



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act 2005 of E ward

**ADMINISTRATIVE OFFICER (SCHOOL)
E WARD**

ADDRESS - Administrative officer (school) E ward,
E ward officer building, 2nd floor, R. No. 17,
Shaikh Hafizuddin Marg, Byculla (W), Mumbai – 008.
Contact No. - 23081471 / 2

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BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD
RTI ACT 4 MANNUAL 4 (1) (b) (i) TO (XVII)

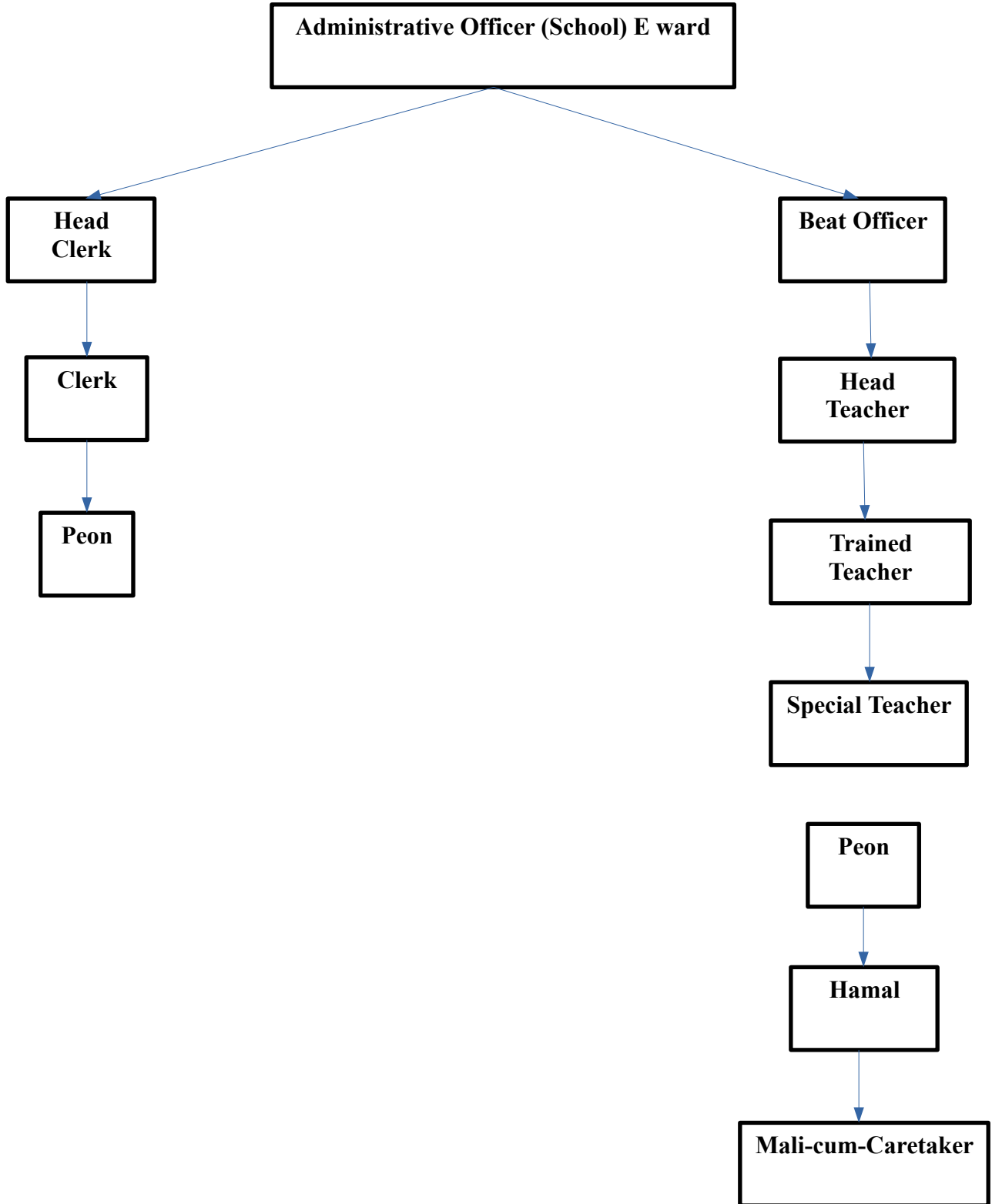
Section 4 (1) (b) (i)

The particulars of functions & duties of Administrative Officer (School):-

1	Name of the Public Officer	Administrative Officer (School) Shri. Vinod Bhagoji Kadam
2	Address	Room No. 17, 2nd floor, 'E' ward office Building, Shaikh Hafijuzuddin Marg, Sakhali Street, Byculla, Mumbai- 400 008.
3	Head of the Office	Administrative Officer (School)
4	Parent Govt. Dept.	Education Officer
5	Office Timings	Monday to Saturday : 9.00 a.m. to 5.30 p.m. (Lunch Time) : 1.00 p.m. to 1.30 p.m. 2 nd & 4 th Saturdays Holiday
6	Reporting to which office	Deputy Education Officer, Zone : 1
7	Contact Details	Telephone no : 23081471 Extn : 204
8	Jurisdiction	'E' ward is bounded by the Thane creek on the East, central railway on West Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Marg on South side covering North Central portion of the city.
9	Vision-	Education & Administrative Work
10	Mission	Education
11	Objectives	Free and Compulsory Education
12	Functions	Give visit to School Building and keep check on school functioning and management, day to day operations and maintenance works of Administrative Office (School)
12	Section Duties	1) Supervision and control of office staff. 2) Check the daily attendance of staff. 3) Check records. 4) Keep checks on important papers coming from Commissioner and deputy commissioner. 5) Keep records of audit note made by MCGM's auditors and clear the audit note. 6) Maintain Office Discipline 7) Give answers to the questions of labour organisation. 8) Guide the staff and grant their leaves. 9) To dispose the correspondence and information required under RTI.
13	Details of Services provided (In Brief)	Education
14	Weekly Holidays	Sunday and public holidays

BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Flow chart of Office Staff of Administrative Officer (School)



BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (ii)

Sr. No.	Designation	Rights	Under which legislation	Remarks
1.	Administrative Officer	1. Financial Rights :- To sanction the bill upto the amount Rs.5000/-	Municipal Corporation Service Rules 1989	
2.		2. Administration Rights :- 1. To approve leaves of the staff of A. O. Office. 2. To sanction financial matters of lower cadre employees. 3. Take information compliance made by staff. 4. To check S.B. of staff of AO School. 5. If necessary take action of inquiry against staff of A.O. school. 6. To give sanction for paysheet, effective and contingency and other cheques of school in respective ward. 7. To give order of transfer of peon and Hamal of the department. 8. To keep record of all schools of respective ward. 9. Municipal building, rented building and unrented school building maintenance. 10. Maintain communication with government, semi government and public. 11. To provide salary and service certificate. 12. To finalize and approve school contingency amount. 13. Make a demand of goods need to Bhandarniyatrak, uniform to class IV staff and stationary needed for school.	Municipal Corporation Service Rules, 1989	
		Magisterial Rights : Nil		
		Quasi Judicial Rights : Nil		
		Judicial Rights : Nil		

BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (iii)

MANUAL NO.3

The Procedure followed in the decision – making process, including channels of supervision and accountability in the office of Administrative Officer (School)

Office Administrative Officer (School), E Ward does not take any decision

1. Name of the Activity -
2. Name of the Acts / Acts -
3. Related Provisions -
4. Rules -
5. Govt. Resolutions -
6. Circulars -

Sr. No.	Activity	Steps Involved	Time limit	Authority role and responsibility of the employee / officer in connection with each activity (mention designation)	Remarks
	Nil				

Section 4 (1) (B) (iv)

MANUAL NO.4

Financial and physical targets set for discharge of its functions in the office of Administrative Officer (School) Organizational targets (Annual) - Nil

Sr. No.	Designation	Activity	Financial / Physical Targets in Rs.	Time Limit	Remarks
1.	Administrative Officer	Administrative work	Nil	Nil	Nil

BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (v)

MANUAL NO.5

1. Administrative Officer (School)

Sr. No.	Subject	G.R. / Circular / Office order, Rule No. Notification etc. Date	Remarks if any
1.		MMC Service Rules	
2.		Provident Fund Act	
3.		Pension Act	
4.		Industrial Dispute Act	
5.		RTE	

2. Expenditure :

Sr. No.	Subject	G.R. / Circular / Office order, Rule No. Notification etc. Date	Remarks
1.	Sign on Cheques	Sign on certificates and cheques send by Engineer Department before sending it to Account.	
2.	Renewal of Railway Pass of staff	Need to take permission to new railway pass or renew of it	
3.	Conduct annual exam, set paper and declare result		

3. Revenue :

Sr. No.	Subject	G.R. / Circular / Office order, Rule No. Notification etc. Date	Remarks
Nil	Nil	Nil	Nil

4. Inward and Outwards :

Sr. No.	Subject	G.R. / Circular / Office order, Rule No. Notification etc. Date	Remarks
Nil	Nil	Nil	Nil

5. Citizen Facilitation Centre :

Sr. No.	Subject	G.R. / Circular / Office order, Rule No. Notification etc. Date	Remarks
Nil	Nil	Nil	Nil

BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (vi)

MANUAL NO.6

Statement of categories of documents that are held and under the control of the office of Administrative Officer (A/O – Department of Schools) at the Assistant Commissioner -

1. Expenditure

Sr. No.	Subject	Type of Document file or register	File No. Or Register No.	Particulars	Periodicity of Preservation
1	1. Employer's attendance & Pay Sheet	File	Nil	A Record Class	Permanently
	2. Confidential report	File (Kept with B.O.)	Nil		
	3. Authorization Letter	File	Nil		
	4. Service Seniority List	File	Nil		
2	5. Employer's Service Book	File	160	B Record Class	30 Yrs
	1 Municipal Corporation Payment and Claims (Retirement Salary, Pension Claim, NCPF Claim Provident Fund, Pity Case) Documents	File (P.C.)	Nil		
		File (NCPF)	NIL		
	2 Appointment / Transfer Promotions / Post Appointment / Permanent	File	Nil		
	3. Proposal	File	Nil		
3	1 Leave Application Documents (C.L.)	File	Nil	D Record Class	1 Year
	2 Overtime Allowance Documents Register Book	File	Nil		
	3 Correspondence with the Employees	File	Nil		
4	1 Enquiry Documents	File	Nil	C 1 Record Class	10 Yrs.
	2 Insubordination Documents / Indiscipline	File	Nil		
	3 Income Tax File	File	Nil		
	4 PF (Advance Income) PF register not maintained application inward in	Register	Nil	C 1 Record Class	10 Yrs.
5	Temporary Appointment	File	Nil	C Record Class	5 Yrs.
6	Leave Application (C.L.)	File	Nil	D Record Class	1 Yrs

2. Revenue:

Sr. No.	Subject	Type of Document file or register	File No. Or Register No.	Particulars	Periodicity of Preservation
1	27 Articles	File	Nil	B Class	5 years
2	Issuing of Duplicate LC	File	Nil	C Record Class	5 Years

3. Inward and Outwards:

Sr. No.	Subject	Type of Document file or register	File No. Or Register No.	Particulars	Periodicity of Preservation
1	Inward & Outward	Register	Nil	C Class	5 Years

4. Citizen Facilitation Centre:

Sr. No.	Subject	Type of Document file or register	File No. Or Register No.	Particulars	Periodicity of Preservation
1	Water Supply	Register	Nil	C Class	5 Years
2	Property Tax	Register	Nil	A	Permanent
3	Recovery of Audit Note	Register	Nil	C Class	5 Years

Documents kept in Education department Commissioner No.16 (1965-66) As following according to No. MLG 9586 Dated 19-4-65

Grade	Periodicity of Preservation
A	Permanent
B	30 Years
C2	15 Years
C1	10 Years
C	5 Years
D	1 Year

All above grade documents are available at Education Department in Currey Road

BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (vii)

MANUAL NO.7

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner – E Ward)

In the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner – E Ward) No Policy decision has been taken, therefore question of before implementation of any such decision of any such decision discussing with public or local representative do not arise.

Section 4 (1) (B) (viii)

MANUAL NO.8

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

1. M.C.G.M. has created a Prabhad Samiti (Ward Committee) to address grievances of citizens, to provide basic services at D Ward as below.

Sr. No.	Name of the Committee board / council / other bodies	Composition of committee Board council other Bodies	Purpose of the Committee Board / Council / other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at
		Advance Locality Management (ALM)	To help all common people in their basic needs and provide their needs	Monthly Once or as per the presidents directions	None	Yes the Minutes are available on the website	MCGM E Ward Secretary
		1					
		2					
		3					
		4					
		5					
		6					

BRIHANMUMBAI MAHANAGARPALIKA

2. Statement of categories of documents that are held and under the control of the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner – E Ward)

Sr. No.	Name of the Committee board / council / other bodies	Compositi on of Committee Board Council other bodies	Purpose of the Committee Board / Council / other bodies	Fregquenc y of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at
2	Local Area Citizens Committee (LACC)	Nil					

Section 4 (1) (B) (ix)

MANUAL NO.9

Directory of the officers and employees

Sr. No	Designation	Name of the Officers / Employees	Ward	Employee Code	Date of Joining	Contact Details ph/ fax / email	Pay	D.A.
1.	Administrative Officer	Shri. Vinod Bhagoji Kadam	E	4153885	02.05.2008	9930880894	66600	5994
2.	Inspector School	Shri. Asfaq Ahmed Abdul	E	3906288	08.10.1997	8879337237	64100	5769
3.	Inspector School	Shri. Narendra Harilal Parmar	E	3388288	01.07.1986	8108206962	72100	6489
4.	Inspector School	Shri. Pandurang Lahanu Bhoys	E	3685583	07.01.1992	9158862553	62100	5589
5.	Head Clerk	Smt. Ujala Pankaj Vaity	E	4027854	16.08.2006	9004374855	39900	3591
6.	Clerk	Shri. Arun Ganpat Mohite	E	3994856	01.08.2000	8108819883	35000	3150
7.	Cerk	Shri. Rahul Jagan Deokar	E	4455130	21.05.2015	9422592398	24500	2205
8.	Clerk	Shri. Viren Gopal Gosavi	E	4346485	13.04.2012	9619688122	26000	2340
9.	Peon	Shri. Sadasiv Subhana Naik	E	3699364	12.05.1992	9892451560	39400	3546
10.	Peon	Smt. Akshata Narendra Palav	E	4280477	27.09.2010	8108113191	24700	2223

BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (x)

MANUAL NO.10

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

Sr. No	Designation	Name of the Officers / Employees	Basic	DA	HRA	SP. Allowance	T.A.	Total Amount
1.	Administrative Officer	Shri. Vinod Bhagoji Kadam	66600	5994	15984	463	1200	90241
2.	Inspector School	Shri. Asfaq Ahmed Abdul	64100	5769	15384	463	1200	86916
3.	Inspector School	Shri. Narendra Harilal Parmar	72100	6489	17304	463	1200	97556
4.	Inspector School	Shri. Pandurang Lahanu Bhoys	62100	5589	14904	-	600	83193
5.	Head Clerk	Smt. Ujala Pankaj Vaity	39900	3591	9576	-	600	53667
6.	Clerk	Shri. Arun Ganpat Mohite	35000	3150	8400	-	600	47150
7.	Cerk	Shri. Rahul Jagan Deokar	24500	2205	5880	-	600	33185
8.	Clerk	Shri. Viren Gopal Gosavi	26000	2340	6240	-	600	35180
9.	Peon	Shri. Sadasiv Subhana Naik	39400	3546	-	-	600	43661
10.	Peon	Smt. Akshata Narendra Palav	24700	2223	5928	-	600	33566

BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (xi)

MANUAL NO.11

The Budget allocated to the office of Administrative Officer (A/O -Department of Schools) at the Assistant Commissioner – E Ward) indicating the particulars of all allocation and expenses amount for the period 01.04.2018 to 31.03.2019 given below :

Model 'A' Current Year

Sr. No.	Title of Budget	Sanction Amount	Proposed Used	Remarks (If applicable)
-	-	-	-	-

Model 'B' Current Year

Sr. No.	Title of Budget	Sanction Amount	Proposed Used	Remarks (If applicable)
-	-	-	-	-

Section 4 (1) (B) (xii)

MANUAL NO.12

The system for disbursement at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner – E Ward

In the year 2018-19 no grants disbursement has been made and there is provision for disbursement in the office of Administrative Officer (A/O – Department of Schools) at the Assistant Commissioner – E Ward)

BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (xiii)

MANUAL NO.13

The particulars of recipients of concession, permits or authorizations granted by the office of Administrative Officer (A/O – Department of Schools) at the Assistant Commissioner – E Ward

From the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner – E Ward) no concessions permissions or authorizations letter has been issued to any citizen, the details is Nil.

Section 4 (1) (B) (xiv)

MANUAL NO.14

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

1. Administrative Officers (School)

Sr. No.	Type of Documents	Sub Topic		In which Electronic Format it is kept	Person in Charge
1	Nil	Nil	1	Tape	
			2	PhotoFith (Film)	
			3	CD	
			4	Floppy	
			5	Others	
				As above any information is not in record	

2. Expenses
3. Revenue
4. Inward – Outward
5. Civic Facilities

BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (xv)

MANUAL NO.15

The particulars of facilities available to citizens for obtaining information the office of Administrative Officer (A/O – Department of Schools) at the Assistant Commissioner – E Ward

1.	Time reserved for public meeting	During office hours (Monday – Friday)
2.	Information of Website	
3.	Information of Call Centre	Nil
4.	Information for records Information	Timing for records Inspection 3.00 pm to 5.00 pm
5.	Information available for work inspection	3.00 pm to 5.00 pm
6.	Information available for format Collection	3.00 pm to 5.00 pm
7.	Information about Notice Board	
8.	Information about Library	Nil
9.	Information about Reception / Enquiry	Nil
10.	Information to contact after Office Hours	Nil
11.	Information regarding Emergency Contact	Emergency Contact No.02223081471 Extn.204

BRIHANMUMBAI MAHANAGARPALIKA
ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (xvi)

MANUAL NO.16

Information regarding public information officer, Assistant Information Officers and First Information Officers at the office of Administrative Officer – (A/O – Department of Schools) at the Assistant Commissioner – E Ward)

Format 'A'

Sr. NO.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Adress / Phone No.	Email ID for purpose of RTI	Appellate authority
1.	Shri. Vinod Bhagoji Kadam	Administrative Officer	E Ward	Administrative Officers (school) E ward, E ward officer building, 2 nd floor, R. No. 17, Shaikh Hafizuddin Marg, Byculla (W), Mumbai – 008. Contact No. 02223081471/ 204	adminofficer sch01e.edu @mcgm.gov. in	Smt. Alka S. Sasane, Asst. Commissioner 'E' Ward

Format 'B'

APIOs

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

Format 'C'

First Appellate Authority

Sr. No.	Name of First Appellate Authority	Designation	Jurisdiction as First Appellate Authority	PIO Reporting	E mail ID for purpose of RTI
1.	Smt. Alka S. Sasane	Assistant Commissioner	E Ward	E ward officer building, 2 nd floor, R. No. 17, Shaikh Hafizuddin Marg, Byculla (W), Mumbai – 008. Contact No. 02223081471	ac.e@mcgm.gov.in

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ADMINISTRATIVE OFFICER (SCHOOL) E WARD

Section 4 (1) (B) (xvii)

MANUAL NO.17

Such other information as may be prescribed at the office of Administrative Officer (A/O – Department of Schools) at the Assistant Commissioner – E ward)

The information related to this is Nil at the Office of Administrative Officer (A/O – Department of Schools) at the Assistant Commissioner – E Ward