

**CHH. SAMBHAJINAGAR METROPOLITAN REGION DEVELOPMENT
AUTHORITY, CHH. SAMBHAJINAGAR.
ADMINISTRATION SECTION**

**Details of structure, functions and duties of the information office to
be published as per section 4 of the Right to Information Act**

Rule 4 (B) (One)

1.	Name of Public Authority	Chatrapati Sambhajnagar Metropolitan Region Development Authority (Establishment & Administration Wing)
2.	Detail Address	Divisional Commissioner Office, Near Delhi Gate Fazilpura, Chhtrapati
3.	Head of Office	Metropolitan Commissioner
4.	Office hours and Telephone Numbers	Morning 9.45 am to Evening 6.15pm Telephone No. 0240-2994988
5.	Provided of Weekly leave and Special services	Weekly Off Saturday and Sunday
6.	Which department of the Ministry is superior to the office	Urban Development Department
7.	Workspace	Chatrapai Sambhajnagar Metropolitan Development Authority

Rule 4 (B) (One)

Sr. No.	Function and Duties
1.	Direct Recruitment of Officers / staff from group C and D
2.	Giving promotion to Officers / staff in groups C and D
3.	Transfer of Officers / staff from group C and D on CSMRDA establishment as per rules.
4.	Retirement, voluntary retirement of officers and staff
5.	Disciplinary action against officers/staff in group A to D in case of misconduct.
6.	Sanctioning leaves to officers and staff
7.	Allotment of Vehicle loan and computer loan to employees
8.	Disbursement of home loan to employees
9.	Updating & verifying the roster from concern authority

10.	To provide information to various committees of Government.
11.	To implement the resolutions of Authority regarding Administration Department
12.	Training of officers/ staff
13.	To Publish seniority list of officers/ staff in group A to D
14.	To Collect confidential reports.
15.	To give Benefit of Sudharit Sevantargat Ashwasit Yojana officers and employees
16.	Work related to mail

Rule 4 (b) (three) Procedures to be followed in the decision making process, as well as supervision and accountability systems.	Decisions on matters assigned to the department are taken with the approval of the Metropolitan Commissioner
Rule 4 (b) (four) Standards set by him for carrying out his own tasks	The work is carried out in accordance with the rules and procedures.
Rule 4 (b) (five) Rules, Regulations, Instructions, Manuals and Records that he has or controls or uses by his staff to carry out his functions	Establishment matters of officers and employees are handled in accordance with the provisions of the Maharashtra Civil Service Rules, issued by government resolutions and notifications issued by government Maharashtra.
Rule 4 (b) (six) Details of the category of documents held by or under its control	Documents from the department are kept according to the ABCD classification system of record classification.
Rule 4 (b) (seven) Details of any existing arrangements for formulating or implementing your policy, for consultation with the public or for making statements from the public	Suggestion box is kept in the office to receive suggestions from general public.

<p>Rule 4 (b) (eight)</p> <p>Details of boards, councils, committees and other bodies formed by two or more persons constituted as a part of you or for the purpose of counselling and meetings of those boards, councils, committees and other bodies are open to the public or how such meetings are available or a description of how.</p>	<p>No public committee or board has been constituted by this department.</p>
<p>Rule 4 (b) (nine)</p> <p>Directory of your officers and employees</p>	<ol style="list-style-type: none"> 1. Mr. Dadasaheb Wankhede, Joint Commissioner, Administration 2. Mrs. Sunanada Parve, Dy. Commissioner, Administration 3. Mr. Kailas Bende Junior Clerk 4. Mr. Tukaram Tambe Junior Clerk
<p>Rule 4 (b) (ten)</p> <p>The monthly salary of each of your officers and employees, as well as the system of compensation as provided in the regulations of the authority.</p>	<p>All officers and employees have been paid as per government pay rules.</p>
<p>Rule 4 (b) (eleven)</p> <p>Detail of all schemes, showing Proposed expenditure, budget assigned to each of your agencies and report of disbursed amounts</p>	<p>No scheme is implemented by this department and no field office is under the control of this admin section.</p>
<p>Rule 4 (b) (Twelve)</p> <p>Details of implantation of the grant program as well as details of the amounts allocated and the benefits of such programs</p>	<p>No program is implemented by this department. Also, no grants or financial concessions is given by this section.</p>
<p>Rule 4 (b) (Thirteen)</p> <p>Details of persons to whom concessions, licenses or authorizations have been granted</p>	<p>No program is implemented by this department. Also, no grants or financial concessions are given.</p>

Rule 4 (b) (fourteen) Details relating to the information available or possibly available to it in electronic form.	All Acts,Rules,GR are available in electronic format on www.maharashtra.gov.in .
Rule 4 (b) (fifteen) Details of facilities available to the citizens for obtaining information, as well as details of working hours of the library or library being run for public use.	The library is not run for public use by this section. Information is made available as per the request for information in the prescribed format.
Rule 4 (b) (sixteen) Names, designation and other details of public information officers	<ol style="list-style-type: none"> 1. Mr. Dadasaheb Wankhede Joint Commissioner, Administration 1st Appellate Authority 2. Mrs. Sunanada Parve Public Information Officer 3. Mr.Kailas Bende Junior Clerk Asst. Public Information Officer 4. Mr. Tukaram Tambe Junior Clerk Asst. Public Information Officer
Rule 4 (b) (seventeen) Other information to be prescribed	None



Joint Commissioner(Administration)
CSMRDA, Chh. Sambhajinagar