



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act 2005 of R/Central Ward

ASSTT. ENGINEER(MAINTENANCE) DEPARTMENT

Address - Office of Asstt. Engineer (Maint.), 1st Floor,
R/Central Ward Building, Chandavarkar
Road,
F. P. No.44, T.P.S.-I, Borivali
(West), Mumbai – 400092.

INDEX

Sr. No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3 – 4
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	05/16/15
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	17 – 37
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability	38 – 45
4	4 (1) (b) (iv)	Norms set for discharge of its functions	46
5	4 (1) (b) (v)	The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions	47-48
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Asstt. Engineer (M & R)	49 – 50
7	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of the department's policy and implementation thereof.	51
8	4 (1) (b) (viii)	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	52
9	4 (1) (b) (ix)	Directory of the officers and employees	53 – 67
10	4 (1) (b) (x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	68 – 87
11	4 (1) (b) (xi)	The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.	88 – 90
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.	91
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorisations granted by department.	92
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	93
15	4 (1) (b) (xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room	94
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	95 – 97
17	4 (1) (b) (xvii)	Such other information as may be prescribed.	98 - 113

Introduction

Assistant Engineer (Maintenance)

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under **Section 4(1) b** sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Engineer, Maintenance & repair, R/Central ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Engineer (Maintenance & repair), R/Central ward whose office is situated at R/Central ward office, F.P.No.44, T.P.S.-I, Chandavarkar Road, Borivali (West), Mumbai-400092. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The Municipal Corporation of Greater Mumbai has decentralized most of the main departments and placed the relevant sections of these departments under the Assistant Commissioner at ward level. Maintenance department is an important department in the Ward Office and it is operated by the Sub Engineers and Junior Engineers working under the Assistant Engineer (Maintenance & Repair) is under administrative control of Assistant Commissioner. The Assistant Engineer (Maintenance & Repair) is the sectional Head of Ward who is responsible for the maintenance & repairs of Municipal roads & properties with the help of departmental artisans and approved private contractors. He has to take appropriate action on the unauthorized constructions detected on Roads & footpaths. This department issues various permissions like Mandap Permission, Trench permission etc. as per various norms.

Beat wise responsibility of the electrol wards rests with the Jr. Engineers. The Jr. Engineers works under the supervision of the Sub Engineer & the control of Assistant Engineer. The preview of this department is quite extensive and the staff such as Mukadam & Labours in Roads & Repair sections, Mistry, Carpenter, Mason, Blacksmith, Plumber etc work in this department. Material required for the various departmental works is provided by Store Clerk.

As per Central Right to Information Act 2005, designated officer is appointed as Public Information Officer Maintenance & Repair for Maintenance & Repair department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Maintenance & Repair Dept.

**Assistant Engineer (Maint.)
R/Central ward**

SECTION 4 (1) (b) (i)

The particulars of functions & duties of the public authority

1	Name of the Section	Office of Assistant Engineer (Maintenance & Repair)
2	Address	Office of Asstt. Engineer (Maint), 1 st Floor, R/Central Ward Building, Chandavarkar Road, F.P.No.44, T.P.S.-I, Borivali (W), Mumbai – 400092.
3	Head of the office	Assistant Engineer, Maintenance
4	Office Timings	Monday to Friday 9.00 a.m. to 1.00 noon and 1.30 P.M. to 5.00 p.m. Saturdays 08.00am to 1.00 am Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm Holidays- Sunday & Public Holidays
5	Chowky Timings	07:30 am – 2:30 pm
6	Contact Details	Telephone no : 28946000 Extn : A.E.M.(Borivali / East) – 218 A.E.M.(Borivali / West) – 219 Email Asst. Eng - aemaint01.rc@mcgm.gov.in Email Asst Eng - aemaint02.rc@mcgm.gov.in
7	Parent Government Department	City Engineer
8	Reporting to which office	Assistant Commissioner, R/Central Ward Ward Ex. Engineer, R/Central Ward
9	Jurisdiction Geographical	R/Central ward is bounded by East - National Park, Borivali (E) West – Gorai Village (Beyond Creek), Borivali (W) North – Devidas Lane to Sudhir Phadke, Flyover Bridge, Nancy Colony Borivali (E) South - 90 Feet D.P.Road, Borsapada, Mahavir Nagar. Kandivali (W)
10	Vision	1. Well maintained Roads 2. Well maintained Municipal Properties
11	Mission	To Repair & Maintain Minor Roads, Footpath & Municipal Properties in Ward.
12	Objectives	To Repair & Maintain Roads and Footpath & Municipal Properties.
13	Functions	(a) Repair & Maintenance of Minor Roads & Footpath in Ward. (b) Repair & Maintenance of Municipal Properties in

		<p>purview of the Estate Department.</p> <p>(a) To demolish the unauthorized encroachments on footpath, roads & Municipal Plots.</p> <p>(b) Issuance permits to the excavation of trenches on roads to the various utility services & various departments of MCGM.</p> <p>(c) Granting of Mandap Permission for social & regional purpose on Roads, Footpath & Municipal Properties.</p> <p>(d) Granting of Ganapati Mandap Permission on Roads, Footpath & Municipal Properties.</p> <p>(e) Granting of Film shooting permission on Municipal Roads.</p> <p>(f) Improve roads under Section 63 (K) of MMC Act. (refer pg. no.)</p> <p>(g) Acquire the Setback area of the road & merge the same into the road. (refer pg. no.)</p> <p>(h) Remove Bottlenecks. (refer pg. no.)</p> <p>(i) Action in respect of dangerous Municipal buildings.</p>
14	Details of Services provided (In Brief)	<p>1. Trench Permission : -</p> <ul style="list-style-type: none"> · Issuance of permits for the excavation of trenches on roads to various utility Services & Various departments of MCGM is granted as per Trench Guideline Circular Policy issued by Municipal Commissioner u/no. MGC / F/1835 dated 17.11.2007. (attached) · Permission for laying augmentation of the utility pipelines / cables shall be granted only during the fair season starting from 1st October till 15th April. For trench exclusively on footpath / paver blocks, the permission shall be granted upto 30th April. · From 16th April to 30th September, for the fault

repair, sanction of Zonal D.M.C. shall be obtained as far as possible before undertaking excavation.

- As per recent circular vide no. MGC/F/9974 dated 04.02.2013

1. Issuance of Ganpati Mandap Permission is granted as per Circular u/no MDF / OD / 8358/Gen dt. 11.06.2013.

2. Issuance of Film Shooting permission.

3. Bottleneck :-

- Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started due to precipitant.
- Reference Circular – AMC/ES/D/168 (ChE/1876/DPC/Gen) Dated 25.02.2004.
- Recently we are using MRTP 56 clause.(Power to require removal of authorized development or use.)
- (AMC/ES/9141 dt. 14.10.2011.

4. 63 K Road :-

- Arising out of representation from residents of private layouts and Public representatives, that layout residents are paying Municipal taxes and therefore roads should be maintained by MCGM.
- Reference Circular ChE/1484/Roads Dated 16.05.2009

(I) As per the circular 1/3 cost of up gradation shall be borne by Co. Op. Hsg. Society of Residents, 2/3 cost by MCGM and the private street shall be

declared public under section 306 of MMC Act 1888 before taking up the works. However, in case 1/3 construction cost is not deposited by Co. Op. Hsg. Society / Federation of Societies and roads in private layout are to be improved using Municipal Funds, M.P./MLA funds then sanction under section 63 K

1. Departmental Maintenance & Repair :-

- Beat wise responsibility of the electrol wards rests with the Junior Engineers. The Junior Engineers works under the supervision of the Sub Engineer and the control of Asstt. Engineer. The Junior Engineer reports to his chowky along with his workmen at 7.30 a.m. the labour distribution is carried out after singing the muster at 7.30 a.m.
- A group of workmen (gang) comprising of 2 to 3 labours, the skilled labours such as mason, carpenter and plumber is formed and additional labours as per the extent of jpb is provided to that gang. A job Slip is issued to gang to carryout various day to day work. The job Slip is prepared by the Junior Engineer according to nature and priority of complaint and it is signed by Mistry and the Junior Engineer. The address of Municipal property where the work is to be carried out, nature of work and the number of workmen is mentioned in the job slip.
- Generally, sufficient material is brought to the chowkies from the Central Store. The non-scheduled items are also procured by following due procedures or by calling for the quotations, from the open market. The material thus procured is stocked in the store and is in position with supervision / clerk. This material is transported to the work site in

Municipal vehicles.

- Junior Engineers, Mistry / Mukadam visit the work site, at least once, for supervision and guidance. The Junior Engineer reports to the office to attend the office work in the afternoon session between 2.300 p.m. to 5.30 p.m

1. E-Tendering :-

- Preparation of Estimate by J.E.
- Obtain Administrative approval from ward Committee or DMC etc.
- Estimate is uploaded in SAP System in J.E. or SE's ID (R3 Module)
- BID is created by A.E. /S.E. using their ID. MAhatender E tendering.
- A.E. /S.E /Ward E.E. Publish the Tender
- List of Bidder and letter to successful 1st Bidder with 5 % contract amount to deposit with MCGM
- PO is created by A.E. in SAP Module.
- Release P.O. Amount by A.O.
- Create Contract by E.E. ward in SAP System.
- PO is generated by A.E. in SAP and released by E.E. Ward.
- PO printout is taken by AE and issued to Bidder .
-

		<p>1. Mahatma Gandhi Pathkranti Yojana:-</p> <ul style="list-style-type: none"> · It is a scheme to clear the footpath of encroachment. · Certain roads are identified in each ward. · Cutoff date is 01.01.1995. · The eligible hutment dwellers are offered alternate accommodation. · To draw lottery to decide alternate accommodation in presence of all eligible hutments dwellers. · After shifting mass demolition to be carried out. · The footpath so cleared should be immediately developed for public usage. · AMC/ES/944/IV dated 31.03.2012 · DMC/RE/Z.Su/4274 dated 26.02.2013.
15	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached (Page No._)
16	Organization's structural Chart	As per separate sheet attached (Page No.____)

Details of Departmental Chowky in Asstt. Engineer (Maint) Section

Sr. No.	Type	Name of Chowy	Address of Chowy	Contact No.
1	Road, S.W.D.& Drainage	Sodawala Chowky	Ramdas Sutrale Marg, Near Prabodhkar Thakre Natyagruh, Boriwali (W)	28907652
2	Drainage	Charkop Chowky	RSC- Sector-5, Charkop, Boriwali (W)	NIL
3	Repair Maint.	& Repair Chowky	& Maint Behind R/C Ward Office, Boriwali(W)	28946000 Ext.
4	Road, S.W.D.& Drainage	Rajendra Chowky	Nagar Below Gen.Kariappa Bridge, Near Fruit Market, Boriwali (W)	28700733

Physical Assets of Asstt. Engineer (Maintenance & Repair) R/Central Ward

Sr. No.	Category	Name of the Office	Address	Constructio n Type RCC/Load bearing	Floor	How old building is?
1	Office	R/C Ward	R/Central Ward Building, Chandavarkar Road, F. P. No.44, T.P.S.-I, Borivali (West).	RCC	GR+3	8
2	Auditorium	Auditorium	Prabhodhankar Thakre Natya griha, Sodawala Lane, Borivali(W)	RCC	Gr + 3	40
3	Chowkies	Chowkies	Municipal chowky at Sodawala lane	Load bearing	Gr.floor	30
4	Chowkies	Chowkies	Sector 5, RSC 50,Charkop	Load bearing	Gr.floor	30
5	Chowkies	Chowkies	Rajendra nagar Chowky below Flyover bridge	Load bearing	Gr.floor	15
6	Chowkies	Chowkies	Municipal chowky at Babhai, L.T. Road	Load bearing	Gr.floor	20
7	Chowkies	Chowkies	Water works Cowky at Municipal market	Load bearing	Gr.floor	30
8	Chowkies	Chowkies	Mustering chowky of Consevancy Dept. behind Hemraj School	Load bearing	Gr.floor	20
9	Chowkies	Chowkies	Training centre & Municipal Office at Abhinav Nagar	R.C.C.	Gr.floor	40
10	Chowkies	Chowkies	Municipal chowky, behind Ambaji Dham, Kent Tower	R.C.C.	Gr.floor	5

11	Chowkies	Chowkies	Link Road Chowky, SWM Office	R.C.C.	Gr.floor	3
12	Dispensary	Dispensary	Gorai MHADA	Load bearing	Gr floor	30
13	Dispensary	Dispensary	K K Dispensary	R.C.C.	on 1st floor	40
14	Dispensary	Dispensary	Charkop Dispensary	Load bearing	Gr floor	25
15	Dispensary	Dispensary	MHB Colony Dispensary	Load bearing	Gr floor	30
16	Dispensary	Dispensary	Gorai Village	Load bearing	Gr floor	30
17	Dispensary	Dispensary	Eksar Village	R.C.C.	Gr + 3	40
18	Health Post	Health Post	Rajda Health Post	R.C.C.	Gr + 3	30
19	Health Post	Health Post	Rajendra Nagar Health Post	Load bearing	Gr + 1	25
20	Health Post	Health Post	Tata Power Health Post	Load bearing	Gr + 1	30
21	Health Post	Health Post	R C H	R.C.C.	Gr + 3	25
22	Health Post	Health Post	Borsapada Health Post	Load bearing	Gr floor	30
23	Health Post	Health Post	Charkop Health Post	Load bearing	Gr floor	25
24	Health Post	Health Post	Gorai Health Post	Load bearing	Gr floor	40
25	Health Post	Health Post	Babhai Health Post	Load bearing	Gr floor	15
26	Health Post	Health Post	Eksar Health Post	R.C.C.	Gr + 2	30

27	Hospital	Hospital	Shatabdi, Carter Road No. 2, Borivali(E)	R.C.C.	Gr + 2	30
28	Hospital	Hospital	Mother & Child Care Hospital	R.C.C.	Gr + 3	20
29	Cementry	Cementry	Babhai Cementry	Load bearing	Gr floor	40
30	Cementry	Cementry	Gorai Cementry	Load bearing	Gr floor	50
31	Cementry	Cementry	Daulat Nagar Cementry	Load bearing	Gr floor	40
32	Maternity Home	Maternity Home	Charkop Maternity Home	R.C.C.	Gr + 3	35
33	Maternity Home	Maternity Home	Borivali Maternity Home	R.C.C.	Gr + 3	30
34	Maternity	Maternity	Kasturba Maternity Home	R.C.C.	Gr + 2	25

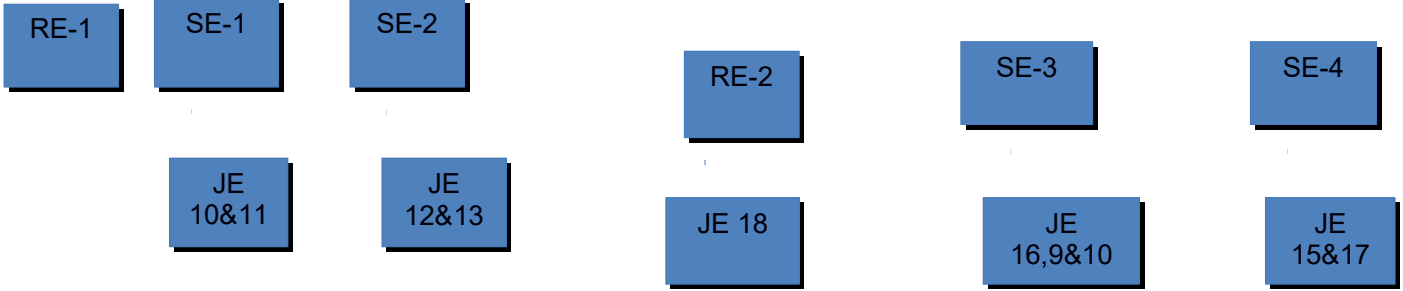
	Home	Home				
35	Fire Station	Fire Station	L T Road, Borivali(W)	RCC	Gr + 1	25
36	Garage	Garage	S V P Road, Borivali(W)	RCC	Gr floor	20
37	Garage	Garage	Gorai I, Borivali(W)	RCC	Gr floor	25
38	Market	Market	Municipal Market, S.V. Road, Borivali(W)	R.C.C.	Gr floor	40
39	Reservior	Reservior	Sanjay Gandhi National Park, Borivali(E)	R.C.C.	-	40
40	Reservior	Reservior	Sanjay Gandhi National Park, Borivali(E)	R.C.C.	-	15
41	Schools	Schools	Eksar Municipal School	R.C.C.	GR+4	24
42	Schools	Schools	Babhai Municipal School	R.C.C.	GR+2	12
43	Schools	Schools	Poisar Municipal School	R.C.C.	GR+2	44
44	Schools	Schools	Shimpoli Municipal School	R.C.C.	Gr+1	42
45	Schools	Schools	Lalji Trikamji Hindi Municipal School	Load bearing	Gr floor	50
46	Schools	Schools	Lalji Trikamji Gujarati Municipal School	R.C.C.	GR+4	35
47	Schools	Schools	Cahrkop sector - 4 Municipal School	Load bearing	Gr floor	31
48	Schools	Schools	Gorai village Municipal School	Load bearing	Gr floor	24
49	Schools	Schools	Sodawala Municipal School at Sodawala lane	R.C.C.	GR+4	37
50	Schools	Schools	Municipal School at Rajendra Nagar, M.H.B. Colony, Borivali(E).	R.C.C.	GR+4	42
51	Schools	Schools	Municipal School at Kasturba Cross Road No. 2, Borivali(E)	R.C.C.	GR+4	56
52	Schools	Schools	Municipal School at Kajupada, Borivali(E)	Load bearing	Gr+1	32
53	Schools	Schools	Dattapada Municipal School, Borivali(E).	R.C.C.	GR+4	50
54	Schools	Schools	Municipal School at Magathane No.1 Swapna Siddhi Bldg, Borivali(E).	R.C.C.	GR+4	34
55	Schools	Schools	Municipal School at Magathane No.2 Borivali(E).	Load bearing	Gr floor	23

**Organization's structural Chart of Office of Assistant Engineer (Maintenance & Repair)
R/Central Ward**



Assistant Engineer (Maintenance) R/Central Ward

Sr. No.	Post	Scheduled Post	Occupied
1	Assistant Engineer	2	2



H.C. Expenditure

Store Clerk

2	Sub Engineer	3	4
3	Junior Engineer	9	7
4	Labours	139	128
5	Labours (Electric)	32	22
6	Mistry(I)	4	2
7	Mistry(II)	5	1
8	Carpenter (I)	3	1
9	Carpenter(II)	11	1
10	Carpenter(III)	3	0
11	Mason(I)	1	0
12	Mason(II)	15	4
13	Mason(III)	5	1
14	Penter(II)	3	2
15	Mukadam	2	1
16	Plumber(I)	1	0
17	Plumber(II)	9	6
18	Chunawala	2	2
19	Vlitantri(I)	2	2
20	Vlitantri(II)	1	1
21	Wireman(I)	2	1
22	Wireman(II)	1	1
23	Wireman(III)	2	0
24	Lift Operator	4	1

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

A – Financial Powers

Sr. No.	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Rs.3000/-	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	
		Rs. 3,00,000/-	--	To scrutiny of Estimate
2	Sub Engineer (Maintenance & Repair)	Nil	N.A.	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A.	

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

B - Administrative Powers

Sr No	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remark
1	Assistant Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Asstt. Engineer (Pg. No___)	1. MMC Act 1888 2. MRTP Act 1966	
2	Sub Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Sub Engineer on (Pg. No___)	1. MMC Act 1888 2. MRTP Act 1966	
3	Junior Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Junior Engineer on (Pg. No___)	1. MMC Act 1888 2. MRTP Act 1966	

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

C – Magisterial Powers

Sr. No.	Designation	Powers -Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Nil	N.A	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A	

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

D - Quasi Judicial Powers

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A	

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

E – Judicial Powers

Sr. No.	Designation	Powers -Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Nil	N.A	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A	

Section 4 (1) (b) (ii)

The duties of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

ASSISTANT ENGINEER (MAINTENANCE & REPAIR)

Asstt. Engineer (Maintenance & Repair) of the ward work as per Mumbai Municipal Act, 1888, Maharashtra Regional & Town Planning Act, 1966. His work includes repairs and maintenance of Municipal Roads, Footpath, Ward Offices, Staff Quarters, Estate properties, Municipal Chowkies, Roads, Depots, Maternity Homes, Dispensaries, PSC Blocks, Municipal Cemeteries, Fire Brigade, Schools Welfare Centre, Conservancy Chawls, either departmentally or through the e-tendering. He Issues Trench permission, Ganpati Mandap, Social, Regional Mandap Permission, Shooting Permission, acquire setback area of the road & merge the same into the Road, remove Bottleneck, demolish unauthorized encroachments on Municipal Roads, Footpath & Municipal properties.

Assistant Engineer (Maintenance & Repair) of the ward is responsible to Assistant Commissioner of the Ward and Zonal Dy.Municipal Commissioner for day-to-day work of the department in respect of administrative and policy work. He is also responsible to Ward Executive Engineer in respect of technical matters..

Asstt. Engineer (Maintenance & Repair) of the ward is assisted by Junior Engineer & Sub-Engineers to execute daily work. Respective Roads & Repairs Labour, Mukadam, Mistry, Carpenter, Mason, Plumber etc. help Junior Engineers & Sub-Engineers of the department to attained day to day complaints received.

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

1. Exercise full control over the executive as well as the clerical and labour staff working in his section and ensure that all of them function efficiently.
2. Issuance of Trench permissions to various utilities as well as to various departments of MCGM.
3. Issuance of Film shooting permission on Municipal Roads & properties.
4. Issuance of Ganpati Mandap/Navratri/social /religious permission on Municipal Roads & properties.
5. To acquired setback , bottle neck & Road Line.
6. To remove the encroachments on roads with the help of Sub Engineers and Jr. Engineers.
7. To supervise the work of store supervisor store clerk and the labours in the store and insure smooth functioning of the store.
8. To ensure that the necessary information is furnished to the concerned officers, in time and to take action on the defaulting staff, in case of delay.
9. To put up indents for the store item after discussion with the Sub Engineers and arrange for the requisite stock and to check for its quality and quantity. Material Checking norms.
 - 25 % of the store items, once in three months
 - 25 % of the depot items, once in three months

- To dispose off the scrap material by following due procedure.
- 10. To carry out inspection to assess the condition of major roads.
- 11. To ensure prompt disposal of the complaints. To check the registers and daily diaries, at least fortnightly and monthly, respectively.
- 12. To exercise control on the municipal funds available, with the help of Head Clerk (Expenditure) and distribute the said funds among the Sub Engineers, appropriately and make them responsible for the utilization of funds.
- 13. To implement the orders issued by higher authorities.
- 14. To take appropriate action on the unauthorized constructions, detected on municipal roads & footpath.
- 15. To take timely action of propping, cordoning and demolition of dilapidated municipal buildings. To serve demolition notices on receipt of orders from the Executive Engineer or higher authorities.
- 16. To check at least 20 % of mass supply of materials and the contract bills. To check the estimate pertain to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
- 17. To accept and serve notices under various Municipal Acts and take necessary action in the matter.
- 18. To visit major works in the ward at least once in a week.
- 19. To maintain the municipal properties and other buildings in the purview of the Estate Department (e.g. School, Hospitals, etc.)
- 20. To co-ordinate with the Law officers as regards the Court-case lodged by the MCGM or the matters against MCGM.
- 21. To get dilapidated municipal building vacated with the assistance of Police.
- 22. To visit the sites where labourers work and check on mustering once a month.
- 23. To co-ordinate with Central Agency as regards major repairs of municipal properties and maintenance of major roads.
- 24. To attend Ward Committee meetings in the ward office.
- 25. Review of SAP Complaints
- 26. Review of MCL A/B/C.
- 27. Review of MC-P.G. Cases
- 28. Review of Outstanding Audit Notes (Once monthly with MCA staff)
- 29. Review of pending Union problems (Once in Two months)
- 30. Enquiry procedure.
- 31. To maintain Daily Diary.

To execute above mentioned works Labours, Mukadams, Mistry, Junior Engineers Sub-Engineers inspect their respective sub-sections and report to the Asstt. Engineer (Maintenance & Repair) of the ward. Based on these reports, further necessary actions are taken by the Asstt. Engineer and the Asstt. Commissioner of the ward and under guidance of the Ward Executive Engineer in case of technical matters.

Following registers are maintained by the office of the Asstt. Engineer (Maintenance & Repair) of the ward :-

1. Notice Register
2. Demolition Register
3. Property Register
4. Set back Register
5. R.T.I. Register
6. MCL A/B/C Register
7. Mandap Permission Register
8. M.C.A. Audit Register
9. F.R.D. Audit Register
10. P.R.D. Audit Register

DUTIES OF SUB-ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer and shall carry out their orders in general.
- 2) Supervision on departmental works.
- 3) To supervise each work under him at the start, during execution, completion

and frequently as necessary.

- 4) Supervision on Funds available under various budget heads.
- 5) Timely submission of payments, bills and adjustments.
- 6) Site visit for major faults in the Municipal Buildings
- 7) Consolidation of revenue and outstanding requisition.
- 8) Supervision on employee muster books in order to see that the staff reports on duty in time and the fault entries are not made.
- 9) To check leave and service record and "Dead Stock" register and get them updated.
- 10) To ensure timely action in Court matters and order.
- 11) He shall draft replies to the complaints or references received in his section.
- 12) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 13) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.

To exercise, perform and discharge duties entrusted under Section 68(Municipal officers may be empowered to exercise certain powers, etc, of the Commissioner.) of M.M.C. Act as per the authority issued by Zonal D.M.C

- 1) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 2) To maintain Daily Diary.
- 3) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register
 7. Mandap Permission Register
 8. M.C.A. Audit Register

DUTIES OF JUNIOR -ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer & Sub Engineer and shall carry out their orders in general.
- 2) Supervision on departmental works.
- 3) To supervise each work under him at the start, during execution, completion and frequently as necessary.
- 4) Supervision on Funds available under various budget heads.
- 5) Timely submission of payments, bills and adjustments.
- 6) Routine site visit in his jurisdictional area.
- 7) Attending Site chowky and control the labours working under him.
- 8) To check leave and service record and "Dead Stock" register and get them updated.
- 9) To ensure timely action in Court matters and order.
- 10) To carry out joint inspection along with various utilities.
- 11) He shall draft replies to the complaints or references received in his section.
- 12) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 13) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 14) To exercise, perform and discharge duties entrusted under Section 68 of M.M.C.Act as per the authority issued by Zonal D.M.C
- 15) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 16) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register
 7. Mandap Permission Register
 8. M.C.A. Audit Register

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO ASSISTANT ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act 1888 as amended up to date, Asstt Engineer (Maintenance & Repair) is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

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

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	(a) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. (b) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money in respect of any matter pertaining to the City Engineer's Department.
113(3)	(a) To incur expenditure on office contingencies (except furniture) upto Rs.3000/- per item. (b) To make cash purchase and payment of bills out of imprest upto Rs.3000/- and payment of telephone call bills for any amount.
222(1) & (2)	To construct, repair or alter Municipal drains and to enter upon land for the purpose.
228	To grant permission and prescribed conditions as to 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 drain so as to pass beneath building.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)(4) 246-A	To erect shafts or pipes for ventilating drains and cesspools. To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in building newly created or re-erected.
248(1)(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspection and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinserting the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ 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 or and clear the lands under this section.
311	To require owners to alter ground floor doors, etc. opening outward.

313(1)	To grant permission for placing stalls, chairs and benches, boxes, ladder, bales etc. 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.
321(2)	To prevent removal, etc. without permission of fences etc. erected in the streets, while works are in progress.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
324	To restore streets opened or broken up when the person responsible fails to do so.
325	To require person permitted to open streets to provide for diversion of traffic etc.
326(2)&(3)	To regulate hoarding etc. in streets.
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(4)	Manner of laying gas pipes.
338	To require certain documents on receipt of Notice under Section 337.
339	To refuse to accept plans, etc. not signed by the Licensed Surveyor.
340	To require, further, particulars and details
342	To receive notices of intentions to make additions etc. to building.
343	To require certain documents and particulars on receipt of Notice under Section 342 and to refuse to accept plans, etc. not signed by Licensed Surveyor.
344-A	Supervision of buildings and work.
345	To intimate approval of work of which notice is received.
346(1) 347(A)(B)& (C)	To intimate disapproved of such work. Prohibiting user of a non-residential buildings or chawl to a residential one and of a residential building or chawl to that of a godown, warehouse, workshop, workplace, factory, stable or a motor garage and prohibiting making or causing any alterations in an existing building originally constructed or authorized to be used for human habitation for the purpose of using it or causing it to be used as a godown, warehouse workshop, workplace, factory, stable or motor garage.
348(1)(a)(b) & (c)	Provision as to buildings, which are to be newly erected.
349 350	To refuse permission for walls, coverings, etc. of inflammable materials and to require removal of such wall or covering. To inspect buildings in course of erection, alterations, etc
353	To specify any matter in contravention of Act of Bye Law within three months after completion.
353(A)	To grant completion certificate and permission to occupy or use.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose of ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377(1-A)	To require cleansing, clearing or enclosing any premises over grown with rank vegetation, etc.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.

383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
394	To prohibit certain articles to be kept and certain trades processes and operation to be carried out without a license to exercise all other powers in respect of the things liable to be seized, destroyed etc, to prevent danger or nuisance.
396 Sub-section (1)	To inspect at any time, by day or by night without notice any premises used for manufacture as mentioned in Section 394 and any premises in which a furnaces employed for the purpose of manufacture and into any bake house to see whether any provision or this Act or any condition of any license is being contravened and as to whether any nuisance is created.
479(5)	To require production of licenses or written permission.
488	To enter into or upon buildings or and with or without Assistant or workment (1) for the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. The delegation of powers of entry under Section 488 is to be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a), (b), (c) and (d) so far as applicable.
489	To take measures and execute work, etc, failure of compliance with requisitions or orders under provisions of the Act.
492(2)(a)	To call on occupiers to disclose rents for purpose of determining question of liabilities to pay expenses in certain cases.
517(1)(a)	To take or withdraw from proceedings against persons charged with offences against the Act etc. as described in Sub-Clauses (i),(ii) and (iii) of Clause (a).

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO SUB ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act 1888 as amended up to date, Sub-Engineer (Maintenance & Repair), Municipal Corporation of Greater Mumbai is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned:-

EXPLANATION:- The entries in the second column of the below table headed 'Brief Description of Powers to be exercised and performed' are not intended as definitions described in Sections, Sub-Sections of these sections, but are inserted merely as reference to the subjects of the sections, sub-sections and the numbers of which are given in the first column.

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	<p>a) Grant Casual Leave to the inferior staff working under him upto the limi t allowed by any rules for the time being in force.</p> <p>b) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.</p>
112	To receive money payments on account of the Municipal Fund and to lodge them in a bank.
222(1) & (2)	To cause to be served a notice of demand.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
231	To enforce drainage of undrained premises situate within a hundred feet of a Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)	To power affix pipes for ventilation of drains.
244(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 closet and other accommodation in buildings newly created or re-erected.
248(1)(a), (b),(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspecting and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing

	the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
317	To permit booths on festivals in certain streets.
322	To prevent opening, etc. of streets unless done with permission and to give such permission. (Except for newly constructed roads or capital roads)
322(3)	To remove without notice any building materials or any scaffolding or any temporary erection or any posts, bars, rails, boards or other things by way of enclosure which have been deposited or set up in any street without the permission or authority specified in Sub-section (1) or which having been deposited or set up with such permission or authority, have not been removed within the period specified in the notice issued under Section (2).
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners and occupiers to collect and deposit dust etc.
374	To inspect building or premises to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
390 (1) (2) (3)	Regulations of factories, trades, etc.
479(5)	To require production of licenses or written permission.
488	To enter premises with assistants etc. to inspect survey and execute works

Section 4 (1) (b) (ii) DELEGATION

OF POWERS TO JUNIOR ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act as amended up to date, Junior Engineer (Maintenance & Repair) under Asstt. Commissioner is hereby empowered to exercise, perform or discharge under the control and subject to the revision of the Commissioner, the under mentioned powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

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

Sections	Nature of Powers, Duties and Functions delegated
231	To enforce drainage of undrained premises situate within a hundred feet of a Municipal drains.
248(1)(c)	To substitute water closet accommodation for any privy accommodation.
253	To inspect and examine all drains, ventilation shafts and pipes cesspools of house gullies, water closets, privies, latrines and urinals to which this Section applied.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.

354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
390 (1) (2) (3)	Regulations of factories, trades, etc.
479(5)	To require production of licenses or written permission.
483	Service of notice - To serve, issue or present or give notices, bills schedules summonses and other such document required by this act to the served upon or issued or presented or given to any person.
488	<p>To enter into or upon buildings or land with or without Assistant or workmen.</p> <ol style="list-style-type: none"> 1. For the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. 2. For the purpose of carrying into effect under Section 489 any requisition or order (not only complied with) made by written notices by the Commissioner; under either of the following Section or Sub-section namely Section 257(1). <p style="text-align: center;">Section 308 Sub-section(2)309, Sub-section(1), Section 311, Section 315(1), Section 325, Section 326(3), Section 329(1), Section 349, Section 351, Sub-section(2), Section 353, Section 354, Section 380 or Section 383(1).</p> <ol style="list-style-type: none"> 3. For the purpose of leveling, metalling or paving, sewerage, draining, channeling and lightening any private street which the Commissioner with the sanction of the Standing Committee may be empowered under the provision of Section 305 level, metal or pave sewer drains, channel or light to his satisfaction or (1) for the purpose of removing

	<p>altering or pulling down the building or work which the Commissioner with the approval of the Standing Committee may be empowered under the provisions of Sub- section (2) of Section 351 to remove alter or pull down (5) for the purpose of Section 381(2) to fill up cover over or drain off well, provided that a delegation of power of entry under Section 4888 is to be understood so be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a),(b),(c) and (d) so far as applicable.</p>
--	---

Section 4 (1) (b) (ii)

Supervision Norms

Sr.No.	Designation	Supervision Norms
1	Asstt. Engineer (Maint)	To check at least 50 % of mass supply of materials and the contract bills. To check the estimate pertains to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
2	Sub Engineer (Maint)	To supervise each work under him at the start, during execution, completion and frequently as necessary.
3	Junior Engineer (Maint)	To supervise each work under him at the start, during execution, completion and frequently as necessary.

Section 4 (1) (b) (iii)

The procedure followed in the decision-making process, including channels of supervision and accountability in the office of Assistant Engineer (Maintenance & Repair)

NAME OF THE ACTIVITY:- Action against unauthorized encroachments detected on roads / footpath.

Related provisions:-

Name of the Act/ Acts :- MMC Act 1888 section

314 Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity as said above	Steps involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Complaint Received from Public, Staff, from higher authority and others.	1. Site visit	Within 24 Hours	JE / SE	
		2. Inspection Report		Junior Engineer	
		3. Issue 314 Notice if required	Within 7 days	J.E./ S.E. /A.E.	
		4. Arrange demolition by taking order from Asstt. Commissioner.	After expiry 48 Hours from order	J.E./ S.E. /A.E.	
		5. Entry in demolition register		J.E.	
		Demolition report		J.E./S.E.	
		Filing of W.S/A.I.R. in court, in case of stay granted by court restraining MCGM to take further action.	As directed by legal dept.	Junior Engineer / Sub Engineer	

NAME OF THE ACTIVITY: - BOTTLENECK :- Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started precipitating.

Related provisions:-

Name of the Act/ Acts

:- Rules:-

Govt. Resolutions:-

Circulars:- 1) AMC /ES/D 168 (Ch E/1876/DPC/Gen) Dated 25.02.2004

2) AMC/ES/9141/II dt.14.10.11

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Bottleneck	Preparation of Priority List of Bottlenecks.		Asstt. Commissioner/ A.E. (M & R) of Ward	
		Demarcation of Roads Sanctioned RL,	Within 15 Days from the receipt of the information received from the Asstt. Commissioner	E.E. (T.C.) / A.E. (Survey)	
		Dp Roads		E.E. (D.P.) / A.E. (Survey)	
		Collection of Basic Data		J.E. (M & R)	

		Preparation of Inventory		J.E.(M & R) / S.E. (M & R)	
		Documents checking		S.E.(M & R) / A.E. (M & R)	
		Proposals Scrutiny and submission to Competent Authority		Ward E.E.	
		Sanction of Competent Authority		Additions M.C.'s of Zone	
		Removal of Bottleneck		Asstt. Commissioner/ A.E. (M & R) of Ward	
		Roads/ S.W.D. Developments		Ch. Engg (Roads)/Ch. Engg (S.W.D.)	
		Final Compliance to Zonal DMC/Jt. MC's		Asstt. Commissioner of Ward	

NAME OF THE ACTIVITY:- E-tendering

Related provisions:-

Name of the Act/ Acts

:- Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	E-tendering	Preparation of Estimate		J.E.	
		Administrative approval		Ward Committee or DMC etc.	
		Estimate is uploaded in SAP System in A.E. or SE's ID (R3 Module)		S.E.	
		BID is created in Mahatender portal E tendering.		S.E.	
		Publish the Tender (Mahatender Portal)		SE/AE/Ward E.E.	

		List of Bidder and letter to successful 1 st Bidder with 5 % contract amount to deposit with MCGM.		MCGM Website & A.E./S.E.	
		PO is created in SAP Module.		A.E.	
		Release P.O. Amount.		Account officer	
		Create Contract in SAP System.		Ward E.E.	
		PO is generated in SAP.		A.E.	
		PO is released.		Ward E.E.	
		PO printout is taken and issued to Bidder.		A.E.	

NAME OF THE ACTIVITY:- Permission for trench

Related provisions:-

Name of the Act/

Acts:- Rules:-

Govt. Resolutions:-

Circulars:-

- MGC/F/1835 dated 17.11.2007
- MGC/F/9974 dated 04.02.2013
- ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013
- ChE/525/SR/Roads dated
- ChE/11888/Rds/SR dated 09.03.2012
- ChE/1075/Roads dated 31.09.2012
- ChE/857/SR/Roads dated 18.02.2012
- Ch.Eng/727/SR/Rds dated 19.03.2010
- AMC/ES/8879/II dated 05.04.2013.

- Ch.E/396/SR/Rds & Tr. Dt.12.09.2013

- Ch.E/455/SR/Rds dated 09.10.2013

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Trench Permission	As per above circulars			

NAME OF THE ACTIVITY:- Permission for Ganapati Mandap

Related provisions:-

Name of the Act/

Acts:- Rules:-

Govt. Resolutions:-

Circulars:-

- MDF/OD/8358/Gen datd11.06.2013
- MDF/9629/Gen dated 25.07.2008
- AA/ES/4528 dated 28.07.2008
- AA/ES/D/1971 dated 02.07.2007

AA/9269/Jahirat/201212 dated30.08.2012AMC/ES/8879/II dated 05.04.2013.

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Ganapati Mandap Permission	Scrutiny of documents on receipt of application.	7 days	J.E./S.E.	
		Site Inspection	7 days	J.E./S.E.	
		To demand additional documents/NOC required from applicant, if any.	Within 15 days	J.E./S.E.	
		Forward for Road Engineer's NOC.	Within 15 days	J.E./S.E.	
		To issue demand letter & permission charges after receipt of all required documents.	Within 15 days	J.E./S.E.	

		<p>To issue permission on obtaining approval from competent authority. (Permission is refused if applicant has not submitted all required documents)</p>			
--	--	--	--	--	--

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer (Maintenance & Repair)

Organizational targets (Annual)

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remark
1	Asstt.Engineer (M & R)	As mentioned in Section 4 (1)(b)(ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4(1) (b)(iii)	
2	Sub Engineer (M & R)	As mentioned in Section 4 (1)(b)(ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4(1) (b)(iii)	
3	Junior Engineer (M & R)	As mentioned in Section 4 (1)(b)(ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4(1) (b)(iii)	

Section 4 (1) (b) (v)
The rules / regulation related with the functions of Assistant Engineer
(Maintenance & Repair)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Trench	<ul style="list-style-type: none"> · MGC/F/1835 dated 17.11.2007 · MGC/F/9974 dated 04.02.2013 · ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013 · ChE/525/SR/Ro ads dated · ChE/11888/Rds/ SR dated 09.03.2012 · ChE/1075/Road s dated 31.09.2012 · ChE/857/SR/Ro ads dated 18.02.2012 · Ch.Eng/727/SR/ Rds dated 19.03.2010 · AMC/ES/8879/II dated 05.04.2013. · Ch.E/396/SR/R ds & Tr. Dt.12.09.2013 · Ch.E./455/SR/R ds Dated 09.10.2013 	
2	Ganapati Mandap Permission	<ul style="list-style-type: none"> · MDF/OD/8358/ Gen datd11.06.2013 · MDF/9629/Gen dated 25.07.2008 · AA/ES/4528 dated 28.07.2008 · AA/ES/D/1971 dated 02.07.2007 	

		<ul style="list-style-type: none"> AA/9269/Jahirat /201212 dated30.08.201 2 	
3	Pothole	<ul style="list-style-type: none"> Dy. Ch. Eng/1901/Rds(City) dated 15.06.2013 MGC/F/1074 dated 06.07.2013 CA/FDT/59 dated 16.03.2013 	
4	E-tendering	<ul style="list-style-type: none"> CA/FRD/7 dated 17.05.2013 CA/CPD/36 dated 03.11.2012 MDC/4977/OD dt21.12.2023 	
5	Pay & Park	<ul style="list-style-type: none"> Dy.ChE/1380/Tr affic of 23.05.2013 	
6	Shooting Permission	<ul style="list-style-type: none"> CA/FRM/3 dated 10.04.2013 	
7	Mahatma Gandhi Pathkranti Yojana	<ul style="list-style-type: none"> DMC/Special/O D/5468/dated06 .03.2012 DMC/Special/54 47 dated03.03.201 2 AMC/ES/944/IV dated 31.03.2012 	
8	Bottleneck	<ul style="list-style-type: none"> AMC/ES/9141/II dt.14.10.11 	

Section 4 (1) (b) (vi)

Statement of Categories of documents held in the office of Assistant Engineer (Maintenance & Repair)

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
'C1' Class Record					
1	Demolition Register	Register		Details of demolitions of unauthorized work carried out under various sections of MMC Act	10 Years
'C' Class Record					
1.	R.T.I Register	Register		Details of application received under R.T.I.Act, replied/forwarded & transferred date.	5 Years
2	Work Orders	Documents		Details of work orders issued to contractor by department	5 Years
3	Measurement Books	Documents		Details of Measurements recorded in M.B.	5 Years
4	Payment Certificate	Documents		Details of Payments issued to the contractor	5 Years
5	Demand Notes & Permits	Documents		Details of Demand Notes & Permits issued to various utility agencies.	5 Years
6	Mandap Permission	Register		Details of Mandap Permission issued to various applicants.	5 Years
'D' Class Record					
1	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
2.	Outward Register(Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of R/ Central ward.	01 Year
3.	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and	01 Year

				correspondence with applicants/ complainants /citizens etc.	
4.	Complaint Register	Register		Orally complaint registered.	01 year
5.	RTI application & their reply (Except appeal cases)	Document		Details of application received under RTI Act & reply given to the same.	01 year
6.	First & second appeal made under RTI Act	Document		Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
7	Monthly reports sent to various departments	Document		File papers containing monthly reports sent to various departments	01 years
8	Demolition of structures under MMC Act, MRTP Act & other action completed	Nasti		Nasti files containing papers pertaining to the notice action against structures demolished under MMC Act, MRTP Act & other actions.	01 year (after demolition)

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of Assistant Engineer (Maintenance & Repair)

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

Section 4 (1) (b) (ix)

Directory of the officers and employees in the office of Assistant Engineer (Maintenance) R/Central ward.

	Emp Code	Establishment_SR Clerk	Establishment Paysheet Clerk	Establishment Head Clerk	CL/ODD Reporting Officer	EL/ODD Reviewing Officer	Establishment Head	HOD
SUNIL BENDRE	3568424	4025254	4025254	4013970	4370507	4370507	4019196	4370507
MAHENDRA N MOHITE	1709946	4025254	4025254	4013970	3568424	3568424	4019196	4370507
HITENDRA KOSAMBIA	1294499	4025254	4025254	4013970	3568424	3568424	4019196	4370507
SHIVRAJ KALGE	1710078	4025254	4025254	4013970	3568424	3568424	4019196	4370507
DHAMMAPAL WAGHMARE	4325277	4025254	4025254	4013970	1709946	3568424	4019196	4370507
SHRIRANG DHARMADHIKARI	4386641	4025254	4025254	4013970	1709946	3568424	4019196	4370507
RAJARAM JAGZAP	4167941	4025254	4025254	4013970	1710078	4370507	4019196	4370507
ANIL PATIL	3985850	4025254	4025254	4013970	1710078	1710078	4019196	4370507
ABHIJEET VASANTRAJ SAWAI	4388069	4025254	4025254	4013970	1294499	1294499	4019196	4370507
PARIMAL PATEL	3999772	4025254	4025254	4013970	1709946	3568424	4019196	4370507
SHEETAL LAHADE	4485825	4025254	4025254	4013970	4167941	1294499	4019196	4370507
MAHENDRA JANGID	4588498	4025254	4025254	4013970	4325277	4325277	4019196	4370507
SURAJ PAWALE	4589138	4025254	4025254	4013970	4325277	4325277	4019196	4370507
SUNIL NALAWADE	3784949	4025254	4025254	4013970	1294499	3568424	4019196	4370507
AMOL KHAMKAR	1745108	4025254	4025254	4013970	4325277	4325277	4019196	4370507
ASMITA PATIL	4587837	4025254	4025254	4013970	4386641	1709946	4019196	4370507
GOPAL ARDE	1689671	4025254	4025254	4013970	4325277	4325277	4019196	4370507
YOGESH SINGAL	1763100	4025254	4025254	4013970	1710078	1710078	4019196	4370507
SAGAR YADAV	4489386	4025254	4025254	4013970	4386641	1709946	4019196	4370507
NAMRATA SALUNKE	4588508	4025254	4025254	4013970	4325277	1709946	4019196	4370507
ARNAV BIDWAI	4485849	4025254	4025254	4013970	4325277	1709946	4019196	4370507
GANESH SATPUTE	1744602	4025254	4025254	4013970	4246080	1294499	4019196	4370507
NIKITA GAIKWAD	4586953	4025254	4025254	4013970	1710078	1710078	4019196	4370507
SMT. ARCHANA KAMBLE	4041931	4025254	4025254	4013970	4019196	4019196	4019196	4370507
SAKSHI ACHREKAR	4013970	4025254	4025254	4013970	4019196	4019196	4019196	4370507
RESHMA WAGHMODE	4014706	4025254	4025254	4013970	4019196	4019196	4019196	4370507
VAISHNAVI SAWANT	4163215	4025254	4025254	4013970	4019196	4019196	4019196	4370507
NILESH REDKAR	4134507	4025254	4025254	4013970	4019196	4019196	4019196	4370507
Sonali Mahadik	1749865	4025254	4025254	4013970	4013970	4019196	4019196	4370507
SHRUTIKA SHINDE	4500975	4025254	4025254	4013970	4019196	4019196	4019196	4370507
MADHURI VAZE	4139382	4025254	4025254	4013970	4019196	4019196	4019196	4370507
PRANIL JUWALE	4631932	4025254	4025254	4013970	4019196	4019196	4019196	4370507
NIRMALA METKARI	4468862	4025254	4025254	4013970	4019196	4019196	4019196	4370507
Punam Patil	4382647	4025254	4025254	4013970	4019196	4019196	4019196	4370507
Jayesh Patil	4025254	4025254	4025254	4013970	4019196	4019196	4019196	4370507
BHAVIKA KHALE	4618629	4025254	4025254	4013970	4013970	4019196	4019196	4370507
ROHINI CHANDORKAR	4633965	4025254	4025254	4013970	4019196	4019196	4019196	4370507
PADNYA BHARTI	4011277	4025254	4025254	4013970	4019196	4019196	4019196	4370507
PARSHURAM DHOTRE	3872943	4025254	4025254	4013970	4011277	4011277	4019196	4370507
TULSHIRAM WAGHWALE	3999806	4025254	4025254	4013970	4325277	4325277	4019196	4370507
	1360806	4025254	4025254	4013970			4019196	4370507
SAMRUDDHI SALVE	4181578	4025254	4025254	4013970	4014706	4019196	4019196	4370507
SAMIKSHA MORJE	4593610	4025254	4025254	4013970	4019196	4019196	4019196	4370507
VAIBHAV KADAM	4362502	4025254	4025254	4013970	4014706	4019196	4019196	4370507
NILESH AGRE	4119508	4025254	4025254	4013970	4019196	4019196	4019196	4370507
NITESH PATIL	4590215	4025254	4025254	4013970	4019196	4019196	4019196	4370507
NAGNATH ROHILE	4246080	4025254	4025254	4013970	1294499	3568424	4019196	4370507
NILKANTH MOHAN JADHAV	4144016	4025254	4025254	4013970	1710078	1710078	4019196	4370507
Amol Rathod	3988310	4025254	4025254	4013970	1709946	1709946	4019196	4370507
Sudhir Mote	4054395	4025254	4025254	4013970	1709946	3568424	4019196	4370507
ANKUSH BODKE	4412483	4025254	4025254	4013970	1709946	1709946	4019196	4370507

PAYSHEET NO: 5864

SR NO	Designation	Employee Name	GRD	Date of Appointment IN MCGM	Appointment in R/Central	
1	LABOUR	GAVADA NARAYAN KRISHNA	D	10.04.1992	10.04.1992	
2	LABOUR	SHETAPPA NARMADA MANE	D	02.07.1993	02.07.1993	
3	LABOUR	SARATE PRADHAN NAMDEO	D	01.06.1994	01.06.1994	
4	MESTRI II	REWALE RAMINDRA DATTU	D	31.10.1994	31.10.1994	
5	LABOUR	KUNCHIKORVE LAXMIBAI S	D	02.11.1998	02.11.1998	
6	MUKADAM	GARASIYA YAGNESH R	D	02.02.2000	02.02.2000	
7	MUKADAM	PAIKADE MAHADEO GOVIND	D	15.04.2005	15.04.2005	
8	MUKADAM	PAWAR NAGESH HARISHCHANDRA	D	15.04.2005	15.04.2005	
9	MUKADAM	TAWARE PRAKASH KERBA	D	19.05.2006	19.05.2006	
10	MUKADAM	GILATAR MAYUR VELJI	D	19.05.2006	19.05.2006	
11	MUKADAM	KATAKE ASHOK NIVRUTTI	D	20.05.2006	20.05.2006	
12	MUKADAM	FEBEIRA VIJAY JOHN	D	20.05.2006	20.05.2006	
13	MUKADAM	DEVENDRA KARUPPANNAN S.	D	20.05.2006	20.05.2006	
14	MUKADAM	JADHAV JEETU LAXMAN	D	20.05.2006	20.05.2006	
15	LABOUR	VALANJE TUSHAR SHANTARAM	D	20.05.2006	20.05.2006	
16	LABOUR	SHAIKH RIYAJ AHMED MUNNA	D	20.05.2006	20.05.2006	
17	LABOUR	SHINDE LAKSHAMAN D	D	05.07.2006	05.07.2006	
18	CARPENTER II	ALPHONSO DENIS MANUEL	D	25.07.2008	25.07.2008	
19	LABOUR	GHARAT NAGESH NATHURAM	D	01.09.2008	01.09.2008	
20	LABOUR	WADE VSHAL BHAGWAN	D	05.12.2008	05.12.2008	
21	LABOUR	DHAGALE ASHOK RAJESH	D	06.06.2009	06.06.2009	
22	LABOUR	AVARE VANDANA KASHINATH	D	09.12.2009	09.12.2009	
23	LABOUR	KADAM RADHIKA DILIP	D	19.06.2010	19.06.2010	
24	LABOUR	KHADKE GOPAL VASANT	D	01.02.2011	01.02.2011	
25	LABOUR	SANAP SHANKAR RANGANATH	D	01.11.2011	01.11.2011	
26	LABOUR	GUDEKAR SUBODH ATMARAM	D	09.11.2011	09.11.2011	
27	LABOUR	AVHAD GANESH SHIVAJI	D	11.11.2011	11.11.2011	
28	LABOUR	RAHATAL MADAN KISAN	D	14.11.2011	14.11.2011	
29	LABOUR	MANCHEKAR NARAYAN SHYAM	D	15.11.2011	15.11.2011	
30	LABOUR	SHEGAR SHIVAJI BHIMRAO	D	16.11.2011	16.11.2011	
31	MESON II	VANJARE BALU MAHADU	D	07.12.2011	07.12.2011	
32	LABOUR	MANE SACHIN LAXMAN	D	09.10.2013	09.10.2013	
33	LABOUR	KHARVA DEEPAK NARAYAN	D	24.12.2013	24.12.2013	
34	LABOUR	NAIK MANGESH GANPAT	D	23.05.2014	23.05.2014	
35	LABOUR	ASHUTOSH VILAS JADHAV	D	10.07.2015	10.07.2015	
36	MESTRI II	MUKNE SHAM CHIMAN	D	06.01.1995	06.01.1995	
37	LABOUR	BHANUSHALI KETAN DINESH	D	04.02.2015	04.02.2015	
38	LABOUR	KAMBLE SACHIN BAPU	D	03.12.2015	03.12.2015	
39	LABOUR	DAGADE AJAY JANAYA	D	20.04.2017	20.04.2017	
40	LABOUR	TEMKAR PRAVEEN HARISHCHANDRA	D	13.10.2017	13.10.2017	
41	LABOUR	KHOCHADE NISHANT PANDURANG	D	25.11.2017	25.11.2017	
42	LABOUR	PAWAR AMIT ANIL	D	31.07.2015	31.07.2015	
43	LABOUR	KHARAT RAJRATNA ARUN	D	22.11.2011	22.11.2011	
44	LABOUR	VAZE SONALI HARSHAL	D	22.09.2022	22.09.2022	

Section 4 (1) (b) (viii)

**Statement of Boards, Councils, Committees or Other bodies of office of Asstt Engineer
(Maintenance & Repair)**

	Name of the	Composition	Purpose		Whether	Whether	
	committee	of committee	of the	Frequency	meeting		Minutes
Sr.	board /	Board	committee	of	open to	Minutes	are
No.	council /	council	Board/	meetings	public	available	to public
	other	other bodies	Council/		or not		or not
	bodies		other				
			bodies				
1	Advance Locality Management (ALMI)	Nil	Nil	Nil	Nil	Nil	Nil
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

Section 4 (1) (b) (ix)

Directory of the officers and employees in the office of Assistant Engineer (Maintenance) R/Central ward.

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of Assistant Engineer (Maintenance & Repair)

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

Section 4 (1) (b) (xiii)

**Particulars of recipients of concessions, permits or authorizations granted in the office of
Assistant Engineer (Maintenance & Repair)**

Sr No	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	NIL	N.A.	N.A.	N.A.	N.A.	N.A.

Section 4 (1) (b) (xiv)

**Details of information available in electronic form in the office of Assistant Engineer
(Maintenance & Repair)**

Sr. No.	Type of Documents file/ Register	Sub Topic	In which Electronic Format it is kept	Person in Charge
	Nil	Nil	Nil	

Section 4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer (Maintenance & Repair)

Types of facilities-

- Information about facilities for inspection of record.

Sr.No.	Type of Facility	Timings	Procedure	Location	Person in Charge
1.	Inspection of Record	3.00 p.m. to 5.00 p.m on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Asstt. Engineer, Maintenance Department, R/ Central Ward Bldg, 1 st Flr, Chandavarkar Road, Borivali (W), Mumbai – 92.	Asstt. Engineer, Maintenance R/Central Ward.
				Ph. 28946000	

Section 4 (1) (b) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Assistant Engineer (Maintenance & Repair)

PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Shri Hitendra Kosambi ya	Asstt. Engineer (M) II (W)		R/Central Ward Bldg, 1 st Flr, Chandavarkar Road, Borivali (W), Mumbai – 92. Ph. 28946000	aemaint02.rc@mcgm.gov.in	Shri Sanjay Ingale, Ex/.Eng.I/c
2	Shri Machindra Mohite	Asstt. Engineer (M & R) I (E)			aemaint01.rc@mcgm.gov.in	

Section 4 (1) (b) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Assistant Engineer (Maintenance & Repair)

APIOs

Sr. No.	Name of APIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
	N.A.				

Section 4 (1) (b) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Assistant Engineer (Maintenance & Repair)

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri Sunil Bendre	Ward Ex Engineer, I/c	R/Central Ward	A.E.(Maintenance & Repair) R/Central Ward	

Section 4 (1) (b) (xvii)

1. List of Major Nallas:

Sr No	Name of Major Nullha	Flow from - to
1	Rajendra nagar Nullah	Rajenndra Nagar Police Chowky
2	Madhupark Nullah	
3	Mhatre Nullah	Railway Station
4	Chandawarkar Nullah	R/central Ward Office
5	Eksar Nullah	Nutan Nagar
6	Dahisar River	
7	Bhim Nagar Nullah	Gulmohar Socity
8	Kumbhar Kala Nullah	Charkop Police Station
9	Akhil Nullah	Dena Bank, Charkop
10	Pancholia Nullah	Mahavir Nagar
11	Sahyadri Nagar Nullah	Fish Market Charkop
12	FDI Nalla	
13	Kajupada Nalla	

2. List of Flooding Spot

Sr No	Location of Dewatering Pumps	No of Dewatering Pumps	Pump Capacity (M³hr)	Phone number of Pump Operator
1	At Nutan Nagar, Chandawarkar Road, Borivali (W)	1	125	-
2	Nancy Colony, Borivali (E)	1	125	-
3	Borivali Subway, Borivali (W)	1	125	-
4	Shimpoli Road, Borivali (W)	1	125	-
5	Sudam Nagar, Kajupada, Borivali (E)	1	125	-
6	Padmavati Chawl , Chikuwadi, Borivali (W)	1	60	
7	D.N, Mhatre Road/D.D. Boprge Road, Borivali (W)	1	125	-
8	Cosmos Nalla , Kajupada, Boriwli (E)	1	125	-
9	Culvert No. 65, Borivali station East-1	1	250	-
10	Culvert No. 65, Borivali station East-2	1	250	-
11	Devipada Subway Borivali east	1	125	
12	Stand by, R/Central Ward, Borivali (W)	1	125	-
13	Stand by, R/Central Ward, Borivali (W)	1	125	-

3. **Road List of R/C Ward**

S.No.	Name of the Road	Length of the Rd.mts.	Carriage way
1	Daulat Nagar Road No.1	243.50	9.50
2	Daulat Nagar Road No.2	120.00	8.70
3	Daulat Nagar Road No.3	521.50	5.70
4	Daulat Nagar Road No.4	245.80	6.70
5	Daulat Nagar Road No.5	364.80	6.50
6	Daulat Nagar Road No.6	143.00	6.00
7	Daulat Nagar Road No.7	484.50	6.40
8	Daulat Nagar Road No.8	448.80	6.50
9	Daulat Nagar Road No.9	422.50	6.50
10	Daulat Nagar Road No.10	307.70	No
11	S.V.Road (East)	660.00	22.00
12	Sant. Dyaneshwar Marg	660.00	13.80
13	Odhav Nagar Road	193.00	4.50
14	Sant. Tukaram Maharaj Marg	584.90	6.00
15	Sant. Eknath Maharaj Marg	297.00	7.00
16	Ganaraj Gully	170.80	3.00
17	Sharda Niwas Road	328.25	4.50
18	Shree Krishna Nagar Road No.11	205.10	7.00
19	Shree Krishna Nagar Road No.12	205.10	6.00
20	Shree Krishna Nagar Road No.13	50.60	5.50
21	Shree Krishna Nagar Road No.14	47.30	6.00
22	Shree Krishna Nagar Road No.15	176.00	6.50
23	Abhinav Nagar Rd No.1	618.20	13.50
24	Abhinav Nagar Rd No.2	1006.00	16.20
25	Abhinav Nagar Rd No.3	251.80	9.00
26	Abhinav Nagar Rd No.4	360.00	10.30
27	Abhinav Nagar Rd No.5	258.40	13.00
28	Abhinav Nagar Rd No.6	501.20	9.10
29	Abhinav Nagar Cross Road no.1A	44.80	8.50
30	Abhinav Nagar Cross Road no.1B	47.50	15.00
31	Abhinav Nagar Cross Road no.1C	35.80	8.40
32	Abhinav Nagar Cross Road no.1D	43.00	9.00
33	Shri Ram Nagar Road	138.00	7.00
34	Sant. Ramdas Marg	501.50	5.50

S.No.	Name of the Road	Length of the Rd.mts.	Carriage way
1	Shri Krishna Nagar Road No.2	220.00	7.00
2	Shri Krishna Nagar Road No.3	208.00	6.50
3	Shri Krishna Nagar Road No.4	162.00	5.50
4	Shri Krishna Nagar Road No.5	129.00	5.50
5	Shri Krishna Nagar Road No.6	111.00	4.50
6	Shri Krishna Nagar Road No.7	64.00	5.00
7	Shri Krishna Nagar Road No.8	78.00	4.50
8	Shri Krishna Nagar Road No.9	160.00	6.50
9	Shri Krishna Nagar Road No.10	25.00	4.60

10	Shantivan Road	215.00	16.00
11	Bangadi Kulupwadi Road	597.00	12.50
12	Bansi Nagar Road	150.00	6.00
13	Devipada Road	550.00	7.00
14	Arunkumar Vaidya Road	158.00	10.50
15	Arunkumar Vaidya cross Road	198.00	6.50
16	Suvidya High School Road	246.00	6.50
17	Gulmohar Sant Jhon High School Road	40.00	5.50
18	Gulmohar Road	112.00	6.00
19	Ganpati Mandir Road	120.00	5.00
20	Shri Krishna Nagar Rd no.11	285.00	5.00
21	Gulmohar Road	202.00	6.50
22	Udyan Darshan Gully	63.00	5.00
23	Gulmohar Society Plot No.59	120.00	6.00

S.No.	Name of the Road	Length of the Rd.mts.	Carriage way
1	Main Kasturba Road	677.80	13.00
2	Kasturba Cross Road No.1	547.00	12.65
3	Kasturba Cross Road No.2	343.00	7.60
4	Kasturba Cross Road No.3	607.00	7.60
5	Kasturba Cross Road No.4	330.00	14.60
6	Kasturba Cross Road No.5	314.70	15.30
7	Kasturba Cross Road No.6	310.00	5.10
8	Kasturba Cross Road No.7	273.00	9.80
9	Kasturba Cross Road No.8	222.60	6.50
10	Kasturba Cross Road No.9	160.20	14.70
11	Kasturba Cross Road No.10	62.00	5.00
12	Hemraj School Road	245.50	10.80
13	M.G.Road	755.00	15.30
14	Jain Mandir Road	203.60	5.95
15	Seth Bhajanlal Marg	195.00	5.50
16	Mahadevbhai Desai Cross Rd No.1	150.00	3.00
17	Mahadevbhai Desai Cross Rd No.2	67.80	3.50
18	Mahadevbhai Desai Cross Rd No.3	105.20	5.00
19	Rai Dongri Road	577.40	13.00
20	Sukerwadi Road	150.00	5.50
21	Khanderao Dongri Road	100.70	4.50
22	Railway Station Road	303.00	10.00
23	Swami Narayan Chowk Road	120.00	9.80

S.No.	Name of the Road	Length of the Rd.mts.	Carriage way
1	Chinchpada Road	249.00	11.00
2	Kasturba Main Road	573.00	12.50
3	Asara Colony Road	157.00	6.00
4	Asara Colony Cross Road	130.00	6.00
5	Asara Colony Cross Road	133.00	6.00

6	Dattapada Road	907.00	13.80
7	Dattapada Cross Road 1	201.00	5.50
8	Dattapada Cross Road 2	174.00	6.00
9	Mhatrewadi Road	114.00	6.50
10	Ram Mandir Road	156.00	6.50
11	Patilwadi Road	303.00	10.00
12	Road Behind Dattapada Municipal School	112.00	3.50
13	Dhobhighat Road	150.00	6.50
14	Dhobhighat Road Mhada	74.00	8.00
15	Rajendra Nagar Road	337.00	9.70
16	Rajendra Nagar 'X' Road (Mhada)	130.00	6.50
17	North Side of Bridge	177.00	12.00
18	South Side of Bridge	273.00	5.50
19	Jai Jawan Nagar Road	278.00	6.50
20	F.C.I. Road	207.00	11.00
21	Rationing Office Road	176.00	6.00
22	Nalanda School Road	148.00	5.00
23	Ekta Bhoomi Road	340.00	10.00
24	Tata S.S.L. Road	950.00	16.60
25	Discovery Road	177.00	15.30
26	Tata Power Road	350.00	30.00
27	Trimurti Road	255.00	4.00
28	Jai Maharashtra Nagar Road No.1	324.00	15.30
29	Jai Maharashtra Nagar Road No.2	263.00	10.30
30	Jai Maharashtra Nagar Road No.3	143.00	4.00
31	Jai Maharashtra Nagar 'X' Road	116.00	6.00
32	Develapada Road	147.00	3.50
33	Develapada Cross Road	142.00	3.50
34	Siddarth Nagar Road	169.00	33.60
35	18.30 M.D.P. Road Central Prabhu Road	160.00	18.30

S.No.	Name of the Road	Length of the Rd.mts.	Carriage way
1	Saibaba Nagar Main Road	677.50	15.30
2	Satya Nagar Road (Mahavir Nagar)	770.00	18.30
3	Ansal Vihar Road (17th Rd TPS)	800.00	14.30
4	16th Road TPS Ansal Vihar Cross Rd	260.00	18.30
5	15th TPS Chikuwadi	300.00	13.40
6	12th Road TPS Chikuwadi	360.00	18.30
7	13th Road TPS Chikuwadi	445.50	13.40
8	New Link Road	2400.00	30.00
9	D.P.Road (part) Kantilayout	421.00	18.30
10	25th Road TPS Chikuwadi	440.00	18.30
11	38th Road TPS Chikuwadi	260.00	11.90
12	5th Rd TPS Chikuwadi	557.50	18.40
13	Dawrkesh Park Road (part)	327.00	13.40
14	Manthanpada Road	300.00	13.40

15	Malpani Road, Shripal Nagar	160.00	9.10
16	35th Road, TPS Gulmohar Society	180.00	9.10
17	Vasant Complex Road	155.50	18.30
18	D.P.Road opp. Veena Sarang Bldg.	373.20	18.30
19	D.P.Rd opp. Nisrag Bldg Mahavir Nagar	315.50	13.40
20	D.P.Rd opp. Veena Santoor Bldg	145.00	15.50
21	3rd Road TPS	145.50	18.30
22	5th Road (pt) TPS	196.00	15.30
23	Bhatt Lane, Mulji Nagar	152.50	9.40
24	Bhatt 'X' Lane Mulji Nagar	262.50	9.30
25	RSC-56 Charkop, Sector-6	62.00	9.00
26	RSC-58 Charkop, Sector-6	60.00	9.00
27	RDP-10 Charkop, Sector-6	60.00	17.80
28	RSC-54 Charkop, Sector-6	60.00	9.00
29	RSC-63 Charkop, Sector-6	89.50	9.00
30	RSC-52 Charkop, Sector-6	315.00	9.00
31	Bhatt Lane	152.50	9.30
32	TPS 1st Rd		
33	S.V.P.Road		
34	Brahaman Seva Sangh Road		
35	1st Rd TPS Chikuwadi		
S.No.	Name of the Road	Length of the Rd.mts.	Carriage way
1	Old MHB Colony Int, Rd nr.bd no.20&21	115.00	9.00
2	Old MHB Colony Int. Rd nr.bd no.22to27	182.00	5.50
3	Old MHB Colony Int. Rd nr.bd no.13to12	173.00	9.00
4	Old MHB Colony Int. Rd (nr.Gymnasium	69.00	6.00
5	bldg no.17)		
6	Old MHB Colony Int.Rd (East side of bldg no.	60.00	9.00
7	10 & 11)		
8	Old MHB Colony Int.Rd (bldg no.4 to no.10)	127.60	12.00
9	Old MHB Colony Int.Rd (bldg no.5 to	259.00	9.00
10	Sadanand Park)		
11	Old MHB Colony Int.Rd (L.T.Rd to Sai Tower)	331.00	12.00
12	Old MHB Colony Int.Rd (L.T.Rd to Gokhale-	108.00	13.40
13	College)		
14	RSC-11 (RDP-I to RSC-22) Gorai-II	70.00	9.00
15	RSC-30 RSC-37 to End of Road Gorai-II	134.00	9.00
16	RSC-34 RSC-37 to End of Road Gorai-II	100.00	9.00

17	RSC-38 RSC-37 to End of Road Gorai-II	88.00	9.00
18	RSC-42 RSC-37 to End of Road Gorai-II	127.00	9.00
19	RSC-44 RSC-37 to End of Road Gorai-II	174.00	9.00
20	RSC-39 (RSC-44 to RSC-46) Gorai-II	105.00	9.00
21	RSC-46 RSC-37 to End of Road Gorai-II	180.00	18.00
22	RSC-33 RSC-46 to End of Road Gorai-II	113.00	9.00
23	RSC-41 (RSC-37 to RSC-50) Gorai-II	51.00	9.00
24	RSC-40 (RSC-37 to RSC-33) Gorai-II	145.00	9.00
25	RSC-36 (RSC-37 to RSC-31) Gorai-II	217.00	9.00
26	RSC-33 RSC-36 to End of Road Gorai-II	115.00	9.00
27	RSC-29 (RDP-1 to RSC-26) Gorai-II	240.00	9.00
28	RSC-11 (RSC-26 to RSC-32) Gorai-II	94.00	9.00
29	RSC-35 (RSC-32 to RSC-28) Gorai-II	140.00	9.00
30	RSC-28 (RSC-37 to RSC-29) Gorai-II	260.00	9.00
31	RSC-22 (RSC-29 to Creck) Gorai-II	409.00	9.00
32	RSC-31 (RSC-48 to RSC-32) Gorai-II	238.00	9.00
33	RSC-37 (RDP-I to RSC-4) Gorai-II	670.00	18.30
34	RSC-48 (RSC-37 to RSC-19) Gorai-II	600.00	18.00
35	RSC-43 (RSC-48 to RSC-50) Gorai-II	85.00	9.00
36	RSC-45 (RSC-48 to RSC-50) Gorai-II	85.00	9.00
37	RSC-52 (RSC-48 to L.T.Road) Gorai-II	190.00	18.00
38	RSC-51 (RSC-52 to RSC-50) Gorai-II	156.00	9.00
39	RSC-19 (RDP-1 to RSC-48) Gorai-II	330.00	18.00
40	RSC-24 (RSC-19 to RSC-25) Gorai-II	125.00	9.00
41	RSC-25 (RSC-52 to RSC-21) Gorai-II	174.00	9.00
42	RSC-23 (RSC-21 to RSC-19) Gorai-II	125.00	9.00
43	RSC-27 (RSC-26 to RSC-15) Gorai-II	112.00	9.00
44	RSC-15 (RSC-27 to RDP-I) Gorai-II	128.00	9.00
45	RSC-32 (RSC-37 to RSC-48) Gorai-II	496.00	9.00
46	RSC-21 (RDP-I to RSC-25) Gorai-II	158.00	9.00
47	RSC-26 (RSC-29 to RSC-19) Gorai-II	174.00	9.00
48	RSC-50 (RSC-33 to L.T.Road) Gorai-II	866.00	9.00

S.No.	Name of the Road	Length of the Rd.mts.	Carriage way
1	RSC-51 Charkop, Sector-5	387.00	9.00
2	RSC-69 Charkop, Sector-5	51.00	9.00
3	RSC-44 Charkop, Sector-5	297.00	9.00
4	RSC-46 Charkop, Sector-5	240.00	9.00
5	RSC-47 Charkop, Sector-5	85.00	9.00
6	RSC-45 Charkop, Sector-5	302.00	9.00
7	RSC-49 Charkop, Sector-5	300.00	9.00
8	RSC-53 Charkop, Sector-5	307.00	9.00
9	RSC-55 Charkop, Sector-5	187.00	9.00
10	RSC-48 Charkop, Sector-5	100.00	9.00

11	RSC-59 Charkop, Sector-5	294.00	9.00
12	RSC-50 Charkop, Sector-5	129.00	9.00
13	RSC-28 Charkop, Sector-3	265.00	9.00
14	RSC-27 Charkop, Sector-3	76.00	9.00
15	RSC-15 Charkop, Sector-3	76.00	9.00
16	RSC-30 Charkop, Sector-3	210.50	9.00
17	RSC-34 Charkop, Sector-3	219.50	9.00
18	RSC-29 Charkop, Sector-3	166.00	9.00
19	RSC-38 Charkop, Sector-3	212.00	9.00
20	RSC-33 Charkop, Sector-3	89.00	9.00
21	RSC-36 Charkop, Sector-3	261.50	9.00
22	RSC-31 Charkop, Sector-3	120.00	9.00
23	RSC-32 Charkop, Sector-3	261.50	9.00
24	RSC-35 Charkop, Sector-4	232.00	9.00
25	RSC-40 Charkop, Sector-4	214.00	9.00
26	RSC-37 Charkop, Sector-4	120.00	9.00
27	RSC-39 Charkop, Sector-4	197.00	9.00
28	RSC-42 Charkop, Sector-6	241.00	9.00
29	RSC-43 Charkop, Sector-4	266.00	9.00
30	RSC-41 Charkop, Sector-7	228.00	9.00
31	RSC-68 Charkop, Sector-7	245.00	9.00
32	RSC-67 Charkop, Sector-7	148.00	9.00
33	RSC-64 Charkop, Sector-7	180.00	9.00
34	RSC-65 Charkop, Sector-7	149.00	9.00
35	RSC-71 Charkop, Sector-7	287.00	9.00
36	RSC-72 Charkop, Sector-7	56.00	9.00
37	RSC-70 Charkop, Sector-4	85.00	9.00
38	RSC-66 Charkop, Sector-4	26.00	9.00
39	RSC-69 Charkop, Sector-4	60.00	9.00
40	RDP-8 Charkop, Sector-1	540.00	15.10
41	RDP-7 Charkop	850.00	10.20
42	RDP-5 Charkop	965.00	18.30
43	RSC-1A Gorai	670.00	13.40
44	RSC-4 Gorai, Sector-1	205.00	9.00
45	RSC-5 Gorai, Sector-1	92.00	9.00
46	RSC-1 Gorai, Sector-1	132.00	9.00
47	RSC-2 Gorai, Sector-1	171.00	9.00
48	RSC-18 Gorai, Sector-1	150.00	13.40
49	RSC-6 Gorai, Sector-1	152.00	9.00
50	RSC-8 Gorai, Sector-1	57.00	9.00
51	RSC-7 Gorai, Sector-1	178.00	9.00
52	RSC-12 Gorai, Sector-1	186.00	9.00
53	RSC-16 Gorai, Sector-1	530.00	9.00
54	RSC-10 Gorai, Sector-1	56.00	9.00
55	RSC-4 Gorai, Sector-1	200.00	9.00
56	RSC-9 Gorai, Sector-1	204.00	9.00
57	RSC-18 Gorai, Sector-1	397.00	9.00
58	RSC-20 Gorai, Sector-1	405.00	9.00
59	RDP-I Gorai	950.00	18.30

60	New MHB Road (North, South, East, West)	730.00	10.40
----	---	--------	-------

S.No.	Name of the Road	Length of the Rd.mts.	Carriage way
1	S.V.P. Road	735.00	27.45
2	Royal Complex Road	292.50	18.10
3	Dadoji Borje Rd	182.30	18.50
4	D.P.Road	395.10	13.90
5	Laxmi Narayan Mandir Road	174.10	7.90
6	D.N.Mhatre Road	326.50	13.50
7	Eksar Road	1140.00	14.10
8	Komal Tank Road	325.00	13.50
9	Govind Nagar Int. Road 4	73.50	5.70
10	Govind Nagar Int. Road 3	104.20	7.50
11	Govind Nagar Int. Road 2	107.00	9.40
12	Govind Nagar Int. Road 1	197.50	9.50
13	Govind Nagar	200.20	13.30
14	Sodawala Lane	550.00	18.00
15	Prem Nagar Road	443.00	18.90
16	Jaywant Sawant Road	360.00	18.50
17	Usha Nagar Road	144.00	18.30
18	Himmat Nagar Road	200.00	18.50
19	Devidas Road	1361.80	28.50
20	Rokadia Cross Lane	172.50	8.80
21	Rokadia Lane	331.00	13.90
22	Ganjawala Lane	204.00	13.50

S.No.	Name of the Road	Length of the Rd.mts.	Carriage way
1	Haridas Nagar Marg	400.00	18.30
2	Roshan Nagar (Chandavarkar Rd to Sodawala		
3	R.C.Patel Rd	205.80	8.80
4	Punjabi Gully	227.00	13.40
5	Market Lane (S.V.Rd to Gulmohar Rd)	285.00	18.30
6	Market Cross Lane	101.00	11.90
7	Court Lane	102.00	6.50
8	Jambhali Gully (S.V.Rd to Factory Lane)	555.00	13.40
9	Umeda Aashram Marg	200.00	11.30
10	Shimpoli Cross Marg-1	115.00	11.40
11	Shimpoli Cross Marg-2	120.00	9.70
12	7th Rd (51st Rd to Kasturpark Rd)	316.00	18.30
13	Ansal Vihar Marg (Link Rd to Gorai Pumping)	260.00	18.30
14	Natakwala Lane	258.00	13.40
15	Sundarbai Manudhan Marg	155.00	12.50
16	Rambaug Marg	211.00	13.40

17	Lady Fatima Marg	300.00	8.20
18	Ram Nagar Marg	468.00	13.40
19	Ramdas Suthrale Marg		
20	Vrajdham Road		
21	Sant.Anthony Rd poisar		
22	Shimpoli Road		
23	Factory Lane		
24	Chikal Lane		
25	Gulmohar Road		
26	S.V.road		

S.No.	Name of the Road	Length of the Rd.mts.	Carriage way
1	Chandavarkar Extn. Road	317.00	27.45
2	Jayraj Nagar Marg	317.00	13.40
3	Baburao Paranjape Marg (Ashoknagar)	98.30	18.30
4	Pandit Malharao Kulkarni Marg (19th Road)	446.00	18.30
5	Amkant Zha Marg (5th Road)	565.00	18.30
6	Ram Mandir Rd (L.T.Road to 5th Rd)	478.00	13.40
7	Vasantrao Chougale Marg (57th Rd to -	184.00	13.40
8	Ram Mandir Rd)		
9	56th Road (Vasantrao Chougale Rd to 7th Rd)	190.00	13.40
10	57th Road (51st Rd to Kasturpark Rd)	527.00	18.30
11	Satya Nagar Marg	770.00	18.30
12	Maharashtra Nagar Marg	234.40	11.70
13	Kasturpark Road		