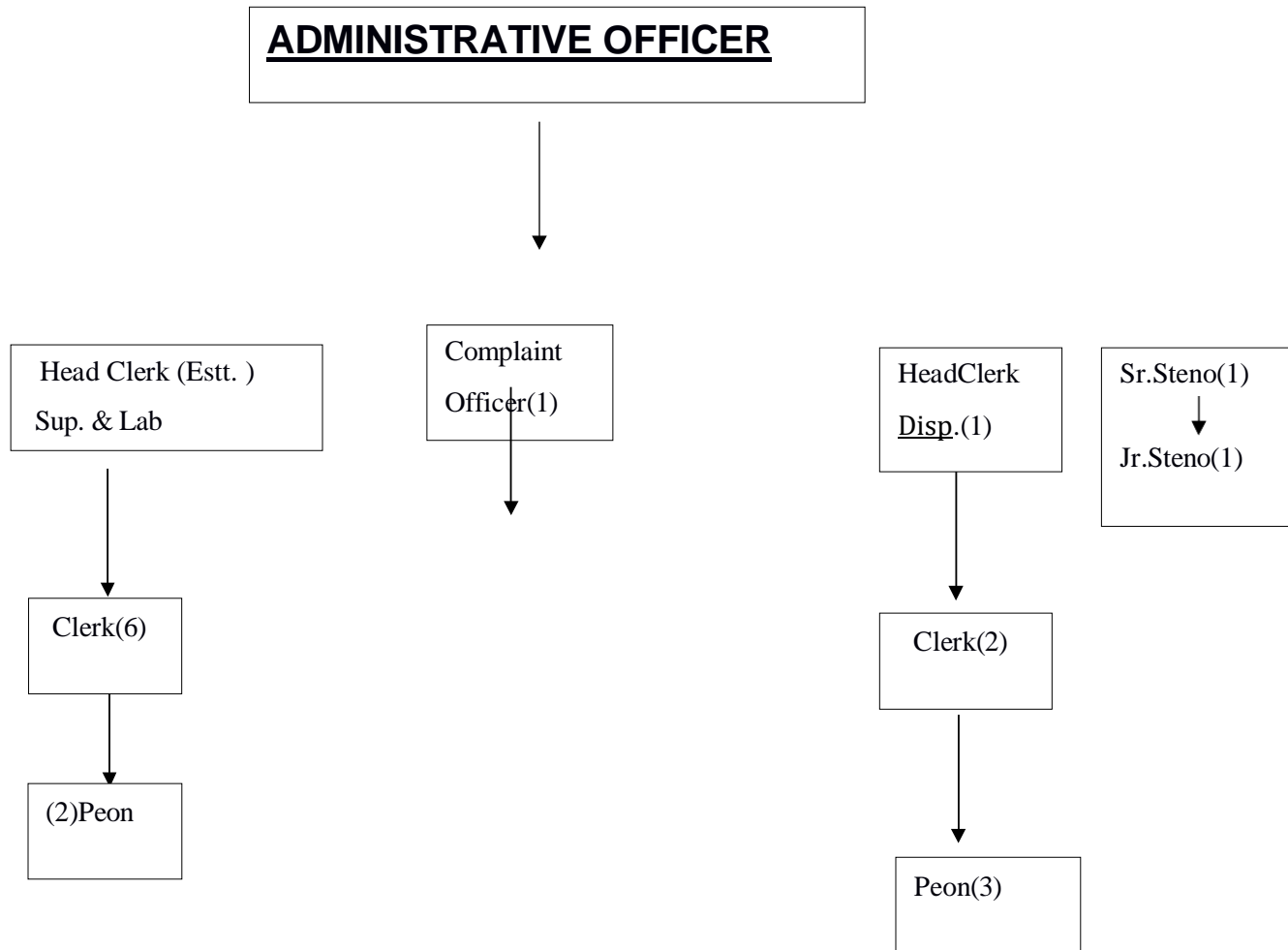
**Section 4(1)(b)(i)**

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

1	Name of the public authority	Smt. Anjali Narvekar, Administrative Officer R/southward
2	Address	
3	Head of the office	Administrative Officer R/southward
4	Parent Government Department	Assistant Commissioner R/southward.
5	Reporting to which office	1) Assistant Commissioner, R/southward,
6	Jurisdiction Geographical	
7	Mission	“To complete the work within time.”
8	Vision	“To Maximum redressal of employees establishment of work
9	Objectives	Administrative works done through 1) Establishment 2) Expenditure 3) Dispatch with help of Clerk and Head clerk under the guidance and supervision of Assistant Commissioner
10	Functions	<ol style="list-style-type: none"><li>1. To check the musters registers weekly reports and to supervise and guide to head clerk and clerks</li><li>2. To check dispatch papers comes from MC, AMC and DMC and distribute papers to concern authorities. Via head clerk</li><li>3. After receiving approved resolution from ward committee along with application received from local Corporator, MLA for renaming chowk &amp; roads / and after following due process put up draft reply to competent authority / Municipal secretary.</li><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 of employee</li><li>8. To co-ordinate between indoor and outdoor staff work as per direction given by Assistant Commissioner</li><li>9. To complete the work given by Assistant Commissioner</li><li>10. To arrange the grievance committee and follow the decisions</li></ol>

11	Organization's structural Chart	As per separate sheet attached
12	Tel.No.s & office timings	Telephone no : 022-280560000 Ext.139 Email : <a href="mailto:adminofficer01.rs@mcgm.gov.in">adminofficer01.rs@mcgm.gov.in</a> Office timing : 10.00 am to 06.00 pm on Monday to Friday Visiting Hours: 03.00 p.m. to 05.00 p.m. (Monday to Friday)
13	Weekly Holidays	Saturday & Sunday and Public Holidays.

# OrganizationStructuralChart(Orgonogram)



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

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

**(A)**

1.	Administrative Officer	<b><u>Financial power</u></b> <ul style="list-style-type: none"><li>• Power to incur expenditure-office contingencies Rs 500</li><li>• Power to purchase without prior post-audit upto Rs 500</li></ul>
2.	Head Clerk	NIL.
3.	Clerk	NIL.

**(B)**

Sr.No.	Designation	Power-Administrative	Under which legislation/ rules /order/GRs	Remarks
1.	Administrative Officer	<ul style="list-style-type: none"><li>• To sanction increments of Sub-ordinate Staff.</li></ul>	MMCA Act 1888	
		<ul style="list-style-type: none"><li>• To sanction casual leaves to subordinate staff up to the rank of Head clerk and clerk accordance with the rules</li></ul>		
		<ul style="list-style-type: none"><li>• To sanction leaves including maternity and injury leave to the labour staff in accordance to Municipal service rule.</li></ul>		
		<ul style="list-style-type: none"><li>• To prepare report of administrative data from respective department and submit to higher authority</li><li>• To check work of subordinate staff</li></ul>		
2.	Head Clerk	Nil.		
3.	Clerk	Nil.		



(C)

<b>Sr. No.</b>	<b>Designation</b>	<b>Power-Magisterial</b>	<b>Under which legislation / rules /order/GRs</b>	<b>Remarks</b>
1	AdministrativeOfficer	N.A.	.....	.....

(D)

<b>Sr. No.</b>	<b>Designation</b>	<b>Power-QuasiJudicial</b>	<b>Under which legislation / rules / order/GRs</b>	<b>Remarks</b>
1	AdministrativeOfficer	N.A.	.....	.....

(E)

<b>Sr. No.</b>	<b>Designation</b>	<b>Power-Judicial</b>	<b>Underwhich legislation / rules / order / GRs</b>	<b>Remarks</b>
1	AdministrativeOfficer	N.A.	.....	.....

**THE DUTIES OF OFFICER SAND EMPLOYEES IN THE OFFICE OF ADMINISTRATIVE OFFICER R/SOUTH WARD.**

**(A)**

Sr. No.	Designation	Duties-Financial	Underwhich legislation / rules / order / GRs	Remarks
1.	AdministrativeOfficer	Nil.		
2.	HeadClerk	Nil.		
3.	Clerk	Nil.		

**(B)**

Sr. No.	Designation	Duties-Administrative	Under which legislation / rules / order / GRs	Remarks
1.	AdministrativeOfficer	<ul style="list-style-type: none"> <li>To collect information from Establishment and to prepare administrative report</li> </ul>	MMCAct1888,	
		<ul style="list-style-type: none"> <li>To settle the grievance of internal staff for citizens.</li> </ul>		
		<ul style="list-style-type: none"> <li>To submit reports to MC Officer regarding disposal of complaints received from them.</li> </ul>		
		<ul style="list-style-type: none"> <li>To prepare various meeting reports such as Union, Pension Adalat, Audit Note, etc.</li> </ul>		
		<ul style="list-style-type: none"> <li>To prepare &amp; submit consolidated RTI &amp; Complaints report.</li> </ul>		
		<ul style="list-style-type: none"> <li>To co-ordinate and guide local resident regarding various information of ward.</li> </ul>		
		<ul style="list-style-type: none"> <li>To dispose of complaints received from higher authorities.</li> </ul>		
		<ul style="list-style-type: none"> <li>Any other work assigned by Ward Officer.</li> </ul>		
2.	HeadClerk	NIL		
3.	Clerk	NIL		

(C)

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

(D)

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties-QuasiJudicial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1	AdministrativeOfficer	N.A.		
2.	HeadClerk	NIL		
3.	Clerk	NIL		

(E)

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties-Judicial</b>	<b>Under which legislation / rules / order/GRs</b>	<b>Remarks</b>
1	AdministrativeOfficer	N.A.		
2.	HeadClerk	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/south Ward.

##### Name of activities:-

- **Establishment section:-**

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

- **Pension and NCPF Claim:-**

A) The employee superannuated after completion of 58 years, superannuation pension and NCPF claims are prepaid in six months in advance. Precaution are taken that the employees gets his all dues on his retirement date.

B) Whenever employee applies for voluntary retirement, after getting sanction of competent authority for voluntary retirement, all claims of employees are prepared.

C) Whenever Employee expires and when his heir submits necessary documents all dues of employees are given to his heir

D) Whenever employee unfit for further services, after sanction of competent authority all dues of employees are paid.

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

After the death of employee his heir is absorbed in the services as per his her / qualifications in the post of labour, Peon, clerk, junior auditor etc.

- **Balanceleave:-**

Whenever employee gets superannuated/ voluntary retirement / service unfit / or death in service all above cases balance leave salaries are given after his dues like pensions and NCPF claims are settled.

### **Name of activity**

#### **Pension**

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

#### **NCPF**

- Related provision:- .....
- Name of Act:- .....
- Rules:- P.F. Rule 1924
- Government Resolution:- issued time to time
- Circulars:- **Section 4(1)(b)(v)**
- Office order:- .....

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

- Related provision:- .....
- Name of Act:- .....
- Rules:- .....
- Government Resolution:- .....
- 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

- Office order:-

## **BALANCE LEAVE**

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

## ENQUIRY

- Related provision:-EnquiryManuals
  - Name of Act:-.....
  - Rules:-.....
  - Government Resolution:-.....
  - 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/GEN272 dtd.19.07.2012
- Office order:-

## INCOMETAX

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

## **PROMOTIONS/TIMEBOUNDPROMOTIONS**

- Relatedprovision:- .....
- NameofAct:-IncomeTaxAct
- Rules:- .....
- GovernmentResolution:- .....
- 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/3dtd.24.07.2007
- Officeorder:- .....

## **PENSIONADALAT**

- Relatedprovision:- .....
- NameofAct:-IncomeTaxAct
- Rules:- .....
- GovernmentResolution:- .....
- Circulars:-1)CA/FPP/27dtd.07.12.2007
- Officeorder:- .....



## **RIGHTTOINFORMATION(RTI)**

- Relatedprovision:- .....
- NameofAct:-RTIACT2005
- Rules:- .....
- GovernmentResolution:- .....
- Circulars:-**Section4(1)(b)(v)**
- Officeorder:-

## **MCAAUDITNOTE**

- Relatedprovision:- .....
- NameofAct:- .....
- Rules:- .....
- GovernmentResolution:- .....
- Circulars:-**Section4(1)(b)(v)**
- Officeorder:- .....

## **CONFIDENTIALREPORT**

- Relatedprovision:- .....
- NameofAct:- .....
- Rules:- .....
- GovernmentResolution:- .....
- Circulars:-1)MPM/6517/dtd.27.09.1999  
2)MPM2/7756/dtd.29.10.2012
- Officeorder:- .....

## OFFICIAL ENQUIRY

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

<b>Sr. no.</b>	<b>Activity</b>	<b>StepsInvolved</b>	<b>TimeLimit</b>	<b>Authority role and responsibility of the employee/ officer in connection with each activity. (mentiondesignation)</b>	<b>Remarks</b>
<b>1)</b>	PENSION	Prepared	Before six months of superannuation	<b>SUPERVISIONANDGUIDE</b>	
<b>2)</b>	NCPF	Prepared	Before six month superannuation	<b>SUPERVISIONANDGUIDE</b>	
<b>3)</b>	P.T.CASE	Prepared	After expired of Employee within service	<b>SUPERVISIONANDGUIDE</b>	
<b>4)</b>	RTI	Prepared	Within one month after received application	<b>SUPERVISIONANDGUIDE</b>	
<b>5)</b>	PENSIONADALAT	Prepared	Every months	<b>SUPERVISIONANDGUIDE</b>	
<b>6)</b>	PAYMENT	Prepared	Every months	<b>SUPERVISIONANDGUIDE</b>	
<b>7)</b>	VACANTPOSTREPORT	Prepared	Once in quarter	<b>SUPERVISIONANDGUIDE</b>	
<b>8)</b>	INCOMETAX	Prepared	Yearly	<b>SUPERVISIONANDGUIDE</b>	
<b>9)</b>	CONFIDENCIALREPORT	Maintain	Yearly	<b>SUPERVISIONANDGUIDE</b>	

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

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

<b>Sr. No.</b>	<b>Designation</b>	<b>Activity</b>	<b>Unitstobe covered</b>	<b>Financial Targets in Rs.</b>	<b>TimeLimit</b>	<b>Remarks</b>
1.	AdministrativeOfficer	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1)(b) (iii)	
2.	HeadClerk&Clerk	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day today basis.	Time limit for each activity is as mentioned in Section 4 (1)(b) (iii)	

**Section4(1)(b)(v)**

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

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R./Circular/Office order. Rule no. notification etc. date.</b>	<b>Remarks if any</b>
	<b>General Circulars</b>		
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	MSR1989	
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/10 dtd.04.07.08	
9.	Relieve 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.G.D. /L.G.S	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/39 dtd.07.10.1985	
15.	For Taking CL	DPAR/FGR/5 dtd.12.06.2008	
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.	Nonvacating 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	NCPFRule1925	
<b>P.T.CASE</b>			
23	Application	LO/19/dtd.18.12.1998	
24	PowertoDMC	LO/16/dtd.22.03.2007LO/78/dtd21.12.2011	
25	LADPAGECommittee(SweeperClassP.T.)	LO/4/dtd.25.10.2007LO/21/dtd24.12.2008	
26	P.T.CaseforabscondingEmployee	LO/14/dtd.13.10.2008	
27	Schoolleavingverification	LO/22/dtd.29.10.1990	
<b>Enquiry,Suspension,SuspensionAllowance</b>			
28	Enquiry,Suspension,SuspensionAllowance	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	
30	SuspensionReview	MPM2/ 3505 /dtd.21.02.2005 MPM2 /3349/ dtd. 23.01.2008	
<b>Promotionand TimeBoundPromotion</b>			
31	PromotionandTimeBoundPromotion	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	

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

Statement of Categories of documents held in the office of Administrative Officer R/southward.

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		‘A’ CLASS	PERMANENT
2	Muster	Register			
3	CR Sheets	File			
4	Authority	File			
5	Seniority list	File			
6	Circular file	File			
1	Pension.NCPF,P.T.claim	File		‘B’ CLASS	30 YEARS
2.	Appointment Transfer Promotion Permanency	File			
3.	Proposal	File			
1	Leave Papers	File			15 YEARS
2	O.T.	File			
3	Correspondence	File			
1.	Enquiry Papers	File		‘C1’ CLASS	10 YEARS
2.	Disciplinary Action	File			
3.	Income Tax	File			
4.	PF Advance	File			
1	Temporary Appointment	File		‘C’ CLASS	05 YEARS
2	Cessation of employee	File			

1	Leaveapplication	File		'DCLASS	01YEARS
2	Complaints,ETC	File			

<b>DISPATCH</b>					
1	Daksheet	Register		'DCLASS	01YEARS
2	PostRegister	Register			
3	OtherRegister	Register			
4	RTIRegister	Register			



**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/southward.

**--NOT APPLICABLE--**

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

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

**Ward Committee**

<b>Sr.no</b>	<b>Name Of the committee / Boards, Councils, or Other bodies</b>	<b>Composition Of committee / Boards, Councils, or Other bodies</b>	<b>Purpose of committee / Boards, Councils, or Other bodies</b>	<b>Frequency of meeting</b>	<b>Whether meeting open to public or not</b>
1	R/southWard Committee	15 Councilors of R/south Ward and 1 Chairman  (elected from Councillors)	To provide basic amenities to the citizen	Once in months Or As per president's order	NO

## Sexual Harassment Committee

Sr.no	NameOfthecommittee / 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 meetingopen to public or not
1	Sexual Harassment Committee InR/southWard	President &10Members	To prevent the Sexual Harassment in R/south Ward	Asper complaint received.	No

**Section4(1)(b)(x)**

**Details Remuneration of the Officer and Employees in the office of Administrative officer R/  
south Ward**

**PAYSHEETNO: 5890 (ASSISTANT COMMISSIONER R/SOUTH)**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Grade</b>	<b>Date of Appointment in MCGM</b>	<b>Appointment In R /South</b>
1	VACANT	Asstt.Commi.	A		
2	VACANT(25.01.2019)	Junior Steno	B		
3	vacant	Senior Steno	B		
4	ANJALI PRAVIN NARVEKAR	Admn.Officer	B	22-05-1995	23.02.2024
5	SHILPA P. BHOGLE	Comp.Officer	B	02-07-2008	23-12-2022
6	DIVEKAR SWAPNIL SHASHIKANT	CLERK	C	16-07-2014	14.03.2024

**PAY SHEET NO: 5891(BUILDING& FACTORY R/SOUTH)**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Grade</b>	<b>Date of Appointment in MCGM</b>	<b>Appointment in R/south</b>
1	BHENDWADEKAR SANTOSH ANAND	ASST.ENGINEER	B	16-05-1996	11.08.2022
2	RUPNAR TANAJI SALOBA	ASST.ENGINEER	B	04-07-2005	15.12.2022
3	JAGTAP ABHAY DINKAR	ASST.ENGINEER	B	13-02-2007	19.10.2022
4	DILESH VIJAY DHOTRE	CLERK	C	21.07.2014	30.10.2023
5	Sahare Mamata Krushanarao	CLERK	C	28-01-2019	14-03-2024
6	LOBO KEERTHI SHARIAN MATH	CLERK	C	25-11-2011	15-03-2024
7	JADHAV SUMIT SUBHASH	CLERK	C	14-04-2015	14.03.2024
8	JADHAV ROHIT RAMESH	CLERK	C	22-07-2016	01-04-2024
9	VACANT	EX.ENGINEER	B	-	-
10	VACANT	EX.ENGINEER	B	-	-
11	GHUGE JAYA SHARAD	HEAD CLERK	C	03-05-2006	10.02.2020
12	JADHAV KISHOR RAMCHANDRA	JR.ENGINEER	C	04-10-2013	11.05.2022
13	SANKHE TEJAL BHUPESH	JR.ENGINEER	C	27-08-2008	18.05.2021
14	DHOND SHRIKRISHNA VISHWANATH	JR.ENGINEER	C	23-12-2015	29.03.2023
15	WAGHAMARE BHAGWANT SUBRAO	JR.ENGINEER	C	05-12-2015	19.05.2022
16	PINJARKAR ANIRUDDHA ARUN	JR.ENGINEER	C	08-12-2015	10.07.2020

17	GHUGE SHANKAR	JR.ENGINEER	C	01-07-2020	02.07.2020
18	JAISWAL SURAJ RAJKUMAR	JR.ENGINEER	C	30-07-2016	16.04.2021
19	SEN SANJAY PARIMAL	JR.ENGINEER	C	05-08-2020	24.07.2024
20	PACHARANE PANKAJ VILAS	JR.ENGINEER	C	06-07-2020	07.07.2020
21	PATIL CHETAN SUNIL	JR.ENGINEER	C	09.07.2020	15.06.2024
22	VACANT	MUKADAM	D	-	-
23	VACANT	MUKADAM	D	-	-
24	VACANT	MUKADAM	D	-	-
25	KUMAR KESHAV NAIK	MUKADAM	D	02-08-1993	12.01.2022
26	VACANT	NOTICE CLERK	C	-	-
27	VACANT	PEON	D	-	-
28	SOLANKI PUNAMCHAND G	PEON	D	12-01-1989	05.06.2017
29	NAIK SAMBHAJI MARUTI	PEON	D	07-03-1988	01.07.2015
30	KACHARE SHANKAR MARUTI	PEON	D	20-12-1996	28.03.2013
31	HARESH CHHAGAN BAMANI	PEON	D	19-09-2013	10-03-2022
32	WADALKAR ROHIT ULHAS	RC	C	20-07-2007	09.07.2024
33	SUNIL GOVIND DONGRE	RRC	C	05-07-2006	04.04.2024
34	PRANESH PRADIP RAVRANE	RRC	C	08.11.2016	07.12.2023
35	VACANT	SUB.ENGINEER	B	-	-
36	BRAMHANKAR PRAMOD MAHESH	SUB.ENGINEER	B	14-03-2008	21.11.2020
37	KAJROLKAR PRADEEP KRISHNA	SUB.ENGINEER	B	17-04-2013	07.11.2022
38	PAWAR PRADEEP NARAYAN	SUB.ENGINEER	B	04-03-2009	02.08.2022
39	BIDWE DINESH VITTHAL	SUB.ENGINEER	B	23-10-2019	16.05.2023

**PAY SHEET NO: 5892 (MAINTENANCER/SOUTH)**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Grade</b>	<b>Date of Appointment inMCGM</b>	<b>Appointment inR/south</b>
1	PANT HEMANT ATUL	ASST.ENGINEER	B	29-03-2007	16.05.2023
2	SANAP SAMEER SOMNATH	ASST.ENGINEER	B	09-04-2007	08.09.2021
3	CHAUDHARI MAHENDRA K	CLERK	C	01-08-2008	11-03-2024
4	LAD SUSHMITA MANOJ	CLERK	C	07-12-2022	07.12.2022
5	MORE MOHINEE SUHAS	CLERK	C	01-09-1995	13.03.2024
6	PHAD ARCHANA RAGHUNATH	CLERK	C	23-01-2019	14.03.2024
7	ROGE SUREKHA CHANDRAKANT	CLERK	C	15-09-2008	25.07.2017
8	SADAYE MANASI KALIDAS	CLERK	C	05-03-2012	11.03.2024
9	SHINDE DNYANESHWAR D.	CLERK	C	03-06-2008	24.11.2016
10	PATIL PRAMOD KAMALAKAR	HEAD CLERK	C	23-08-1990	05.09.2019
11	HOLKUNDE SHUBHAM VIVEKANAND	Junior Engineer	C	14-07-2020	15.07.2020
12	JOSHI AKSHAY PRAMOD	Junior Engineer	C	14-07-2020	14.07.2020
13	KEWAT LAVEIESH SARPHAJIT	Junior Engineer	C	04-12-2015	07.07.2023

14	NIKAM RAHUL RAMESHRAO	Junior Engineer	C	30-11-2015	09.06.2021
15	PAWAR SANDESH JAYRAM	Junior Engineer	C	07-07-2007	02.01.2021
16	SANKPAL SNEHAL UTTAM	Junior Engineer	C	05-12-2015	30.05.2022
17	THAKUR NITIN VITHOBA	Junior Engineer	C	30-11-2015	17.12.2019
18	VACANT POST K	Junior Engineer	C	-	-
19	VACANT POST L	Junior Engineer	C	-	-
20	VACANT POST M	Junior Engineer	C	-	-
21	Aditi Avinash Mohite	PEON	D	05-05-2015	13.07.2021
22	VACANT	PEON	D	-	-
23	GHAWALE JANU SAKHARAM	Peon	D	11-11-1991	06.06.2017
24	K.RANI	Peon	D	10-09-2012	10.09.2012
25	SANKPAL LANKESH	Peon	D	12-01-1996	03.10.2015
26	SHENGALE MANISHA MANOHAR	Peon	D	14-05-2007	22.06.2017
27	VACANT POST E	Peon	D	-	-
28	VACANT POST G	Record Assistant	C	-	-
29	MAHADIK RIYA MAHESH	STORE CLERK	C	04-08-2008	21.08.2017



30	HOSURKAR DHANSHREE GOPAL	SUB ENGINEER	B	09-07-2008	15.11.2022
31	VACANT POST H	Telephone Operator A Gr.	C	-	-
32	VACANT POST I	Telephone Operator A Gr.	C	-	-
33	VACANT POST J	Tracers	C	-	-
34	VACANT POST F	Typist (English-c-Marathi)	C	-	-

**PAYSHEETNO: 5894 (ESTATE)**

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>	<b>Grade</b>	<b>Date of Appointment inMCGM</b>	<b>Appointment in R/south</b>
1	VAIBHAV PATIL	CLERK	B	12-01-2009	13.01.2009
2	VACANT	Estate Inspector	C	-	-
3	JAYESH MAKWANA	PEON	D	19-07-2010	27.04.2016
4	Kamlesh A. Maru	Scavenger	D	10-07-2019	10.07.2019
5	DABHI DEEPIKA PREMJI	Scavenger	D	06-02-2024	06.02.2024
6	Sagar A. Chawda	Scavenger	D	21-07-2023	21.07.2023
7	VACANT	WIREMAN III CUM PUMP OP.	D	-	-
8	Chandan R. Thakur	WIREMAN III CUM PUMP OP.	D	11-01-2010	01.08.2019

**PAYSHEETNO:5895 & 5896 (HEALTR/SOUTH) SUP & LAB**

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Grade</b>	<b>DateofAppointmentinMCGM</b>	<b>AppointmentinR/south</b>
1	Dr.Deshmukh Vishal Shivaji	AMO	B	22-07-2013	22.07.2013
2	Kamble Ashok m	Clerk	C	11-11-1995	02.02.2013
3	Chorghe Krishnakumar G.	Clerk	C	21-10-1994	31.10.2011
4	Patil Prakash Bhika	Clerk	C	11-05-2005	05.04.2016
5	PATIL CHETAN SUNIL	Clerk	C	09-07-2020	15.06.2024
6	Vacant 3	DSI	C		
7	Ogale Devendra R.	HC	C	08-07-2008	23.02.2021
8	Vacant 13	Lab.Tech.	C		
9	Vacant 14	Lab.Tech.	C		
10	Mala Sukale	Lab.Tech.	C	28-05-2009	15.01.2016
11	Vacant 5	M.O.	B		
12	Vacant 6	M.O.	B		
13	Vacant 7	M.O.	B		

14	Joshi Neeta Uday	M.O.	B	10-09-1967	24.05.2022
15	Vala Varsha Chimanlal	M.O.	B	26-06-1969	17.06.2020
16	Dr.Jadhav Deepa Bhagoji	MOH	B	04-07-1980	25.04.2022
17	Dr.Raul Reena Kamlesh	MOH (DTO)	B	29-09-1981	17.10.2018
18	Dr.Yogesh Medhe	Part Time Dentist		-	-
19	Vacant 8	Pharmacist	C	-	-
20	Vacant 9	Pharmacist	C	-	-
21	Vacant 10	Pharmacist	C	-	-
22	Vacant 11	Pharmacist	C	-	-
23	Vacant 12	Pharmacist	C	-	-
24	Hitesha Gandhi	Pharmacist	C	01-06-1967	18.06.2013
25	vacant	SI	C	-	-
26	vacant01	SI	C	-	-
27	Joshi Neeta Uday	M.O.	B	04-09-1970	02.11.2021
28	Kadam Ganesh Sambhaji	SI	C	14-07-1977	01.03.2022
29	Tadvi Jamir Chhabu	Sr.M.O.	B	10-09-1967	24.05.2022

30	Pranali Prakash Jadhav	BRK	C	01-06-1976	30.03.2019
31	Vacant 27	Cem.Labour	D		
32	Vacant 28	Cem.Labour	D		
33	Vacant 29	Cem.Labour	D		
34	Deshmukh Jagdish	Cem.Labour	D		
35	Dongre Prakash Baban	Cem.Labour	D	11-09-1966	16.03.2019
36	Ingavle Vijay	Cem.Labour	D	11-10-1968	13.03.2019
37	Yadav Ramprakash K.	Cem.Labour	D	12-01-1968	23.03.2019
38	Pawar Bhimrao	Cem.Labour	D	16-05-1976	20.03.2019
39	Chinchwalkar Uttam	Cem.Labour	D	01-04-1979	18.03.2019
40	Goregaonkar Sandip	Cem.Labour	D	06-08-1981	18.03.2019
41	Pawar Sopan	Cem.Labour	D	21-11-1982	22.03.2019
42	Misal Sanjay Rama	Cem.Labour	D	10-08-1982	05.04.2019
43	Vijay Janardan Dalvi	Dresser	D	10-09-1983	18.03.2019
44	Karbhari Tushar Y	Dresser	D	15-08-1983	28.03.2019
45	Bera Ravi Kamal	Dresser	D	01-04-1988	18.03.2019

46	Sulbha Sunil Satam	DRK	C	31-10-1967	13.12.2021
47	Sabaji Kanhoji Parab	DRK	C	01-06-1968	10.12.2021
48	Mohite Pravin P.	DRK	C	14-05-1968	14.09.2018
49	Suhas Gajanan Rane	DRK	C	16-05-1968	10.12.2021
50	Sanjay Krishna Patil	DRK	C	16-06-1971	02.12.2021
51	Thakur Pradeep Deoram	DRK	C	01-06-1971	24.10.2019
52	Gosavi Sunita R.	DRK	C	21-12-1982	11.09.2018
53	Jadhav Jayesh Punaji	DRK	C	12-06-1988	29.08.2018
54	Vacant 23	Electrician I	C	-	-
55	Ghadshi Ajay Pandurang	Electrician I	C	30-12-1966	21.12.2015
56	Vacant 24	Furnance Operator	D	-	-
57	Panchal Prasad Krishna	Furnance Operator	D	-	-
58	Vacant 25	Furnance Operator	D	-	-
59	Vacant 26	Furnance Operator	D	-	-
60	Sawant Vijay Ganpat	Furnance Operator	D	03-03-1967	15.10.2015
61	Vacant 4	LABOUR	D	-	-
62	Vacant 18	LABOUR	D	-	-
63	Vacant 19	LABOUR	D	-	-
64	Vacant 20	LABOUR	D	-	-

65	vacant	LABOUR	D	-	-
66	Chandrakant Chavan	LABOUR	D	05-05-1967	15.03.2014
67	Kelvalkar Rajan Appa	LABOUR	D	08--09-1967	232.11.2012
68	Vacant 22	Mali-C-Sweeper	D	-	-
69	Dedhia Pravin Ashok	Mali-Cum-Sweeper	D	22-08-1982	02.12.2013
70	Vacant 2	Notice Karkoon	C	-	-
71	Nagesh Prakash Rane	Peon	D	23-03-1985	18.05.2021
72	Solanki Bhavesh Ashok	Sweeper	D	-	-
73	Meriya Suresh M.	Sweeper	D	22-09-1980	20.08.2015

**PAYSHEET NO 4367 : (A.E.W.W.R/SOUTH SUP.)**

<b>Sr.</b>	<b>Name</b>	<b>Designation</b>	<b>Grade</b>	<b>DateofAppointment in MCGM</b>	<b>Appointmenin R/south</b>
1	GHODKE ROHIT RAVINDRA	ASST. ENG	B16	02-05-2007	22.11.2022
2	SAWANT ASHOK DATTARAM	CLERK	C27	01-10-1994	29.05.2009
3	KUMBHAR ARUN RAJARAM	CLERK	C27	12-12-1996	04.11.2011
4	BAING YOGITA YASHWANT	CLERK	C27	01-04-2005	14.11.2011
5	MHATRE VANDANA SHANKAR	CLERK	C27	15-12-2011	22.07.2024
6	MHATRE VANDANA SHANKAR	CLERK	C27	15.12.2011	23.07.2024
7	KOHAD SHWETA VINAYAK	CLERK	C27	22-08-20017	26.07.2024
8	vacant	Head clerk	C01		
9	vacant post	JR ENGINEER	C05		
10	vacant post	JR ENGINEER	C05		
11	vacant post	JR ENGINEER	C05		
12	vacant post	JR ENGINEER	C05		



13	CHOGLA MAHESH RAMCHANDRA	JR ENGINEER	C082	17-05-2019	17.05.2019
14	PATIL AMOL ANNASO	JR ENGINEER	C082	23-11-2015	27.11.2015
15	PAWAR SURAJ RAMESH	JR ENGINEER	C082	08-08-2019	08.08.2019
16	BOBADE ANKITA PRAVIN	JR ENGINEER	C082	25-09-2020	25.09.2020
17	PARMAR JIGAR BANSILAL	JR ENGINEER	C082	17-07-2020	29.07.2020
18	AHIRE BHAGYASHREE VIVEK	JR ENGINEER	C082	29-07-2020	07.08.2020
19	Vacant7	METER INSPECTOR	C038	-	-
20	Vacant6	METER INSPECTOR	C038	-	-
21	Vacant8	METER INSPECTOR	C038	-	-
22	Vacant9	METER INSPECTOR	C038	-	-
23	Vacant10	METER INSPECTOR	C038	-	-
24	Vacant11	METER INSPECTOR	C038	-	-
25	Vacant12	METER INSPECTOR	C038	-	-
26	Vacant5	METER INSPECTOR	C038	-	-
	GHAG VIJAY BABAJI		C038	04-10-1993	27.08.2018

27	VARTAK POONAM ROHIT	METER INSPECTOR	C038	11-01-1990	01.09.2018
28	DESAI URMIL DHANSUKHBHAI	METER INSPECTOR	C038	10-02-1995	26.11.2018
29	SATAM SNEHAL SANJAY	METER SUPVR	C004	24-07-1998	29.12.2022
30	WAINGANKAR SHAILESH GANPAT	METER SUPVR	C004	25-08-2006	01.05.2021
31	SOLANKI BIPIN MANILAL	PEON	D090	10-06-2014	10.06.2014
32	KHANDEKAR VITTHAL SHANKAR	RECORD ASST	D123	22-03-1995	11.08.2010
33	Vacant1	SUB ENG	B039		
34	SAWADH VINOD RAMRAOJI	SUB ENG	B039	17-12-2015	17.12.2015
35	NAGARE SACHIN DINKAR	SUB ENG	B039	20-09-2005	20.04.2022
36	KHEDKAR SANTOSH SHIVAJI	SUB ENG	B039	12-05-2009	07.02.2019
37	Vacant2	TYPIST	C033		

**PAYSHEET NO4368: (A.E.W.W.R/SOUTH LAB)**

<b>Sr.</b>	<b>Name</b>	<b>Designation</b>	<b>Grade</b>	<b>DateofAppointment in MCGM</b>	<b>Appointmenin R/south</b>
1	VACANT	CHAVIWALA	D		
2	VECANT POST	CHAVIWALA	D		
3	VECANT POST	CHAVIWALA	D		
4	VECANT POST	CHAVIWALA	D		
5	VECANT POST	FITTER II	D		
6	VECANT POST	FITTER II	D		
7	VECANT POST	FITTER II	D		
8	VECANT POST	FITTER II	D		
9	VECANT POST	FITTER II	D		
10	VECANT POST	FITTER II	D		
11	VECANT POST	FITTER II	D		
12	VECANT POST	FITTER II	D		
13	VECANT POST	FITTER II	D		
14	VECANT POST	FITTER II	D		

15	VACANT	LABOUR	D		
16	VACANT	LABOUR	D		
17	VECANT POST	LABOUR	D		
18	VECANT POST	LABOUR	D		
19	VECANT POST	LABOUR	D		
20	VECANT POST	LABOUR	D		
21	VECANT POST	MUSTER MUKADAM	D		
22	VECANT POST	MUSTER MUKADAM	D		
23	VECANT POST	MUKADAM	D		
24	VECANT POST	MUKADAM	D		
25	VECANT POST	SLUCEMAN	D		
26	VECANT POST	SLUCEMAN	D		
27	VECANT POST	SLUCEMAN	D		
28	VECANT POST	LABOUR	D		
29	VECANT POST	LABOUR	D		
30	VECANT POST	LABOUR	D		
31	VACANT	LABOUR	D		

32	VACANT	LABOUR	D		
33	VACANT	LABOUR	D		
34	VECANT POST	LABOUR	D		
35	VECANT POST	LABOUR	D		
36	VECANT POST	LABOUR	D		
37	VECANT POST	LABOUR	D		
38	VECANT POST	LABOUR	D		
39	VECANT POST	LABOUR	D		
40	VALANJU VIJAY KESHAV	MUKADAM	D	14-12-1995	14-12-1995
41	ANSAR MOHAMMAD YUSUF	LABOUR	D	01-10-1987	01-10-1987
42	RANE GAJANAN MADHUKAR	CHAVIWALA	D	02-08-1989	02-08-1989
43	JOGALE KRUSHNA TUKARAM	FITTER II	D	02-02-1992	02-02-1992
44	DAMSE SALU RAMA	SLUCEMAN	D	28-09-1993	28-09-1993
45	MASANE VILAS MAHADEO	SLUCEMAN	D	01-04-2005	01-04-2005
46	KAMBALE GANPAT NARAYAN	LABOUR	D	23-03-1993	23-03-1993
47	SOLANKI MAHESH SHYAMLAL	LABOUR	D	02-01-1988	02-01-1988
48	GAUDE SASHIKANT DATTARAM	LABOUR	D	07-12-1995	07-12-1995

49	BORDE YOHAN UMAKANT	FITTER II	D	04-12-1990	04-12-1990
50	MISAL SHARAD SHRAVAN	FITTER II	D	15-01-1988	15-01-1988
51	KAMBALE LAXMAN DHONDU	LABOUR	D	05-03-1993	05-03-1993
52	ARUNYATHIYAR KANAN RAMSWAMI	LABOUR	D	09-09-1989	09-09-1989
53	DHUMAL NARESH JANARDAN	FITTER II	D	17-03-1993	17-03-1993
54	CHACHE SUBHASH TUKARAM	SLUCEMAN	D	01-09-2005	01-09-2005
55	KUNCHIKORVE NAGESH HANAMANTA	LABOUR	D	13-05-1989	13-05-1989
56	HANDE KISAN DUNDA	FITTER II	D	02-10-1997	02-10-1997
57	SARGAR CHANDRAKANT WAMAN	FITTER II	D	19-08-1993	19-08-1993
58	LOPIS PETER PHELIX	MISTRY II	D	01-09-1993	01-09-1993
59	SOLANKI BABU MAGANLAL	SLUCEMAN	D	12-03-1996	12-03-1996
60	AAGRE VIJAY PANDURANG	SLUCEMAN	D	01-04-2005	01-04-2005
61	MOHITE MANESH WAMAN	MISTRY II	D	10-02-1996	10-02-1996
62	AMBEKAR RAHUL SHYAMRAO	LABOUR	D	24-09-2011	30-08-2013
63	CHAVAN VIJAY VASUDEV	FITTER II	D	01-03-1993	01-03-1993
64	BANDGAR ARUN SHIVA	LABOUR	D	02-05-2005	30-05-2017
65	KHARVI VIJAY VISHNU	FITTER II	D	01-01-1996	01-01-1996

66	TAKALE RAJESH ISHWAR	LABOUR	D	01-10-2011	30-08-2013
67	BHOIR AJIT DATTATRAY	LABOUR	D	07-07-2007	06-05-2010
68	KOKATE RAJESH AATMARAM	LABOUR	D	04-04-2005	05-10.2010
69	GAIKWAD DNYANESHWAR T.	LABOUR	D	13-09-2011	07-01-2019
70	BANDODE RAJU VISHWAMBHAR	SLUCEMAN	D	25-07-2008	25-07-2008
71	KAMBALE KASHINATH YASHWANT	SLUCEMAN	D	25-07-2008	25-07-2008
72	DHANU DILIP LAXMAN	LABOUR	D	12-10-2011	05-09-2013
73	GAMARE SANTOSH YASHWANT	SLUCEMAN	D	01-10-2011	01-10-2011
74	VAGAL AJIT SHARAD	LABOUR	D	02-07-2012	02-07-2012
75	ANJARA LALIT DINESH	LABOUR	D	05-03-2019	05-03-2019
76	SARSE RAMESH TRIMBAK	LABOUR	D	25-07-2008	25-07-2008
77	PALAV NILESH	LABOUR	D	03-10-2011	15-06-2022
78	RATHOD INDAL VASUDEV	LABOUR	D	13-03-2012-	13-03-2012
79	VARGHESE CHRISTOPHER ALBERT	LABOUR	D	01-10-2011	01-10-2011
80	AMATE UDAY SHANTARAM	LABOUR	D	01-11-2011	01-11-2011
81	PARTE PRAKASH KRUSHNA	LABOUR	D	12-10-2011	12-10-2011
82	PITALEKAR PRAKASH SITARAM	LABOUR	D	01-12-2011	01-12-2011

83	PARAB GANESH SURESH	LABOUR	D	12-10-2011	12-10-2011
84	JADHAV SURESH GANESH	LABOUR	D	07-07-2011	07-07-2011
85	RATHOD TARACHAND MANGAL	SLUCEMAN	D	10-06-2008	10-06-2008
86	MUNDHE RAMESH NAVNATH	SLUCEMAN	D	04-06-2008	04-06-2008
87	GHUTUGADE CHETAN L.	SLUCEMAN	D	04-06-2008	04-06-2008
88	AHIRE NITIN SANJAY	LABOUR	D	24-01-2019	24-01-2019
89	RANSING AMOL HIRAJI	LABOUR	D	07-02-2019	07-02-2019
90	JOGALE PRAKASH DAGADU	LABOUR	D	13-03-2015	13-03-2015
91	LAVATE SUNIL MARUTI	LABOUR	D	16-02-2015	16-02-2015
92	PARKAR AKSHAY ANKUSH	LABOUR	D	28-01-2019	28-01-2019
93	SWAMI SUSHANT JAYPRAKASH	LABOUR	D	28-09-2016	28-09-2016
94	KHARVA SHYAM CHINNU	LABOUR	D	06-01-2012	06-01-2012
95	WAGH BHAGYASHREE PRAMOD	LABOUR	D	05-09-2019	05-09-2019
96	SHIKALGAR IRFAN RAJAK	LABOUR	D	12-04-2016	12-04-2016
97	MAHALLE RAVI GAJANAN	LABOUR	D	16-01-2019	16-01-2019
98	JADHAV SANDIP CHHAGAN	LABOUR	D	11-10-2019	11-10-2019



**PAYSHEETNO: 4370 (SEW.OP.R/SOUTH)**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Grade</b>	<b>Date of Appointmentin MCGM</b>	<b>Appointment in R/south</b>
1	VACANT POST	DRN.ASST.	C		
2	VACANT POST	LABOUR	D		
3	VACANT POST	LABOUR	D		
4	VACANT POST	LABOUR	D		
5	VECANT POST	LABOUR	D		
6	VECANT POST	LABOUR	D		
7	VECANT POST	LABOUR	D		
8	VECANT POST	LABOUR	D		
9	VECANT POST	LABOUR	D		
10	VECANT POST	LABOUR	D		
11	VECANT POST	LABOUR	D		
12	VECANT POST	LABOUR	D		

13	VECANT POST	LABOUR	D		
14	VECANT POST	LABOUR	D		
15	VECANT POST	LABOUR	D		
16	VECANT POST	LABOUR	D		
17	VECANT POST	LABOUR	D		
18	VECANT POST	LABOUR	D		
19	VACANT POST	LABOUR	D		
20	CHAUDHARI EKANATH DAGDU	LABOUR	D	01-03-1990	01-03-1990
21	PATEL RANIYABHAI KIKLA	LABOUR	D	01-07-2015	01-07-2015
22	PATIL RAJENDRA SHANTARAM	LABOUR	D	22-03-2012	22-03-2012
23	KALEBHERE SUHAS SHANTARAM	LABOUR	D	18-10-2011	18-10-2011
24	WAGH DHONDIBA KANHU	LABOUR	D	10-10-2011	10-10-2011
25	PATIL VIJAY LAXMAN	LABOUR	D	07-08-2008	07-08-2008
26	GHUGE KIRAN BHAUSAHEB ( Handicap)	LABOUR	D	24-08-2017	24-08-2017
27	VECANT POST	MUKADAM	D		

28	VACANT POST	MUKADAM	D		
29	SONKUSARE SHANKAR BABU	MUKADAM	D	01-03-1990	01-03-1990

## PAYSHEETNO.:5905 (S.W.D.-LABOUR)

<b>SR NO</b>	<b>Nameoftheemployee</b>	<b>Designation</b>	<b>Grade</b>	<b>Dateof Appointment in MCGM</b>	<b>Date of appointment</b>
1	SOLANKI MANOJ GOVIND	HALAL C SWEPER	D	01-09-2006	01-09-2006
2	YOGESHWAR RAJBIR SARSAR	HALAL C SWEPER	D	06-05-2024	06-05-2024
3	VACANT	LABOURER	D		
4	VACANT	LABOURER	D		
5	VACANT	LABOURER	D		
6	VACANT 1	LABOURER	D		
7	VACANT 10	LABOURER	D		
8	VACANT 11	LABOURER	D		
9	VACANT 12	LABOURER	D		
10	VACANT 13	LABOURER	D		
11	VACANT 14	LABOURER	D		
12	VACANT 15	LABOURER	D		
13	VACANT 16	LABOURER	D		

14	VACANT 17	LABOURER	D		
15	VACANT 18	LABOURER	D		
16	VACANT 19	LABOURER	D		
17	VACANT 2	LABOURER	D		
18	VACANT 20	LABOURER	D		
19	VACANT 21	LABOURER	D		
20	VACANT 22	LABOURER	D		
21	VACANT 23	LABOURER	D		
22	VACANT 24	LABOURER	D		
23	VACANT 25	LABOURER	D		
24	VACANT 26	LABOURER	D		
25	VACANT 27	LABOURER	D		
26	VACANT 28	LABOURER	D		
27	VACANT 29	LABOURER	D		
28	VACANT 3	LABOURER	D		
29	VACANT 30	LABOURER	D		

30	VACANT 31	LABOURER	D		
31	VACANT 32	LABOURER	D		
32	VACANT 33	LABOURER	D		
33	VACANT 34	LABOURER	D		
34	VACANT 35	LABOURER	D		
35	VACANT 36	LABOURER	D		
36	VACANT 37	LABOURER	D		
37	VACANT 38	LABOURER	D		
38	VACANT 39	LABOURER	D		
39	VACANT 4	LABOURER	D		
40	VACANT 40	LABOURER	D		
41	VACANT 41	LABOURER	D		
42	VACANT 42	LABOURER	D		
43	VACANT 43	LABOURER	D		
44	VACANT 44	LABOURER	D		

45	VACANT 46	LABOURER	D		
46	VACANT 47	LABOURER	D		
47	VACANT 48	LABOURER	D		
48	VACANT 49	LABOURER	D		
49	VACANT 5	LABOURER	D		
50	VACANT 50	LABOURER	D		
51	VACANT 51	LABOURER	D		
52	VACANT 52	LABOURER	D		
53	VACANT 53	LABOURER	D		
54	VACANT 54	LABOURER	D		
55	VACANT 55	LABOURER	D		
56	VACANT 56	LABOURER	D		
57	VACANT 57	LABOURER	D		
58	VACANT 58	LABOURER	D		
59	VACANT 59	LABOURER	D		
60	VACANT 6	LABOURER	D		

61	VACANT 60	LABOURER	D		
62	VACANT 61	LABOURER	D		
63	VACANT 62	LABOURER	D		
64	VACANT 63	LABOURER	D		
65	VACANT 64	LABOURER	D		
66	VACANT 65	LABOURER	D		
67	VACANT 8	LABOURER	D		
68	VACANT 9	LABOURER	D		
69	DEVLEKAR SANJAY RAMCHANDRA	LABOURER	D	07-03-1988	07-03-1988
70	DHOTRE RAJU MARYA	LABOURER	D	07-03-1988	07-03-1988
71	JADHAV RAJENDRA BABURAO	LABOURER	D	01-03-1990	01-03-1990
72	KAMBLE RAVINDRA CHOKHA	LABOURER	D	07-12-1995	07-12-1995
73	GHUME CHANDRAKANT DHONDU	LABOURER	D	07-12-1995	07-12-1995
74	HONKATE RAMAKANT T	LABOURER	D	07-12-1995	07-12-1995
75	JADHAV MAHENDRA JAYARAM	LABOURER	D	07-12-1995	07-12-1995
76	MOHITE MADHUKAR VISHRAM	LABOURER	D	07-12-1995	07-12-1995



77	SINDALE HUSSANE SWAMIDAS	LABOURER	D	D114	07-09-1988	07-09-1988
78	PAWAR SUDHIR PANDURANG	LABOURER	D	D114	07-12-1995	07-12-1995
79	TAMBE SURYAKANT GANPAT	LABOURER	D	D114	07-12-1995	07-12-1995
80	DARJI AYUBALI BACHULAL	LABOURER	D	D114	02-01-1996	02-01-1996
81	VAGARE VAMAN SOPAN	LABOURER	D	D114	07-12-1995	07-12-1995
82	PHANSE PRAMOD ARUN	LABOURER	D	D114	20-10-2011	20-10-2011
83	GAVAD DATTARAM MOTIRAM	LABOURER	D	D114	14-10-2011	14-10-2011
84	KINI SANTOSH KAMLAKAR	LABOURER	D	D114	08-10-2011	08-10-2011
85	GHRAT DHANESH DATTATRAY	LABOURER	D	D114	02-03-2012	02-03-2012
86	PATIL MAHENDRA GAJANAN	LABOURER	D	D114	12-12-2011	12-12-2011
87	BENDRE SANTOSH SADASHIV	LABOURER	D	D114	01-10-2011	01-10-2011
88	DHONDABARE WALIBA INDU	LABOURER	D	D114	01-10-2011	01-10-2011
89	THAKUR VIPUL HARESHWAR	LABOURER	D	D114	10-11-2008	10-11-2008
90	BHOYE MANGILAL PUNDALIK	LABOURER	D	D114	03-10-2011	03-10-2011
91	KORADE RAMDAS PANDURANG	LABOURER	D	D114	04-11-2011	04-11-2011
92	RAUT SANTOSH MARUTI	LABOURER	D	D114	08-11-2006	08-11-2006

93	SHETTY DOMINICSAVIO K.	LABOURER	D	D114	13-04-2016	13-04-2016
94	AWARI BHAGWAN KARBHARI	LABOURER	D	D114	03-10-2011	03-10-2011
95	BHOIR NILESH RAMESH	LABOURER	D	D114	10-11-2008	10-11-2008
96	DHOTRE SUNIL MUKARYA	LABOURER	D	D114	01-07-2014	01-07-2014
97	PHAD SANDEEP BALASAHEB	LABOURER	D	D114	03-11-2011	03-11-2011
98	GAIKAR KIRAN KISAN	LABOURER	D	D114	15-11-2011	15-11-2011
99	GHATAL SANJAY VITTHAL	LABOURER	D	D114	24-09-2011	24-09-2011
100	DONGRE KAILAS JANARDAN	LABOURER	D	D114	10-06-2008	10-06-2008
101	GURAV ANANT ATMARAM	LABOURER	D	D114	24-06-2008	24-06-2008
102	RAUT HARESH BALKRISHNA	LABOURER	D	D114	10-06-2008	10-06-2008
103	KUNCHIKORVE DEEPAK S	LABOURER	D	D114	04-12-2009	04-12-2009
104	ARJUN ASHOK MANE	LABOURER	D	D114	17-09-2021	17-09-2021
105	BAING PRAVIN BHARAT	LABOURER	D	D114	08-12-2010	08-12-2010
106	PITLEKAR SUSHIL SAVADA	LABOURER	D	D114	08-12-2010	08-12-2010
107	PAWAR PRASHANT TARACHAND (HANDICAP)	LABOURER	D	D114	19-07-2018	19-07-2018
108	PAWAR AVINASH SHANTARAM	LABOURER	D	D114	25-10-2012	25-10-2012

109	JADHAV ANIL MASU	LABOURER	D	09-11-2009	09-11-2009
110	DISCUZA VIVIYAN PITER	LABOURER	D	05-12-2023	05-12-2023
111	NARVEKAR BHUPESH DEEPAK	LABOURER	D	21-07-2022	21-07-2022
112	BORICHA HITESH GOVIND	LABOURER	D	01-09-2023	01-09-2023
113	KHARVI ROHIT KISAN	LABOURER	D	14-09-2022	14-09-2022
114	VACANT 1	MASON II	D		
115	VACANT	MUKADAM	D		
116	VACANT 1	MUKADAM	D		
117	LOKRE SHASHIKANT DHONDIRM	MUKADAM	D	07-03-1988	07-03-1988
118	KHARVI VIJAY KRISHNA	MUKADAM	D	01-11-1991	01-11-1991
119	MOHITE SANTOSH RAJARAM	MUKADAM	D	01-09-1995	01-09-1995
120	KHAIRE ASARYA JANU	MUKADAM	D	01-03-1990	01-03-1990
121	KAMBLE PRAKASH DHONDIRAM	MUKADAM	D	16-11-1988	16-11-1988
122	PAHADE SURESH NARAYAN ( Handicap)	MUKADAM	D	18-11-2009	18-11-2009

**PAYSHEETNO:-5893 (ROADS-LABOUR)**

<b>SR NO</b>	<b>Nameoftheemployee</b>	<b>Designation</b>	<b>Grade</b>	<b>Date of Appointment inMCGM</b>	<b>Date of appointment</b>
1	VACANT POST J	CARPENTER II	D-053		
2	VACANT POST K	CARPENTER II	D-053		
3	VACANT POST L	CARPENTER II	D-053		
4	NAGARKAR ARVIND PRABHAKAR	CARPENTER II	D-053	02-01-1989	02-01-1989
5	VACANT	LABOURER	D-114		
6	VACANT POST	LABOURER	D-114		
7	VACANT POST	LABOURER	D-114		
8	VACANT POST	LABOURER	D-114		
9	VACANT POST	LABOURER	D-114		
10	VACANT POST	LABOURER	D-114		
11	VACANT POST	LABOURER	D-114		
12	VACANT POST	LABOURER	D-114		
13	VACANT POST	LABOURER	D-114		

14	VACANT POST	LABOURER	D-114		
15	VACANT POST R	LABOURER	D-114		
16	VACANT POST S	LABOURER	D-114		
17	VACANT POST T	LABOURER	D-114		
18	VACANT POST U	LABOURER	D-114		
19	VACANT POST V	LABOURER	D-114		
20	VACANT POST W	LABOURER	D-114		
21	VACANT POST X	LABOURER	D-114		
22	VACANT POST Y	LABOURER	D-114		
23	VACANT POST Z	LABOURER	D-114		
24	VACANT POST AA	LABOURER	D-114		
25	VACANT POST AB	LABOURER	D-114		
26	VACANT POST AC	LABOURER	D-114		
27	VACANT POST AD	LABOURER	D-114		
28	VACANT POST AE	LABOURER	D-114		
29	VACANT POST AF	LABOURER	D-114		

30		LABOURER	D-114		
31	VACANT POST AH	LABOURER	D-114		
32	VACANT POST AI	LABOURER	D-114		
33	VACANT POST AJ	LABOURER	D-114		
34	VACANT POST AK	LABOURER	D-114		
35	VACANT POST AL	LABOURER	D-114		
36	VACANT POST AM	LABOURER	D-114		
37	VACANT POST AN	LABOURER	D-114		
38	VACANT POST AO	LABOURER	D-114		
39	VACANT POST AP	LABOURER	D-114		
40	VACANT POST AQ	LABOURER	D-114		
41	VACANT POST AR	LABOURER	D-114		
42	VACANT POST AS	LABOURER	D-114		
43	VACANT POST AT	LABOURER	D-114		
44	VACANT POST AU	LABOURER	D-114		
45	VACANT POST AV	LABOURER	D-114		

46	VACANT POST AW	LABOURER	D-114		
47	VACANT POST AX	LABOURER	D-114		
48	VACANT POST AY	LABOURER	D-114		
49	VACANT POST AZ	LABOURER	D-114		
50	VACANT POST BA	LABOURER	D-114		
51	VACANT POST BB	LABOURER	D-114		
52	VACANT POST BC	LABOURER	D-114		
53	VACANT POST BD	LABOURER	D-114		
54	VACANT POST BE	LABOURER	D-114		
55	VACANT POST BF	LABOURER	D-114		
56	VACANT POST BG	LABOURER	D-114		
57	VACANT POST BH	LABOURER	D-114		
58	VACANT POST BI	LABOURER	D-114		
59	VACANT POST BJ	LABOURER	D-114		
60	JALIL AHMED HASAN ALI	LABOURER	D-114	29-06-1991	29-06-1991
61	JADHAV SONYA GIDDA	LABOURER	D-114	01-04-2005	19-05-2018

62	KADAM AMARJEEV GANPAT	LABOURER	D-114	07-12-1995	07-12-1995
63	MHATRE VIVEKANAND R	LABOURER	D-114	07-12-1995	07-12-1995
64	PATEL PRAKASH MISHRA	LABOURER	D-114	07-03-1988	07-03-1988
65	JADHAV ARVIND NARAYAN	LABOURER	D-114	07-12-1995	07-12-1995
66	SONAWANE ANANT MOTIRAM	LABOURER	D-114	29-06-1991	29-06-1991
67	BAING CHANDRAKANT NARAYAN	LABOURER	D-114	20-04-2005	20-04-2005
68	CHAVAN SANTOSH BHIKAJI	LABOURER	D-114	01-06-1991	01-06-1991
69	PATIL RUPESH VILAS	LABOURER	D-114	10-06-2008	10-06-2008
70	KAMBLE NAGESH MARUTI	LABOURER	D-114	25-07-2008	25-07-2008
71	ANDHALE MANIK RAGHUNATH	LABOURER	D-114	21-09-2011	21-09-2011
72	VANITA ATMARAM PISE	LABOURER	D-114	12-02-2020	12-02-2020
73	WARANGE SANTOSH TUKARAM	LABOURER	D-114	10-06-2008	10-06-2008
74	GOTHANKAR VINAYAK JAYRAM	LABOURER	D-114	01-08-2008	01-08-2008
75	GHARAT SANDESH SHANTARAM	LABOURER	D-114	01-08-2008	01-08-2008
76	JADHAV SHAILESH GANGARAM	LABOURER	D-114	05-06-2008	05-06-2008
77	BANE PRADIP NATHURAM	LABOURER	D-114	24-12-2015	24-12-2015



78	DHADVAD SUNIL SOMNATH	LABOURER	D-114	20-06-2008	20-06-2008
79	DALVI GANESH BHARAT ( Handicap)	LABOURER	D-114	07-09-2017	07-09-2017
80	SACHIN RAJPATI JAISWAL	LABOURER	D-114	08-12-2021	08-12-2021
81	OMKAR RAMCHANDRA RANE	LABOURER	D-114	20-10-2022	20-10-2022
82	VACANT POST G	MASON II	D-059		
83	ABDUL HABIB GHOSI	MASON II	D-059	01-11-1991	01-11-1991
84	VACANT POST H	MISTRY II	C-060		
85	VACANT POST I	MISTRY II	C-060		
86	VACANT POST	MUKADAM	D-087		
87	VACANT POST Q	MUKADAM	D-087		
88	PARBATE RAMESH VISHRAM	MUKADAM	D-087	07-12-1995	07-12-1995
89	PATIL SURENDRAKUMAR K	MUKADAM	D-087	01-10-1994	01-10-1994
90	RANDIVE SAHEBRAO RAMRAO	MUKADAM	D-087	20-11-1991	20-11-1991
91	PAWAR SANJAY GOVIND	MUKADAM	D-087	01-11-1991	01-11-1991
92	HANIF MOHAMMED ALI MOHAMM	MUKADAM	D-087	01-09-1995	01-09-1995
93	RAMASWAMY MUTHU VARDHAN	MUKADAM	D-087	01-09-1995	01-09-1995

94	RAUL SUNIL DHARMA	MUKADAM	D-087	01-09-1995	01-09-1995
95	GURAV PRAKASH GOPAL	MUKADAM	D-087	24-06-2008	24-06-2008
96	PAWAR KIRAN SHIVRAM ( Handicap)	MUKADAM	D-087	19-06-2007	19-06-2007
97	VACANT POST E	PAINTER II	D-053		
98	VACANT POST F	PAINTER II	D-053		
99	VACANT POST D	RD.ROLLER DRVR.	D-025		
100	vacant	RD.ROLLER DRVR.	D-025		

## PAYSHEETNO:-5906 (BUILDING-LABOUR)

SR NO	Nameoftheemployee	Designation	Grade	Date of Appointment in MCGM	Dateofappointment
1	VACANT	LABOURER	D114		
2	VACANT	LABOURER	D114		
3	VACANT	LABOURER	D114		
4	VACANT	LABOURER	D114		
5	VACANT	LABOURER	D114		
6	VACANT	LABOURER	D114		
7	VACANT	LABOURER	D114		
8	JAIWAL HIRALAL R.	LABOURER	D114	08-09-1987	08-09-1987
9	PATIL MADHUKAR HARI	LABOURER	D114	26-11-1991	26-11-1991
10	POWAR BALKRISHNA APPA	LABOURER	D114	08-09-1987	08-09-1987
11	JADHAV PRAKASH VITHOBA	LABOURER	D114	06-01-2012	16-06-2019
12	VINCHU ROHIT KHANDU( Handicap)	LABOURER	D114	07-09-2017	07-09-2017

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

Details of allocations of budget and disbursement made in the office of administrative officer R/south ward.

**Format A current year 2023-2024**

SR.NO	Budget Head Description	Grant Received	Planned use	Remarks
1	'A' Budget	1,452,903,500	1,368,972,300	-
2	B' Budget	Nil		-
3	'G' Budget	Nil		-

**Format B Previous year 2022-2023**

SR.NO	Budget Head Description	Grant Received	Grand Utilized	Grand Surrender	Result
1	'A' Budget	672,347,000	575,279,300	-	-
2	B' Budget	Nil		-	-
3	'G' Budget	Nil		-	-

**Format B Previous year 2021-2022**

SR.NO	Budget Head Description	Grant Received	Grand Utilized	Grand Surrender	Result
1	'A' Budget	649,261,000	551,172,765	-	-
2	B' Budget	Nil		-	-
3	'G' Budget	Nil		-	-

**Section4(1)(b)(xii)**

Manner of execution of subsidy program in the office of Administrative Officer at R/South Ward.

.....Nil.....

**Section4(1)(b)(xiii)**

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

.....Nil.....

**Section4(1)(b)(xiv)**

Details of information available in electronic for mintheoffice of Administrative Officer at R/South Ward.

<b>Sr.No.</b>	<b>TypeofDocumentsfile/Register</b>	<b>SubTopic</b>	<b>InwhichElectronicFormatitiskept</b>	<b>PersoninCharge</b>
01.	Nil	Nil	Nil	

**Section4(1)(b)(xv)**

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

- Informationaboutfacilitiesforinspectionofrecord.

<b>Sr.No.</b>	<b>TypeofFacility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>PeroninCharge</b>
1.	Inspection of Record	3.00 p.m. to 5.00 p.m on Monday and Friday (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 minutesor fraction thereof will be charged thereafter.	Office of Administrative officer R/South Ward, Room no. 105, 1 <sup>st</sup> Floor, M. G. Cross Road 2, Mumbai.400 067.  Ph.022-280560000	Administrativeofficer R/south Ward.

**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/South Ward.

**PIOA**

<b>Sr. No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address Ph.No.</b>	<b>E.mail id for purpose of RTI</b>	<b>Appellate authority</b>
1.	SMT. Anjali Narvekar	Administrative officer	R/South Ward	Office of Administrative officer R/South Ward, Room no. 105, 1 <sup>st</sup> Floor, M. G. Cross Road 2, Mumbai. 400 067.  Ph. 022-280560000  Ex. 139		Shri. Lalit Krishnaji Talekar  R/South Ward, Room no 201 2nd Floor Floor, M. G. Cross Road 2, Mumbai. 400 067.  Ph. 280560000  Ex. 201

**APIOs B**

<b>Sr.No.</b>	<b>NameofAPIO</b>	<b>Designation</b>	<b>JurisdictionasAPIOunderRTI</b>	<b>Address/ph.no.</b>
1	Shri. Devendra Ogale	HeadClerk	R/South Ward	Office of Administrative officer R/South Ward, Room no. 105, 1 <sup>st</sup> Floor, M. G. Cross Road 2, Mumbai.400 067. Ph.022-280560000
2	Shri. Jaya Ghuge	HeadClerk	R/South Ward R/South Ward	
3	Pramod Patil	HeadClerk	R/South Ward	

**Appellate authority C**

<b>Sr. No.</b>	<b>Name of Appellate authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>PIOreporting</b>	<b>E.mail id for purpose of RTI</b>
1.	SMT.Anjali Narvekar	Assistantcommissioner	R/South Ward	Administrativeofficer	



**Section4(1)(b)(xvii)Other**

**Information**

**Post Status Report of R/South Ward as on 01.07.2024**

**I. Maintenance & Building & Factory deptt. R/South Ward**

<b>Nameofthepost</b>	<b>Nos.of posts</b>	<b>Nos.ofposts filled in</b>	<b>No of vacancies</b>	<b>Remarks</b>
AssistantEngineer(Maint)	2	2	0	
AssistantEngineer(B&F)	3	3	0	
SubEngineer(Maint)	1	1	0	
SubEngineer(B&F)	5	5	0	
SubEngineer(M&E)	1	1	0	
JuniorEngineer(Maint)	10	7	3	
JuniorEngineer(B&F)&Slum	10	10	0	
BldgMukadam	4	1	3	
<b>Total</b>	<b>36</b>	<b>30</b>	<b>6</b>	

## II. Administration of R/South Ward (MC & CE Unit & Roads)

Name of the post	Nos.of posts	Nos.of posts filledin	No of vacancies	Remarks
Asstt Commissioner	01	00	01	
Ex.Engineer	01	00	01	
AdministrativeOfficer	01	01	00	
ComplaintOfficer	01	01	00	
Sr.Steno	01	00	01	
Jr. Steno	01	00	01	
Headclerk	02	02	00	
Clerk	18	18	00	
Storeclerk	01	01	00	
TelephoneOperator	02	00	02	
Peon	12	11	01	
Record Asstt.	01	01	00	
<b>Total</b>	<b>42</b>	<b>35</b>	<b>07</b>	

### III. Asstt. Engineer (Waterworks) R/South Ward

Nameofthepost	Nos.of posts	Nos.of postsfilled in	No ofvacancies	Remarks
A.E.	1	1	0	
S.E.	4	3	1	
J.E.	10	6	4	
H.C.	1	0	1	
M.S.	2	2	0	
M.I.	11	4	7	
CLERK	6	4	2	
TYPIEST	1	0	1	
RECORD ASST.	1	1	0	
PEON	1	1	0	
Labourar	53	40	13	
Mukadam	5	1	4	
Sluiceman	14	11	3	
Mistry-II	2	2	0	
fitter-II	18	8	10	
Chaviwala	06	2	4	
<b>TOTAL</b>	<b>136</b>	<b>86</b>	<b>50</b>	

#### **IV. Medical Officer (Health) R/South Ward (Med & San)**

<b>Name of the post</b>	<b>Nos. of posts</b>	<b>Nos. of posts filled in</b>	<b>No. of vacancies</b>	<b>Remarks</b>
Medical Officer (Health)	01	01	00	
Asstt Medical Officer	02	01	01	
Medical Officer (Dist TB Officer)	01	00	01	
Senior Sanitary Inspector	01	01	00	
Sanitary Inspector	04	02	02	
Clerk	06	00	06	
B.R.K.	03	02	01	
D.R.K.	11	06	05	
Notice Karkoon	01	00	01	
Peon	02	02	00	
Cementary Attendant	12	09	03	
Disinfect Sub Inspector	01	01	00	
Labour	05	01	04	
Non Schedule DRK	13	10	03	
<b>Total</b>	<b>63</b>	<b>36</b>	<b>27</b>	

**V. Sr.MedicalOfficer(Dispensary) R/South Ward**

<b>Name of the post</b>	<b>Nos.of posts</b>	<b>Nos.of posts filled in</b>	<b>No of vacancies</b>	<b>Remarks</b>
SeniorMedicalOfficer	1	0	1	
MedicalOfficer	8	02	06	
Pharmacist	11	02	09	
LabTechnician	4	01	03	
Dresser	11	04	07	
Labour	10	01	09	
Sweeper	4	04	00	
TrainedVaidya	1	1	0	
DresserAyurvedic	1	0	1	
PharmacistAyurvedic	1	1	0	
<b>Total</b>	<b>52</b>	<b>16</b>	<b>36</b>	

**Vacant Post Report of Maintenance & Building & Factory Deptt./Estate/Sew/SWD of  
R/South Ward  
(Labourer Estt.) as on 01 July 2024**

<b>Name of the post</b>	<b>Nos.of posts</b>	<b>Nos.of posts filled in</b>	<b>No of vacancies</b>	<b>Remarks</b>
Road Roller Driver	2	1	1	
Menson-II	2	1	1	
Mistry-II	2	0	2	
Carpenter-II	4	1	3	
Painter-II	2	0	2	
Mukadam	11	9	2	
Labourar	226	82	144	
Dranae Asst	1	0	1	
Meson	3	0	3	
Mukadam	1	0	1	
Meson	1	0	1	
Suwper Cum	2	1	1	
	<b>257</b>	<b>95</b>	<b>162</b>	

**TheEnd**