



BRIHANMUMBAI MAHANAGARPALIKA



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

ADMINISTRATIVE OFFICER R/NORTH WARD

Address - Office of Administrative Officer, CTS
No.921/7, Near Rustomji School,
Rangnath Keskar Marg, Dahisar
(West), Mumbai – 400 068.

Year - 2024 - 2025

INDEX

Sr, No.	Section 4 (1)b Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3-7
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	8-12
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	13-16
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability	17-20
4	4 (1) (b) (iv)	Norms set for discharge of its functions	21
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	22-23
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Asstt.Engr.(Maintenance)	24-25
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.	26
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 far 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.	27
9	4 (1) (b) (ix)	Directory of the officers and employees	28-43
10	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.	44
11	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.	45
12	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorisations granted by department.	46
13	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	47
14	4 (1) (b) (xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room	48
15	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	49-50
16	4 (1) (b) (xvii)	Such other information as may be prescribed.	51-54

Introduction

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

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

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

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

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Administrative Officer, R/North ward whose office is situated at R/North ward office, Below Sangeetkar Sudhir Phadke Flyover Bridge, Jaywant Sawant Marg, Dahisar (West), Mumbai-400 068. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. Administrative Officer R/North ward is under administrative control of Assistant Commissioner.

ADMINISTRATIVE OFFICER R/NORTH WARD.

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

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

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

Qualifications and appointment :-

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

The Administrative work of A.O. is done through

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

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

Work Procedure :-

A) Establishment section :-

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

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

- 1) To maintain attendance of staff (Muster)
- 2) To scrutiny of leave applications for certifications and sanctions
- 3) To get the approval for yearly increments

- 4) Monthly Wages Pay sheets – As per the establishment date provided by the establishment clerk within specific time period the required monthly pay sheets of the respective staff Section wise / Pay sheet code wise prepared on Computer (by taking into account of time to time leave, transfer, promotion and reservation) by Master creating forms.
- 5) Employee is getting his monthly payment through his respective bank account After receipt of monthly pay sheets from Computer Department before allowing actual payment those pay sheets are sent to respective Account Office along with effective reports where in instruction for withholding or allowing payment to the respective employee are given.
- 6) The monthly pay bills of Suspended employees, part time employees & khada badalee employees are being prepared manually by the Establishment Staff of Ward.
- 7) Preparing monthly effective report of the staff on duty, by taking note of their transfer, removal, reversion or promotion etc.
- 8) On proper sanction to prepare pay sheets for Advance Leave Salary, Encashment of Leave, Leave Travel Assistance etc.
- 9) Making correspondence in case of enquiry of the respective staff as per guidance of the Administration / Sectional head or Enquiry Officer as the case may be.
- 10) To maintain service record of the respective staff and get the same audited as and when required.
- 11) To work out claim under Workman Compensation Act as and when required.
- 12) To make correspondence with Labour Officer whenever required.
- 13) To prepare overtime wages bills whenever applicable.
- 14) To prepare final claims of the employee such as Superannuation Pension Claim, Voluntary Retirement Claim, Provident Fund Claim to get necessary payment to the ex employee as early as possible.

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

B) Expenditure Section

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

- 1) To make provision in the Budget Estimate. This provision is recurring and non-recurring both.
- 2) To make liability for the indent for purchase of proposed works.
- 3) To submit indent and give work order.
- 4) To certify bills, abstract.
- 5) To maintain record of departmental work. To make abstract of expenditure of labour, material and supervision.
- 6) To prepare proposal for supplementing fund.

- 7) To work in consultation with Asstt. Engineer (Maintenance) and Asstt. Accountant about departmental work and P.W.C. Work.
- 8) Table of expenditure of liability register.
- 9) To keep balance sheet of last years expenditure and current year recurring expenditure of telephone and electricity, so that the double payment will be avoided.

C) Revenue Section

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

This section gives the permits and license as follows.

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

Index Register and Demand Register is maintained for the above.

The licenses, permits are renewed in this department.

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

D) Dispatch :-

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

E) Citizen Facility Center :-

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

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

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

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

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

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

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

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

Section 4(1) (b) (i)

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

1	Name of the Sectional Head	Smt.Suchita.P.Adhangale.Administrative Officer, R/North ward
2	Address	Municipal Corporation of Greater Mumbai R/North ward CTS No.921/7 Near Rushtomjee Irani Cambridge School, Rangnath Keshkar Marg, Dahisar (West), Mumbai-400 068.
3	Head of the office	Administrative Officer, R/North ward
4	Parent Government Department	Assistant Commissioner R/North ward.
5	Reporting to which office	Assistant Commissioner, R/North Ward,

6	Jurisdiction Geographical	1)East :- 'T' Ward Boundary, 2)West :- Gorai Creek, 3)North :- Municipal Checknaka Boundary, 4)South :- R/Central Boundary
7	Vision	"To complete the Establishment works within time."
8	Mission	"To complete the Establishment works."
9	Objectives	Administrative works done through 1) Establishment 2) Expenditure 3) Revenue 4) Dispatch with help of Clerk and Head clerk under the guidance and supervision of Assistant Commissioner R/North ward.
10	Functions	1. To check the musters registers weekly reports and to supervise and guide to head clerk and clerks 2. To check dispatch papers comes from MC, AMC and DMC and distribute papers to concern authorities. 3. To submit application received from local Corporator, MLA for renaming chowk & roads to Municipal secretary. 4. To issue circulars as per order from Assistant Commissioner 5. To co- ordinate with staff and guide them regarding various routine work. 6. To keep record of MCA audit note, document received from various committee and take necessary action. 7. To give reply to the union complaints 8. To co-ordinate between indoor and outdoor staff work 9. To complete the work given by Assistant Commissioner 10. To arrange the grievance committee and follows the decisions 11. To arrange Sexual Harassment Committee whenever complaint received .

11	Details of services provided (In Brief)	<ul style="list-style-type: none"> All Establishment Work of Superior and Labour staff.
12	Physical assets (Statement of lands & Buildings and other Assets)	<ol style="list-style-type: none"> Establishment Superior and Labour :- 07 Tables,12 Chairs, Godrej cupboard 5, Filing cabinet 3, wall feeding cupboard 03, Fan3,Table fan 1,Tubes lights:-08 Computer 06, printer2,Intercom telephone 03. Revenue:- 04 Tables,4 Chairs, Godrej cupboard 3, , Fan 2, Tubes lights:- 6 Computer 02, Intercom telephone 01. Expenditure:- 05 Tables,7 Chairs, Godrej cupboard 7, Filing cabinet 1, Fan4, Exhaust Fan 1,steel safe :-1 Computer 03, printer3 Tubelight:-08,Intercom telephone 02. C.F.C:- Counter 3, Computer 06, printer 6,Certificate printer:-1, currency counting machine 01, Tables 02 , Chairs 15 , Godrej cupboard 3, wall feeding cupboard 03, Fan 4, Table fan 1, Cheque drop box:-1, complaint box 1, steel safe :-1. Intercom telephone 01, Ac.:-4, cctv:-4, Dispatch:- Tables 04 , Chairs 5, Godrej cupboard 3, Fan2, Intercom telephone 01, Table fan 1.
13	Organization's structural Chart	As per separate sheet attached at page no.11
14	Tel. No.s & office timings	<p>Phone No.28936000 28920247/57/72 Ext. No. 116</p> <p>Fix No.022-28924894</p> <p>E mail – adminofficer01.rn@mcgm.gov.in</p> <p>Office timing :10.00 a.m. to 06.00.m. Monday to Friday</p> <p>Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday)</p>
15	Weekly Holidays	(2 nd & 4 th Saturday),Sunday and Public Holidays.

Details of services provided (In Brief)

A) Citizen Facility Center :-

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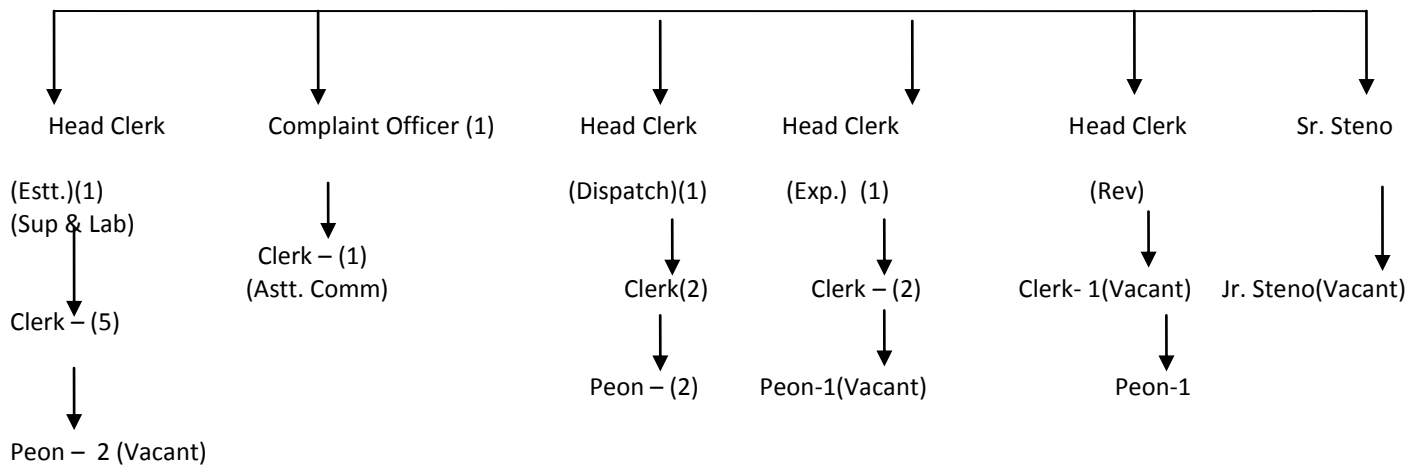
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Administrative Officer



PAYSHEET NO:- 5859

SR. NO	EMPLOYEE NAME	EC NO.	DESIGNATION	DESIGNATION CODE	BASIC PAY	TOTAL PAY
1	Vacant		Mason II	D059	19900-63200	-
2	Vacant		Mason II	D059	19900-63200	-
3	Vacant		Mukadam	D087	18900-60200	-
4	Vacant		Mukadam	D087	18900-60200	-
5	Vacant		Mukadam	D087	18900-60200	-
6	Vacant		Mukadam	D087	18900-60200	-
7	Vacant		Mukadam	D087	18900-60200	-
8	Vacant		Mukadam	D087	18900-60200	-
9	Kamble Umesh Ramchandra	1264577	Labour	D114	31200	48751
10	Rajbhar Mahendrakumar B.	1480078	Labour	D114	50000	95030
11	Shinde Shankar Ramchandra	1549986	Labour	D114	50000	95030
12	Mirekar Savlaram M	3911297	Labour	D114	45700	87161
13	Sagar Maruti V.	3914355	Labour	D114	47100	89723
14	Rewale Ramesh Maladi	3914403	Labour	D114	47100	89723
15	Parab Sanjay G.	3914537	Labour	D114	37600	72338

16	Gaikwad Raju G.	3914568	Labour	D114	47100	89732
17	Mohite Santosh S.	3921012	Labour	D114	45700	87161
18	Jadhav Anil S.	3936409	Labour	D114	45700	87161
19	Zore Sonu J.	3981887	Labour	D114	40900	78377
20	Nanoskar Mukesh J.	3981894	Labour	D114	40900	78377
21	Bable Yellapa B.	4126313	Labour	D114	41100	78743
22	Harwandkar Bhau K.	4126320	Labour	D114	44400	84782
23	Pawar Ashok B.	4126351	Labour	D114	39900	76547
24	Sonkusare Jana S.	4126344	Labour	D114	41100	78743
25	Jangam Vijay N.	4126416	Labour	D114	41100	78743
26	Patil Bharat D.	4155715	Labour	D114	31300	60809
27	Mokal Nilesh Gajanan	4155739	Labour	D114	31300	60809
28	Bodke Nathuram A.	4155746	Labour	D114	31300	60809
29	Jaybhay Ashok S.	4161158	Labour	D114	31300	60809
30	Wayal Laxman P.	4161165	Labour	D114	31300	60809
31	Ghige Ramdas K.	4161172	Labour	D114	31300	60809
32	Patil Sanjay D.	4253981	Labour	D114	30400	59162
33	Kunchikurve Prakash H.	4266730	Labour	D114	28600	55868
34	Valaghane Subhash D.	4315816	Labour	D114	27000	52940
35	Pawar Madan S.	4322535	Labour	D114	27800	54404
36	Kahndagale Vikas M.	4354648	Labour	D114	27000	52940
37	Kunchikurve Dinanath J.	4358013	Labour	D114	25600	50378
38	Thorat Vishal Suresh	4487676	Labour	D114	23500	44615

39	Jadhav Shankar Bhimrao	4491732	Labour	D114	22100	42273
40	Shah Bhavarlal Bansilal	4550891	Labour	D114	21500	40575
41	Pawar Dashrath B.	4513140	Labour	D114	22100	42273
42	Vaiti Deepak	4325727	Labour	D114	26400	51242
43	Shirodkar Shishir Vasudev	4539786	Labour	D114	18500	35685
44	Meher Kanchan Sadanand	1702626	Labour	D114	31300	61409
45	Godke Shubham S.	4496050	Labour	D114	22800	43554
46	Jawdekar Akashay Mahesh	4526607	Labour	D114	22100	42273
47	Gohil Bharat Jivraj	4488457	Labour	D114	22800	43554
48	Page Prashant Lakma	4610937	Labour	D114	19100	36183
49	Kamble Sanchit M.	4607236	Labour	D114	19700	37661
50 TO 108	Vacant		Labour	D114	18000- 56900	-

PAYSHEET NO:- 4745

SR. NO.	EMPLOYEE NAME	EC NO.	DESIGNATION	DESIGNATION CODE	BASIC PAY	TOTAL PAY
1	Vacant		Mukadam	D087	18900- 60200	
2	Nagu Sukte	1701728	Mukadam	D087	31300	60809
3	Sayyed Jamiruddin H.	1671872	Labour	D114	43600	83318
4	Jadhav Bhimsen M.	4062572	Labour	D114	33200	64286
5	Narvekar Pravin Ashok	4529978	Labour	D114	22100	42363
6 TO 15	Vacant		Labour	D114	18000- 56900	-

PAYSHEET NO:- 5858

SR. NO.	EMPLOYEE NAME	EC NO.	DESIGNATION	DESIGNATION CODE	BASIC PAY	TOTAL PAY
1	Dr. Smt.Sunila Kishor Pawar	4169376	Medical Health Officer	B042	85000	160950
2	Dr. Archana Chandanshive	4198266	Medical Officer DTO	B042	73300	139539
3	Smt. Nirupama A.Parkkal	1552773	Head Clerk	C005	65100	121833
4	Smt.Smita Khaire	4208321	Clerk	C034	43500	82305
5	Smt.Anjali A Singh	4571298	Clerk	C034	29600	56868
6	Smt.Medha Bothare	4402950	Clerk	C034	24900	48497
6	Smt.Anamika Upadhyay	4503019	Clerk	C034	32300	61809
7	Vacant		Sanitary Inspector	C085	2900-92300	-
8	Vacant		Sanitary Inspector	C085	2900-92300	-
9	Shri. Yogesh M.Chorghe	4179256	Death Reg Clerk	C630	31100	59843
10	Shri. Pramod K.Jadhav	4131205	Death Reg Clerk	C630	34000	65150
11	Shri.Rajesh G.Gharat	4328335	Death Reg Clerk	C630	28400	54902
12	Shri Rajani R.Gohil	4397436	Death Reg Clerk	C630	25200	48816
13	Vacant		Death Reg	C630	21700-69100	-

			Clerk			
14	Shri.Bapu V.Salgar	1678680	Birth Death Reg Karkoon	C627	37200	71006
15	Shri. Kadam Milind Ganpat	4399160	Peon	D090	26200	50646
16	Shri.Sushil S.Dicholkar	3800461	Dsinf. Sub Insp.	C612	44700	85196
17	Shri. Kamble Sanjay S.	3938140	Labour	D114	45700	86561
18	Shri.Kiran B.Dharmameher	4352330	Dsinf. Lab	D114	25600	49778
19	Smt.Anita S.Kadam	4576994	Dsinf. Lab	D114	20900	39477
20	Shri.Atish A.Darge	4415156	cemetery attendant	D639	24900	48267
21	Vacant		cemetery attendant	D639	18000-56900	-
22	Vacant		cemetery attendant	D639	18000-56900	-
23	Vacant		cemetery attendant	D639	18000-56900	-
24	Vacant		cemetery attendant	D639	18000-56900	-
25	Vacant		cemetery attendant	D639	18000-56900	-
26	Vacant		Cemetery attendant	D639	18000-56900	-
27	Smt.Vallepawar Shailaja D.	4211510	Medical Officer	B042	85000	160,950
28	Smt.Kantharia Binitha Paresh	4227609	Medical Officer	B042	85000	160,950
29	Dr. Dnyanesh	4176394	Medical Officer	B042	85000	160,950

	C.Deogirkar					
30	Vacant		Medical Officer	B042	61400-194300	-
31	Smt. Kajal Patel	4286875	Pharmacist	C028	46200	87,246
32	Vacant		Pharmacist	C028	35400-112400	-
33	Shri.Vinay D.Kawle	4333227	Lab Tech	C368	52000	97,860
34	Shri.Jagdish Thakare	4327114	Lab Tech	C368	52000	97,860
35	Vacant		Lab Tech	C368	35400-112400	-
36	Smt.Suvarna S.Toraskar	4132804	Dresser	D045	34000	65,150
37	Shri. Yogesh N.Chavan	4204011	Dresser	D045	31100	59,613
38	Shri. Dharmendra P.Patil	4328012	Dresser	D045	27900	53,987
39	Vacant		Dresser	D045	21700-69100	-
40	Vacant		Part time Labour	D114	18000-56900	-
41	Shri.Lingayat R.Yaswant	1686678	Notice Karkoon	C637	41800	80,119
42	Shri. Jayanti M. Makavana	4286538	Sweeper	D107	28600	55868

Paysheet No. 4742, 4743

SR. NO.	EMPLOYEE NAME	EC NO.	DESIGNATION	DESIGNATION CODE	BASIC PAY	TOTAL PAY
1	Vacant		Mistry II	D060	19900-63200	-
	Vacant		Mistry II	D060	19900-63200	-
2	Vacant		Carpenter II	D061	21700-69100	-
3	Shri.Rajendra B.Sable	4187952	Plumber II	D056	33000	63320
4	Shri.Vijay D.Bansole	4126454	Mukadum	D087	32200	61,856
5	Shri.Raghunath Bairagi	3914472	Mukadum	D087	45700	86,561
6	Shri.Bhimrao H.Jadhav	3722024	Mukadum	D087	50000	94,430
7	Vacant		Mukadum	D087	18900-60200	-
8	Vacant		Mukadum	D087	18900-60200	-
9	Vacant		Mukadum	D087	18900-60200	-
10	Smt.Kirti D.Dubli	4621564	Labour	D114	19100	36,183
11	Smt.Priyanka V.Kamble	4598268	Labour	D114	19700	37,281
12	Mharte Jaai J.	4250672	Labour	D114	30400	58,562
13	Vacant		Labour	D114	18000-56900	-
14	Shri.Nitin H.Patil	4169785	Labour	D114	31300	60,209
15	Vacant		Labour	D114	18000-56900	-
16	Vacant		Labour	D114	18000-56900	-

17	Shri.VilaS Dalvi	4511382	Labour	D114	22800	42,724
18	Smt.Kalpana G.Dhanva	4520553	Labour	D114	22100	41,673
19	Vacant		Labour	D114	18000-56900	-
20	Vacant		Labour	D114	18000-56900	-
21	Smt.Vrushali V.Kadam	4598062	Labour	D114	19700	37,281
22	Vacant		Labour	D114	18000-56900	-
23	Shri.Akshay R.Jadhav	4523518	Labour	D114	22100	41,673
24	Shri.Ketan G.Patil	4368285	Labour	D114	27000	52,340
25	Shri.David A.Chetty	4495059	Labour	D114	23500	44,235
26	Vacant		Labour	D114	18000-56900	-
27	Vacant		Labour	D114	18000-56900	-
28	Vacant		Labour	D114	18000-56900	-
29	Smt.Amruta A.Sawant	4520560	Labour	D114	22100	41,673
30	Vacant		Labour	D114	18000-56900	-
31	Vacant		Labour	D114	18000-56900	-
32	Dsouza Vasant James	3900581	Labour	D114	43600	86,561
33	Vacant		Labour	D114	18000-56900	-
34	Vacant		Labour	D114	18000-56900	-
35	Jyoti Bhagwan Gidda	3914386	Labour	D114	45700	82,718
36	Vacant		Labour	D114	18000-56900	-

37	Vacant		Labour	D114	18000-56900	-
38	Vacant		Labour	D114	18000-56900	-
39	Vacant		Labour	D114	18000-56900	-
40	Gharat Naresh Pandurang	4343808	Labour	D114	27000	52,340
41	Dhagle Yelappa Posha	3914623	Labour	D114	43600	82,718
42	Mail Vijay Ramchandra	3983793	Labour	D114	40900	77,777
43	Bhoir Pundalik Baliram	3983803	Labour	D114	40900	77,777
44	Vacant		Labour	D114	18000-56900	-
45	Vacant		Labour	D114	18000-56900	-
46	Gaikwad Manohar Balram	4169163	Labour	D114	31300	60,209
47	Vacant		Labour	D114	18000-56900	-
48	Vacant		Labour	D114	18000-56900	-
49	Vacant		Labour	D114	18000-56900	-
50	Vacant		Store Attendant	D124	18000-56900	-

Paysheet No. 4744

SR. NO.	EMPLOYEE NAME	EC NO.	DESIG NATIO N	DESIGNATION CODE	BASIC PAY	TOTAL PAY
1	Shri. Prakash Sampat Suryavanshi	1567847	Drain Asst.	C053	62200	117,311
2	Vacant		Jr Engine er	C082	41800-132300	

Paysheet No. 5855,5856,5859,5802

1	Shri..Nainish Vengurlekar	3572308	Executive Engineer	B011	1,02,500	1,92,975
2	Shri. Sanjay Bhima Sambare	1522370	D.O.	B011	1,05,600	1,98,648
3	Shri. Sushil Ingole	4152925	Assistant Engineer	B022	74,300	1,38,669
4	Shri.Nitin G. Shinde	1710164	Assistant Engineer	B022	66,000	1,23,480
5	Shri. Shubham S. Pawar	4571683	Sub.Engineer	B039	52,000	98,555
6	Shri.Deokar Ravikant B.	3986868	Sub.Engineer	B039	64,100	1,20,698
7	Shri. Vijay S.Sail	4132158	Sub.Engineer	B039	64,100	1,20,698
8	Shri.Yogesh Kokani	4210588	Sub.Engineer	B039	62,200	1,17,221
9	Shri. Ambulkar Shrikant	4321682	Sub.Engineer	B039	55,200	1,04,411
10	Shri. Rahul S.Patil	4488471	Junior Engineer	C082	51,500	97,640
11	Shri. Rahul M. Chibade	4488464	Junior Engineer	C082	54,600	1,03,313
12	Shri. Gharal Ashitosh	1743601	Junior Engineer	C082	54,600	1,03,313
13	Smt. Prajkta D.Dawange	4588577	Junior Engineer	C082	47,100	89,588
14	Shri. Rajesh J. Dhuri	4261687	Junior Engineer	C082	48,500	92,150
15	Shri. Vijay P. Mane	4588591	Junior Engineer	C082	47,100	89,588
16	Shri Akash A. Kumbhare	4588618	Junior Engineer	C082	47,100	89,588
17	Shri. Fartade A.. Chandrakant	4591027	Junior Engineer	C082	47,100	89,588
18	Shri. Pathan Amin B.	4588601	Junior Engineer	C082	47,100	89,588

19	Shri. Chandrakant S.Anantval	1744035	Junior Engineer	C082	54,600	1,03,313
20	Shri. Prasad Deshmukh	1743852	Junior Engineer	C082	54,600	1,03,313
21	Shri.Ghodke Vaibhav	4498344	Junior Engineer	C082	48,900	92,187
22	Shri.Sushant Mandewad	1743869	Junior Engineer	C082	50,400	95,627
23	Smt. Suchita P. Adhangale	3762259	Administrative officer	B025	78,800	1,46,904
24	Smt. Manisha M. Lokare	4273215	Stenographer (Higher Grade)	C003	54,600	1,02,918
25	Smt. Kavita K.Deherkar	4164065	Complaint Officer	C163	53,000	1,00,385
26	Smt. Priyanka S. Jadhav	4347637	Head Clerk	C005	41,000	77,730
27	Shri.Nilesh Padave	3993532	Rent Collector	C412	41,000	78,425
28	Smt. Anjali S. Zagade	4023582	Clerk	C034	37,500	71,325
29	Smt. Neeta. Makwana	4357830	Clerk	C034	37,500	71,325
30	Smt.Solanki Madhuri P.	4348016	Clerk	C034	39,800	75,534
31	Shri. Satish Patil	1689664	Clerk	C034	32,000	61,260
32	Shri. Namdeo P. Bansode	4192349	Clerk	C034	42,200	79,926
33	Smt.Dhopte Dwarka	4460558	Clerk	C034	34,300	65,469
34	Shri, Harshal A. Lade	4550963	Clerk	C034	31,400	60,162
35	Shri.Shri. Sandip E. Tambe	4510192	Clerk	C034	32,300	61,809
36	Shri. Mangesh S. Sable	4461016	Clerk	C034	34,300	65,469
37	Smt. Pallavi P. Dhage	4161763	Clerk	C034	42,200	79,926
38	Shri. Raju Kadam	3698507	Mukadam	D087	46,000	87,805

39	Shri. Swapnil V. Lokhande	1693964	Drainage Assistant	C053	34,000	54,720
40	Shri. Sandip B. Ghadge	4469186	Peon	D090	24,700	48,131
41	Smt. Suchita S. Pawar	4227489	Peon	D090	30,400	58,562
42	Shri..Nainish Vengurlekar	3572308	Assistant Commissioner (I.C.)	B018	78800-209200	
43	Vacant	-	Peon	D090	19900- 63200	
44	Vacant	-	Junior Engineer (Road and Traffic)	C082	30400-96700	
45	Vacant	-	Telephone Operator	C029	21700-69100	
46	Vacant	-	Record Assistant	C056	21700-69100	
47	Vacant	-	Labourer	D114	18000-56900	
48	Vacant	-	Labourer	D114	18000-56900	
49	Vacant	-	Labourer	D114	18000-56900	
50	Vacant	-	Mukadam	D087	18900-60200	
51	Vacant	-	Mukadam	D087	18900-60200	
52	Vacant	-	Mukadam	D087	18900-60200	
53	Vacant	-	Junior Stenographer	C020	25500-81100	
54	Vacant	-	Assistant Engineer	B022	52000-165100	
55	Vacant	-	Assistant Engineer	B022	52000-165100	
56	Vacant	-	Peon	D090	19900-63200	
57	Vacant	-	Peon	D090	19900-63200	
58	Vacant	-	Junior Engineer (Mechanical and Electrical)	C082	41800-132300	

Paysheet No. 4072 & 4073

Sr No	Name of The Employee	Employee Code	Designation	Designation Code	Pay	Total Pay
1	Rupa Anit Mandaokar	1712757	Assistant Engineer	B022	66,000	1,04,375
2	GHUTUKADE DAGADU MAHADEV	1710054	Sub Engineer	B039	64,100	1,20,003
3	PAMALE HARESHWAR D	1712960	Sub Engineer	B039	64,100	1,20,003
4	Vacant	-	Sub Engineer	B039	44900-142400	
5	Vacant	-	Sub Engineer	B039	44900-142400	
6	BHOIR SURESH KASHINATH	1703919	Junior Engineer	C082	41800-132300	
7	Vacant	-	Junior Engineer	C082	41800-132300	
8	Vacant	-	Junior Engineer	C082	41800-132300	
9	Vacant	-	Junior Engineer	C082	41800-132300	
10	Vacant	-	Junior Engineer	C082	41800-132300	
11	APARNA ANANDKUMAR VALVI	1687820	Head Clerk	C005	41800-132300	
12	SANTOSH BHAGWAN GAUND	4196824	Meter Supervisor	C004	41800-132300	
13	PRASHANT SUDHAKAR KHARCHANE	4259248	Meter Supervisor	C004	41800-132300	
14	JOGALE JAYWANT HIRU	3879610	Meter Inspector	C038	25500-81100	
15	Arun Rajaram Kumbhar	3889758	Meter Inspector	C038	25500-81100	
16	Vacant	-	Meter Inspector	C038	25500-81100	
17	Vacant	-	Meter Inspector	C038	25500-81100	
18	Vacant	-	Meter Inspector	C038	25500-81100	
19	Vacant	-	Meter Inspector	C038	25500-81100	
20	Patel Shobha Hemang	1712881	Clerk	C034	25500-81100	
21	Jape SAMPADA Ruturaj	4450427	Clerk	C034	25500-81100	
22	KONASKAR NEHA NISHAD	4346289	Clerk	C034	25500-81100	

23	Vacant	-	Record Assistant	C056	21700-69100
24	GADANKUSH LATA ASHOK	1713569	Peon	D090	19900-63200
25	PARTE MAHESH BALAJI	1433997	Chaviwala	D035	20700-65800
26	Vacant	-	Chaviwala	D035	20700-65800
27	Vacant	-	Chaviwala	D035	20700-65800
28	Vacant	-	Chaviwala	D035	20700-65800
29	Vacant	-	Chaviwala	D035	20700-65800
30	SETTY GAJJARAM P	1535174	Fitter - II	D062	19900-63200
31	HAJARE ANANT BHIKA	1726806	Fitter - II	D062	19900-63200
32	RAUT PARAG PANDURANG	1681776	Fitter - II	D062	19900-63200
33	SALUNKHE RAJU LAXMAN	1666595	Fitter - II	D062	19900-63200
34	MAHALE VIVEK DATTATRAY	1687129	Fitter - II	D062	19900-63200
35	PIMPLE ROSHAN DATTATRAY	1723401	Fitter - II	D062	19900-63200
36	D'SOUZA WILSON AUGUSTIN	4063865	Fitter - II	D062	19900-63200
37	GALANDE SANDEEP HARI	1679337	Fitter - II	D062	19900-63200
38	SEQUEIRA EDSIL WILLIAM	4127596	Fitter - II	D062	19900-63200
39	DISILVA STANY ENAS	1122330	Fitter - II	D062	19900-63200
40	Gharat Vilas Dilip	1726796	Fitter - II	D062	19900-63200
41	CHOUGHULE NARENDRA DINKAR	1686946	Fitter - II	D062	19900-63200
42	MIRANDA DOMNIC MANEUL	1360349	Fitter - II	D062	19900-63200
43	Vacant	-	Fitter - II	D062	19900-63200
44	Vacant	-	Mistry II	D060	19900-63200
45	Vacant	-	Mistry II	D060	19900-63200
46	Vacant	-	Mistry II	D060	19900-63200
47	PARDHI DEEPAK	1685684	Mukadam	D087	18900-60200

	JAIRAM				
48	KINI BALKRISHNA VASUDEV	1726837	Mukadam	D087	18900-60200
49	BHOIR NARAYAN KRISHANA	1726820	Mukadam	D087	18900-60200
50	PATIL PURUSHOTTAM ISHWAR	1699472	Mukadam	D087	18900-60200
51	KASARE CHANDRAKANT DAGDU	3745186	Mukadam	D087	18900-60200
52	Vacant	-	Mukadam	D087	18900-60200
53	Vacant	-	Mukadam	D087	18900-60200
54	Vacant	-	Mukadam	D087	18900-60200
55	TIJORE SHALUMAN KARBHARI	1602850	Sluiceman	D079	19900-63200
56	MEHER SANDEEP MOHAN	1726844	Sluiceman	D079	19900-63200
57	SHETYE VIJAY YESHAVANT	1545652	Sluiceman	D079	19900-63200
58	SARWAN SANJAYSINGH S	1528259	Sluiceman	D079	19900-63200
59	MHATRE VISHNU MORESHWAR	4062912	Sluiceman	D079	19900-63200
60	VAJE KALU MARUTI	1701711	Sluiceman	D079	19900-63200
61	INGALE MAHESH GOPAL	1681745	Sluiceman	D079	19900-63200
62	CHAUDHARI DHANANJAY V	1681769	Sluiceman	D079	19900-63200
63	MAIL RAMESH BUDHAJI	1681783	Sluiceman	D079	19900-63200
64	Ganesh Vasant Lonare	1723391	Sluiceman	D079	19900-63200
65	KOLI VINAY RAVINDRA	1726813	Sluiceman	D079	19900-63200
66	GOSAVI ROHIT RAMAKANT	1726851	Sluiceman	D079	19900-63200
67	GONSALVES JOYAL	1729823	Sluiceman	D079	19900-63200

	FRANCIS				
68	Vacant	-	Sluiceman	D079	19900-63200
69	SHINDE DINESH MAHADEV	1723384	Labourer	D114	18000-56900
70	BHOIR SANJAY RAJARAM	1729847	Labourer	D114	18000-56900
71	DEVE SANJAY SHANTARAM	1730955	Labourer	D114	18000-56900
72	MHATRE TUSHAR SUBHASH	1730948	Labourer	D114	18000-56900
73	HATE SUNIL LAXMAN	1733549	Labourer	D114	18000-56900
74	SOLANKI JAYESH JAGDISH	1735761	Labourer	D114	18000-56900
75	JADHAV MANOJ MAHADEV	1739435	Labourer	D114	18000-56900
76	BHOIR SANTOSH BALIRAM	1734148	Labourer	D114	18000-56900
77	KALSULKAR SUSHIL D	1724103	Labourer	D114	18000-56900
78	MUNDHE SHANKAR JANAJI	1683228	Labourer	D114	18000-56900
79	GOBADE SUKHADEV NARAYAN	1698347	Labourer	D114	18000-56900
80	SAWANT SAURABH SANJAY	1749614	Labourer	D114	18000-56900
81	KAMBLE PRATIK SUHAS	1751338	Labourer	D114	18000-56900
82	CHOUHAN KAMLESH GANPAT	1751448	Labourer	D114	18000-56900
83	SOLANKI SACHIN BHAGWANDAS	1767142	Labourer	D114	18000-56900
84	SAKHARE NILESH GAUTAM	1751503	Labourer	D114	18000-56900
85	RATHOD TUKARAM RAMDAS	1756003	Labourer	D114	18000-56900
86	NAIK NILESH	4311427	Labourer	D114	18000-56900

	JAGANATH				
87	TIRLOTKAR DATTARAM YASHVANT	1683527	Labourer	D114	18000-56900
88	PATIL YOGESH PANDHRINATH	1704271	Labourer	D114	18000-56900
89	KAJAREKAR GANESH VISHWANATH	1752030	Labourer	D114	18000-56900
90	PATIL BHALCHANDRA PANDURANG	4344469	Labourer	D114	18000-56900
91	BHARATI TEJAS SURESH	1768758	Labourer	D114	18000-56900
92	SANSARE SIDDHESH VIJAY	1752061	Labourer	D114	18000-56900
93	AHIRE SHAILESH MUKUND	1766536	Labourer	D114	18000-56900
94	CHAVAN SUDHIR MOHAN	1752054	Labourer	D114	18000-56900
95	AEER ANANDKUMAR VITHOBA	1689190	Labourer	D114	18000-56900
96	Roshan Chandrakant Pawar	1765339	Labourer	D114	18000-56900
97	Vacant	-	Labourer	D114	18000-56900
98	Vacant	-	Labourer	D114	18000-56900
99	Vacant	-	Labourer	D114	18000-56900
100	Vacant	-	Labourer	D114	18000-56900
101	Vacant	-	Labourer	D114	18000-56900
102	Vacant	-	Labourer	D114	18000-56900
103	Vacant	-	Labourer	D114	18000-56900
104	Vacant	-	Labourer	D114	18000-56900
105	Vacant	-	Labourer	D114	18000-56900
106	Vacant	-	Labourer	D114	18000-56900
107	Vacant	-	Labourer	D114	18000-56900
108	Vacant	-	Labourer	D114	18000-56900
109	Vacant	-	Labourer	D114	18000-56900

110	Vacant	-	Labourer	D114	18000-56900
111	Vacant	-	Labourer	D114	18000-56900
112	Vacant	-	Labourer	D114	18000-56900
113	Vacant	-	Labourer	D114	18000-56900
114	Vacant	-	Labourer	D114	18000-56900
115	Vacant	-	Labourer	D114	18000-56900
116	Vacant	-	Labourer	D114	18000-56900
117	Vacant	-	Labourer	D114	18000-56900
118	Vacant	-	Labourer	D114	18000-56900
119	Vacant	-	Labourer	D114	18000-56900
120	Vacant	-	Labourer	D114	18000-56900
121	Vacant	-	Labourer	D114	18000-56900
122	Vacant	-	Labourer	D114	18000-56900
123	Vacant	-	Labourer	D114	18000-56900
124	Vacant	-	Labourer	D114	18000-56900

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

Section 4(1) (b) (ii)

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

(A)

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

(B)

Sr.No.	Designation	Power-Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Administrative Officer	1. To sanction increments of Sub-ordinate Staff.	MMC Act 1888 MSR	
		2. To sanction casual leaves to subordinate staff up to the rank of Head clerk and clerk accordance with the rules		
		3. To sanction leaves including maternity and injury leave to the labour staff in accordance to Municipal service rule.		
		4. To prepare report of administrative data from respective department and submit to higher authority		
		5. To check works of subordinate staff		
		6. To meet to councilors and officers in the absent of Assistant Commissioner		

2.	Head Clerk	Nil.		
3.	Clerk	Nil.		

(C)

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

(D)

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

(E)

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

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

(A)

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

(B)

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Administrative Officer	1) To collect information from Establishment and Revenue department and to prepare administrative report	MMC Act 1988,	
		2) To settle the grievance of internal staff or citizens.		
		3) To submit reports to MC Office regarding disposal of complaints received from them.		
		4) To prepare various meeting reports such as Union, Pension Adalat, Audit Note, etc.		
		5) To prepare & submit consolidated RTI & Complaints report.		
		6) To co-ordinate and guide local resident regarding various information of ward.		
		7) To dispose of complaints received from higher authorities regarding employee's dues.		

		8) Any other work assigned by Ward Officer.		
2.	Head Clerk	1. To Supervise on Clerical works 2. To follows orders of Asstt. Commissioner , Administrative Officer,		
3.	Clerk	1. To Work assigned by Administrative Officer and Head Clerk 2. Dealing with day to today activities.		

(C)

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

(D)

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

(E)

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

Section 4(1) (b) (iii)

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

Name of activities:-

1) Establishment section :-

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

- **Pension and NCPF Claim:-**

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

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

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

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

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

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

- **Creation Of Service Record :-**

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

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

- **Balance leave:-**

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

A) Name of activity

1) Pension

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

2) NCPF

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

3) PREFERENTIAL TREATMENT (P.T. CASE)

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

4) BALANCE LEAVE

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

5) ENQUIRY

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

6) INCOME TAX

- (A) Related provision :-

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

7) PROMOTIONS / TIME BOUND PROMOTIONS

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

8) PENSION ADALAT

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

9) RIGHT TO INFORMATION (RTI)

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

10) MCA AUDIT NOTE

- a) Related provision :-
 b) Name of Act :-
 c) Rules :-
 d) Government Resolution :-

- e) Circulars :- **Section 4(1)(b)(v)**
 f) Office order :-

11) CONFIDENTIAL REPORT

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

12) OFFICIAL ENQUIRY

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

Section 4(1) (b) (iv)

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

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

Section 4(1)(b)(v)

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

Sr. No.	Subject General Circulars	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Absenteeism	DPR/FGR/30 dtd.07.02.1995	
2.	Transfer and Promotions	MPM2/ 1093/dtd.29.09.2009	
3.	Continuation after 55 years	MPM1/ 595 /dtd.31.01.2004	
4	Computer Knowledge	MPM2/ 2014 /dtd.20.03.2010	
5	Leave	MSR 1989	
6	Advance payment from P.F	CA / FVA / dtd.21.04.2009	
7	4%Subsidy on housing loan	CA/FHL/51/dtd.03.01.2001	
8	DC-1 Rule	DPAR / FGR/10dtd.04.07.08	
9	Relive Employee after promotion / transfer	MPM2 / 6077 / dtd.05.01.2009	
10	Passport , Visa ,NOC	CH/ENQ/GEN/164/dtd,06.09.05	
11	Additional increment after passed L.S.D.	DPAR / FGR /20/dtd.15.10.08	
12	Passport, NOC	MPM2 / 493 / dtd.19.09.2009	
13	Casual Leave	(a)CA/FGR/79/dtd.31.01.1981 (b)DPAR /FGR / 8/dtd.17.07.09	
14	LTA	CA/ FGR/39dtd.07.10.1985	
15	For Tracking CL	DPAR / FGR/5 dtd.12.06.2008	
	PENSION		
16	Pension Adalat	CAT / FPP / 27 dtd.07.12.2007	
17	Pension for absconding Employee	DPAR / FGR/4 dtd.05.05.1992 DPAR / FGR/2 dtd.19.04.1995	
18	Non vacating staff quarters	DPAR / FEM /10 dtd.02.07.1990 DPAR / FEH / 5 dtd.28.05.2001	
19	Pension for unfit	DPAR / FEH /21 dtd.14.01.1998	
20	Saving Account for Pension	CAT /FPP / 40 dtd.12.02.2009	
21	Increase limit of DCRG	DPAR / FGR/08 dtd.06.06.2012	
	NCPF		

22	NCPF	NCPF Rule 1925	
	P.T.CASE		
23	Application	LO /19 /dtd.18.12.1998	
24	Power to DMC	LO/16/dtd.22.03.2007 LO/78/dtd21.12.2011	
25	LAD PAGE Committee (Sweeper Class P.T.)	LO/4/dtd.25.10.2007 LO/21/dtd24.12.2008	
26	P.T. Case for absconding Employee	LO /14 /dtd.13.10.2008	
27	School leaving verification	LO /22 /dtd.29.10.1990	
	Enquiry, Suspension, Suspension Allowance		
28	Enquiry, Suspension, Suspension Allowance	Enquiry Manuals , MSR 1989 1)DPAR/FGR/6/dtd.15.05.1999 2) DPAR /FGR/17/dtd.29.08.2000 3) DPAR /FGR/8/dtd.26.07.2002 4) CHOE/ Z-l/gen/272/dtd.29.7.12	
29	Termination	MSR 1989, Municipal Service (Rule and Conduct 1999) , Industrial dispute Act 1948 DPAR/ FGR/5 dt.10.09.2007	
30	Suspension Review	MPM2/ 3505 /dtd.21.02.2005 MPM2 /3349/ dtd. 23.01.2008	
31	Resumption	AO/GEN /376 dt. 08.10.1982	
	Promotion and Time Bound Promotion		
32	Promotion and Time Bound Promotion	DPAR/RGCELL/3/dtd.24.07.07 MPM2/3447/dtd.24.05.2008 MPM2/815/dtd.06.08.2009 MPM2/3389/dtd.17.01.2008 MPM /3560 / dtd.15.07.2000	
	Transfer of Service Record		
33	Transfer of Service Record	CA/FPP/ 42 dt.16.12.1999	

Section 4(1)(a)(vi)

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

Sr. no.	Subject	Type of Document file	File no. or Register no.	Particulars	Periodicity of preservation
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		or register			
ESTABLISHMENT					
1	Service Record	File		'A' CLASS	PERMANENT
2	Muster	Register			
3	CR Sheets	File			
4	Authority	File			
5	Seniority list	File			
6	Circular file	File			
1	Pension . NCPF, P.T. claim	File		'B' CLASS	30 YEARS
2.	Appointment Transfer Promotion Permanency	File			
3.	Proposal	Nil			
1	Leave Papers	File		'C2' CLASS	15 YEARS
2	O.T.	File			
3	Correspondence	File			
1.	Enquiry Papers	File		'C1' CLASS	10 YEARS
2.	Disciplinary Action	Nil			
3.	Income Tax	File			
4.	PF Advance	File			
1	Temporary Appointment	Nil		'C' CLASS	05 YEARS
2	Cessation of employee	Nil			
3	Leave application	File		'D CLASS	01 YEARS
4.	Complaints , etc.	Nil			

DISPATCH					
1	Dak sheet	Nil		'D CLASS	01 YEARS
2	Post Register	Register			
3	Inword Register	Register			
4	Other Register	Register			
5	RTI Register	Register			
CFC					
1	Stock Register Receipt	Register		'D CLASS	01 YEARS
2	Dishonor Cheques	Register			

Section 4(1)(b)(vii)

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Administrative Officer R/North ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

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

Ward Committee

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

Sexual Harassment Committee

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

Section 4(1)(b)(ix)

Directory of the Officer and Employees

PAYSHEET NO:- 5854

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1	Asst. Commissioner (I.C.)	Shri. Nainish K. Vengurlekar	B	03.04.1990	13.09.2021	ac.rn@mcgm.gov.in
2	Administrative Officer	Smt.Suchita.P. Adhangale.	B	11.02.1994	03.03.2025	adminofficer01.rn@mcgm.in
3	Complaint Officer	Smt. Kavita Deherkar	C	16.06.2008	07.12.2022	
4	Senior Steno	Smt. Manisha Lokare	C	07.07.2010	27.09.2022	
5	Clerk	Smt. Anjali Zagade	C	14.07.2006	08.04.2019	
6	Typist	Vacant	C	-	-	

PAYSHEET NO:- 5802

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1	Rent Collector	Nilesh Padave	C	01.04.2005	10.02.2021	
2	RENT REGN.CLERK	Mangesh Sable	C	09.03.2015	28.01.2022	
3	RENT REGN.CLERK	Pallavi Dhage	C	08.07.2008	02.08.2024	

PAYSHEET NO:- 5855

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1	ASST.ENGINEER	Shri. Nitin G.	B	08.04.2009	30.08.2024	

		Shinde				
2	ASST.ENGINEER	Shri. Sushil Ingole	B	04.04.2008	11.08.2022	
3	SUB ENGINEER	Shri. Shubham Pawar	B	09.09.2019	10.12.2022	
4	SUB ENGINEER	Shri. Deokar Ravikant B.	B	06.07.2005	24.01.2022	
5	SUB ENGINEER	Shri. Vijay Sadashiv Sail	B	10.10.2007	08.04.2022	
6	HEAD CLERK	Smt. Priyanka Jadhav	C	18.04.2012	10..09.2024	
7	CLERK	Smt. Solanki Madhuri Prashant	C	18.04.2012	16.11.2018	
8	CLERK	Shri. Satish Patil	C	21.06.2006	31.01.2022	
9	CLERK	Shri. Namdeo Pandurang Bansode	C	21.10.2008	18.11.2021	
10	CLERK	Smt. Neeta Makwana	C	21.07.2012	31.03.2022	
11	Te. Op.'B' Grade	Vacant	C			
12	Record Asst.	Vacant	C			
13	JR.ENGINEER	Shri. Rahul Patil	C	16.12.2015	16.12.2015	
14	JR.ENGINEER	Shri. Pathan Amin Badshah	C	03.08.2020	05.08.2020	
15	JR.ENGINEER	Shri. Chandrakant Anantval	C	07.12.2015	11.07.2023	
16	JR.ENGINEER	Shri. Prasad Deshmukh	C	23.11.2015	18.07.2024	
17	JR.ENGINEER	Shri.Rahul Chibade	C	08.12.2015	08.12.2015	
18	JR.ENGINEER	Smt.Prajakta Davange	C	15.07.2020	16.07.2020	
19	JR.ENGINEER	Vacant	C			
20	Peon	Shri. Sandip Ghadage	D	05.06.2015	04.05.2020	
21	Peon	Smt. Suchita Pawar	D	22.06.2009	16.12.2022	

22	Peon	Vacant	D			
23	Drain.Asst.	Shri.Swapnil Lokhande	D	18.07.2007	10.12.2021	

PAYSHEET NO:- 5856

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28936000, Fix No.28924894
1	Executive Engineer	Shri. Nainish Vengurlekar	B	03.04.1990	13.09.2021	
2	Designated officer	Shri. Sanjay Sambre	B	06.10.1994	27.09.2021	
3	Asst.Engineer	Vacant	B			
3	Asst.Engineer	Vacant	B			
4	Sub Engineer	Shri. Yogesh Kokani	B	10.02.2009	11.12.2021	
5	Sub Engineer	Shri. Ambulkar Shrikant G.	B	25.11.2011	06.09.2022	
6	JR.ENGINEER	Shri. Gharal Ashitosh	C	23.11.2015	14.01.2021	
7	JR.ENGINEER	Shri. Sushant Mandewad	C	07.12.2015	04.04.2024	
8	JR.ENGINEER	Shri. Vaibhav V. Ghodake	C	30.07.2016	03.06.2021	
9	JR.ENGINEER	Chandrakant Fartade	C	27.07.2020	28.07.2020	
10	JR.ENGINEER	Rajesh Dhuri	C	25.03.2010	04.06.2019	
11	JR.ENGINEER	Vijay Mane	C	09.07.2020	10.07.2020	
12	JR.ENGINEER	Akash Kumbhare	C	17.07.2020	20.07.2020	
	JR.ENGINEER (M & E)	Vacant	C			
13	JR. steno	Vacant	C			

14	Clerk	Smt.Dhopte Dwarka	C	03.03.2015	04.01.2022	
15	Clerk	Shri. Harshal Lade	C	20.11.2018	27.09.2021	
16	Clerk	Shri.Sandip Tambe	C	16.03.2017	18.03.2024	
17	Mukadam	Shri. Raju Kadam	D	14.05.1992	28.06.2023	
18	Mukadam	Vacant	D			
19	Mukadam	Vacant	D			
20	Mukadam	Vacant	D			
22	Peon	Vacant	D			
23	Peon	Vacant	D			
24	Labour	Vacant	D			
25	Labour	Vacant	D			
26	Labour	Vacant	D			

PAYSHEET NO:- 5857

SR. NO	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28920254/57/69/47/79/49
1	Medical Health Officer	Dr. Smt.Sunila Kishor Pawar	B	25.07.2008	01.05.2023	
2	Medical Officer DTO	Dr. Archana Chandanshive	B	07.10.2008	01.09.2024	
3	Head Clerk	Smt. Nirupama A.Parakkal.	C	05.01.1990	01.12.2022	
4	Clerk	Smt.Smita Khaire	C	09.01.2009	01.12.2023	
5	Clerk	Smt.Anjali A Singh	C	20.08.2019	01.04.2024	
6	Clerk	Smt.Medha Bothare	C	10.09.2013	12.07.2024	
6	Clerk	Smt.Anamika Upadhay	C	21.10.2016	22.01.2025	

7	Sanitary Inspector	Vacant	C			
8	Sanitary Inspector	Vacant	C			
9	Death Reg Clerk	Shri. Yogesh M.Chorghe	C	24.07.2008	21.08.2018	
10	Death Reg Clerk	Shri. Pramod K.Jadhav	C	29.07.2005	10.12.2021	
11	Death Reg Clerk	Shri.Rajesh G.Gharat	C	05.11.2011	08.02.2021	
12	Death Reg Clerk	Shri Rajani R.Gohil	C	30.07.2013	13.01.2022	
13	Death Reg Clerk	Vacant	C			
14	Birth Death Reg Karkoon	Shri.Bapu V.Salgar	C	01.12.1999	01.08.2024	
15	Peon	Shri. Kadam Milind Ganpat	D	07.09.2013	23.06.2014	
16	Dsinf. Sub Insp.	Shri.Sushil S.Dicholkar	C	14.06.1995	09.12.2020	
17	Labour	Shri. Kamble Sanjay S.	D	10.10.1995	25.09.2001	
18	Dsinf. Lab	Shri.Kiran B.Dharmameher	D	23.05.2012	01.11.2017	
19	Dsinf. Lab	Smt.Anita S.Kadam	D	21.09.2019	18.06.2021	
20	cemetery attendant	Shri.Atish A.Darge	D	06.01.2014	19.03.2019	
21	cemetery attendant	Vacant	D			
22	cemetery attendant	Vacant	D			
23	cemetery attendant	Vacant	D			
24	cemetery attendant	Vacant	D			

25	cemetery attendant	Vacant	D			
26	Cemetery attendant	Vacant	D			
27	Medical Officer	Smt.Vallepawar Shailaja D.	B	02.03.2009	27.05.2014	
28	Medical Officer	Smt.Kantharia Binitha Paresh	B	24.06.2009	09.09.2014	
29	Medical Officer	Dr. Dnyanesh C.Deogirkar	B	25.07.2008	01.07.2023	
30	Medical Officer	Vacant	B			
31	Pharmacist	Smt. Kajal Patel	C	06.01.2011	01.01.2017	
32	Pharmacist	Vacant	C			
33	Lab Tech	Shri.Vinay D.Kawle	C	01.12.2011	01.02.2016	
34	Lab Tech	Shri.Jagdish Thakare	C	23.09.2011	For Payment only	
35	Lab Tech	Vacant	C			
36	Dresser	Smt.Suvarna S.Toraskar	D	09.10.2007	01.04.2022	
37	Dresser	Shri. Yogesh N.Chavan	D	29.12.2008	02.05.2016	
38	Dresser	Shri. Dharmendra P.Patil	D	25.11.2011	01.07.2016	
39	Dresser	Vacant	D	19.06.1991	17.07.2013	
40	Part time Labour	Vacant	D			
41	Notice Karkoon	Shri.Lingayat R.Yaswant	C	14.11.2005	10.12.2021	
42	Sweeper	Shri. Jayanti M. Makavana	D	28.12.2010	28.12.2010	

PAYSHEET NO:- 5858

SR. NO .	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMEN T IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022- 28920254/57/69/47/7 9/49
1	Mistry II	Vacant	D			
2	Mistry II	Vacant	D			
3	Carpenter II	Vacant	D			
4	Plumber II	Shri.Rajendra B.Sable	D	21.07.2008	01.05.2019	
5	Mukadum	Shri.Vijay D.Bansole	D	11.09.2007	11.09.2007	
6	Mukadum	Shri.Raghunat h Bairagi	D	01.06.1994	01.06.1994	
7	Mukadum	Shri.Bhimrao H.Jadhav	D	22.01.1990	22.01.1990	
8	Mukadum	Vacant	D			
9	Mukadum	Vacant	D			
10	Mukadum	Vacant	D			
11	Labour	Smt.Kirti D.Dubli	D	08.03.2023	08.03.2023	
12	Labour	Smt.Priyanka V.Kamble	D	29.07.2021	29.07.2021	
13	Labour	Mharte Jaai J.	D	17.11.2009	17.11.2009	
14	Labour	Shri.Nitin H.Patil	D	23.07.2008	23.07.2008	
15	Labour	Shri.Vilas Dalvi	D	07.03.2017	07.03.2017	
16	Labour	Smt.Kalpana G.Dhanva	D	11.08.2017	11.08.2017	
17	Labour	Smt.Vrushali V.Kadam	D	29.07.2021	29.07.2021	
18	Labour	Shri.Akshay R.Jadhav	D	11.08.2017	11.08.2017	
19	Labour	Shri.Ketan G.Patil	D	08.10.2012	08.10.2012	
20	Labour	Shri.David	D	15.06.2016	15.06.2016	

		A.Chetty				
21	Labour	Smt.Amruta A.Sawant	D	11.08.2017	11.08.2017	
22	Labour	Dsouza Vasant James	D	01.06.1994	26.12.1999	
23	Labour	Jyoti Bhagwan Gidda	D	01.06.1994	26.12.1999	
24	Labour	Gharat Naresh Pandurang	D	01.03.2012	01.03.2012	
25	Labour	Dhagle Yelappa Posha	D	01.06.1994	26.12.1999	
26	Labour	Mail Vijay Ramchandra	D	30.03.2005	30.03.2005	
27	Labour	Bhoir Pundalik Baliram	D	18.03.2005	18.03.2005	
28	Labour	Gaikwad Manohar Balram	D	01.08.2008	01.08.2008	
29	Labour	Vacant	D			
30	Labour	Vacant	D			
31	Labour	Vacant	D			
32	Labour	Vacant	D			
33	Labour	Vacant	D			
34	Labour	Vacant	D			
35	Labour	Vacant	D			
36	Labour	Vacant	D			
37	Labour	Vacant	D			
38	Labour	Vacant	D			
39	Labour	Vacant	D			
40	Labour	Vacant	D			
41	Labour	Vacant	D			
42	Labour	Vacant	D			

43	Labour	Vacant	D			
44	Labour	Vacant	D			
45	Labour	Vacant	D			
46	Labour	Vacant	D			
47	Labour	Vacant	D			
48	Labour	Vacant	D			
49	Labour	Vacant	D			
50	Labour	Vacant	D			
50	Store Attendant	Vacant	D			

PAYSHEET NO:- 5859

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28920254/57/69/47/79/49
1	Mason II	Vacant	D			
2	Mason II	Vacant	D			
3	Mukadam	Vacant	D			
4	Mukadam	Vacant	D			
5	Mukadam	Vacant	D			
6	Mukadam	Vacant	D			
7	Mukadam	Vacant	D			
8	Mukadam	Vacant	D			
9	Labour	Kamble Umesh Ramchandra	D	22.01.1990	26.12.1999	
10	Labour	Rajbhar Mahendrakumar B.	D	22.01.1990	26.12.1999	
11	Labour	Shinde Shankar Ramchandra	D	22.01.1990	26.12.1999	
12	Labour	Mirekar Savlaram M	D	01.06.1994	26.12.1999	

13	Labour	Sagar Maruti V.	D	01.06.1994	26.12.1999	
14	Labour	Rewale Ramesh Maladi	D	01.06.1994	26.12.1999	
15	Labour	Parab Sanjay G.	D	01.06.1994	26.12.1999	
16	Labour	Gaikwad Raju G.	D	01.06.1994	26.12.1999	
17	Labour	Mohite Santosh S.	D	06.10.1998	26.12.1999	
18	Labour	Jadhav Anil S.	D	01.12.1999	26.12.1999	
19	Labour	Zore Sonu J.	D	18.03.2005	18.03.2005	
20	Labour	Nanoskar Mukesh J.	D	19.03.2005	19.03.2005	
21	Labour	Bable Yellapa B.	D	01.09.2002	01.09.2002	
22	Labour	Harwandkar Bhau K.	D	01.09.2002	01.09.2002	
23	Labour	Pawar Ashok B.	D	01.09.2002	01.09.2002	
24	Labour	Sonkusare Jana S.	D	01.09.2002	01.09.2002	
25	Labour	Jangam Vijay N.	D	01.09.2002	01.09.2002	
26	Labour	Patil Bharat D.	D	03.06.2008	03.06.2008	
27	Labour	Mokal Nilesh Gajanan	D	03.06.2008	03.06.2008	
28	Labour	Bodke Nathuram A.	D	03.06.2008	03.06.2008	
29	Labour	Jaybhay Ashok S.	D	11.06.2008	11.06.2008	
30	Labour	Wayal Laxman P.	D	08.07.2008	08.07.2008	
31	Labour	Ghige Ramdas K.	D	03.07.2008	03.07.2008	
32	Labour	Patil Sanjay D.	D	10.12.2009	10.12.2009	
33	Labour	Kunchikurve Prakash H.	D	20.04.2010	20.04.2010	
34	Labour	Valaghane Subhash D.	D	01.11.2011	01.11.2011	
35	Labour	Pawar Madan S.	D	29.11.2011	29.11.2011	
36	Labour	Kandagale Vikas M.	D	11.06.2012	11.06.2012	
37	Labour	Kunchikurve Dinanath J.	D	02.08.2012	02.08.2012	
38	Labour	Thorat Vishal Suresh	D	01.01.2016	01.01.2016	
39	Labour	Jadhav Shankar Bhimrao	D	15-03-2016	15-03-2016	

40	Labour	Shah Bhavarlal Bansilal	D	24.08.2018	24.08.2018	
41	Labour	Pawar Dashrath B.	D	02.05.2017	02.05.2017	
42	Labour	Vaiti Deepak	D	05.12.2011	05.12.2011	
43	Labour	Shirodkar Shishir Vasudev	D	11.05.2018	11.05.2018	
44	Labour	Meher Kanchan Sadanand	D	12.06.2008	12.06.2008	
45	Labour	Godke Shubham S.	D	12.07.2016	12.07.2016	
46	Labour	Jawdekar Akshay Mahesh	D	13.09.2017	13.09.2017	
47	Labour	Gohil Bharat Jivraj	D	15-01-2016	15-01-2016	
48	Labour	Page Prashant Lakma	D	18.02.2022	18.02.2022	
49	Labour	Kamble Sanchit M.	D	26.11.2021	26.11.2021	
50 TO 108	Labour	Total 59 Labour Post Vacant	D			

PAYSHEET NO:- 4742

SR. NO .	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTME NT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022- 28920254/57/69/47/79/ 49
1	Asst. Engineer	Rupa Anit Mandaokar	B	30-03-2009	10-09-2024	
2	Sub. Engineer	GHUTUKADE DAGADU MAHADEV	B	17-03-2009	01-11-2014	
3	Sub. Engineer	PAMALE HARESHWAR D	B	01-06-2009	01-02-2016	
4	Sub. Engineer	Vacant	B			
5	Sub. Engineer	Vacant	B			
6	Jr. Engineer	BHOIR SURESH KASHINATH	C	14-08-2008	05-09-2023	
7	Jr. Engineer	Vacant	C			
8	Jr. Engineer	Vacant	C			
9	Jr. Engineer	Vacant	C			

10	Jr. Engineer	Vacant	C			
11	Meter Supvr.	SANTOSH BHAGWAN GAUND	C	07-10-2008	09-11-2021	
12	Meter Supvr.	PRASHANT SUDHAKAR KHARCHANE	C	11-02-2010	05-12-2023	
13	Head Clerk	APARNA ANANDKUMAR VALVI	C	03-05-2006	16-07-2021	
14	Clerk	Patel Shobha Hemang	C	18-06-2009	07-02-2015	
15	Clerk	Jape SAMPADA Ruturaj	C	05-01-2015	14-07-2019	
16	Clerk	KONASKAR NEHA NISHAD	C	12-04-2012	01-03-2023	
17	Meter Inspector	JOGALE JAYWANT HIRU	C	26-06-1996	30-08-2018	
18	Meter Inspector	Arun Rajaram Kumbhar	C	12-12-1996	03-09-2024	
19	Meter Inspector	Vacant	C			
20	Meter Inspector	Vacant	C			
21	Meter Inspector	Vacant	C			
22	Meter Inspector	Vacant	C			
23	Record Asst.	Vacant	C			
24	Peon	GADANKUSH LATA ASHOK	D	01-09-2009	22-04-2010	

PAYSHEET NO:- 4743

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPH ONE NO.022- 2892025 4/57/69/ 47/79/49
1	Chaviwala	PARTE MAHESH BALAJI	D	18-01-1993	18-01-1993	
2	Chaviwala	Vacant	D	Vacant	Vacant	
3	Chaviwala	Vacant	D	Vacant	Vacant	
4	Chaviwala	Vacant	D	Vacant	Vacant	

5	Chaviwala	Vacant	D	Vacant	Vacant	
6	Sluiceman	TIJORE SHALUMAN KARBHARI	D	31-08-1993	06-10-2005	
7	Sluiceman	MEHER SANDEEP MOHAN	D	05-12-2011	05-12-2011	
8	Sluiceman	SHETYE VIJAY YESHAVANT	D	25-09-1998	04-10-1989	
9	Sluiceman	SARWAN SANJAYSINGH S	D	31-08-1993	31-08-1993	
10	Sluiceman	MHATRE VISHNU MORESHWAR	D	07-07-2007	15-01-2010	
11	Sluiceman	VAJE KALU MARUTI	D	17-07-2008	17-07-2008	
12	Sluiceman	INGALE MAHESH GOPAL	D	18-03-2005	18-03-2005	
13	Sluiceman	CHAUDHARI DHANANJAY V	D	23-03-2005	23-03-2005	
14	Sluiceman	MAIL RAMESH BUDHAJI	D	23-03-2005	23-03-2005	
15	Sluiceman	Ganesh Vasant Lonare	D	01-10-2011	01-10-2011	
16	Sluiceman	KOLI VINAY RAVINDRA	D	01-12-2011	01-12-2011	
17	Sluiceman	GOSAVI ROHIT RAMAKANT	D	01-12-2011	01-12-2011	
18	Sluiceman	GONSALVES JOYAL FRANCIS	D	05-12-2011	05-12-2011	
19	Sluiceman	Vacant	D	Vacant	Vacant	
20	Fitter - II	SETTY GAJJARAM P	D	15-12-1994 20- 12-1995	20-12-1995	
21	Fitter - II	HAJARE ANANT BHIKA	D	14-11-2011	14-11-2011	
22	Fitter - II	RAUT PARAG PANDURANG	D	18-03-2005	18-03-2005	
23	Fitter - II	SALUNKHE RAJU LAXMAN	D	25-09-1998	25-09-1998	
24	Fitter - II	MAHALE VIVEK DATTATRAY	D	06-03-2006	06-03-2006	
25	Fitter - II	PIMPLE ROSHAN DATTATRAY	D	14-10-2011	14-10-2011	
26	Fitter - II	D'SOUZA WILSON AUGUSTIN	D	07-07-2007	22-07-2009	
27	Fitter - II	GALANDE SANDEEP HARI	D	15-02-2000	15-02-2000	
28	Fitter - II	SEQUEIRA EDSIL WILLIAM	D	14-05-2005	02-06-2009	
29	Fitter - II	DISILVA STANY ENAS	D	04-05-1994 25-09- 1998	25-09-1998	
30	Fitter - II	Gharat Vilas Dilip	D	14-11-2011	14-11-2011	
31	Fitter - II	CHOUGHULE NARENDRA DINKAR	D	01-04-2005	01-04-2005	
32	Fitter - II	MIRANDA DOMNIC MANEUL	D	04-01-1990	04-01-1990	
33	Fitter - II	Vacant	D	Vacant	Vacant	
34	Mistry II	Vacant	D	Vacant	Vacant	
35	Mistry II	Vacant	D	Vacant	Vacant	

36	Mistry II	Vacant	D	Vacant	Vacant	
37	Mukadam	PARDHI DEEPAK JAIRAM	D	06-10-2005	06-10-2005	
38	Mukadam	KINI BALKRISHNA VASUDEV	D	05-12-2011	05-12-2011	
39	Mukadam	BHOIR NARAYAN KRISHANA	D	05-12-2011	05-12-2011	
40	Mukadam	PATIL PURUSHOTTAM ISHWAR	D	10-06-2008	08-02-2011	
41	Mukadam	KASARE CHANDRAKANT DAGDU	D	04-08-1993	04-08-1993	
42	Mukadam	Vacant	D	Vacant	Vacant	
43	Mukadam	Vacant	D	Vacant	Vacant	
44	Labourer	SHINDE DINESH MAHADEV	D	01-10-2011	01-10-2011	
45	Labourer	BHOIR SANJAY RAJARAM	D	05-12-2011	05-12-2011	
46	Labourer	DEVE SANJAY SHANTARAM	D	02-01-2012	02-01-2012	
47	Labourer	MHATRE TUSHAR SUBHASH	D	02-01-2012	02-01-2012	
48	Labourer	HATE SUNIL LAXMAN	D	07-02-2012	07-02-2012	
49	Labourer	SOLANKI JAYESH JAGDISH	D	21-05-2012	21-05-2012	
50	Labourer	JADHAV MANOJ MAHADEV	D	01-01-2014	01-01-2014	
51	Labourer	BHOIR SANTOSH BALIRAM	D	14-03-2012	08-01-1900	
52	Labourer	KALSULKAR SUSHIL D	D	02-11-2011	05-09-2013	
53	Labourer	MUNDHE SHANKAR JANAJI	D	27-10-1993	21-04-2005	
54	Labourer	GOBADE SUKHADEV NARAYAN	D	18-06-2008	13-07-2018	
55	Labourer	SAWANT SAURABH SANJAY	D	24-10-2017	24-10-2017	
56	Labourer	KAMBLE PRATIK SUHAS	D	03-10-2018	03-10-2018	
57	Labourer	CHOUHAN KAMLESH GANPAT	D	19-11-2018	19-11-2018	
58	Labourer	SOLANKI SACHIN BHAGWANDAS	D	01-06-2022	01-06-2022	
59	Labourer	SAKHARE NILESH GAUTAM	D	24-12-2018	24-12-2018	
60	Labourer	RATHOD TUKARAM RAMDAS	D	28-01-2019	28-01-2019	
61	Labourer	NAIK NILESH JAGANATH	D	21-10-2011	27-06-2022	
62	Labourer	TIRLOTKAR DATTARAM YASHVANT	D	09-04-2005	28-05-2024	
63	Labourer	PATIL YOGESH	D	23-07-2008	22-10-2022	

		PANDHRINATH				
64	Labourer	KAJAREKAR GANESH VISHWANATH	D	03-01-2019	03-01-2019	
65	Labourer	PATIL BHALCHANDRA PANDURANG	D	31-12-2011	24-11-2020	
66	Labourer	BHARATI TEJAS SURESH	D	01-09-2023	01-09-2023	
67	Labourer	SANSARE SIDDHESH VIJAY	D	03-01-2019	03-01-2019	
68	Labourer	AHIRE SHAILESH MUKUND	D	23-11-2021	23-11-2021	
69	Labourer	CHAVAN SUDHIR MOHAN	D	03-01-2019	03-01-2019	
70	Labourer	AEER ANANDKUMAR VITHOBA	D	27-04-2006	11-11-2021	
71	Labourer	Roshan Chandrakant Pawar	D	30-12-2020	30-12-2020	
72	Labourer	Vacant	D	Vacant	Vacant	
73	Labourer	Vacant	D	Vacant	Vacant	
74	Labourer	Vacant	D	Vacant	Vacant	
75	Labourer	Vacant	D	Vacant	Vacant	
76	Labourer	Vacant	D	Vacant	Vacant	
77	Labourer	Vacant	D	Vacant	Vacant	
78	Labourer	Vacant	D	Vacant	Vacant	
79	Labourer	Vacant	D	Vacant	Vacant	
80	Labourer	Vacant	D	Vacant	Vacant	
81	Labourer	Vacant	D	Vacant	Vacant	
82	Labourer	Vacant	D	Vacant	Vacant	
83	Labourer	Vacant	D	Vacant	Vacant	
84	Labourer	Vacant	D	Vacant	Vacant	
85	Labourer	Vacant	D	Vacant	Vacant	
86	Labourer	Vacant	D	Vacant	Vacant	
87	Labourer	Vacant	D	Vacant	Vacant	
88	Labourer	Vacant	D	Vacant	Vacant	
89	Labourer	Vacant	D	Vacant	Vacant	
90	Labourer	Vacant	D	Vacant	Vacant	
91	Labourer	Vacant	D	Vacant	Vacant	
92	Labourer	Vacant	D	Vacant	Vacant	
93	Labourer	Vacant	D	Vacant	Vacant	
94	Labourer	Vacant	D	Vacant	Vacant	
95	Labourer	Vacant	D	Vacant	Vacant	
96	Labourer	Vacant	D	Vacant	Vacant	
97	Labourer	Vacant	D	Vacant	Vacant	
98	Labourer	Vacant	D	Vacant	Vacant	
99	Labourer	Vacant	D	Vacant	Vacant	
100	Labourer	Vacant	D	Vacant	Vacant	

PAYSHEET NO:- 4744

SR. NO	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28920254/57/69/47/79/49
1	Drain Asst.	Shri. Prakash S.Suryavanshi	C	11.10.1988	01.01.2016	
2	Jr Engineer	Vacant	C			

PAYSHEET NO:- 4745

SR. NO	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN R/North	TELEPHONE NO.022-28920254/57/69/47/79/49
1	Mukadam	Vacant	D			
2	Mukadam	Nagu Sukte	D	01.07.2008	01.07.2008	
3	Labour	Sayyed Jamiruddin H.	D	01.06.1994	26.12.1999	
4	Labour	Jadhav Bhimsen M.	D	16.09.2006	18.02.2009	
5	Labour	Narvekar Pravin Ashok	D	24.10.2017	24.10.2017	
6 TO 15	Labour	Total 10 Labour Post Vacant				

Section 4(1)(b)(xi)

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

Format A current year 2023-2024

SR.NO	Budget Head Description	Grand Received	Planned use	Remarks
1	'A' Budget	130807800	130807800	NIL
2	'G' Budget	84833910	84833910	NIL

Format B Previous year 2024-2025

SR.NO	Budget Head Description	Grand Received	Grand Utilized	Grand Surrender	Result
1	'A' Budget	135115152	135115152	NIL	-
2	'G' Budget	92996151	92996151	NIL	-

Section 4(1)(b)(xii)

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

-----Nil-----

Section 4(1)(b)(xiii)

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

-----Nil-----

Section 4(1)(b)(xiv)

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

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

2.	Quarterly Report (Vacant Post)	Nil	MS-WORD	Administrative Officer
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Section 4(1)(b)(xv)

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

Types of facilities-

- Information about facilities for inspection of record.

Sr. No.	Type of Facility	Timings	Procedure	Location	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 Administrative officer Department, CTS No.921/7, Near Rustomji School, Rangnath Keskar Marg, Dahisar (West), Mumbai-400 068. TELEPHONE NO.022-28920254/57/69/47/79/49	Administrative officer R/North Ward.

Section 4(1)(b)(xvi)

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Administrative officer at R/North Ward.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	E-mail id for purpose of RTI	Appellate authority

1.	Administrative officer	R/NORTH Ward	Office of Administrative officer R/North Ward, Municipal Corporation of Greater Mumbai CTS No.921/7, Near Rustomji School, Rangnath Keskar Marg, Dahisar (West), Mumbai-400 092. TELEPHONE NO.022-28920254/57/69/47/79/49	adminoffcer01.rn@mcgm.gov.in	Shri.Nainish.K. Vengurlekar, Assistant commissioner R/North Ward, Municipal Corporation of Greater Mumbai CTS No.921/7, Near Rustomji School, Rangnath Keskar Marg, Dahisar (West), Mumbai-400092. TELEPHONE NO.022-28920254/57/69/47/79/49
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APIOs

B

Sr.No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ ph. no.
1.	Smt.Nirupama.A. Parakkal.	Head Clerk	Head Clerk (Establishment)	
2.	Smt.Priyanka Jadhav	Head Clerk	Head Clerk (Expenditure)	
3.	Smt. Darshana Ambhire	Head Clerk	Head Clerk Revenue) &dispatch	

Appellate authority

C

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Shri.Nainish Vengurlekar	Assistant commissioner	R/NORTH Ward	Administrative officer	ac.rn@mcgmg.gov.in

Section 4(1)(b)(xvii)

Other Information

Post Status up to 31.03.2025

Vacant Post Report of Labourer of Storm Water Drains Department of R/North Ward

Name of the post	No. of Post	No. of posts filled in	No. of vacancies
Labourar	100	41	59
Mukadam	6	0	6
Mason - II	2	0	2
	108	41	67

1.L.T.Road Dispensary R/North Ward

2.Y.R.Tawde Dispensary R/North Ward

3.Shastri Nagar Dispensary R/North Ward

4.Anand Nagar Dispensary R/North Ward

Name Of The Post	Nos. Of Posts	Nos.Of Posts filled in	No.Of Vacancies	Remarks
Medical Officer	4	3	1	
Pharmacist	4	2	2	
Lab Technician	3	2	1	
Dresser	4	3	1	
Labour	2	1	1	
Sweeper	1	1	0	
Part Time Dentist	1	1	0	
Total	19	13	6	

Medical Officer (Health) R/North Ward

Name Of The Post	Nos. Of Posts	Nos.Of Posts filled in	No.Of Vacancies	Remarks
Medical Officer (Health)	1	1	0	

Medical Officer DTO	1	1	0	
Sanitary Inspector	2	0	2	
Head Clerk	1	1	0	
Clerk	4	4	0	
B.R.K.	1	1	0	
D.R.K.	5	4	1	
Cemetary Labour	7	1	6	
Part Time Labour	1	0	1	
D.S.I.	2	2	0	
D.S.I. Sub Inspector	1	1	0	
Total	26	16	10	

Sewarage Operation R/North Ward

Name Of The Post	Nos. Of Posts	Nos.Of Posts filled in	No.Of Vacancies	Remarks
Junior Assistant	1	0	1	
Drainage Assistance	1	1	0	
Mukadum	2	1	1	
Labour	13	3	10	
Total	17	5	12	

I. Maintenance & Building & Factory Dept.

Name of the post	No. of Post	No. of post filled in	No. of Vacancies	Remark
Assistant Engineer (Maint)	2	2	0	-
Assistant Engineer (B & F)	2	-	2	-
Sub Engineer (Maint)	3	3	0	-
Sub Engineer (B & F)	2	2	0	-
Junior Engineer (Maint) & M&E	9	7	2	-
Junior Engineer (B & F)	6	6	0	-
Build. Mukadam	4	1	3	-
Labourer	3	0	3	
TOTAL	31	21	10	

II. Administration of R/North Ward (MC & C.E. Unit & Roads)

Name of the post	No. of Post	No. of post filled in	No. of Vacancies	Remark
Assistant Commissioner	1	0	1	-
Executive Engineer /D.O.	2	2	0	-

Administrative Officer	1	1	0	-
Complaint Officer	1	1	0	-
Sr. Steno	1	1	0	-
Junior Steno	1	0	1	-
Head Clerk	1	1	0	-
Clerk/RRC	10	10	0	-
Rent Collector	1	1	0	-
Tel.Operator	1	0	1	-
Record Asst.	1	0	1	-
Peon	5	2	3	-
D.A.	1	1	0	-
TOTAL	27	19	8	-

II. Administration of R/North Ward (Roads Labourer)

Name of the post	No. of Post	No. of post filled in	No. of Vacancies	Remark
Labour	40	18	22	
Plumber	1	1	-	
Mukadam	6	3	3	
Carpenter	1	-	1	
Mistry	1	-	1	
Store Attendent	1	-	1	

Astt. Engineer (Water Works) R/North Ward

Name of the post	Nos. of Post	Nos. of posts filled	No of vacancies	Remarks
Asssistant Engineer	1	1	0	

Sub Engineer	4	2	2	
Junior Engineer	5	1	4	
Head Clerk	1	1	0	
Meter Supervisor	2	2	0	
Meter Inspector	6	2	4	
Clerk	3	3	0	
Record Assistant	1	0	1	
Peon	1	1	0	
Chaviwala	5	1	4	
Fitter II	14	13	1	
Mistry II	3	0	3	
Sluicemen	14	13	1	
Mukadam	8	5	3	
Labour	56	28	28	
Total	124	73	51	

END