

1. General Administration Department

Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (1)
General Administration Department, Zilla Parishad, Latur.
The powers and duties of the officers and the Employees.

Name of the Office	General Administration Department, Zilla Parishad, Latur.
Address	Zilla Parishad, Latur
Head of the Office	Dy. Chief Executive Officer. (G)
Govt. Department	RDD
Concerned Admin. Dept	RDD
Jurisdiction	Rural
Special Activities	Over all Gen. Administration
Aim and Policy of Dept	Over all Gen. Administration
All concerned employees	CI- III- 50 and CI- IV- 18
Activities	Administration control reform work.
Details of activities	Administration control reform work.
Official Phone Numbers and time	Ph. No. 242991 Time 10.00 am to 5.45 p.m. Fax No. 258969

Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (2)
General Administration Department, Zilla Parishad, Latur.
The particulars of organizations, functions and Duties of G.A.D.

Dy. CEO.(G)	Secretary to Z.P., G.B., Standing committee meeting. Control on departmental work as a Head of the office.
Section Officer	Help in official work to Dy. C.E.O. (G) And supervision on the work of cl-III and cl-IV Employees of G.A.D. Department.
Office superintendent (2)	To get the work from clerical staff of G.A.D. Department.
Sr. Assist. (14)	To do assigned work.
Jr. Assist. (27)	To do assigned work.
Attendants	Cleanliness of office, file, file movements and other assigned work.
Stenographers (3)	Personal assistants to officers and office bearers.
Drivers	Driving and maintenance of vehicles.

**Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (3)**

General Administration Department, Zilla Parishad, Latur.

The procedure in decision making process including channels of supervision and accountability.

Sr. No.	Nature of work.	Period	Responsible authority	Remarks.

1. Filling the vacant posts by Nomination :-
2. Filling the vacant posts by Promotion :-
3. Sanction of leave cases
4. Inter district Transfer cases
5. Permission to join duties.
6. Inquiry cases.
7. Disciplinary action cases
8. Court cases.

**Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (4)**

General Administration Department, Zilla Parishad, Latur.

The norms set by GAD for the discharge of departmental functions

Sr. No.	Function	Nature of work	Financial target	remarks
1	Service matter	To give benefits of service matter to Z.P. employees	Nil	Action being taken under M.C.S. rules and Govt. Resolutions.

Work completions period

Sr. No.	Function	Period for completion	Responsible officer	Complain preventive authority
1	Establishment matters of Z.P. employees	Three weeks	Dy. C.E.O.(G)	C.E.O.

Central Govt. of India
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Article 4 (1) (B) (5)
General Administration Department, Zilla Parishad, Latur.
Work related rules and acts

1	M.Z.P. and P.S. act 1961
2	M.Z.P. and P.S. account code 1968.
3	M.Z.P. district service (recruitment) rule 1967
4	M.Z.P. district service (Discipline and appeal) rule 1964
5	M.Z.P. district service (conduct) rule 1967
6	M.C.S.(leave) rule 1981
7	M.C.S. (pension) rule 1982.
8	M.C.S.(pay) rule 1981
9	M.C.S.(General conditions) rule 1981

Central Govt. of India
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Article 4 (1) (B) (6)
General Administration Department, Zilla Parishad, Latur.
Statement of categories of documents that are held by G.A.D.

Sr. No.	Subject	Nature of record	Retention period
1	Govt. Resolutions , circulars and standing orders etc.	File	Permanent
2	Rules / Acts	Books	
3	Inward /outward registers	Registers	
4	Audit paras and compliance	File	30 yrs.
5	Court cases	File	Perm.
6	Delegation of powers	File	perm
7	Proceeding of Z.P. General Body meeting	Reg.	Perm.
8	Asset Register	Reg.	Perm.
9	Records related to election of Z.P. Members and office bears	File	perm
10	Recruitment / Promotions /Transfer / Leave etc.	File	30 yrs.
11	Service books,	Registers	30 yrs
12	Seniority lists	File	10 Yrs.
13	Tour programme and dairies.	File	5 yrs.
14	Pension benefits	File	10 yrs.
15	Sanctioned pension cases	File	30 yrs.
16	Resignation and termination of employees	File	10 yrs.
17	Leave account, G.P.F. advance,	File	5 years.

**Central Govt. of India
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Article 4 (1) (B) (7)**

General Administration Department, Zilla Parishad, Latur.

The particulars of any arrangement that exists for consultation with representation by the members of the public in relation to the formulation of GADs policy or implementation there of.

This system is not adopted

**Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (8)
Statement of list of Committees**

Sr. No.	Name of the Committee	Quantity of Member	Purpose of Meeting	Meetings in Year	Meeting Open to all Gen. Public
1	2	3	4	5	6
1	Z.P. General Body Meeting	58	After three Months	Four times in a Year	No
2	Standing Committee mating	14	By Month	12 times in a Year	

Proceedings-

Available –

Available –

**Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (9)**

Directory of General Administration Department, Zilla Parishad, Latur Officers and Employees

Sr. No.	Employees Name	Post Designation	Grade	Joining Date	Phone No	Cell No
1	Shri K .B. More	S.O.	3	25.3.96	25737	9422658569
2	Shri S. G. Mane	O.S.	3	07.01.05	-	9422469341
3	Shri G.S. Mule	O.S.	3	10.11.04	-	9881516403
4	Shri S.R. Goswami	O.S.	3	22.1.07	-	9423776892
5	Saw. M. P. Somwanshi	Steno	3	24.11.05	-	-
6	Shri C. S.Yadav	Steno	3	10.10.83	221464	-
7	Shri B. D. Preshewad	Steno	3	13.6.06	325341	-
8	Shri D. K. Kulkarni	S. Assist.	3	9.6.06	241309	9423076407
9	Shri D. N. Swami	S. Assist.	3	1.4.02	224560	9421449040
10	Shri P. R .Hengane	S. Assist.	3	15.1.04	-	-
11	Shri H. M. Shrigondekar	S. Assist.	3	5.8.02	-	9890733977
12	Shri U. K. Belurkar	S. Assist.	3	3.8.02	-	9226428448
13	Shri B. S. Kusbhage	S. Assist.	3	4.7.03	-	9890558707
14	Shri P. N. Kadam	S. Assist.	3	17.5.99	228972	9422940642
15	Shri V. G. Bujurge	S. Assist.	3	1.7.99	228208	-
16	Smt. M. S. Bemde	S. Assist.	3	30.4.05	244803	9423348294
17	Smt. A. P. Sarawadikar	Sup. S	3	26.5.05	-	-
18	Shri K. B. Kawalikar	S. Assist.	3	7.12.06	-	-
19	Shri P. M. Jagatap	S. Assist.	3	26.12.06	-	9881516686
20	Shri P.V. Lomate	Jr. Assist.	3	14.6.90	-	9850557260
21	Shri B. S. Chavanhipperge	Jr. Assist.	3	17.8.05	254153	-
22	Shri T. A. Guraw	Jr. Assist.	3	1.12.90	226034	-
23	Shri B. K. Patane	Jr. Assist.	3	29.7.01	-	9326511572
24	Shri D. N. Barure	Jr. Assist.	3	1.6.90	-	9881241265
25	Shri S. M. Kulkarni	Jr. Assist	3	4.7.03	225697	-
26	Shri V. S. Joshi	Jr. Assist	3	22.7.07	-	-
27	Shri S. R. Deshmuhka	Jr. Assist.	3	8.9.93	220709	-
28	Shri L.M. Balwant	Jr. Assist.	3	2.7.07	-	9421377554
29	Shri S. B. Bhosle	Jr. Assist.	3	26.4.02	-	-
30	Shri G. S. Suryawanshi	Jr. Assist.	3	1.11.95	-	9890514512
31	Shri G.V. Panchal	Jr. Assist.	3	7.7.03	-	-
32	Shri V. S. Jagdale	Jr. Assist.	3	21.12.98	-	-
33	Shri C.N. Gaikwad	Jr. Assist.	3	4.7.03	-	-
34	Shri A. N. Gade	Jr. Assist.	3	1.3.99	253144	-
35	Ku R.S, Swami	Jr. Assist.	3	15.8.06	-	9420013709
36	Shri S. M. Kulkarni	Jr. Assist.	3	12.7.05	-	-
37	Shri K. B. Khadbade	V.D.O	3	7.2.06	-	9860208423
38	Shri M. S, Shekha	V.D.O	3	23.11.05	-	9923534186
39	Shri V.R. Abdul	Driver	3	11.10.83	252290	-
40	Shri I. P. Pathan	Driver	3	1.6.84	-	-
41	Shri V.G. Bandkhadke	Driver	3	12.10.88	240683	-

42	Shri V. S. Kulkarni	Driver	3	23.11.92	22262	-
43	Shri B. B. Chikle	Driver	3	1.8.96	-	-
44	Shri S. V. Suryawanshi	Driver	3	12.6.06	-	-
45	Shri S.A. Pande	Driver	3	23.11.88	223125	-
46	Shri G. G. Dhotre	Driver	3	18.11.92	226302	-
47	Shri A. H. Khan	Driver	3	7.6.86	-	-
48	Shri R.D. Shinde	Driver	3	14.1.03	-	-
49	Shri V. N. Ghale	Driver	3	11.5.07	-	-
50	Shri I. M. Shekha	Peon	4	30.10.98	-	-
51	Shri V. G. Chowadhri	Peon	4	4.6.90	-	-
52	Shri K. H. Pathan	Peon	4	6.5.85	-	-
53	Shri B. S. Bhure	Peon	4	1.12.97	-	-
54	Shri U. D. Kale	Peon	4	26.11.98	-	-
55	Shri R. A. Gomare	Peon	4	11.2.00	47073	-
56	Shri A.G. Swami	Peon	4	4.7.03	-	-
57	Smt V. B. Kotgire	Peon	4	19.8.02	256564	-
58	Shri M. T. Upre	Peon	4	8.7.05	-	9890642992
59	Shri L. V. Waghmare	Peon	4	11.3.03	-	-
60	Shri V.K. Kale	Peon	4	13.3.03	-	-
61	Shri A.L. Talekar	Peon	4	1.6.07	-	-
62	Saw. P. B. Malwadkar	Peon	4	1.6.99	-	-
63	Shri V. R. Dande	Peon	4	11.5.05	-	-
64	Shri S. D. Patil	Peon	4	25.4.07	-	-
65	Shri B. B. Kirte	Peon	4	2.12.05	-	-

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Article 4 (1) (B) (10)**

The Monthly remuneration received by Cash Of officers and Employees including the system of compensation as provided on its regulation

Sr. No.	Employees Name	Post Designation	Grade	Scale	Total Pay
1	Shri K .B. More	S.O	3	5500 - 9000	18939
2	Shri S. G. Mane	O.S.	3	5000 - 8000	12537
3	Shri G.S. Mule	O.S.	3	5000 - 8000	10658
4	Shri S. R. Goswami	O.S.	3	5000 - 8000	11574
5	Saw. M. P. Somwanshi	Steno	3	6500 -10500	24327
6	Shri C. S. Yadav	Steno	3	6500 -10500	21212
7	Shri B.D. Preshewad	Steno	3	6500 -10500	15315
8	Shri D. K. Kulkarni	S. Assist.	3	4000 -6000	10827
9	Shri D. N. Swami	S. Assist.	3	4000 -6000	10827
10	Shri P.R .Hengane	S. Assist.	3	4000 -6000	11682
11	Shri H.M. Shrigondekar	S. Assist.	3	4000 -6000	10827
12	Shri U. K. Belurkar	S. Assist.	3	4000 -6000	10827
13	Shri B. S. Kusbhage	S. Assist.	3	4000 -6000	10613
14	Shri P. N. Kadam	S. Assist.	3	4000 -6000	10399
15	Shri V. G. Bujurge	S. Assist.	3	4000 -6000	10399
16	Smt. M.S. Bemde	S. Assist.	3	4000 -6000	8903
17	Smt. A. P. Sarawadikar	Sup. S.	3	4000 -6000	13178
18	Shri K. B. Kawalikar	S. Assist.	3	4000 -6000	8625
19	Shri P. M. Jagatap	S. Assist.	3	4000 -6000	8475
20	Shri P.V. Lomate	Jr. Assist.	3	4000 -6000	12537
21	Shri B. S. Chavanhipperge	Jr. Assist.	3	3050 -4590	6765
22	Shri T.A. Guraw	Jr Assist.	3	4000 -6000	11254
23	Shri B. K. Patane	Jr. Assist.	3	4000 -6000	10827
24	Shri D. N .Barure	Jr. Assist.	3	4000 -6000	11682
25	Shri S. M. Kulkarni	Jr. Assist.	3	4000 -6000	11468
26	Shri V. S. Joshi	Jr. Assist.	3	3050 - 4590	8086
27	Shri S.R. Deshmuhka	Jr. Assist.	3	4000 -6000	10613
28	Shri L.M. Balwant	Jr. Assist.	3	4000 -6000	
29	Shri S. B. Bhosle	Jr. Assist.	3	3050 -4590	7888
30	Shri G.S. Suryawanshi	Jr. Assist.	3	3050 -4590	8368
31	Shri G.V. Panchal	Jr. Assist.	3	4000 -6000	9117
32	Shri V. S. Jagdale	Jr. Assist.	3	3050 -4590	7924
33	Shri C.N. Gaikwad	Jr. Assist.	3	3050 -4590	8048
34	Shri A. N. Gade	Jr. Assist.	3	3050 -4590	7888
35	Ku R.S, Swami	Jr. Assist.	3	3050 -4590	6606
36	Shri S.M.Kulkarni	Jr. Assist.	3	4000 - 6000	10827
37	Shri K.B.Khadbade	V.D.O.	3	4000 - 6000	12737
38	Shri M. S, Shekha	V.D.O.	3	4000 - 6000	12523
39	Shri V.R. Abdul	Driver	3	4000 - 6000	12994
40	Shri I. P. Pathan	Driver	3	4000 - 6000	11925
41	Shri V.G, Bandkhadke	Driver	3	4000 - 6000	11093
42	Shri V.S.Kulkarni	Driver	3	4000 - 6000	11070
43	Shri B.B. Chikle	Driver	3	4000 - 6000	10857
44	Shri S.V.Suryawanshi	Driver	3	4000 - 6000	10857
45	Shri S.A. Pande	Driver	3	4000 - 6000	10857
46	Shri G.G,Dhotre	Driver	3	4000 - 6000	10857
47	Shri A.H.Khan	Driver	3	4000 - 6000	10643
48	Shri R.D. Shinde	Driver	3	3050 - 4590	8398

49	Shri V.N.Ghale	Driver	3	3050 -4590	7597
50	Shri I. M. Shekha	PeOn	4	2610 -4000	8505
51	Shri V.G.Chowadhri	Peon	4	2610 -4000	8056
52	Shri K. H. Pathan	Peon	4	2610 -4000	8056
53	Shri B. S. Bhure	Peon	4	2610 -4000	7458
54	Shri U. D. Kale	Peon	4	2610 -4000	7204
55	Shri R.A. Gomare	Peon	4	2550 -3200	6795
56	Shri A.G. Swami	Peon	4	2550 -3200	6539
57	Smt V.B.Kotgire	Peon	4	2550 -3200	6539
58	Shri M. T.Upre	Peon	4	2550 -3200	6192
59	Shri L.V.Waghamare	Peon	4	2550 -3200	5898
60	Shri V.K. Kale	Peon	4	2550 -3200	5898
61	Shri A.L. Talekar	Peon	4	2550 -3200	6435
62	Saw. P.B. Malwadkar	Peon	4	2550 -3200	6411
63	Shri V.R. Dande	Peon	4	2550 -3200	5524
64	Shri S.D. Patil	Peon	4	2550 -3200	5556
65	Shri B.B. Kirte	Peon	4	2550 -3200	5524

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Article 4 (1) (B) (11)**

The budget allocated to each of the agency, indicating the particulars of all plans proposed expenditures and reports on disbursement made.

Sr. No.	Head of the Budget	Name of Scheme	Budget Provision	Actual Expenditure
1	2	3	4	5
1	Advance for House buildings to Z.P. employees (62160041) Govt. recognized	House Building Advance	Nil	Nil
2	Section / interest loans to Z.P. employees for House building (Z.P. Ses)	House Building Advance	20 Lakh	20 Lakh
3	Sanction interest loans to Z.P. employees	Vehicle Loan	5 Lakh	5 Lakh
4	Computer loan	Computer purchase Advance	5 Lakh	5 Lakh
5	Versions Dev. Scheme	Versions Dev. Scheme	58 Lakh	58 Lakh
6	20 miscellaneous Z.P. employees Welfare	Z.P. employees Welfare	50,000/-	50,000/-
7	20 miscellaneous Z.P. Gathering /Sports activities	Sports activities	50,000/-	50,000/-

**Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (12)**

**The manners of execution of subsidy programmers, including the amount
allocates & the details of the beneficiaries of such programmers.**

No. subsidy programmers GAD.

**Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (13)**

Particulars of recipients of concessions, permits or authorizations granted by GAD.

No Concession schemes executed by GAD.

**Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (14)**

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

Sr. No.	Kind of Document	Subject	By electronic template in which electronic format	System to get	Responsible Person
1	2	3	4	5	6
	Z.P. General Body Meeting & Standing Committee	Important Decision	Computer floppy	By application	Dy. Chief Executive Officer (Gen)

**Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (15)**

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

Sr. No.	Kind of Facilities	Time	System	Place Responsible Person
1	2	3	4	5
1	Time for Meeting to HOD	12 am to 1pm 4 pm to 5.30 pm	Direct office	Dy. Chief Executive Officer (Gen)

**Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (16)**

The names , Designations & other particulars of the Public Information Officers.

Sr. No.	Name of the officers	Designation	Kind	Jurisdiction	Phone
1	2	3	4	5	6
1	Dr. Praveen Gedam	Chief Executive Officer	Appellate Authority	GAD	02382-242970
2	Shri. P. M. Raut	Dy. Chief Executive Officer (Gen)	P . I. O.	GAD	02382-242991
3	Shri K. B. More	Section Officer	A. P. I. O.	GAD	02382-258969

**Central Govt. of India
Right to Information Act 2005
Article 4 (1) (B) (17)**

Such Other Information as May be Prescribed.

Annual Administration Reports is to be published yearly in the month of Oct. or Nov.

2. Animal Husbandry Department

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
Section 4(1) B (1)
DETAILS OF WORK & DUTIES OF ANIMAL HUSBANDRY OFFICE
ZILLA PARISHAD, LATUR**

1	Name Of the office	Dept. of Animal Husbandry, Zilla Parishad, Latur.
2	Address	Zilla Parishad, Latur
3	Head of Dept	District Animal Husbandry Officer
4	Name of the Govt. Dept	Maharashtra Government, Rural Development & Water Conservation Department, Mantralaya Mumbai.
5	Name of the Ministry	Department of Agriculture, Animal Husbandry, to which it is aligned. Dairy Development & Fishery Development Dept.
6	Area of working – Rural area of the District.	Geographical - As per work –
7	Special works	Control over all Veterinary Institutions under Zilla Parishad.
8	Aims of the Dept	Control over all Veterinary Institutions under Zilla Parishad.
9	All concerned staff	Total class - 3 – 5, Total class – 4 – 2
10	Works	Control over all Veterinary Institutions under Zilla Parishad.
11	Nature of work	Control over all Veterinary Institutions under Zilla Parishad.
12	Details of Property	Nil
13	Facilities available	To provide Health Coverage to all livestock.
14	Details of every phase of area of working in the structural table of the institution	---
15	Office Phone No. & time	245303 & 313, Time : 10.00 A.M. to 5.45 P.M.
16	Weekly Holiday & time fixed for special services	As per Requirement.

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 2 & Sample A
STATEMENT SHOWING THE POWERS OF OFFICERS & STAFF OF ANIMAL HUSBANDRY DEPARTMENT,
ZILLA PARISHAD, LATUR**

A)

Sr. No.	Designation	Powers/Financial	By which law/rule/G.R./circular	Remarks
1	District Animal Husbandry officer	Control on all Veterinary Institutions	Powers vested by Mah. Z.P. & P. S. Act 1961, Sec. 96.1	

B)

Sr. No.	Designation	Powers/Administrative	By which law/rule/G.R./circular	Remarks
1	District Animal Husbandry officer	Control on all Veterinary Institutions	Powers vested by Mah. Z.P. & P. S. Act 1961, Sec. 96.1	

C)

Sr. No.	Designation	Powers/Criminal	By which law/rule/G.R./circular	Remarks
1	District Animal Husbandry officer	- Nil -	- Nil -	

E

Sr. No.	Designation	Powers/Semi Judicial	By which law/rule/G.R./circular	Remarks
1	District Animal Husbandry officer	Control on all Veterinary Institutions	Powers vested by Mah. Z.P. & P. S. Act 1961, Sec. 96.1	

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 2 & Sample B
STATEMENT SHOWING THE DUTIES OF OFFICERS & STAFF OF ANIMAL HUSBANDRY DEPARTMENT,
ZILLA PARISHAD, LATUR**

A)

Sr. No.	Designation	Duties / Financial	By which law/rule/G.R./circular	Remarks
1	District Animal Husbandry officer	Control on all Veterinary Institutions	Powers vested by Mah. Z.P. & P. S. Act 1961, Sec. 96.1	

B)

Sr. No.	Designation	Duties/Administrative	By which law/rule/G.R./circular	Remarks
1	District Animal Husbandry officer	Control on all Veterinary Institutions	Powers vested by Mah. Z.P. & P. S. Act 1961, Sec. 96.1	

C)

Sr. No.	Designation	Duties/Criminal	By which law/rule/G.R./circular	Remarks
1	District Animal Husbandry officer	- Nil -	- Nil -	

E)

Sr. No.	Designation	Duties/Semi Judicial	By which law/rule/G.R./circular	Remarks
1	District Animal Husbandry officer	Control on all Veterinary Institutions	Powers vested by Mah. Z.P. & P. S. Act 1961, Sec. 96.1	

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 3
STATEMENT SHOWING SUPERVISION & RESPONSIBILITIES FIXATION OF ANIMAL HUSBANDRY OFFICE,
ZILLA PARISHAD, LATUR AND PUBLISHING OF PROCESS OF WORKING
TYPE OF WORK/ NAME**

Sr. No.	Nature of work	Period Days	Officer responsible for work	Remarks
1	District Office	Financial year	District Animal Husbandry Officer	
2	Control over all Veterinary Institutions of District	- " -	- " -	
3	Supply of Vaccines to prevent epidemic diseases	- " -	- " -	
4	Control on epidemic diseases of animal	- " -	- " -	
5	Supply of medicines	- " -	- " -	
6	Production of animal by artificial process	- " -	- " -	
7	Administrative aspects of Class 1, 3 & 4 Officer & Staff	- " -	- " -	
8	Submission of budget of dept.	- " -	- " -	
9	Submission of Annual Administrative Report of Dept.	- " -	- " -	
10	Implementation of Govt. & Z. P. Schemes handed over.	- " -	- " -	

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 4 SAMPLE A
STATEMENT SHOWING PRESENTATION OF WORKS OF ANIMAL HUSBANDRY DEPARTMENT, ZILLA
PARISHAD, LATUR.**

ATTENTION OF ORGANISATION - ANNUAL

Sr. No.	Work /Duties	Extent of work	Financial Attention	Remarks
1	Establishment	To provide service benefits to Z. P. Technical Staff.	-- Nil --	Proceeding is undertaken as per M. C. S. Rules & G.R. / Circular.

SEC. 4. 1 B 4 SAMPLE B

Time Limit of work _____ Time Limit of every work for completion –

Sr. No.	Work/Duties	Day/ hours for completion	Responsible Officer	Complaint Eradication Officer
1	Establishment of Class, 1, 3 & 4 Officer / Staff of Zilla Parishad Technical section.	3 Weeks	District Animal Husbandry Officer	Chief Executive Officer

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 5 SAMPLE A**

**STATEMENT SHOWING RULES/ENACTMENT CONCERNED WITH ANIMAL HUSBANDRY DEPARTMENT,
ZILLA PARISHAD, and LATUR.**

Sr. No.	Subjects given as per Notice Circular	Rule No. & Year	Remarks If any
1	Maharashtra Zilla Parishad & Panchayat Samiti	Enactment 1961	
2	Maharashtra Z.P. & Panchayat Samiti	Code Conduct 1968	
3	Maharashtra Z.P. District Services	Services Rules 1967	
4	Maharashtra Z.P. District Services	Discipline & Appeal Rules 1964	
5	Maharashtra Z.P. District Services	Behavior Rule 1967	
6	Maharashtra Civic Services	Salary Rules 1981	
7	Maharashtra Civic Services	Pension Rules 1982	
8	Maharashtra Civic Services	Leave Rules 1981	
9	Maharashtra Civic Services	General Conditions Rules of Services 1981	

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 5 SAMPLE B**

**STATEMENT SHOWING G. R. CONCERNING TO DEPARTMENT OF ANIMAL HUSBANDRY DEPARTMENT,
ZILLA PARISHAD, LATUR.**

Sr. No.	Subjects given as per G.R.	G. R. No. & Date	Remarks if any
1	Establishment Aspects of Officers & Staff	Released by Government from time to time, as per G. R.	

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 5 SAMPLE C**

**STATEMENT SHOWING CIRCULAR CONCERNING TO WORKS OF ANIMAL HUSBANDRY DEPARTMENT,
ZILLA PARISHAD, LATUR.**

Sr. No.	Subjects given as per G.R.	G. R. No. & Date	Remarks if any
1	Establishment Aspects of Officers & Staff	Released by Government from time to time, as per G. R.	

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 5 SAMPLE D**

STATEMENT SHOWING ORDERS / POLICY CIRCULARS CONCERNING TO WORKS OF ANIMAL HUSBANDRY DEPARTMENT, ZILLA PARISHAD, LATUR.

Sr. No.	Subject	No. & Date	Remarks if any
1	Establishment Aspects of Officers & Staff	As per the orders released by Chief Executive Officer.	

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 5 SAMPLE E**

**STATEMENT SHOWING THE RECORD AVAILABLE WITH ANIMAL HUSBANDRY DEPARTMENT, ZILLA PARISHAD, LATUR.
SUBJECT OF DOCUMENT**

Sr. No.	Type of Record	Subject	Concerned person / designation	Place of person / if not available in above office
1	Classification of document A, B, C & D	Permanent Order Encl.	Desk Officer Superintendent	Animal Husbandry Dept., Z.P. Latur
2		Personal Encl. of Officer/Staff	Senior Assistant Junior Assistant	
3		Encl. about scheme		

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 A 6
STATEMENT SHOWING THE RECORD AVAILABLE WITH ANIMAL HUSBANDRY DEPARTMENT, ZILLA
PARISHAD, LATUR.**

S.N.	Subject	Type of document encl/muster entry book, voucher etc.	Details of main aspects	Period of keeping safe
1	Permanent Order	A	Red bundle	Permanent nature
2	Maha. Gazette part 3 & 5	B	Green bundle	30 years
3	Aspects of Service	C	Blue Bundle	10 years
4	Stationary, Tour Diary	C-1	Yellow bundle	5 years
5	Fiftuary / Tri-monthly, general correspondence	D	White bundle	1 year

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 7
STATEMENT SHOWING THE ARRANGEMENT OF MAKING CONSULTATION WITH THE GENERAL PEOPLE
FOR THE EFFECTIVE WORKING OF ANIMAL HUSBANDRY DEPARTMENT, ZILLA PARISHAD, LATUR.**

S.N .	Subject of Consultation	Detailed description of working	Under which enactment / rule / circular	Period of repetition
		-- Nil ---		

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 8
PUBLISHING OF COMMITTEE OF ANIMAL HUSBANDRY DEPARTMENT, ZILLA PARISHAD, LATUR**

S.N.	Name of Committee	Member of Committee	Objective of committee	How many times it is taken.	Whether meeting is open for commons or not	Minutes of meeting available
1	Animal Husbandry & Dairy Development Committee	9	12	12	No	Available

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005, SEC.
4, 1 B 8 SAMPLE B
PUBLISHING OF MEETING OF ANIMAL HUSBANDRY DEPARTMENT, ZILLA PARISHAD, LATUR**

S.N.	Name of Committee	Member of Committee	Objective of committee	How many times it is taken.	Whether meeting is open for commons or not	Minutes of meeting available
1	Animal Husbandry & Dairy Development Committee	9	12	12	No	Available

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 8 SCHE. C
PUBLISHING OF COMMITTEE OF MEETINGS OF ANIMAL HUSBANDRY DEPARTMENT, ZILLA PARISHAD, LATUR**

S.N.	Name of Meeting	Member of Meeting	Objective of meeting	How many times it is taken.	Whether meeting is open for commons or not	Minutes of meeting available
		-- Not concerned with this department				

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 8 SAMPLE D
PUBLISHING OF LIST OF ANY INSTITUTION OF ANIMAL HUSBANDRY DEPARTMENT, ZILLA PARISHAD, LATUR**

S.N.	Name of Institution	Member of Institution	Objective of Institution	How many times it is taken.	Whether it is open for commons or not	Minutes of meeting available
		-- Not concerned with this dept.				

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 9**

TO UNDERTAKE THE NAMES, ADDRESSES AND THE MONTHLY SALARIES OF THE OFFICERS & EMPLOYEES OF THE DEPARTMENT OF ANIMAL HUSBANDRY OF ZILLA PARISHAD, LATUR

S.N.	Designation	Name of Officer/Staff	Class	Date of Appointment	Phone No./Fax/E-mail	Total Salary
1	Dist. Animal Husbandry Officer	Dr. L.S. Pawar	1	28.11.2006	245303	24954
2	Livestock Development Officer	Dr. K.B. Pande	1	30.06.2004	245303	23966
3	Desk Officer	T. D. Kedase	3	04.04.2006	245303	12954
4	Superintendent	Sow. K.M.Kamble	3	11.06.2004	245303	12687
5	Shorthand Writer	D. R. Patil	3	16.07.1986	245303	15572
6	Junior Assistant	R. V. Dhotre	3	19.06.2007	245303	10122
7	Junior Assistant	Y. S. Dhaware	3	16.01.2001	245303	7557
8	Vehicle Driver	A. D. Gote	3	04.11.1998	245303	9307
9	Naik	R. G. Bopalkar	4	14.07.2005	245303	8655
10	Peon	Smt. K. S. Birajdar	4	12.07.2005	245303	6945

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 10**

TO PUBLISH THE DETAILED INFORMATION OF SALARIES OF THE OFFICERS & EMPLOYEES OF THE DEPARTMENT OF ANIMAL HUSBANDRY OF ZILLA PARISHAD, LATUR

S.N.	Class	Structure Of salary	Other Allowed allowances		
			Regular Dearness allow. house rent allowance. City allowance.	Contingency viz. traveling allowance	Special allow. Viz. project allow., training allow.
1	1	22325	14232	As per contingency	Nil
2	3	31678	20198	-"	-"
3	4	7200	4590	-"	-"

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 11
TO PUBLISH THE DETAILED INFORMATION OF APPROVED BUDGET & EXPENDITURE OF THE
DEPARTMENT OF ANIMAL HUSBANDRY OF ZILLA PARISHAD, LATUR**

S. N.	Details of budgetary head	Grant	Proposed used area & details of work	If more grant is anticipated, in Rs.	Remarks
1	12 Animal Husbandry Anti Rabbits Vaccine Supply	10,000	District Rural	10,000	
2	Cattle Exhibition	5,00,000	- " -	Nil	
3	Medicine supply to Veterinary hospital	8,00,000	-"-	7,00,000	To make supplies of sufficient medicines
4	Supply of Dewormer (Antibiotic) medicines	5,00,000	-"-	Nil	
5	Supply of Infertility medicines	5,00,000	-"-	Nil	
6	Electricity supply to veterinary hospital	2,00,000	-"-	Nil	

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1B 12 SAMPLE A
TO PUBLISH THE PATTERN OF WORKING OF GRANT DISTRIBUTION PROGRAMME IN THE DEPARTMENT
OF ANIMAL HUSBANDRY OF ZILLA PARISHAD, LATUR FOR THE YEAR 2007-08**

1	Name of the Programme	Anti-rabbits Vaccine Supply
2	Norms regarding eligibility	Affected Livestock of beneficiary
3	Conditions of getting benefit	Demand of Cattle Owner
4	Pattern of work for getting benefit	To submit the application in the prescribed format.
5	Necessary documents for deciding	Recommendation of Local L.D.O. the eligibility
6	Detailed information of the benefit to be received in the programme	Anti-rabbits Vaccine
7	Pattern of Distribution of Subsidy	50 % Grant
8	Name of the competent officer	District Animal Husbandry Officer
9	Charges applicable with request application	50% Beneficiary Share
10	Other charges	Nil
11	Pattern of Request application	Prescribed Format
12	List of necessary documents to be enclosed with the document / declaration.	Prescribed format & Recommendation Letter
13	Pattern of enclosed document	Not Necessary.
14	The designation of the concerned officer for the redressal of complaint in reference with pattern of working.	District Animal Husbandry Officer
15	Detailed wise and available funds (budget) on each level i.e. District level, taluka level, village level	District Level.

**CENTRAL GOVT.RIGHT TO INFORMATION ACT 2005,SEC.
4, 1B 12 SAMPLE B**

**TO PUBLISH THE DETAILED LIST OF BENEFICIARIES UNDER GRANT PROGRAMME IN THE DEPARTMENT
OF ANIMAL HUSBANDRY OF ZILLA PARISHAD, LATUR FOR THE YEAR 2007-08
NAME OF SCHEME / PROGRAMME : SUPPLIES OF ANTI-RABBIES VACCINES.**

Sr. No.	Name & Address of Beneficiary	Amount of grant/benefit Rs.	Criteria of selection eligibility	Remarks
1	Sri Ramrao Govind Jagtap Hasegaon Wadi Tq. Ausa	113/-	Affected Livestock	
2	Sri Makdum Osman Akar Andora Tq. Ausa	113/-	-"	
3	Sri Sahebrao Narhari Pawar, Andora Tq. Ausa	113/-	-"	
4	Sri Lalasaheb Vishnu Lokare, Andora Tq. Ausa	113/-	-"	
5	Sri Udhav Vishwanath Mule, Andora Tq. Ausa	226/-	-"	
6	Sri Ismail Osman Mulani Shindala Lo Tq. Ausa	113/-	-"	
7	Sri Nilangekar Shivshankar Mallikarjun, Almala Tq. Ausa	565/-	-"	
8	Sri Maharudra Shantivirappa Nilangekar, Almala Tq. Ausa	791/-	-"	
9	Sri Maroti Shamrao Gurav, Almala Tq. Ausa	113/-	-"	
10	Sri Shivram Balwant Patil, Bhada Tq. Ausa	113/-	-"	
11	Sri Dnyanoba Nivrutti Funde, Nandura Bk. Tq. Ahmedpur	339/-	-"	
12	Sri Sambappa Gadge, Nandura Bk. Tq. Ahmedpur	339/-	-"	
13	Sri Sayyad Ahmad Shabbir Kalmatha Tq. Ausa	113/-	-"	
14	Sri Mahesh Baburao Patil, Bhada Tq. Ausa	113/-	-"	
15	Sri Dnyaneshwar Pandurang Mali, Bhada Tq. Ausa	113/-	-"	
16	Sri Sachhidanand Mallikarjun Patil, Bhada Tq. Ausa	113/-	-"	
17	Sri Shrimant Kamble, Sugaon Tq. Chakur	113/-	-"	
18	Sri Shivhar Madhavrao Jalkote, Killari Tq. Ausa	452/-	-"	
19	Sri Timma Girappa Chavan, Tawari Tanda Tq. Ausa	113	-"	
20	Sri Santosh Shiwaji Sawase, Jodjawala Tq. Latur	113/-	-"	
21	Sri Sampat Ramrao Ingle, Chikhalthana Tq. Latur	226/-	-"	
22	Sri Sudhakar Dnyaoba Shinde, Gangapur Tq. Latur	113/-	-"	
23	Sri Bhagwat Dnyanoba Shinde, Dighol Deshmukh Tq. Renapur	113/-	-"	
24	Sri Vithal Pandurang Saptal, Chincholirao Tq. Latur	113/-	-"	
25	Sri Bapusaheb Tanerao Deshmukh, Nandura Bk. Tq. Ahmedpur	565/-	-"	
26	Sri Khandu Kisan Rasure, Dhargarwadi Tq. Shirur Anantpal	113/-	-"	
27	Sri Madhav Raosaheb Somwanshi, Dhargarwadi Tq. Shirur Anantpal	113/-	-"	
28	Sri Sandipan Venkatrao Chigure, Dhargarwadi Tq. Shirur Anantpal	113/-	-"	
29	Sri Vishnu Baliram Maske, Dhargarwadi Tq. Shirur Anantpal	113/-	-"	
30	Sri Biradar Kamlakar Raosaheb, Baspur Tq. Nilanga	113/-	-"	
31	Sri Kumthe Vasant Sripati, Baspur Tq. Nilanga	113/-	-"	
32	Sri Pandurang Shatrugun Deshmukh, Kava Tq. Latur	226/-	-"	
33	Sri Ambadas Vithal Bhonde, Ashiv Tq. Ausa	113/-	-"	
34	Sri Kisan Balis Madole, Ashiv Tq. Ausa	113/-	-"	
35	Sri Sandipan Prakash Bankar, Ashiv Tq. Ausa	113/-	-"	
36	Sri Vithal Rama Jadhav, Ashiv Tq. Ausa	113/-	-"	
37	Sri Anil Youvraj Lokhande, Ashiv Tq. Ausa	113/-	-"	
38	Sri Shrimant Balwant Mitkari, Chincholi Ka. Tq. Ausa	452/-	-"	
39	Sri Balaji Manik Gore, Chnchli Ka. Tq. Ausa	226/-	-"	
40	Sri Subhash Baburao Patil, Chincholi Ka. Tq. Ausa	226/-	-"	
41	Sri Jadhav Dattatraya Changdev Gumphawadi Tq. Latur	113/-	-"	
42	Sri Madhukar Shivling Mugawe, Chincholi Ka. Tq. Ausa	113/-	-"	

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 13
DETAILED INFORMATION OF THE CONCESSIONS RECEIVED IN THE DEPARTMENT OF ANIMAL
HUSBANDRY OF ZILLA PARISHAD, LATUR FOR THE YEAR 2007-08**

TYPES OF LICENSE / PERMISSION/ CONCESSION :

Sr. No.	Name of License Holder	Type of License	License No.	From Date	Upto Date	General Conditions	Detailed information of License
			-- NIL --				

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 14
TO PUBLISH THE DETAILED INFORMATION STORED IN THE ELECTRONIC FORM OF THE INFORMATION OF
OFFICE OF ANIMAL HUSBANDRY OF ZILLA PARISHAD, LATUR FOR THE YEAR 2007-08**

Sr. No.	Type of Document	Subject	In which electronic form	Pattern of collecting information	Responsible person
1	Book & Note book	Aspects regarding service	No	From the book & note book	District Animal Husbandry Officer

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 15
TO PUBLISH THE FACILITIES AVAILABLE IN THE OFFICE OF ANIMAL HUSBANDRY OF ZILLA PARISHAD,
LATUR**

Sr. No.	Type of facility	Time	Pattern of working	Place	Responsible person / Staff	Redressal of complaint
1	Information regarding time of appointment	4 to 5	Pre-Intimation	Office	Head of Office	Head of Office
2	Information about website	---	---	---	---	---
3	Information about Call Center	---	---	---	---	---
4	Information of facilities available for inspection of records	4 to 5	As per demand	Office	Head of Office	Head of Dept.
5	Information of facilities available for inspection of working	Official time	Pre-intimation	Office	Head of Office	Head of Dept.
6	Available information for getting format.	Official time	Pre-Intimation	Office	Head of Office	Head of Dept.
7	Information of Notice Board	--	Front Portion	Office	Head of Office	Head of Dept.
8	Information about library	--	--	--	--	--

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 16**

**TO PUBLISH THE DETAILED INFORMATION OF GOVERNMENT INFORMATION OFFICER / ASSISTANT
GOVERNMENT INFORMATION OFFICER / APPELLATE AUTHORITY OF ANIMAL HUSBANDRY OF ZILLA
PARISHAD, LATUR – THE AREA OF WORKING OF THE AUTHORITY**

A. GOVERNMENT INFORMATION OFFICER

Sr. No.	Name of Govt. Information officer	Designation	Area of working	Address/ Phone	E-mail	Appellate Authority
1	Dr. L.C. Pawar	District Animal Husbandry Officer	District	Z.P. Latur 245303	--	Additional Chief Executive Officer

B. ASSISTANT GOVERNMENT INFORMATION OFFICER

Sr. No..	Name of Assistant Govt. Information officer	Designation	Area of working	Address/ Phone	E-mail
1	Sri T. D. Kedase	Desk Officer	Office	Z.P. Latur 245303	--

C. APPELLATE AUTHORITY

Sr. No.	Name of Appellate Authority	Designation	Area of working	Address/ Phone	E-mail	Subordinate Govt. Information Officer
1	Sri S. B. Hajare	Additional Chief Executive Officer	District	Z.P. Latur 254418	--	Dr. L. C. Pawar

**CENTRAL GOVT. RIGHT TO INFORMATION ACT 2005,
SEC. 4, 1 B 17
PUBLISHED INFORMATION OF OFFICE OF ANIMAL HUSBANDRY OF
ZILLA PARISHAD, LATUR**

ANNUAL ADMINISTRATION REPORT

Published Every year in the month of October / November

3. Health Department

Central Govt. Right to information Act sec-4181 Details of Working and Duties of Health Dept Zilla Parishad Latur.

1	Name of the Office	Health Dept. Zilla Parishad Latur.
2	Address	Zilla Parishad Latur.
3	Head of Dept	Dist Health Officer
4	Name of the Govt Dept.	Maharashtra Govt. Rural Development & Water Conservation Dept. Mantralaya Mumbai
5	Name of the Ministry to Which it is aligned	Public Health Department
6	Area of Working of the Dist	Rural Area Geographical As per work
7	Special Works	To Implement National Health Programmed
8	Aims of the Department	To give Prohibited Services & That miscellaneous Diseases
9	All consult Staff	Class I, II, III.
10	Works	1.Administrative Control 2.Health programmed control and Measurement
11	Nature of work	All national Health program Control and Measurement Taking of meeting etc.
12	Details of Propensity	Nil
13	Facility Available	To provide Health Coverage to all peoples.
14	Detail of every phase of working in the structure table of the institution	1.chikhurda 2.bori. 3 bhatangali 4 gangepur 5 jawla 6 chincholi 7 bablageon 8 nivali 9 Renapur 10 pangeon 11 khorola 12 paharegeon 13 karepur 14 lamjana 15 belkund 16 bhada 17 ujani 18 hasegeon 19 matola 20 javalga 21 handarguli 22 wadwhvana 23 her 24 deverjan 25 nalgir 26 deoni 27 walandi 28 atnur 29 jalkot 30 shriur (Taj) 31 kingaon 32 hadolti 33 andhori 34 satala 35 chaploi 36 nalegaon 37 janvel 38 shirur anantpal 39 sakol 40 aurad shahajani 41 medansuri 42 nitur 43 panchincoli 44 kasrbalkunda 45 ambulga 46 halgera
15	Office Phone No and Time	02382 -242806 , 02382-240249 , 10.00 am to 5.45 pm.
16	Weekly holidays Time fix For special Services	As per Govt. Department and Requirement
17		

Central Govt . Right to information Act -2005 sec 4.1 b2 & same Statement showing the Power of officer & staff of health Department Zilla Parishad Latur.

Sr. No.	Designation	Powers / Financial	By which order law rule GR circular
1	Dist Health Officer	Control on all PHC & SC.	Power vested by Maharashtra ZP & PS Act 1961 sec96.1
B	Dist Health officer	Control on all PHC & SC.	Power vested by Maharashtra ZP & PS Act 1961 sec96.1
C	Dist Health officer	Nil	Nil
D	Dist Health officer	Control on all PHC & SC.	Nil

Central Govt . Right to information Act -2005 sec 4.1 b3 & same Statement showing the Supervision & Responsibility fixation of Health Department Zilla Parishad Latur. And pub listing of power of working

Type of work / Name

Sr. No.	Nature of works	Period Days	Officer responsible for work	Remarks
1	District Officer	Financial Year	Dist Health Officer	
2	Control, over all PHC of Dist	Financial Year	Dist Health Officer	
3	Supply of Vaccines to Prevent Epidemic diseases	Financial Year	Dist Health Officer	
4	Control on epidemic diseases of peoples	Financial Year	Dist Health Officer	
5	Supply of medicines	Financial Year	Dist Health Officer	
6	Administrative aspects of class 1,2,3,& 4 Officer and staff	Financial Year	Dist Health Officer	
7	Submission of budget of dept	Financial Year	Dist Health Officer	
8	Submission of Annual Administrative report of Dept	Financial Year	Dist Health Officer	
9	Implementation of Govt. & ZP Schemes hand over	Financial Year	Dist Health Officer	
10	Control and prohibition and implement health schemes	Financial Year	Dist Health Officer	

Central Govt . Right to information Act -2005 sec 4.1 b4 & same Statement showing the Presentation of Works of Health Department Zilla Parishad Latur.

ATTENTION OF ORGANISATION –ANNUAL

Sr. No	Works / Duties	Extent of work	Financial Attention	Remarks
1	Establishment	To Provide service benefits to zp technical staff	Nil	Processing is undertaken as per MC rule GR/Circular

SEC 4.1. B.4 SAMPLE B

Time Limit of Work -----time limit of end work for completion

Sr. No.	Works / Duties	Days / hours for Completion Extent of work	Responsible officer	Complaint eradication officer
1	Establishment of class 1,3,4, Officer / staff of zilla parishad technical Section	3 week	Dist Health officer	Chief Executive officer

Central Govt . Right to information Act -2005 sec 4.1 B5 sample A

Statement showing Rules/ enactment coarsened with Health Department Zilla Parishad Latur.

Sr. No.	Subjects given as per notice circular	Rule no 2 year	Remarks
1	Maharashtra zilla parishad and panchayat samiti	Enactment 1961	
2	Maharashtra zp & panchayet samiti	Code conduct 1968	
3	Maharashtra zp dist services	Services rules 1967	
4	Maharashtra zp dist services	discipline & appeal rules 1964	
5	Maharashtra zp dist services	Behavior rule 1967	
6	Maharashtra civil services	Salary rules 1981	
7	Maharashtra civil services	Pension rules 1982	
8	Maharashtra civil services	Leave rules 1981	
9	Maharashtra civil services	General conditions rule of serves 1981	

Central Govt. Right to information Act -2005 sec 4.1 B5 sample B

Statement showing GR concurring to department of Health Department Zilla Parishad Latur.

Sr. No.	Subject given as per GR	GR no & date	Remarks if any
1	Establishment aspect of officers & staff	Released by Govt. from time to time as per GR	

**Central Govt . Right to information Act -2005 sec 4.1 B5 sample C
Statement showing circular concurring to works of the department of Health Department Zilla Parishad Latur.**

Sr. No.	Subject given as per GR	GR no & date	Remarks if any
1	Establishment aspect of officers & staff	Released by Govt. from time to time as per GR	

**Central Govt . Right to information Act -2005 sec 4.1 B5 sample D
Statement showing orders /policy circular concurring to works of the department of Health Department Zilla Parishad Latur.**

Sr. No.	Subject given as per GR	GR no & date	Remarks if any
1	Establishment aspect of officers & staff	As per the orders Released by Hon. CEO.	

**Central Govt. Right to information Act -2005 sec 4.1 B5 sample E
Statement showing the Record available circular concurring to works of the department of Health Department Zilla Parishad Latur.
Subject of Document**

Sr. No.	Type of Record	Subject	Concerned personal designation	Place of person if not available in above office
1	Classification of document A,B,C,&D	Permanent order encl.	Dest officer superintendent	Dist Health officer
2		Permanent order encl. officer /staff	Senior Asst. Junior Assist	
		Encl. about scheme		

Central Govt. Right to information Act -2005 sec 4.1 A6
Statement showing the Record available With Health Department Zilla Parishad Latur.

Sr. No.	Subject	Type of document encl / must retry book ,voucher	Details of main aspects	Period of keeping safe
1	Permanent order	A	Red bundle	Permanent nature
2	Maha, gazette part 3&5	B	Green bundle	30 years
3	Aspects of Service	C	Blue bundle	10 years
4	Stationary tour dairy	C-1	Yellow bundle	5 years
5	Fiftuary / trimanthy general correspondence	D	White bundle	1 years

Central Govt. Right to information Act -2005 sec 4.1 B7
Statement showing the Arrangement of making consultation with the general people for the effective working of Health Department Zilla Parishad Latur.

Sr. No.	Subject of consultation	Detailed description of working	Under with enactment rule /circular	Period of requisition
		Nil		

**Central Govt. Right to information Act -2005 sec 4.1 B8
Publishing of committee of Health Department Zilla Parishad Latur.**

Sr. No.	Name of committee	Member of committee	Objective of committee	How many times it is taken	Whether meeting is open for commons or not	Minutes of meeting available
1	Health Committee	09	To Provide facility about health	Once in a month	No	Available

**Central Govt. Right to information Act -2005 sec 4.1 B8 sample B
Publishing of committee of Health Department Zilla Parishad Latur.**

Sr No	Name of committee	Member of committee	Objective of committee	How many times it is taken	Whether meeting is open for commons or not	Minutes of meeting available
1	Health Committee	09	To Provide facility about health	Once in a month	No	Available

**Central Govt. Right to information Act -2005 sec 4.1 B8 sample C
Publishing of committee of meeting of Health Department Zilla Parishad Latur.**

Sr. No.	Name of committee	Member of committee	Objective of committee	How many times it is taken	Whether meeting is open for commons or not	Minutes of meeting available
		Not concerned with this department				

**Central Govt. Right to information Act -2005 sec 4.1 B8 sample D
Publishing of list of any institution of PHC of Health Department Zilla Parishad Latur.**

Sr. No.	Name of committee	Member of committee	Objective of committee	How many times it is taken	Whether meeting is open for commons or not	Minutes of meeting available
		Not concerned with this department				

Central Govt. Right to information Act -2005 sec 4.1 B9

To under take the names, Address and the monthly salaries of the officer & employers of the Health Department Zilla Parishad Latur.

Sr. No.	Designation	Name of officer /staff	class	Date of appointment	Phone no/fax/e-mail	Total salary
1	Dist health officer	Dr M.I.J.Kazi	I			
2	Medical officer	Dr pradip nagnath pensalwar	II	6.6.84	242806	
3	PHN	Smt n.i.shedole	III	10.2.81	242806	
4	PHN	Smt a.g.shaikh	III	9.11.82	242806	
5	Statistical supervisor	Shri r.d .phad	III	27.4.83	242806	
6	Statistical supervisor	Shri g.p.hokarne	III	13.7.99	242806	
7	Sr A.O.	Shri s.v.phutane	III	4.3.73	242806	
8	Short hand writer	Shri r.g.gaikawad	III		242806	
9	Refrisetrator	Shri v.k.shelgonkar	III		242806	
10	Superintendent	Shri H.G.giri	III	13.11.96	242806	
11	Sr Asst	Shri d.y.arya	III	6.10.76	242806	
12	Sr Asst	Shri t.s. kumbhar	III	29.6.84	242806	
13	Sr Asst	Shri s.t.kazi	III	2.7.84	242806	
14	Sr Asst	Shri b.k.sarolkar	III		242806	
15	Sr Asst	Shri p.v.udte	III	21.1.86	242806	
16	Jr Asst	Shri v.d.kulkarni	III	21.4.01	242806	
17	Jr Asst	Shri p.v.kulkarni	III		242806	
18	Jr Asst	Smt p.v.bidwe	III		242806	
19	Jr Asst	Shri boiene s.s.	III	9.9.96	242806	
20	Desk ofcer	Shri Kande s.n.	III	8.8.80	242806	
21	Superintendent	Smt thakur l.n.	III	7.12.85	242806	
22	Superintendent	Shri Mahacewad v.m.	III	23.3.95	242806	
23	Sr Asst	Shri Bhale s.d.	III	16.15.97	242806	
24	Sr Asst	Shri hande V.K.	III	30.6.98	242806	
25	Jr Asst	Shri bhaleakar s.d.	III	31.1.86	242806	
26	Health Asst	Shri Durugkar	III	3.2.86	242806	

Central Govt. Right to information Act -2005 sec 4.1 B10

To Publishing the detailed information of salaries of the officer & employers of Health Department Zilla Parishad Latur.

Sr. No.	class	Structure of salary	Other Allowed allowances			
			Regular dearness allow house rent allow city allow	Contingency viz traveling allowance	Special allow viz project allow training allowance	
1	1	Not concerned with this department		As per contingency	Nil	
2	3					
3	4					

**Central Govt. Right to information Act -2005 sec 4.1 B11
To Publishing the detailed information of approval budget and expenditure of the
officer & employers of Health Department Zilla Parishad Latur.**

Sr. No.	Detail of budgetary head	Grant	Proposed area & details of works	If more grants is anticipated in Rs	Remarks
1	Savitribai phule kanya yojana	150000/-	District Rural	--	--
2	Zilla parisha cess				
	Financial Aid on cancer disease	200000/-	District Rural	--	--

**Central Govt. Right to information Act -2005 sec 4.1 B12 Sample A
To Publishing the pattern of working of grant distribution programme of
Health Department Zilla Parishad Latur.
The year 2007-2008**

1	Name of the programmed	Anti rabies vaccine supply
2	Norms regarding eligibility of beneficiary	Affected human
3	Condition of getting benefit	Demand of M.O
4	Pattern of works for deciding the eligibility	To submit the applicable the prescribed format
5	Necessary document for deciding the eligibility	Recommendation of
6	Detail information of the benefit to be required in the programmed	3 to 5 inj per patient as per the case
7	Pattern of distribution of subsidy	Nil
8	Name of competent officer	Dist health officer
9	Charges applicable with request application	Nil
10	Other charges	O.P.D. charges
11	Pattern of request application	Prescribed format
12	List of necessary document to be enclosed with the document /declaration	Design letter
13	Pattern of enclosed document	Not necessary
14	The designation of the concerned officer for the redressed of complaint I reference with pattern of working	District health officer
15	Detailed wise and available funds budget on each leave lie. Dist level ,taluka level, village level.	District level

**Central Govt. Right to information Act -2005 sec 4.1 B13
Detailed information of the conversions received in the
Health Department Zilla Parishad Latur. The Year 2007-2008**

Sr. No.	Name of License Holder	Type of License	License no	From date	Up to date	General conditions	Detailed information of license
	Nil			Nil		Nil	

**Central Govt. Right to information Act -2005 sec 4.1 B14
To Publishing the detailed information of stored in the electronic form of the
information of office of Health Department Zilla Parishad Latur.
For the year 2007--2008**

Sr. No.	Type of Document	Subject	In which electronic form	Pattern of collecting information	Responsible person
1	Health committee meeting zp latur proceeding	Aspect regarding decision and work review	Computer floppy	Review or by application	Dist health officer

**Central Govt. Right to information Act -2005 sec 4.1 B16
To Publishing the detailed information of Govt information officer /assistant Govt information officer
/appellate Authority of Health Department Zilla Parishad Latur.
The Area of working of the authority**

A) government information officer

Sr. No.	Name of the government information officer	Designation	Area of Working	Address /phone	E-mail	Applicable authority
1	Dr M .I .J. Kazi	Dist Health officer	Dist	Zilla Parishad 02382 - 242806 /240249		Chief executive officer

B) Assistant government information officer

Sr. No.	Name of the government information officer	Designation	Area of Working	Address /phone	E-mail	
1	S.N. Kande	Section officer	office	Zilla Parishad 02382 - 242806 /240249		

C) Appellate Authority

Sr. No.	Name of the Appellate Authority	Designation	Area of Working	Address /phone	E-mail	Subordinate govt information officer
1	Shri Praveen Gedam	Chief executive officer	Dist	Zilla Parishad 02382 - 242970		Dr M. I. j. Kazi

**Central Govt. Right to information Act -2005 sec 4.1 B17
To Publishing information of office of Health Department Zilla Parishad Latur.
ANNUAL ADMINISTRATION REPORT**

Published every year in the month of

4. Women and Child Welfare Department

**Central Govt. Information Act. Rule 2005
clause 4(1) (B) (1)
Work & Duties of Women & Child Development Dept.
under Zilla Parishad, Latur.**

1	Name of Office	Women & Child Development Department
2	Address	Zilla Parishad, Latur.
3	Head of office	Deputy Chief Executive Officer (CW)
4	Name of Govt. Dept	Women & Child Development Dept Mantralaya, Mumbai.
5	Under which Mantralaya	Women & Child Development Dept. Mantralaya, Mumbai.
6	Jurisdictions	District (Rural)
7	Special work	Overall Development of children under 0 – 6 years.
8	Aims of Department	To eradicate malnutrition More than 80 % children should be in Normal grade. There should be no child in either grade III & IV.
9	All staff position	Child Development Project Officer] Class II to every Project – 9 Projects
10	Work	To eradicate Malnutrition
11	Details of work	i) 100 % survey & weighing every month ii) Demonstration of malnourished children before their parents through community growth charts.
12	Telephone No of Office& time	Ph. 255708, 245301 Ext. 301/302 Time- 10.00 AM to 5.45 PM

**Central Govt. Information Act.
Rule 2005 clause 4(1) (B) (2)
Staff position of Women & Child Development Dept.
under Zilla Parishad, Latur.**

Sr. No.	Designation	Duties
1	2	3
1	Dy. Chief Executive Officer(CD)	Head of Department of Women & Child Development Dept., Secretary of subject committee(W&CD)
2	Section Officer	To assist Dy. C.E.O.(CD) in routine office work & monitoring class III & IV staff in the office
3	Office Superintendent	Supervising the ministerial cadre staff in the office
4	Extension Officer(stat)	To compile statistical data, prepare monthly returns, submission of online report etc.
5	Senior Assistant	As per job chart.
6	Junior Assistant	-----,,-----
7	Peon	To keep cleanliness, take files post etc.
8	Driver	Driving & to keep vehicle in good condition

Central Govt. Information Act. Rule 2005
clause 4(1) (B) (3)
Publication of procedure for & Supervision in decision making
liabilities Fixed
under Zilla Parishad, Latur.

Sr. No.	Type of work	period	Responsible person	remarks
1	To recruit post A.W.W Workers & Helpers	3 weeks	Dy. Chief Executive Officer(CW)	
2	Promotion	3 weeks	-----,,-----	
3	Inter District Transfer	3 Weeks	-----,,-----	
4	Files of Enquiries	3 Weeks	-----,,-----	
5	Files of complaints	3 Weeks	-----,,-----	
6	Judicial cases	5 Days	-----,,-----	
7	GPF Advance, Leave cases	1 Week	-----,,-----	

Central Govt. Information Act. Rule 2005
clause 4(1) (B) (4)
Presentation of work of Women & Child Development
Department Z. P. Latur.

Sr. No.	Work	Details	Financial Target	Remarks
1	2	3	4	5
1	To provide Health services to the children from 0-6 years.	1. Pre- school Education 2. Supplementary Nutrition 3. Immunization 4. Health & Nutritional Education 5. Medical check up 6. Referral services 7. Schemes for Women in the District(Rural)		100 % eradication of mal nutrition & provide health services

Period fixed for completion of work in Women & Child Development Department under Z.P. Latur.

Sr. No.	work	Period to complete work	Responsible Officer	Appellate Officer
1	2	3	4	5
1	Work regarding Establishment of AWW	3 Weeks	Dy. Chief Executive Officer(CW)	Chief Executive Officer

**Central Govt. Information Act. Rule 2005
clause 4(1) (B) (5)
Acts. Applicable Rules**

- 1) Maharashtra Z. P. & P. S. Act. 1961
- 2) Maharashtra Z.P.& P.S. Account code 1968
- 3) Maharashtra Z.P Dist. Service Rules 1967
- 4) Maharashtra Z.P Dist. Services (Discipline & Appeal)
- 5) Maharashtra Z.P Dist. Services (Discipline) Rule 1967
- 6) Maharashtra Civil Service Rule (Pay)- 1981
- 7) Maharashtra Civil Service Rule (Pension)1982
- 8) Maharashtra Civil Service Rule (Leave)- 1981
- 9) Maharashtra Civil Service Rule (General Service Rule) 1981

**Central Govt. Information Act. Rule 2005 clause 4(1) (B) (6)
Record Classification of Women & Child Development Department Z.P. Latur.**

Sr. No.	Subject	Type of record	Period to preserve
1	2	3	4
1	Standing orders & Circulars	Files	Permanent
2	Act / Rules	Books	Permanent
3	Inward / Out ward	Registers	Permanent
4	Audit Objection / Compliance	Files	30 yrs.
5	Judicial Matters	Files	Permanent
6	Delegation Of Powers	Files	Permanent
7	Proceeding Of Subject Committee	Registers	Permanent
8	Property Registers	Registers	Permanent
9	Posting, Promotions, Transfers	Files	30 yrs.
10	Service Books	Registers	30 yrs.
11	Seniority Lists	Files	10 yrs.
12	Tour Diaries	Files	5 yrs.
13	Pension Cases	Files	10 yrs.
14	Pension Cases [Eligible]	Files	30 yrs
15	Termination , Resignation, etc	Files	10 yrs
16	Leave Acct. GPF, Advanc.	Files	5 yrs.

**Central Govt. Information Act. Rule 2005
clause 4(1) (B) (7)
Women & Child Development Department Z.P. Latur.**

Sr. No.	Management	Period	Remarks
1	2	3	4
1	Meeting with representatives of Union of A.W. workers / Helpers	Once in 3 Month	Chief Executive Officer Z.P. Latur.
2	Dist. Monitoring Committee	Every Month	Chief Executive Officer Z.P. Latur.

**Central Govt. Information Act. Rule 2005
clause 4(1) (B) (8)
Published list of subject committee member under Women & Child
Development Department Z.P. Latur.**

Sr. No.	Name of subject committee	No. Of committee member	Aim of committee	No of meeting healed	Weather it is opened all public yes/ No	Providing of committee meeting
1	2	3	4	5	6	7
1	Subject Committee [Woman & Chile Dev. Committee]	09	Monthly	Minimum 12 in a year	No	Yes

**Central Govt. Information Act. Rule 2005 clause
4(1) (B) (9)
Details regarding Names, Telephone No. & Address Of Women & Child
Development Department Z.P. Latur.**

Sr. No.	Designation	Name Of Employees	Class	Date Of Joining	Telephone No	
					Office	Resi.
1	2	3	4	5	6	7
1	Deputy Chief Executive Officer [C.W]	Dr. Sudhir Bhatlawande	Class- 1	9.6.05	255708	221010
2	Section Officer Office Supt.	Shri. A.A.Shaikh	Class- 3	16.8.03	255708	228276
3		Shri. C.R.Kadam	Class- 3	25.1.06	255708	
4	Statistical Officer	Shri. P.S. Thotat	Class- 3	3.7.03	255708	
5	Senior Asst. [Acct.]	Shri. P.M. Udage	Class- 3	31.7.02	255708	
6	Senior Asst. [G]	Vacant	Class- 3		255708	
7	Junior Asst.	Shri. M.D.Housalmal	Class- 3	1.8.02	255708	
8	Junior Asst.	Smt. S.N.Giri	Class- 3	25.6.99	255708	243695
9	Driver	Vacant	Class- 3		255708	
10	Peon	Shri. A.S. Wakakle	Class- 4	16.7.05	255708	
11	Peon	Shri. D.N. Babar	Class- 4	15.7.03	255708	

**Central Govt. Information Act. Rule 2005
clause 4(1) (B) (10)
Details of Pay and allowances of the staff under
Women & Child Development Department Z.P. Latur.**

Sr. No.	Name Of Employes	Class	Pay scale	Total pay
1	2	3	4	5
1	Dr. Sudhir Bhatlawande	Class- 1	8000-13500	24559
2	Shri. A. A. Shaikh Shri. C. R .Kadam	Class- 3 Class- 3	5500-9000	18041
3	Shri. P.S. Thotat	Class- 3	5000-8000	11254
4	Shri. P.M. Udage	Class- 3	5500-9000	14300
5	Vacant	Class- 3	4000-6000	10399
6				
7	Shri. M. D. Housalmal	Class- 3	4000-6000	9038
8	Smt. S. N. Giri	Class- 3	4000-6000	10399
9	Vacant	Class- 3		
10	Shri. A.S. Wakakle	Class- 4	2610-4000	7063
11	Shri. D.N. Babar	Class- 4	2610-4000	7308

**Central Govt. Information Act. Rule 2005 clause 4(1) (B) (11)
Details of approved Budget & Expenditure under Women & Child
Development Department Z.P. Latur.**

Sr. No.	Head	Name Of Scheme	Budget	Expenditure
1	2	3	4	5
1	Woman & Child Development Department	GOVT. SCHEMES i] Self employment to economically weaker woman In rural area. ii] Scholarships to girls taking education of Professional Trade iii] Assistance to the marriage of widow's daughter. iv] Assistance to Mahila Mandals for there Training Centers v] Woman & Child Dev. Committee i] Mini floor mill ii] Lanterns on Sun energy.	500 20,000 2,15,000 2,15,000 11,30,00 0	00 00 00 00 00 00
2	Z.P. Cess	Z.P. CESS i] Study tour of Z.P. Women Members ii] Samup deshan Kendra iii] Picco fall machine iv] Mini floor mill v] Sehwaya – machines to Self Help Groups	20,000 7,92,000 5,00,000 2,50,000 7,50,000	00 00 00 00 00

**Central Govt. Information Act. Rule 2005
clause 4(1) (B) (12)
Details of procedure for distribution of grant under
Women & Child Development Department Z.P. Latur.**

Sr. No	Name Of Scheme	Beneficiaries
1	2	3
1	GOVT. SCHEMS i] Self Employment Rs. 500/- for economically weaker women. ii] Scholarships to girls taking education of Professional Training iii] Assistance to the marriage of widow's daughter. iv] Assistance to Mahila Mandals for there Training Centers v] Woman & Child Dev. Committee	For small business trading [General / scp] Rs. 500/- is given by cheque to women. Rs. 100/- per girl per month in the centre sanctioned by Govt. Rs. 2000/- is given after marriage according to availability of funds. Rs. 21,500/- per Mahila Mndal per session sanctioned by Mahila Aayog. Schemes decided in Subject Committee of Z.P. Latur.
2	Z.P. CESS Mahila Samupdeshan Kendra Picco fall machine Mini floor mill Sehwaya – machines to Self Help Groups A.W. worker / Helper award scheme.	Rs. ----- per Samupdeshan Kendra Beneficiary selected by subject committee. Beneficiary selected by subject committee Beneficiary selected by subject committee A.W. worker / Helper from District.

**Central Govt. Information Act. Rule 2005
clause 4(1) (B) (13)
Information of License given by Women & Child
Development Department Z.P. Latur.**

No License is given by this Office.

**Central Govt. Information Act. Rule 2005 clause 4(1) (B) (14)
Details of information to be given by electronic media of Women & Child
Development Department Z.P. Latur.**

Sr. No.	Particular	Subject	In which format	Procedure to receive information	Responsible person
1	2	3	4	5	6
1	Proceeding of the Subject Committee	Important Orders	Floppy/ C.D.	Through Application	Dy. C.E.O. [C.D.]

**Central Govt. Information Act. Rule 2005
clause 4(1) (B) (15)
Details of visiting hours and facility to give information under
Women & Child Development Department Z.P. Latur.**

Sr. No.	Particular	Time	Procedure	Place	Responsible person/employee
1	2	3	4	5	6
1	Visiting Hours to meet Head Of Dept.	Monday	Personally	Office	--

**Central Govt. Information Act. Rule 2005
clause 4(1) (B) (16)
Details of information officer, Asst. information officer & appellate
officer Women & Child Development Department Z.P. Latur.**

Sr. No.	Name Of Information Officer	Designation	Type	Jurisdiction	Phone
1	2	3	4	5	6
1	Dr. Praveen Gedam	Chief Executive Officer Z.P. Latur.	appellate officer	Woman & Child Development Department	242970

**Central Govt. Information Act. Rule 2005 clause 4(1) (B) (17)
Annual Report to be published under Women & Child Development Dept.
under Zilla Parishad, Latur.**

Annual Report is published in Oct./ Nov.

5. Panchyat Department

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Details works Notes
General Administration Department
Panchyat Department
Zilla Parishad Latur**

Sr. No	Sub-Rule	Information to be Published	period	Where to be Published	Difficulties	Remarks
1	2	3	4	5	6	7
1.		Gram Panchyat Annual Administration Report	120 days	District Level	Taken time of collect the information with resolution from Taluka level	
2.		Panchyat Samiti Inspection /Commissioner Inspection	30 days	Block Level		
3.	4(B) II	1. Item wise chart of responsibility of employees in the capacity of Dy. CEO(V.P.)	3 days	Z. P. Level & Block Level		
	4 (B) (XVI)	Declare the Name of Information Officer & Assist. Information Officers	30 Days	In office		
		Advance Increment				1 st Oct.
		Display of boards showing information officer and Assist Information Officer				

**CENTRAL GOVERNMENT
RIGHT OF INFORMATION ACT 2005
Details works Notes
General Administration, Panchyat Department
Zilla Parishad Latur**

Sr. No	Sub-Rule	Information Publication	period	Where Published	Difficulties	Remarks
1	2	3	4	5	6	7
1	4 (b)	Structure and Function of Panchyat Department	10 days	Notice Board in district level		Appointment ,Development Schemes Published in News papers
	(VIII)	Zilla Parishad Standing Committee Meeting , & General Body Meeting	20 days 60 days	Notice Board in district level		
	(I)	General Transfer	30 days	Notice Board in district level		Published 1 st Oct. every year
		Seniority List	30 days	District level		Published 1 st Jan. every year
		Pension Cases	30 days	District level		

CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Section 4 (1) (B) (1)
Latur and Work and Responsibilities
General Administration, Panchyat Department
Zilla Parishad Latur

Name of Office	Panchyat Department, Zilla Parishad Latur
Address	Zilla Parishad Latur
Heads of Department	Dy. Chief Executive Officer (V.P.)
Name of Government Office	Government of Maharashtra, Rural Development & Water Conservation Department
Ministry	Government of Maharashtra, Rural Development & Water Conservation Department
Jurisdiction	Rural area in working In Latur District
Special Activity	Control on Grampanchyt through Panchyat Samitee. Tax earning (Building & Water).Control on Development Schemes, implementation of Sant Gadgebaba Gram Swachata Abhiyaan/ Shahu, Phule , Ambedkar Dalit Vasti Vikas Sudhar Abhiyaan 20 Points Programme Total Sanitation Campaign, Yeshwant Gram Samarudhi Yojanana, Distribution of Funds Provided by Government to Grampanchayat and Panchyat Samitee.
Aim & Policy of Department	Economical Straightening of Grampanchyats. Power of Rule, Property and with certain rights
Officers /Staff	In Panchyat Department Class -I 1 Post. Class -III 11 Posts Class-IV 1 Post
Function	As per Government Instruction to Control over Panchyat Samitee and Grampanchayat. And improvement it works
Details of Works	As per Government Instruction to Control over Panchyat Samitee and Grampanchayat. And Improvement it works.
Office Telephone Numbers and	02382-245312 Fax.02382-258969, Hours - 10.00 am. To 5.45 pm. Working hours

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Article -4(1) B (2)
Duties of Officer and employees
In Panchyat department**

Sr. No.	Designation	Duties
1	Dy. Chief Executive Officer (V.P.)	Head of the Department of Panchyat Department
2	Office Superintendent	To Assist Dy. CEO (V.P.) in office work, control and supervise over staff and get the work done.
3	Assist. Accounts Officer	To keep the concern record of DVDF sanction loan to Grampanchyat as per its demands for various development activities and records principal & and interest as per installment.
4	Extension Officer (V.P.)	To inspect the loan proposals from Grampanchyat and recommended sanction it .visit to respective Grampanchyat and inspect the record regarding the loan proposals and submit the report. Persuasion for recovery of DVDF loans and interest. To Implemental the Yeshwant Gram Samrudhi Yojana inspect the scheme , conduct the enquiry of complains , received regarding the scheme , Submit the Perusals of Grampanchyat Divination to Government
4	Senior Clerk	Allotted works of concern administrative and establishment
5	Junior Clerk	Allotted works of concern administrative and establishment
6	Attendant	Observe the cleanliness of office, Move the files and other allotted work.
7	Driver	To drive the office vehicle and maintain it.

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Article -4(1) B (3)
In Panchyat department**

Sr. No.	Nature of work	Time limit	Responsible Person	Remarks
1	Recruitment by Nomination	3 Weeks	Dy. CEO(V.P.)	
2	By. Promotion file	3 Weeks	Dy. CEO (V.P.)	
3	Leave Sanction proposal file	2 Weeks	Dy. CEO (V.P.)	
4	Inter District Transfer proposal file	2 Weeks	Dy. CEO (V.P.)	
5	Enquiry file	2 Weeks	Dy. CEO (V.P.)	
6	case of punishment by the end of Departmental enquiry	2 Weeks	Dy. CEO (V.P.)	
7	Cases Under Lokshahi Din	2 Weeks	Dy. CEO (V.P.)	
8	Court cases	5 days	Dy. CEO (V.P.)	
9	G .P. F. Advance, Pension cases, Leave cases, Medical Embossment cases, sanction of Tour dairy of Extension officer (V.P.)	2 Week	Dy. CEO (V.P.)	
10	Sanction of DVDF Loans	2 Week	Dy. CEO (V.P.)	
11	Sanction of Street light poll in increase area of Gram Panchyat	2 Week	Dy. CEO (V.P.)	
12	Greasing Ground recommended for General Development work	1 Week	Dy. CEO(V.P.)	
13	The complaint matter of Grampanchyat	2 Week	Dy. CEO (V.P.)	

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Article -4(1) B (IV)
Panchyat Department
Zilla Parishad Latur**

Sr. No.	Nature of Work	Evidence of Work	Economical Target	Remarks
1	Regarding Services	To provide service befits to Z. P. employees		Action being taken under Maharashtra Service Rule and other Govt. Rrsulation
2.	D.V.D.F. Loan Distribution	20 & 30 times to the average of last 3 years balance in the Account No -1of Grampanchyat for unproductive and productive work respectively	1.55 Lakh	Proposal discussed are and sanctioned in General Body Meeting
3.	Yeshwant Gram Samrudhi Yojana	In the limit of 10 lakh per Grampanchyat per year	10.00 Lakh	Funds for Development are sanctioned to those Grampanchyat who deposit the 15 %Public share for General Vasti and 10% share for Dalit Vasti.
4.	Sant Gadgebaba Gram Swachta Abhiyan	To keep all the villages clean in the District.	17.00 Lakh	The Grampanchyat participating in the Sant Gadgebaba Gram Swachta Abhiyan, Rastra sant Tukdoji Maharaj swachata Gram Competition participant standing I st , IInd and III rd at Taluka Level gets Prize of Rs. 25,000/ ,15,000/- ,and 10000/- And District level Rs.5.00 lakh, 3.00 lakh, and III rd 2.00 lakh respectively and other complimentary prizes
5	Other	Construction of Grampanchyat Building ,Graveyard Management Samshan Bhumi sheds	According to Availability of Budget	3.50 Per Grampanchyat Building 1.00 Per Graveyard shed.

CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Part (IV) (I) (B) Details works Notes
General Administration Department
Panchyat Department
Zilla Parishad Latur

1. Mumbai Village Panchyat Act 1958
2. Maharashtra Zilla Parishad and Panchyat Samitee Act-1961
3. Maharashtra Zilla Parishad And Panchyat Samitee Account code -1968
4. Maharashtra Zilla Parishad District Service Rule-1967
5. Maharashtra Zilla Parishad District Service discipline and April Act-1964
6. Maharashtra Zilla Parishad District Service Conduct Rule 1967
7. Maharashtra Civil Service Rule (Pay)1981
8. Maharashtra Civil Service Rule (Pension)1982
9. Maharashtra Civil Service Rule (Leave) 1981
10. Maharashtra Civil Service Rule (General Condition) 1981.

CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Time Limit of work

Sr. No.	Nature of work	Time limit	Responsible Officer	Complain Preventive Officer
1	Matter relating the Z. P. Employees Establishment	3 Week	Dy. Chief Executive Officer (V.P.)	Chief Executive Officer

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Part (IV) (I) (B) VI Classification of Document
General Administration Department
Panchyat Department
Zilla Parishad Latur**

Sr. No.	Subject	Kinds of Document	Time of preservation
1	Government Resolution of, All kinds	Files and	Permanent
2	Rules and Relegation /ACT.	Books	Permanent
3	Out word/Inward Register	Register	Permanent
4	Compliance report s	File	30 years
5	Court cases	File	Permanent
6	Delegation of Power	File	Permanent
7	Memorandum of Zilla Parishad Body Meeting	REGISTER	Permanent
8	Property Register	Register	Permanent
9	Appointment , Promotion, Transfer & Leave	File	30 Years
10	Service Book of employees	Register	30 years
11	Seniority list	File	10 years
12	Tour diary	File	5 years
13	Pension benefit file	File	10 years
14	Pension cases	File	30 years
15	Employees Resignation , and Termination	File	10 years
16	G.P.F. Advance, Leave Accounts	File	5 years
17	DVDF Loan file	File	30 years
18	DVDF Loan Register	Register	Permanent
19	Tax Recovery Register	Register	5 years

**CENTRAL GOVERNMENT
RIGHT To INFORMATION ACT 2005
Part (IV) (I) (B) VII
General Administration Department
Panchyat Department
Zilla Parishad Latur**

Consultation / Discussion with General Public for Effective working of Village Panchyat Section,
Zilla Parishad Latur.

This system is not adopted.

**CENTRAL GOVERNMENT
RIGHT To INFORMATION ACT 2005
Part (IV) (I) (B) VIII
General Administration Department
Panchyat Department
Zilla Parishad Latur
Published the Subject Committee Member List**

Subject Committee is not formed to Panchyat Department.

**CENTRAL GOVERNMENT
RIGHT To INFORMATION ACT 2005
Part (IV) (I) (B) IX
General Administration Department
Panchyat Department
Zilla Parishad Latur
Name of Officer / Employees to hold occupy in Panchyat Department**

Sr. No.	Designation	Name of Officer and Employees	Class	Date of Appointment in department	Telephone No	
					Office	Residence
1	2	3	4	5	6	7
1	Dy. Chief Executive Officer (V.P.)	Shri. Vijaykumar Bhosale	Class-I	25/6/2007	245312	9423077188
2.	Office Superintendent	Shri V. V. Masalge	Class-III	24/8/2007	245301	9422471860
3.	Assist. Account Officer	Shri A. M. Sonkawade	Class-III	1/1/2003		220126
4.	Extension Officer (VP)	Shri Chavan B.T.	Class-III	22/6/2006		255469
5.	Gramvikas Officer	Shri Shaikh S.M.	Class-III	23/11/2005		9923534186
6.	Gramvikas Officer	Shri Khadbade K.B.	Class-III	17/2/2006		
7.	Senior Assistant	Shri Kusbhage B.S.	Class-III	4/7/2003		
8.	Senior Assistant	Shri Kadam P.N.	Class-III	17/5/1999		228972
9.	Senior Assistant	Shri Jagtap P.M.	Class-III	26/12/2006		9881516686
10	Junior Assistant	Shri Patne B.K.	Class-III	19/7/2001		
11	Junior Assistant	Shri Kulkarni Shriram M.	Class-III	4/7/2003		
12	Junior Assistant	Shri Kulkarni Sudhakar M	Class-III	13/7/2005		9422372406
13	Driver	Shri Pathan I.P.	Class-III	11/6/1984		

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Part (IV) (I) (B) X
General Administration Department
Panchyat Department
Zilla Parishad Latur
Details of Pay and Allowance of Employees**

Sr. No.	Name of Employees	Class	Pay Scale	Total Emoluments
1	Shri A. M. Sonkawade	Class-III	5500-9000	11728
2	Shri Chavan B.T.	Class-III	5000-8000	11322

The Pay and Allowances of Other employees Office Superintendent ,Senior Assist, Junior Assist. Driver are disabused General Administrative Department.

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Part (IV) (I) (B) XI
General Administration Department
Panchyat Department
Zilla Parishad Latur
Details of Sanction Budget and Expenditure of Panchyat Department**

Sr. No.	Details Head of Budget	Name of Scheme	Budget Provision	Actual Expenditure
1.	Demand L-3 Yeshwant Gram Samrudhi Yojana	Yeshwant Gram Samrudhi Yojana Rural Development work	Demand of Grampanchyat up to 10 .00 lakh for 2 work in Grampanchyat area	--
2.	Demand No L-5 3604	Land Renewal Grants Grampanchyat	26.50 Lakh	26.50 Lakh
3	Demand No L-5 3604	Land Renewal Matching Grants Grampanchyat	6.66 Lakh	6.66 Lakh
4.	Demand No L-5 3604	Land Renewal outstanding Cass grants to Grampanchyat	7.5 Lakh	7.5 Lakh
5	Demand No L-5 3604	Jakat tax to Grampanchyat Compensatory Grant	21.10 Lakh	21.10

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Part (IV) (I) (B) XII**

**General Administration Department
Panchyat Department
Zilla Parishad Latur
System of Grant Distribution Programme in Panchyat Department**

No Grant Distribution scheme In Panchyat Department

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Part (IV) (I) (B) XIII
General Administration Department
Panchyat Department
Zilla Parishad Latur
Details of concession permit Scheme**

No concession benefits to permit scheme in Panchyat department

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Part (IV) (I) (B) XIV
General Administration Department
Panchyat Department
Zilla Parishad Latur
Publish the information to Electronic Format**

Sr. No	Kind of Document	Subject	By electronic template in which electronic format	System to get information	Responsible person
-	-	-	-	-	-

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Part (IV) (I) (B) XV
General Administration Department
Panchyat Department
Zilla Parishad Latur**

Publish the Available Facilities Chart in Panchyat Department

Sr. No.	Kinds of Facilities	Time	System	Place	Responsible pension
1.	Time to meet Head of Department for	12.00 To 1.00 A.M. & 4.00 to 5.30 P.M.	Direct	Office	-

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Part (IV) (I) (B) XVI
General Administration Department
Panchyat Department
Zilla Parishad Latur**

**List of Government Information officer/Assist. Government Information Officer and
Appellate Officer in Grampanchyat Department**

Sr. No.	District Appellate Authority /Officer	Designation	Kind	Area	Phone No.
1.	Dr. Praveen Gedam (ISA)	C.E.O. Z.P. Latur	Appellate Officer	Grampanchyat Department	02382- 242970
2.	Shri V. S. Bhosale	Dy. C.E.O. (V.P.)	Govt. Information Officer	Grampanchyat Department	02382 242524
3.	Shri V. V. Masalge	Office Superintendent	Govt. Assist. Information Officer	Grampanchyat Department	02382 245301 Ext.106

**CENTRAL GOVERNMENT
RIGHT to INFORMATION ACT 2005
Part (IV) (I) (B) XVII
General Administration Department
Panchyat Department
Zilla Parishad Latur
Published Information**

Grampanchyat Annual Administration Report published in every year in August.

6 Mechanical Departments

Central Government Right to Information Act- 2005
Code 4 (1) B (One)
Deputy Engineer (M), Mechanical Sub Division, Zilla Parishad, Latur.
Work & Responsibilities

1	Name of the office	Deputy Engineer (M) , Mechanical Sub Division,
2	Address	Zilla Parishad, Latur.
3	Head of the department	Deputy Engineer (M)
4	Name of the Govt. Department	State of Maharashtra Ministry of Water supply & Sanitation Department, Mumbai.
5	Name of the Govt. Department	State of Maharashtra Ministry of Water supply & Sanitation Department, Mumbai.
6	Work Jurisdiction	Rural area whole Latur district
7	Special Work	Drinking Water supply in Rural area
8	Objective of Department	Supply of pure drinking water
9	Office Staff position	Class -I = 1 , Class II = 7 , Class III= 19, Class IV = 4.
10	Work	Rural Water Supply
11	Details of Nature of Work	1] Blasting Scheme 2] Bore well Drilling Scheme 3] Repair & Maintenance of Hand pump & Power Pump.
12	Office Timings & Telephone No	Telephone No. PBX- 245301,245303 Extension- 400. Timings 9.45 am To 5.45 PM Lunch Hrs 2.00 pm to 2.30 pm

Central Government Right to Information Act- 2005
Code 4 (1) B (Two)
Deputy Engineer (M), Mechanical Sub Division, Zilla Parishad, Latur.
Work & Responsibilities

Sr. No.	Designation	Powers
1	2	3
1	Deputy Engineer (M)	Control on Sub division As a Head of the department
2	Sectional Engineer (7)	As per G. R. Dt. 31 March 1997. & 31 July 1981. Con troll on Hand pump / power pump for maintained & repair As per Order In allotted talukas. Keeping all HP / PP in good condition continue drinking water supply by HP / PP , Con troll & supervisor on Govt. Rig machine , Blasting unit.
3	Junior Engineer (3)	As per G. R. Con troll on Hand pump / power pump for maintained & repair As per Order In allotted talukas. Keeping all HP / PP in good condition continue drinking water supply by HP / PP , Con troll & supervisor on Govt. Rig machine , Blasting unit.
4	Senior Clerk (1)	As G. R. dt. 14 November 2000
5	Jr. Clerk (1)	As G. R. dt. 14 November 2000
6	Mechanic (2)	As per G. R. Dt. 31 March 1997. & 31 July 1981. Repairing of Hand pump with other staff.
7	Electrician (1)	As per G. R. Dt. 31 March 1997. & 31 July 1981. Repairing of Hand pump with other staff.
8	Assistant Driller (1)	As G. R. dt. 14 November 2000 , Drilling work
9	Air Compressor Driver. (3)	As G. R. dt. 14 November 2000 , Driving Blasting unit , updating Blasting Licenses ,Help at time of blasting .
10	Rig man (1)	As G. R. dt. 14 November 2000 Cleaning Rig machine , Work under instruction of assistant driller.
11	Air Compressor Driver. (5)	As G. R. dt. 14 November 2000 Drilling holes for blasting , blasting of holes
12	Driver (3)	As G. R. dt. 14 November 2000 Economical Driving of vehicle
13	Helper (3)	As G. R. dt. 14 November 2000 Help at the time of Drilling , Repairing of Machine Where as required
14	Peon (1)	As G. R. dt. 14 November 2000 , To & fro of files & work as per ordered by H. O. D.

Central Government Right to Information Act-2005
Code 4(1) B(Three)
In Resulting Processes Responsibilities of Concert person

Sr. No.	Nature of Work	Period	Responsible Officer
1	2	3	4
1	As Per G.R. 14 November 2000		
2	Repairing of Hand Pump : After reporting of Non working Han pump	Minimum 2 days & Max. 4 days	Sectional Engineer
3	Repairing of Power Pump : After reporting of Non working Han pump		
3.1	Minor Repair	Mini.1 days Max. 2 days	Sectional Engineer
3.2	Measure Repair	Mini.2 days Max. 7 days	Sectional Engineer
4	Repairing of Hand Pump Repairing Unit	Mini.2 days Max. 7 days	Sectional Engineer
5	Estimate of Work		
5.1	New Power Pump	2 Days	Sectional Engineer
5.2	Repairing estimate of Power Pump	1 Days	Sectional Engineer
6	30 Days earning Leave Sanction File	2 weeks	Dy. engineer (M)

Central Government Right to Information Act-2005
Code 4(1) B (Four)
Display Work

Sr. No.	Work	Unit of Work	Financial Target	Remark
1	2	3	4	5
Not Applicable				

Limitation of Completion of Work

Sr. No.	Work	Days/ Hrs for completion of work	Responsible Officer	Controlling Responsible Officer
1	2	3	4	5
1	Technical work			
	Minor work	1 Days	Dy. engineer (M)	Executive Engineer
	Measure work	1 Week	Dy. engineer (M)	Executive Engineer

Central Government Right to Information Act- 2005

**Code 4 (1) B (Five)
Rules & Regulation of work**

Sr. No.	Rules & Regulation
1	Maharashtra Zilla Parishad & Panchyat Samitee Act 1961.
2	Maharashtra Zilla Parishad & Panchyat Samitee Account Code 1968.
3	Maharashtra Zilla Parishad Service (service Entry) 1967.
4	Maharashtra Zilla Parishad Service (Appeal) Rule) 1967.
5	Maharashtra Zilla Parishad Service (Conducer Rule) 1967.
6	Maharashtra Civil Service Rule (Pay) 1982.
7	Maharashtra Civil Service Rule (Pension) 1982.
8	Maharashtra Civil Service Rule (Leave) 1982.
9	Maharashtra Civil Service Rule (General Service) 1982.
10	G R Rural Development Department Date 31 March 1978
11	G R Rural Development Department Date 31 July 1981
12	G.R. water Supply & sanitation Dept. 14 November - 2000

Central Government Right to Information Act- 2005

**Code 4 (1) B (Six)
Deputy Engineer (M), Mechanical Sub Division, Zilla Parishad, Latur.
RECORD Classification**

Sr. No.	Subject	File / Register	Period for storage
1	Standing Order files	File	Permanent
2	Rules / Regulations	Books	Permanent
3	Outward / inward	Register	Permanent
4	Audit Report	File	30 Years
5	Court Compliance	File	Permanent
6	Power Delegation	File	Permanent
7	Minutes Of Monthly Meeting	Register	Permanent
8	Dead Stock Register	Register	Permanent
9	Promotion / Transfer	File	30 Years
10	Service Book	Register	30 Years
11	Seniority List	File	10 Years
12	Tour Diary Programme	File	5 Years
13	Retirement Benefits	File	10 Years
14	Retirement Compliance	File	10 Years
15	Suspension , Retirement compliance	File	10 Years
16	Leave , G. P .F. compliance	File	5 Years
17	Purchase Of Material	File	10 Years
18	Measurement Book	Register	Permanent
19	Stock Ledger	Register	Permanent
20	Cash Book	Register	10 Years
21	Payment ledger	Register	Permanent
22	Vehicle Log Book	Register	Permanent
23	History Book	Register	Permanent
24	R. I. V. Book	Register	5 Years
25	Dead Stock Register	Register	Permanent
26	Vehicle R.C. T. C. Book	Books	Permanent
27	Unused Material	Register	10 Years

**Central Government Right to Information Act- 2005
Code 4 (1) B (Seven)
Deputy Engineer (M), Mechanical Sub Division,
Zilla Parishad, Latur.**

Not Applicable

**Central Government Right to Information Act- 2005
Code 4 (1) B (Eight)
Deputy Engineer (M), Mechanical Sub Division,
Zilla Parishad, Latur.**

Sr. No.	Name of Committee	Member Of Committee	Aim of Committee	Meet. Frequency	Open for People or not	Work of Committee
1	2	3	4	5	6	7
Not Applicable						

Central Government Right to Information Act- 2005
Code 4 (1) B (Nine)
Deputy Engineer (M), Mechanical Sub Division, Zilla Parishad, Latur.
Address & Telephone Number

Sr. No.	Designation	Name	Class	Date of Joining	Telephone No		
					Office	Residence	
1	2	3	4	5	6	7	
1	Dy. Engineer(M)	Shri P. D. Aute	Class I	21-7-07	245301 &245303 Ext. 400	9372183235	
2	Sect. Engineer	Shri N. H. Shaikh	Class II	26-6-06			
3	Sect. Engineer	Shri K. G. Pawar	Class II	08-07-04		9890220366	
4	Sect. Engineer	Shri S. J. Adbalwar	Class II	17-07-06		9422469537	
5	Sect. Engineer	Shri D. P. Sude	Class II	04-05-90		220834	
6	Sect. Engineer	Shri V. G. Waghmode	Class II	19-12-96		226738	
7	Sect. Engineer	Shri G K Shinde	Class II	19-12-96		9326510271	
8	Sect. Engineer	Shri V. D. L ahane	Class II	19-12-96		9422611801	
9	Jr. Eng	Shri N. V. Dhulshetty	Class III	17-3-81		9423351974	
10	Jr. Eng	Shri U. V. Chidrewar	Class III	17-1-05		9422186613	
11	Jr. Eng	Shri D. M. Zodge	Class III	29-3-05		270247	
12	Sr. Clerk	Shri G. M. Surnar	Class III	15-7-03		02381-264506	
13	Jr. Clerk	Shri N. H. Domkawale	Class III	5-6-06		02442-228519	
14	Mechanic	Vacant	Class III				
15	Mechanic	Shri P. K. Jogdand	Class III	6-3-92			
16	Electrician	Shri J. T. Dhole	Class III	24-5-99		224471	
17	Asst. Driller	Shri U. N. Shinde	Class III	23-6-06		9860850411	
18	Ragman	Shri G. G. Khandade	Class III	31-5-04			
19	A. C. Driver	Vacant	Class III				
20	A. C. Driver	Shri R K Palode	Class III	3-7-07			
21	A. C. Driver	Shri S. M. Ingale	Class III	1-6-04		9325363049	
22	A. C. Driller	Shri A. B. Pawar	Class III	16-7-07			
23	A. C. Driller	Vacant	Class III	17-5-99			
24	A. C. Driller	Shri S. K. Deshmukh	Class III			12/6/2006	
25	A. C. Driller	Shri B. S. Shinde	Class III	6-1-98			
26	A. C .Driller	Shri R. V. Kumdale	Class III	1-7-98			
27	Driver	Shri V. D. Aapatwad	Class III	16-7-04		245301 &245303 Ext. 400	
28	Driver	Shri B. D. Mundhe	Class III	27-11-00			9850202996
29	Driver	Shri M. K. Shaikh	Class III	1-4-99			
30	Helper	Shri Dokade	Class IV	1-12-86			
31	Helper	Shri R. P. Dhonddev	Class IV	1-12-86			
32	Helper	Shri U. N. Kambale	Class IV	2-1-93			
33	Peon	Shri M. K. Shellare	Class IV	14-8-06			

Central Government Right to Information Act-2005
Code 4 (1) B (Ten)
Deputy Engineer (M), Mechanical Sub Division, Zilla Parishad, Latur.
Information about Salary & allowance for Office Staff

Sr. No.	Officer / Employee	Class	Pay Scale	Gross Salary
1	Shri P. D. Aute	Class I	8000-275-13500	23377
2	Shri N. H. Shaikh	Class II	6500-200-10500	21362
3	Shri K. G. Pawar	Class II	6500-200-10500	17514
4	Shri S. J. Adbalwar	Class II	6500-200-10500	16197
5	Shri D. P. Sude	Class II	6500-200-10500	17087
6	Shri V. G. Waghmode	Class II	6500-200-10500	17087
7	Shri G K Shinde	Class II	6500-200-10500	16659
8	Shri V. D. Lahane	Class II	6500-200-10500	16659
9	Shri N. V. Dhulshetty	Class III	5500-175-9000	18863
10	Shri U. V. Chidrewar	Class III	5500-175-9000	12579
11	Shri D. M. Zodge	Class III	5500-175-9000	12579
12	Shri G. M. Surnar	Class III	4000-100-6000	12962
13	Shri N. H. Domkawale	Class III	4000-100-6000	10827
14	Shri P. K. Jogdand	Class III	5500-175-9000	14960
15	Shri J. T. Dhole	Class III	4000-100-6000	12108
16	Shri U. N. Shinde	Class III	4000-100-6000	14824
17	Shri G. G. Khandade	Class III	4000-100-6000	10398
18	Shri R K Palode	Class III	3200-85-4900	7310
19	Shri S. M. Ingale	Class III	4000-100-6000	11190
20	Shri A. B. Pawar	Class III	3200-85-4900	6922
21	Shri S. K. Deshmukh	Class III	4000-100-6000	10976
22	Shri B. S. Shinde	Class III	3200-85-4900	8299
23	Shri R. V. Kumdale	Class III	3200-85-4900	8401
24	Shri V. D. Aapatwad	Class III	3200-85-4900	7955
25	Shri B. D. Mundhe	Class III	3200-85-4900	9127
26	Shri M. K. Shaikh	Class III	3200-85-4900	8794
27	Shri Dokade	Class III	3050-75-4590	7620
28	Shri R. P. Dhonddev	Class IV	3050-75-4590	6501
29	Shri U. N. Kambale	Class IV	2550-70-3250	6795
30	Shri M.K.Shellare	Class IV	2550-70-3250	6749

**Central Government Right to Information Act-2005
Code 4(1) B (Eleven)
Deputy Engineer (M), Mechanical Sub Division, Zilla Parishad, Latur.
Sanctioned Estimate & Expenditure Under Various Scheme**

Sr. No.	Account Head Of Scheme	Name of Scheme & work	Financial Budget 2007-07 In Rupees in Lacks	Actual Expenditure 2007-08 Rupees in Lacks
1	2	3	4	5
1	Water Fund	Purchase of Hand pump repairing Spare part	1.00	1.00
2		Equipment for repairing Power Pump	10.00	10.00
3		Tools for repairing Hand Pump	1.00	1.00
4		Repairing of Control panel Board	2.00	2.00
5		Fuel / oil for hand pump repairing Unit	4.00	4.00
6		Measure Repairing for hand pump repairing Unit	2.00	2.00
7		In well Drilling programme	2.00	2.00
8		Air Blasting Unit	1.00	1.00
9		Bore well Drilling Programme	3.00	3.00
10		Tenders & advertisement Expenditure	0.30	0.30

**Central Government Right to Information Act- 2005
Code 4 (1) B (Twelve)**

**Deputy Engineer (M),
Mechanical Sub Division, Zilla Parishad, Latur. Benedictional Fund Distribution under various Schemes.**

Not Such Scheme

**Central Government Right to Information Act- 2005
Code 4 (1) B (Thirteen)**

Deputy Engineer (M), Mechanical Sub Division, Zilla Parishad, Latur. Issuing Of Licenses

Not Such Scheme

**Central Government Right to Information Act- 2005
Code 4 (1) B (Fourteen)
Deputy Engineer (M), Mechanical Sub Division, Zilla Parishad, Latur.**

Sr. No	Type of Record	Subject	In Which Electronic Form	How to Get Information	Responsible person
Nil					

**Central Government Right to Information Act- 2005
Code 4(1) B (Fifteen)**

Deputy Engineer (M), Mechanical Sub Division, Zilla Parishad, Latur. Visiting Hours

Sr. No.	Type	Time	work	Place	Officer
1	2	3	4	5	6
1	H.O.D. Visit	12.00 PM To 1 .00 PM 4..00 PM To 5.45 PM	Direct	Office	Dy. Engineer

**Central Government right to information Act- 2005
Code 4(1) B (Sixteen)**

**Deputy Engineer (M), Mechanical Sub Division, Zilla Parishad, Latur.
Govt. Information Officer /Asst. Information Officer**

Sr. No	Officers	designation	Type	Jurisdiction of work	Phone No.
1	2	3	4	5	6
1	Dr. Shri Praveen Gedam	Chief Executive Officer	Appellate Authority	Zilla Parishad , Latur	242970
2	Shri D. M. Nogza	Executive Engineer	Govt. Information Officer	Water Supply Division	245307
3	Shri P.D. Aute	Dy. Engineer (M)	Asst. Information Office	Mechanical Sub Div.	245301, 245303 Ext. - 400

**Central Government Right to Information Act- 2005
Code 4 (1) B (Seventeen)
Deputy Engineer (M),
Mechanical Sub Division, Zilla Parishad, Latur.
Advertised Information.**

Nil

7. Finance Department

**Right to Information Act 2005.Secton 4(1) (b) (one)
The function and duties of finance department Z.P Latur.**

1	Name of the Office	Finance Dep. Z. P. Latur
2	Address	Z. P. Latur.
3	Head Of the office	Chief Account & Finance Dept.
4	Name of the Govt. Dept.	Rural Development &Water Conservation, Maharashtra sate, mantralaya, Mumbai.
5	Under which Administrative Dept.	Rural Development &Water Conservation, Maharashtra sate, mantralaya, Mumbai.
6	Jurisdiction	Rural area of district
7	Special function	To control over the financial transaction of Z. P.
8	Departments objects	To control over the financial transaction of Z. P.
9	All the concerned employees	Total class(III) -39 Total class (IV) -06
10	Functions	To control over the financial transition of Z. P.
11	Details of the work	To control over the financial transition of Z. P.
12	Telephone(office) ×.	02382-245230 10.00 Am. To 5.45 pm.

**Right To Information Act 2005.Secton 4(1) b (two)
Powers and Duties of the officers and Employees
Of F.D. Z. P. Latur.**

Sr. No.	Designation	Function and Duties.
1	Chief Accounts and Finance officer	To control over the financial transactions in z.p., being a HOD of F.D.
2	Senior Accounts officer	Being a head of the office, to control over the financial and administrative Matter.
3	Accounts Officer (2)	To control over the Files of financial transactions of other department ,which submitted in F .D.
4	Asst. Accounts officer(4)	To control over official works of class employees
5	Jr. Accounts officers(5)	To get work done from the clerical staff.
6	Sr. Assistant.(Accts) (17)	To do the work as per job chart.
7	Jr. Assistant.(Accts)(16)	To do the work as per job chart.
8	Steno (1)	To work as a P. A. of CEO.
9	Peon (6)	1) To clean the office 2) To move the files 3) To submit the bills in treasury 4) To do the work as per order

Right To Information Act 2005.Secton 4(1) b (three)

The procedure followed in the decision making process including channels of supervision and accountability

Sr. No.	Nature of the Work	Responsible Officer
1	Issue of P.P.O/G.P.O./C.P.O.	Sr. Accounts officer
2	Sanction of G.P.F. bills and its submission to treasury.	Chief Accounts Finance officer
3	Issue of final G.P.F. withdrawal sanction order	Sr. Accounts officer
4	Distribution of G.P.F. / G.I.S. cheques on its receipt from treasury	Sr. Accounts officer
5	Assessments of G.I.S. cases	Sr. Accounts officer
6	To prepare the cheques of submitted bills with internal audit	Chief Accounts & Finance officer

**Right to Information Act 2005.Secton 4(1) b (Four)
The norms set by F.D. for the discharge of the function**

Functions of the Finance department
Receiving and paying authority on behalf of Z, P,
Receiving and paying authority on behalf of Z, P,
Receiving and paying authority on behalf of Z, P,
Preaudit of claims preferred against Z.P.
As a financial Adviser to Zilla Parishad.
Preparation of Zilla Parishad`s budget.
Control over the expenditure of Z.P. and P.S.
Submission of monthly expenditure statement to Govt.
Submission of Annual Accounts to Govt for publication.
To co-ordinate with all Departments and Panchyat Samitties for disposal of pending Audit paras
To mention the G.P.F. A/c of Z.P. employees.
Pay verification of Z.P. employees.
Finalization of pension cases of Z.P. employees.
Supply of printing and stationery material to all departments under Z.P. through Central stores

Subject	As per the norms set by F.D. Time Duration in days	Maximum time limit As per the Gazette Maharashtra Government dated 12 may 2006 chapter 3
Issue of P.P.O/G.P.O./C.P.O.	10	45
Sanction of G.P.F. bills and its submission to treasury	15	45
Issue of final G.P.F. withdrawal sanction order	15	45
Distribution of G.P.F. / G.I.S. cheques on its receipt from treasury	7	45
Assessments of G.I.S. cases	10	45

**Right to Information Act 2005.Secton 4(1)b(Five)
Concerned Acts &Rules**

1	Maharashtra Z.P. & P.S Act	1961
2	Maharashtra Z.P. & P.S Account Code	1968
3	Maharashtra Zilla Parishad District Services (Recruitment) Rules	1967
4	Maharashtra Civil Services Rules (All Books	1981
5	Maharashtra Z.P. &P.S. (Contingent Expenditure) Rules	1968
	Concerned GR`S/Circulars Published by Maharashtra Government	

Right To Information Act 2005.Secton 4(1) b (six)

A statement of the categories of documents that are held by F.D. under its control

- `A` Class records. ---To be preserved permanently.
- `B` Class records----To be preserved for a period of thirty years.
- `C` Class records ----To be preserved for a period of ten years.
- `C-1` Class records----To be preserved for a period of five years.
- `D` Class records----To be preserved until the disposal of the subject. matter of the deports or records or the completion of the annual inspection of the office of the Zilla Parishad or Panchyat Samiti or the completion of the audit of accounts of the Zilla Parishad or the Panchyat Samiti for the period to which the papers, or records rialto and the final disposal of all audit objections pertaining to the subject matter of such papers or records.

Finance

Sr. No.	Subject matter of Record	Class of Record
1	Postage stamps accounts and correspondence	C1
2	General cash book with impress Account	C1
3	Budget file	B
4	Supplementary and revised budgets	B
5	Register of contingent expenditure	D
6	Register of contingent expenditure	C1
7	Statement of monthly procreative expenditure and correspondence relenting to discrepancy in figures.	D
8	Monthly returns of pensioners	C
9	Pay bills and a quittance rolls	B
10	Writing off of irrecoverable dues	C
11	Day book	A
12	Classified registers of receipts and payments	B
13	Ladder of works expenditure	B
14	Receipted chalans for items paid to Government treasury and all vouchers including material and contract bills ,muster rolls	C
15	Pay bills with absentee statements	B
16	Traveling allowance and other such bills for allowance to staff	C
17	Statement of review and establishment charges	D
18	Refund bills	C
19	Vouchers for land acquisition	B

20	Pension bill	C
21	Cheque books(used counterfoils)	D
22	Register of Cheque issued	A
23	Monthly file of transfer sheets	C1
24	Annual accounts as gazette	D
25	Annual accounts for administration reports	A
26	Annual accounts for Accountant General	D
27	Pension fund ledger	A
28	Register of pension payment orders	B
29	Details contingent bills with vouchers	C1
30	Receipt books	C1
31	Duplicate voucher books	C1
32	Bill books	C1
33	Bills of building rent, etc.	C1
34	Register of Grants	A

Right To Information Act 2005.Secton 4(1) b (seven)
The particulars of any arrangement that exists for consolation with or representation by the members of the public in relation to the formulation of FD`s policy or administration there of.

There is no such kind of arrangement available

Right to Information Act 2005.Secton 4(1) b (Eight)
A statement of F.D. committees of its meeting and are open to the public or the mints of such meetings are accessible for public

Sr. No.	Name of the committee	Members of the committee	Number of meetings in the year	Whether the meeting is open for public or not	Minutes
1	F.D. committee	9	12	Not open for public	Available

Right to Information Act 2005.Secton 4(1) b (Nine)
A directory of FD's officers and employees

Sr. No.	Designation	Name of Officer's/Employees	Status	Telephone No.	Date of Joining
1	Chief Finance & Accounts Officer	Shri. B.V. Tambade	Class I	02382-245230	15.7.2005
2	Senior Accounts Officer	Shri. R. P. Solunke	Class I	02382-245301	10.5.2005
3	Accounts Officer	Shri. S. V. Deo	Class II	02382-245301	1.7.2006
4	Accounts Officer	Shri. L. M. Bansode	Class II	02382-245301	21.6.2006
5	Assist. Acct. Officer	Shri. H. M. Karbhari	Class III	02382-245301	3.7.2003
6	Assist. Acct. Officer	Shri. S . B. Chavan	- do -	02382-245301	3.11.2003
7	Assist. Acct. Officer	Smt. M. M. Shete	- do -	02382-245301	5.3.2005
8	Assist. Acct. Officer	Shri. Z .A. Sayyed	- do -	02382-245301	6.10.2003
9	Jr. Acct. Officer	Shri. S. P. Rajure	- do -	02382-245301	4.6.2004
10	Jr. Acct. Officer	Shri C. S. Waghmare	- do -	02382-245301	1.4.2002
11	Jr. Acct. Officer	Shri D. G. Sirdeshmukh	- do -	02382-245301	16.5.2005
12	Jr. Acct. Officer	Shri S.V. Joshi	- do -	02382-245301	17.5.2005
13	Jr. Acct. Officer	Shri V. D. Hibare	- do -	02382-245301	30.11.2006
14	Sr. Asst. Accounts	Shri B. S. Bhagat	- do -	02382-245301	7.6.2007
15	Sr. Asst. Accounts	Shri B. S. Waghmare	- do -	02382-245301	11.6.2007
16	Sr. Asst .Accounts	Smt R. R. Kulkarni	- do -	02382-245301	29.6.1984
17	Sr. Asst. Accounts	Shri D. B. Deshpande	- do -	02382-245301	28.10.1998
18	Sr. Asst. Accounts	Shri S. B. Badode	- do -	02382-245301	30.6.2001
19	Sr. Asst. Accounts	Shri M. A. Kangle	- do -	02382-245301	1.6.2000
20	Sr. Asst. Accounts	Shri S. B. Thakur	- do -	02382-245301	25.1.2006
21	Sr. Asst. Accounts	Shri G. D. Shige	- do -	02382-245301	14.2.2001
22	Sr. Asst. Accounts	Shri J. D. Ghodke	- do -	02382-245301	25.2.2000
23	Sr. Asst. Accounts	Smt S. U. Bhimpure	- do -	02382-245301	17.1.2001
24	Sr. Asst. Accounts	Shri S. S. Narangwade	- do -	02382-245301	23.7.2002
25	Sr. Asst. Accounts	Smt A. D. Lawand	- do -	02382-245301	17.5.2005
26	Sr. Asst. Accounts	Shri R. M. Kulkarni	- do -	02382-245301	19.8.2002
27	Sr. Asst. Accounts	Shri M. C. Shete	- do -	02382-245301	27.10.1998
28	Sr. Asst. Accounts	Smt S. S. Birajdar	- do -	02382-245301	16.5.2005
29	Sr. Asst. Accounts	Shri S. D. Satpute	- do -	02382-245301	10.12.2007
30	Jr. Asst Accounts	Shri C. S. Bachepallikar	- do -	02382-245301	8.7.2003
31	Jr. Asst Accounts	Shri G. G. Naiknaware	- do -	02382-245301	29.3.2001
32	Jr. Asst Accounts	Shri K. S. Sutar	- do -	02382-245301	16.1.2003
33	Jr. Asst Accounts	Shri V. R.Waghmare	- do -	02382-245301	1.3.2006
34	Jr. Asst Accounts	Shri B. M. Dhumal	- do -	02382-245301	22.7.2005
35	Jr. Asst Accounts	Shri S.V. Pathak	- do -	02382-245301	20.10.2006
36	Jr. Asst Accounts	Smt A. B. Mane	- do -	02382-245301	20.10.2006
37	Jr. Asst Accounts	Shri. A.V.Kulkarni	- do -	02382-245301	14.2.2001
38	Jr. Asst Accounts	Shri D.G More	- do -	02382-245301	16.1.2001
39	Jr. Asst Accounts	Smt. A.V.Kulkarni	- do -	02382-245301	16.6.2007
40	Jr. Asst Accounts	Shri. R. S. Shiwangikar	- do -	02382-245301	16.1.2001
41	Jr. Asst Accounts	Shri O. B. Kadam	- do -	02382-245301	19.7.2005
42	Jr. Asst Accounts	Shri B. B. Surywanshi	- do -	02382-245301	20.10.2006
43	Jr. Asst Accounts	Smt R. M. Munde	- do -	02382-245301	1.3.2004
44	Jr. Asst Accounts	Shri P. A. Gade	- do -	02382-245301	28.11.2007
45	Steno	Shri S. B. Dhobale	- do -	02382-245301	12.6.2006
46	Peon	Smt S. M. Ladlapure	Class IV	02382-245301	7.7.2004

47	Peon	Smt S. P. Kamble	- do -	02382-245301	14.7.2005
48	Peon	Shri M. S .Gawali	- do -	02382-245301	11.3.2003
49	Peon	Smt K. S. Rathod	- do -	02382-245301	10.3.2003
50	Peon	Shri P. P. Chavan	- do -	02382-245301	7.6.2007
51	Peon	Shri D. G. Birajdar	- do -	02382-245301	11.7.2005

Right To Information Act 2005.Secton 4(1)b(Ten)

The monthly Remuneration received by each of F.D .officers and employees ,including the system of compensation as provided in its regulations.

Sr. No.	Designation	Name of Officers/Employees	Status	Pay Scale
1	Chief Finance & Accounts Officer	Shri. B.V.Tambade	Class I	10650-325-15850
2	Senior Accounts Officer	Shri. R.P.Solunke	Class I	8000-250-13500
3	Accounts Officer	Shri.S.V.Deo	Class II	6500-200-10500
4	Accounts Officer	Shri.L.M.Bansode	Class II	6500-200-10500
5	Assist. Acct. Officer	Shri,H.M.Karbhari	Class III	5500-175-9000
6	Assist. Acct. Officer	Shri,S.B.Chavan	- do -	5500-175-9000
7	Assist. Acct. Officer	Smt.M.M.Shete	- do -	5500-175-9000
8	Assist. Acct. Officer	Shri,Z.A.Sayyed	- do -	5500-175-9000
9	Jr. Acct. Officer	Shri.S.P.Rajure	- do -	5000-150-8000
10	Jr. Acct. Officer	Shri C.S.Waghmare	- do -	5000-150-8000
11	Jr. Acct. Officer	Shri D.G.Sirdeshmukh	- do -	5000-150-8000
12	Jr. Acct. Officer	Shri S.V.Joshi	- do -	5000-150-8000
13	Jr. Acct. Officer	Shri V.D.Hibare	- do -	5000-150-8000
14	Sr. Asst. Accounts	Shri B. S. Bhagat	- do -	4000-100-6000
15	Sr. Asst. Accounts	Shri B. S.Waghmare	- do -	4000-100-6000
16	Sr. Asst. Accounts	Smt R. R. Kulkarni	- do -	4000-100-6000
17	Sr. Asst. Accounts	Shri D. B. Deshpande	- do -	4000-100-6000
18	Sr. Asst. Accounts	Shri S. B. Badode	- do -	4000-100-6000
19	Sr. Asst. Accounts	Shri M. A. Kangle	- do -	4000-100-6000
20	Sr. Asst. Accounts	Shri S. B. Thakur	- do -	4000-100-6000
21	Sr. Asst. Accounts	Shri G. D. Shige	- do -	4000-100-6000
22	Sr. Asst. Accounts	Shri J. D. Ghodke	- do -	4000-100-6000
23	Sr. Asst. Accounts	Smt S. U. Bhipure	- do -	4000-100-6000
24	Sr. Asst. Accounts	Shri S. S. Narangwade	- do -	4000-100-6000
25	Sr. Asst. Accounts	Smt A. D. Lawand	- do -	4000-100-6000
26	Sr. Asst. Accounts	Shri R. M. Kulkarni	- do -	4000-100-6000
27	Sr. Asst. Accounts	Shri M. C. Shete	- do -	4000-100-6000
28	Sr. Asst. Accounts	Smt S. S. Birajdar	- do -	4000-100-6000
29	Sr. Asst. Accounts	Shri S. D. Satpute	- do -	4000-100-6000
30	Jr. Asst Accounts	Shri C. S. Bachepallikar	- do -	3050-75-4590
31	Jr. Asst Accounts	Shri G. G Naiknaware	- do -	3050-75-4590
32	Jr. Asst Accounts	Shri K. S. Sutar	- do -	3050-75-4590
33	Jr. Asst Accounts	Shri V. R.Waghmare	- do -	3050-75-4590
34	Jr. Asst Accounts	Shri B. M. Dhumal	- do -	3050-75-4590
35	Jr. Asst Accounts	Shri S.V. Pathak	- do -	3050-75-4590
36	Jr. Asst Accounts	Smt A. B. Mane	- do -	3050-75-4590
37	Jr. Asst Accounts	Shri. A.V. Kulkarni	- do -	3050-75-4590
38	Jr. Asst Accounts	Shri D. G More	- do -	3050-75-4590
39	Jr. Asst Accounts	Smt. A.V. Kulkarni	- do -	3050-75-4590
40	Jr. Asst Accounts	Shri. R. S. Shiwangikar	- do -	3050-75-4590
41	Jr. Asst Accounts	Shri O. B. Kadam	- do -	3050-75-4590
42	Jr. Asst Accounts	Shri B. B. Surywanshi	- do -	3050-75-4590
43	Jr. Asst Accounts	Smt R. M. Munde	- do -	3050-75-4590
44	Jr. Asst Accounts	Shri P. A. Gade	- do -	3050-75-4590
45	Steno	Shri S. B. Dhobale	- do -	5500-175-9000
46	Peon	Smt S. M. Ladlapure	Class IV	2550-55-3200
47	Peon	Smt S. P. Kamble	- do -	2550-55-3200
48	Peon	Shri M. S. Gawali	- do -	2550-55-3200
49	Peon	Smt K. S. Rathod	- do -	2550-55-3200
50	Peon	Shri P. P. Chavan	- do -	2550-55-3200
51	Peon	Shri D. G. Birajdar	- do -	2550-55-3200

Right To Information Act 2005.Secton 4(1)b(Eleven)

The budget allocated to each of FD agency ,indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

-----Nil-----

Right To Information Act 2005.Secton 4(1)b(Twelve)

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

-----Nil-----

Right To Information Act 2005.Secton 4(1)b(Thirteen)

Particulars of recipients of concessions, permits or authorizations granted by it.

-----Nil-----

Right To Information Act 2005.Secton 4(1)b(Fourteen)

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

Sr. No.	Type of document	Subject	Which electronic form	Way to get the information	Responsible officer
1	GPF broadsheets	G P F	Computer	By application	Sr. Accounts Officer

Right to Information Act 2005.Secton 4(1) b (Fifteen)

The particulars of facilities available to citizens for obtaining information ,including the working hours of a library or reading room, if maintained for public use.

Sr. No.	Kind of facilities	Time	System of working	place	Responsible Officer
1	To meet Head of Department	In official time(10 am to 5.45 pm)	Direct meeting with H.O.D.	Office	C.A. & F.O. Z.P. Latur

Right To Information Act 2005.Secton 4(1)b(Sixteen)

The names designation and other particular of the public information officers.

Sr. No.	Name of Information/Appellant authority	Designation	Type of authority	Field of working	Phone number
1	Dr. Praveen Gedam	C.E.O.	Appellant Officer	Z.P. Latur	(02382)-242970
2	B.V. Tambade	C.A.&F.O.	Govt. Information Officer	F.D. Z.P. Latur	(02382)-245230
3	S.V. Deo	A.O.	Asst. Govt. Information Officer	F.D. Z.P. Latur	(02382)-245301
4	S.B. Chavan	Asst .A.O.	Asst. Govt. Information Officer	F.D .Z.P. Latur	(02382)-245301

Right To Information Act 2005.Secton 4(1)b(Seventeen)

Such other information as may be prescribed and thereafter update these publications every year.

Annual accounts though Gazette, Maharashtra Government.

8. Works Department

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (One)
Particulars of Duties and Responsibilities of
Zilla Parishad (Works) Division, Latur**

1	Name of the Office	Zilla Parishad (Works) Division, Latur
2	Address	Zilla Parishad , Latur
3	Head of the Office	Deputy Executive Engineer (Works)
4	Name of the Govt. Dept.	Govt. of Maharashtra, Rural development & Water conservation Department, Mantralaya, Mumbai
5	Concerned Ministerial Department	Govt. of Maharashtra, Rural development & Water conservation Department, Mantralaya, Mumbai
6	Work Jurisdiction	Total rural area of District
7	Specific work	To implement and execute various schemes of Works Department
8	Organizational aim and Policy	To execute and complete work schemes within specific time frame
9	All concerned staff	Class II Technical staff 04 Class III Technical staff 07 Class III Staff 23 Class IV Staff 09
10	Function	To implement and execute various schemes of Works Department
11	Office Tel. No. & Working time	02382-252506 10.00 am to 05.45 pm

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Two)
Particulars of Duties and Responsibilities of Officers and other Staff
Zilla Parishad (Works) Division, Latur**

Sr. No.	Designation	Duty & Responsibility
1	Executive Engineer (works)	As a departmental head, administrative and Technical control on all activities. To perform a duty as a 'Secretary' of Works committee.
2	Deputy Executive Engineer (Works)	As a divisional head, administrative control on all activities.
3	Office Superintendent	To assist Executive Engineer/Deputy Executive Engineer in official activity and control over class III & IV staff.
4	Sectional Engineer	Prescribed technical scrutiny of schemes to be implemented by Department.
5	Draftsmen	To perform prescribed work of Drawing branch.
6	Tracer	To perform prescribed work of Drawing branch.
7	Electrician	To perform prescribed work of Electrical branch.
8	Stenographer	To perform a duty as 'Personal Assistant' to Officers and portfolio heads.
9	Extension Officer (General)	To perform prescribed work stipulated by concerned Officer.
10	Senior Assistant	To perform prescribed work stipulated by concerned Officer.
11	Junior Assistant	To perform prescribed work stipulated by concerned Officer.
12	Attendant	To keep office clean, movement of official files and all other related duties.

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Three)**

**PUBLICATION OF WORK PROCEDURE OF FRAMING ACCOUNTABILTY IN DECISION MAKING, SUPERVISION
AND RESPONSIBILITY Zilla Parishad (Works) Division, Latur**

Sr. No.	Particulars of work	Period in Days	Officer in-charge for work	Remark

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Four)**

**PUBLICATION OF WORKS IN SPECIFIC PROFORMA
Zilla Parishad (Works) Division, Latur**

Sr. No.	Particulars of work	Work Quantity	Financial Target	Remark

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Five)**

**LIST OF RULES AND REGULATIOIS ADOPTED BY
Zilla Parishad (Works) Division, Latur**

- 01) Maharashtra state Zilla Parishad and Panchyat Samiti Act 1961
- 02) Maharashtra state Zilla Parishad and Panchyat Samiti Account code 1968
- 03) Maharashtra state Zilla Parishad District Service (Appointment) Rules 1967
- 04) Maharashtra state Zilla Parishad District Service (Discipline & Appeal) Rules 1964
- 05) Maharashtra state Zilla Parishad District Service (Conduct) Rules 1967
- 06) Maharashtra Civil Service (Pay) Rules 1981
- 07) Maharashtra Civil Service (Pension) Rules 1982
- 08) Maharashtra Civil Service (Leave) Rules 1981
- 09) Maharashtra Civil Service (General Service conditions) Rules 1981
- 10) District Schedule of Rates
- 11) Indian Standards 456/2000
- 12) Indian Standards 800/2000
- 13) Specification handbook
- 14) SP 20 IRC

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Six)
Zilla Parishad (Works) Division, Latur**

Sr. No.	Sub Clause	What to Publish	Period	Where to Publish	Difficulties	Remark
1	2	3	4	5	6	7

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Seven)
Zilla Parishad (Works) Division, Latur
Procedure of consultation with common people for effective workmanship**

There no such procedure laid down for above said practice in Zilla Parishad (Works) Division, Latur

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Eight)
Zillah Parishad (Works) Division, Latur
To Publish a List of Works Committee**

Sr. No.	Name of a Committee	No. of Committee members	Purpose of meeting	No. of meeting	Whether meeting is open for common people	Proceeding of a meeting
1	2	3	4	5	6	7
1	Works Committee	09	Monthly	12 times in a Year	No	Yes, Available

The Union Government of India's Right of Information Act – 2005

Clause 4 (1) (B) (Nine)

Zilla Parishad (Works) Division, Latur

List of Officers and Employee with their address & contact No's.

Sr. No.	Designation	Name of a Officer/Employee	Class	Date of Joining	Contact No.	
					Office	Residence
1	2	3	4	5	6	7
1	Executive Engineer	Y. B. Kulkarni	I	10.08.07	252506	200755
2	Dy. Executive Engineer	R. N. Shelke	I	24.05.06	252506	228223
3	Sectional Engineer	S. A. Atale	II	04.03.07	252506	226169
4	Sectional Engineer	S. T. Nikam	II	05.07.01	252506	9422625657
5	Sectional Engineer	D. S. Indrale	II	22.02.00	252506	9326511507
6	Sectional Engineer	Smt. B. J. Giri	II	09.07.01	252506	221723
7	Office Superintendent	P. S. Joshi	III	06.10.05	252506	200732
8	Asst. Account Officer	P. M. Gaikwad	III	01.06.07	252506	
9	Stenographer	B. G. Mali	III	19.04.02	252506	221772
10	Extension Officer		III			
11	Draftsman	U. S. Birajdar	III	12.06.07	252506	
12	Tracer	B. S. Bemble	III	18.07.03	252506	
13	Tracer	B. V. Kore	III	04.06.07	252506	
14	Tracer		III			
15	Sr. Mechanic	R. M. Somwanshi	III	03.03.04	252506	9423346559
16	Jr. Mechanic	S. S. Dhaswadikar	III	05.10.84	252506	
17	Wireman	R. T. Puri	III	29.05.07	252506	
18	Sr. Assistant	S. B. Kadwade	III	02.08.04	252506	9325395320
19	Sr. Assistant	R. G. Suryaanshi	III	02.09.06	252506	
20	Sr. Assistant	P. J. Holikar	III	17.01.05	252506	200745
21	Sr. Assistant	N. C. Salgare	III	11.12.03	252506	
22	Sr. Assistant	V. N. Rehwade	III	06.10.05	252506	222576
23	Sr. Assistant	V. N. Rathod	III	26.04.05	252506	9423077432
24	Sr. Assistant	M. S. Suryawanshi	III	05.10.05	252506	9326512992
25	Welder	D. B. Sonwane	III	29.05.07	252506	9766405008
26	Sr. Account Assistant	M. P. Swami	III	02.05.07	252506	
27	Sr. Account Assistant	N. B. Waghlgave	III	25.01.07	252506	
28	Jr. Assistant	N. P. Badgire	III	16.01.01	252506	
29	Jr. Assistant	G. S. pawar	III	17.08.06	252506	
30	Jr. Assistant	V. R. Patil	III	31.08.06	252506	
31	Jr. Assistant	S. S. Bhandarge	III	26.12.06	252506	9421913918
32	Sr. Account Assistant	I. O. Ustad	III	01.01.92	252506	223813
33	Jr. Account Assistant	F. I. Farooki	III	11.07.05	252506	
34	Jr. Assistant	V. S. Shrugare	III	29.12.06	252506	
35	Jr. Assistant	Smt. S. D. Bhise	III	06.09.05	252506	9423348082
36	Jr. Assistant	Smt. P. B. Chavan	III	15.09.98	252506	251521
37	Jr. Assistant	Smt.C.A. Acharya	III	14.07.05	252506	
38	Jr. Assistant	G. S. Wadwale	III	31.12.05	252506	259956
39	Attendant	T. G. Maske	IV	01.08.02	252506	
40	Attendant	P. G. Kadam	IV	05.07.01	252506	
41	Attendant	G. T. Chopne	IV	26.03.97	252506	
42	Attendant	Smt.J.S.Shewale	IV	01.05.97	252506	
43	Attendant	Smt.S.A.Chinchale	IV	13.06.07	252506	
44	Attendant	S. K. belkunde	IV	01.07.07	252506	
45	Attendant	Smt.M.D.Mankoskar	IV	11.03.03	252506	
46	Attendant	L. N. Shaikh	IV	12.07.05	252506	
47	Attendant	B. S. Pitle	IV	16.07.07	252506	

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Ten)
Zilla Parishad (Works) Division, Latur
Details of Pay for Officers and Employee**

Sr. No.	Name of a Officer/Employee	Class	Pay Scale	Gross Pay
1	3	4	5	6
1	Y. B. Kulkarni	I		
2	R. N. Shelke	I		
3	S. A. Atale	II	8000-13500	21027
4	S. T. Nikam	II	6500-10500	18369
5	D. S. Indrale	II	6500-10500	19652
6	Smt. B. J. Giri	II	8000-13500	22203
7	P. S. Joshi	III	5000-8000	13648
8	P. M. Gaikwad	III	5000-8000	15946
9	B. G. Mali	III	5500-9000	16170
10		III		
11	U. S. Birajdar	III	4500-7000	10613
12	B. S. Bembale	III	4500-7000	13284
13	B. V. Kore	III	4000-6000	11949
14		III		
15	R. M. Somwanshi	III	4000-6000	9117
16	S. S. Dhaswadikar	III	4000-6000	10613
17	R. T. Puri	III	3050-4590	6594
18	S. B. Kadwade	III	4000-6000	9972
19	R. G. Suryaanshi	III	4000-6000	10827
20	P. J. Holikar	III	4000-6000	11240
21	N. C. Salgare	III	4000-6000	10827
22	V. N. Rechwade	III	4000-6000	11040
23	V. N. Rathod	III	4000-6000	10613
24	M. S. Suryawanshi	III	4000-6000	8689
25	D. B. Sonwane	III	3050-4590	6594
26	M. P. Swami	III	4000-6000	10399
27	N. B. Waghalgave	III	4000-6000	9971
28	N. P. Badgire	III	3050-4590	8209
29	G. S. pawar	III	4000-6000	9052
30	V. R. Patil	III	3050-4590	6606
31	S. S. Bhandarge	III	3050-4590	6444
32	I. O. Ustad	III	4000-6000	10399
33	F. I. Farooki	III	3050-4590	10399
34	V. S. Shrungare	III	3050-4590	6444
35	Smt. S. D. Bhise	III	3050-4590	7727
36	Smt. P. B. Chavan	III	4000-6000	11681
37	Smt.C.A. Acharya	III	3050-4590	8368
38	G. S. Wadwale	III	3050-4590	7727
39	T. G. Maske	IV	2610-4000	8355
40	P. G. Kadam	IV	2610-4000	7772
41	G. T. Chopne	IV	2550-3200	7320
42	Smt.J.S.Shewale	IV	2550-3200	7458
43	Smt.S.A.Chinchale	IV	2550-3200	5556
44	S. K. belkunde	IV	2550-3200	8057
45	Smt.M.D.Mankoskar	IV	2550-3200	5898
46	L. N. Shaikh	IV	2550-3200	6539
47	B. S. Pitle	IV	2550-3200	7907

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Eleven)
Zilla Parishad (Works) Division, Latur**

Details of Sanctioned Estimate and Expenditure to be incurred

Sr. No.	Account code for Estimate	Name of Work/Scheme	Allotment of Funds (Rs. Lakhs)	Actual Expenditure (expected)
1	2	3	4	5
1	Extension of Z.P. owned building	Extension Work	7.00	3.80
2	Repair & Maintenance of Z. P. building and Administrative building	Repairs to building	10.00	13.20
3	Z. P. building taxes and rents	Payments of Taxes	7.50	7.50
4	Construction of commercial complex	Construction of complex	1.00	1.00
5	Printing of Tenders	Tender expenditure	0.50	0.50
6	Suspense stock	Purchase of asphalt etc.	15.00	15.00
7	Fulfillments	Purchase of asphalt etc.	- 15.00	- 15.00
Total			26.00	26.00

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Twelve)
Zilla Parishad (Works) Division, Latur
Procedure for disbursement of aid to beneficiary**

There is no any such scheme is to be implemented by this Department.

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Thirteen)
Zilla Parishad (Works) Division, Latur
Details of license to be made available on concession for current Year**

There is no any such scheme is to be implemented by this Department.

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Fourteen)
Zilla Parishad (Works) Division, Latur
To publish all concerned information in electronic format**

Sr. No.	Type of record	Subject	In which format	Procedure for gaining of information	Officer in-charge
1	2	3	4	5	6

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Fifteen)
Zilla Parishad (Works) Division, Latur
To publish Statement of facilities made available in this Department**

Sr. No.	Type of Facility	Time	Work procedure	Place	In-charge Officer/Employee
1	2	3	4	5	6
1	Time for meeting with Head of Department	10.00 am. to 5.00 pm.	Official work	Works Division	Executive Engineer

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Sixteen)
Zilla Parishad (Works) Division, Latur
List of Govt. Information Officer/Astt. Govt. Information Officer/ Officer in-charge**

Sr. No.	Name of Information/ Appealing Officer	Designation	Type	Jurisdiction	Contact Tel. No.
1	2	3	4	5	6
01	S. B. Hazare	Adnl. C.E.O.	Appealing Officer	Department	242970
02	Y. B. Kulkarni	E.E. (W)	Govt. Information Officer	Works Division	252506
03	P. S. Joshi	O.S.	Astt. Govt. Information Officer	Works Division	252506

**The Union Government of India's
Right of Information Act – 2005
Clause 4 (1) (B) (Seventeen)
Zilla Parishad (Works) Division, Latur
Details of information published by this Department**

No any type of information is published or to be published by this Department

9. Jalswaraj

Jalswaraj Project Z. P. Latur Right to Information Act 2005, Clause 4 (1) b (1)

1	Name of Office	Jalswaraj Project Z. P., Latur
2	Address	Near Z. P. Building Latur, Pin Code – 413512, Ph. No. 253362.
3	Office Time	10.00 am to 5.45 pm.
4	Executive Precedent	District Project Director and Chief Executive Office, Z. P. Latur.
5	Head of department	District Coordinator and Add. Chief Executive Officer.
6	Name of Government	Financial Assistant of World Bank. Division
7	Which Ministry Division undertaken	Water Supply and Sanitation Division Minister of Maharashtra Govt.
8	Jurisdiction	Rural area of Latur district.
9	Work and duties	Pure Water Supply Woman empowerment.
10	Hierarchy	1) Project Director. 2) Project Coordinator 3) Team Leader (DFT/DAMT/DFMT)

4)

Sr. No.	Team / Designation	No. of Page
1	District Project Director	1
2	District Project Coordinator	1
3	District Facilitation Team	1
1	Deputy Chief Executive Officer	1
2	Engineering Specialists	1
3	Ground Water Specialists	1
4	Assistant Engineer	1
5	Community Development Special	1
6	I. E. C. Special	1
7	Gender Specialists	1
8	Junior Engineer	1
	District Appraisal & Monitoring Team (DAMT)	
1	Team Leader (Executive Engineer)	
2	Ground Water Specialists	
3	Assistant Engineer	
4	M. I. S. Assistant	
5	M & E Specialists	
6	Health & Sanitation Specialist	
7	Community Development & Capacity Building Specialists	
	Dist. Financial Management Team	
1	Sr. Account Officer	1
2	Assist. Account Officer	1
3	Sr. Clerk Account	1
4	Cashier	
5	Village Account Coordinator	2
	Administration Team	
1	Office Superintendent	1
2	Sr. Clerk	4

Clause 4 (1) B(2)
Duties of Officer & worker of Jalswaraj Project

Sr. No.	Designation	Right & duties
1	District Project Director	Head of department
2	District Project Coordinator	Office controlling officer.
3	Deputy Chief Executive Officer	Control of and coordination in the work of addendum 1 & 3
4	Engineering Specialists	Technical implementation of Add. 2
5	Ground Water Spec.	Determine the water sources & strengthen of water sources.
6	Asst. Eng.	Supervision of Technical works in Add. II
7	Social Development Specialists	Supervision of capacity, building & strengthen of Add. I.
8	I. E. C. Special	Publicity & propaganda of project.
9	Gender Special	Women Empowerment component.
10	Junior Engineer	Technical work of Addendum – II
11	Team leader and Executive Engineer	Controlling of Addendum II.
12	Ground Water Specialist	Determine the sources of water and.
13	Asst. Engineer	Inspection of the Addendum II
14	Management of Information Specialist	Assistant of M & E Specialist.
15	Monitoring & Evaluation Specialist	On line data preparation & Reporting.
16	Health & hygienic Specialist	Guidance on water purity sanitation work.
17	C. D. C. B.	Work on Addendum I
18	Senior A/c. Officer	Release fund to villagers and control on A/c. matters.
19	Asst. Sr. A/c. Officer	To verify A/c. payment file.
20	Sr. Clerk A/c.	To verify & payment of various vouchers / Bills.
21	Cashier	Distribution of Check.
22	Office Superintendent	Control on office Administration.
23	Sr. Clerk	Establishment / Store work / Meeting planning / handling of enquiry cases / handling Add. I, II, III.

Clause 4(1) B(3)

Planning & Responsibility of working, Jalswaraj Project, Z. P. Latur.

Sr. No.	Nature of Work	Duration	Responsible Officer
1	To complete work of Addendum I & 3	18 month	Dy. C. E. O.
2	To complete work of Addendum II	18 month	Executive Engineer.
3	Release the payment of Addendum, 1, 2, & 3 & controlling financial aspects.	18 month	Senior A/c. office (D.F.M.T.)

Clause 4(1) & (C)4

Determination of work process

Sr. No.	Work / Duties	Implementation at programme / determination
1	Addendum – I	Capacity building activity district & village level.
2	Addendum – II	To complete work of water supply of village level.
3	Addendum – III	Women Empowerment Activity.

Clause 4 (C) 5

Sr. No.	Nature of work	Guidelines of work
1	Implementation of Addendum 1, 2 & 3	Under guidelines of State Govt.

Clause 4 (C)5**Classification of document & custody of security.**

Sr. No.	Subject	Types of document	Duration of Security
1	Various Government resolution, Standing order, circular	File	Permanent
2	Inward / Outward Register	Register	Permanent
3	Judicial cases / property Register / A/c. book	Register / File	Permanent
4	Tour Diary	File	5 Years
5	Recording of grants	Register	Permanent
6	Progress report of policy	File	Permanent
7	Document of Store	Register	Permanent

Clause 4 (C)7**Public Consultation for effectiveness work of Jalswaraj Project : following point implemented by Jalswaraj Project, Z. P. Latur**

- 1) For the effective of Jalswaraj Project work.
 - 1) To conduct the gramsabha for the implementation of addendum 1, 2, 3 all villages having right to attend this gramsabha.
 - 2) To form the water supply & sanitation committee in this gramsabha.
 - 3) To take the approval for addendum II, water supply work intimate.
 - 4) To give the training to the committee members related with 1, 2, & 3 committee.

Clause 4 (C) 8**Jalswaraj Project, Z. P. Latur
Name of Officer & employees**

Sr. No.	Name of Officer & employees	Designation	Class	Joining Date	Mobile No.
1	R. V. Mukkawar	Dy. C.E.O.	B	25.08.95	9422657936
2	P. C. Belgaonker	Ground Water Spec.	B	06.07.81	9890916577
3	V. B. Chavan	Dy. Eng.	B	12.11.98	
4	Dr. S. P. Madrewar	Health & hygienic Spl.	B	19.11.81	9823656270

Clause 4 (C) 8**Monthly Payment of Officer**

Sr. No.	Name of employees	Designation	Monthly Pay
1	R. V. Mukkawar	Dy. C.E.O.	18999/-
2	P. C. Belgaonker	Ground Water Spec.	31430/-
3	V. B. Chavan	Dy. Eng.	22651/-
4	Dr. S. P. Madrewar	Health & hygienic Spl.	30523/-

Clause 11 to 15 are determine to NIL.

Clause 4 (C) 16

Name of Public Information Officer

Sr. No.	Name of Division	Designation of Govt. information Officer	Designation of Asst. Govt. I Officer	Design- action of Appeal Officer	Remarks
1	Jalswaraj Project Z. P. Latur	Team leader Jalswaraj Project Z. P. Latur	Office Superintendent / Sr. Asst.	Add. C.E.O. Z.P. Latur	District Level
2	Gram Panchyat / Rural water supply committee & women development committee	Gram Sevak / Village Development Officer	NIL	B.D.O. (Block Development Officer)	Village Level

Clause 4 (C) 17

NIL.