



*Zilla Parishad, Thane  
Minor Irrigation Department*

*Information on points 1 to 17 to be published under Section 4(1) B of the  
Central Right to Information Act - 2005.*

## Intuition

The Maharashtra Government had passed the Maharashtra Right to Information Ordinance 2002. The intention behind passing this ordinance was to bring transparency in government administration and to create an image of the government system as a responsible administration, as well as to ensure that the public gets maximum information about various people-oriented initiatives/schemes of the government. The existing Act of 2002 was slightly amended and the Central Right to Information Act -2005 came into force in October 2005, so the Maharashtra Right to Information Act 2002 has been superseded.

The implementation of the Right to Information Act-2005 has brought better control over the government/semi-government institutions. Also, due to this act, information about how government work is being done, how various government welfare schemes are being implemented, and the stages/processes at various levels will also be made available to the general public. Also, as the government's work becomes transparent, the doubts in the minds of the public will decrease. Also, delays in paperwork and corruption will automatically be curbed.

This law will create an atmosphere of harmony between the government machinery and the public. Since the said law was made for the interest and welfare of the public, the government is planning and implementing programs keeping the interest of the public in mind. As a result, quality is being given priority in the work and quality is being maintained accordingly.

the said Central Right to Information Act-2005, every department has to publish information on 17 matters and in accordance with that request, the information of Zilla Parishad Thane has been detailed. This information has made it easier to bring transparency, openness and accountability in the affairs of the Zilla Parishad. Effective participation of the public is being ensured in a democratic social system. The public should make use of this information and this information should definitely be a suitable guide and useful to the public. I strongly believe that.

It is certain that the proper use of this Act will create transparency in governance and administration, create dynamism in administration, and effectively implement people-oriented programs.

## **Intuition**

The Maharashtra Government had passed the Maharashtra Right to Information Ordinance 2002. This law was framed to effectively implement the Right to Information in the state of Maharashtra. To prevent misuse of power, the Central Government has enacted the Right to Information Act-2005 and has also started its implementation.

The Right to Information Act has brought the government and the public closer. Due to this, the officers/employees have been able to implement the Right to Information Act. For this, the Zilla Parishad has appointed Information Officers/Assistant Information Officers/Appeal Officers in all offices and through them, the necessary information is being provided to the concerned persons in a timely manner.

The heads of offices have defined the plans/tasks, duties, and objectives of each office. The information about which work is assigned to whom is made available to the public immediately, saving time.

An attempt has been made to provide objective information on articles 1 to 17 of the Manual published under Section 4 of the Right to Information Act-2005 in this booklet. This information will definitely be useful to the public for their work. Although it has been published by the Thane Zilla Parishad, if any shortcomings/errors are found in it due to oversight, they should be brought to our attention. It will definitely be considered, and this should be assured. The purpose of the information on these items 1 to 17 will definitely be encouraging to the public and will be useful in government administration. I express my belief that

## Section 4 (1) ( b ) (i)

# Details of the functions and duties of the public authority

Information on points 1 to 17 to be published under Section 4(1) B of the Central Right to Information Act, 2005.

### Minor Irrigation Department

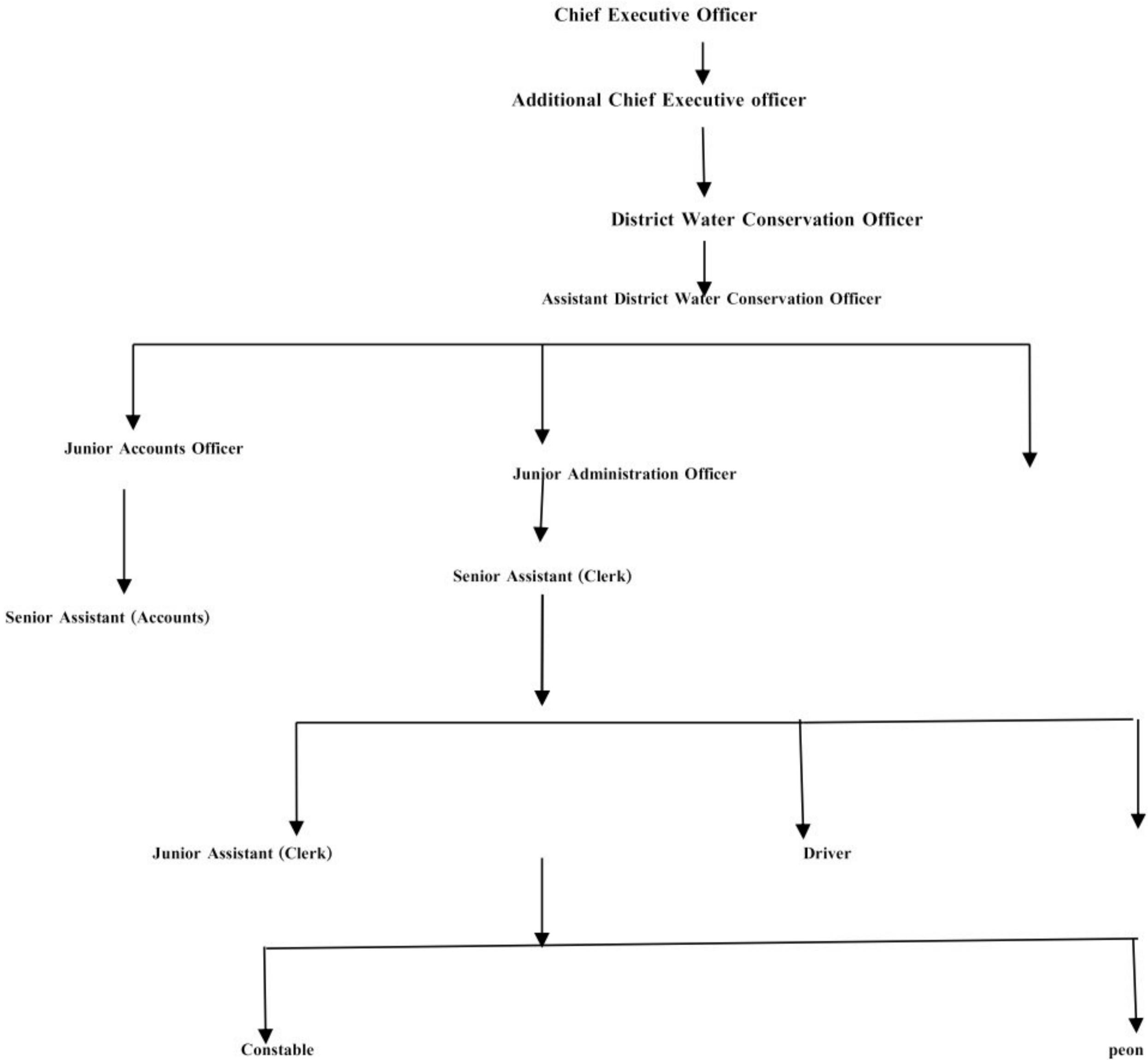
#### Section 4(1) (b ) (i)

<b>Office name</b>	<b>Minor Irrigation Department</b>
<b>Address</b>	Plot A १०६,१०७, Near Millennium Toyota Showroom , २२nd Circle , Wagle Estate , Thane ( W )
<b>area of work</b>	At the taluka level Minor Irrigation Sub-Division
<b>Department's Mission and Policy</b>	Construction of percolation ponds, village ponds, kop dams, cement drain dams with irrigation capacity of 0 to 100 hectares within the scope of work.
<b>Office telephone number</b>	
<b>Office email ID</b>	<a href="mailto:mizphane@gmail.com">mizphane@gmail.com</a> /
<b>Office hours</b>	Morning 9.45 to 6.15 pm
<b>Weekly and public holidays</b>	Each Saturday And Sunday Government According to the rules Others Public Let's go.

Information on points 1 to 17 to be published under Section 4(1) B of the Central Right to Information Act, 2005.

## General Administration Department

Organizational chart (example)



**Right to Information**  
**Section ४(१) (B) (II) Specimen (a)**

**District District level details of duties of officers and employees of the Minor Irrigation Office in Thane.**

A.S.	Name of officer and employee	Cadre and Pay Scale	Supervisor's name and designation	Powers and duties of the position	Number and date of the order under which the authority was conferred
१	Mr. Prakash Damodar Sase ( Class-१ )	District Water Conservation Officer ( Additional Charge )	Chief Executive Officer Additional Chief Executive Officer	Technical approval, administrative approval, tender approval, monitoring and control of accounting and establishment matters, acting as an appellate officer	Maharashtra Zilla Parishad and Panchayat Samiti Act १९६१
२	Shri Santosh Vishnu Shirsat ( Class-१ )	६. District Water Conservation Officer ( Additional Charge )	District Water Conservation Officer	Monitoring and controlling technical approvals, administrative approvals, tender approvals, accounting and establishment matters.	
३	Shri Santosh Vishnu Shirsat ( Class-१ )	Sub-Divisional Water Conservation Officer Bhiwandi	District Water Conservation Officer	Submitting proposals for technical approval, administrative approval, tender approval, supervising the work of dams	
४	Shri Jagdish Bankari Class- ( Class-१ )	Sub-Divisional Water Conservation Officer Murbad ( Additional Charge )	District Water Conservation Officer	Technical approval, administrative approval, tender approval, monitoring of the work of the dams	
५	Shrim.S.B.Patil	Junior Administrative Officer	District Water Conservation Officer	Supervise office operations	Office orders
६	Shrim Vinaya Vikas Terse Class- ३	Junior Accounts Officer	District Water Conservation Officer	Oversee accounting activities and control all audit/budget	Office orders

				related activities.	
१७	Shri R.A.Kadam ( Class-३ )	Water Conservation Officer	District Water Conservation Officer	Regional responsibility of Murbad Taluka	Office orders
८	Shri P.K. Shende ( Class-३ )	Water Conservation Officer	District Water Conservation Officer	Scrutinizing the budgets and submitting them for technical and administrative approval Kalyan, Ambernath and Bhiwandi	Office orders
९	Shrim Mohini Anil Gole Class -३ ( Ungazetted )	Water Conservation Officer	District Water Conservation Officer	Scrutinizing the budgets and submitting them for technical and administrative approval Murbad and Shahapur	Office orders
१०	Shri Tejas Mahendra Tailor Class -३ ( Ungazetted )	Water Conservation Officer	District Water Conservation Officer	Regional responsibility of Shahapur Taluka	Office orders
११	Shri Vicky Ramesh Warghade	Civil Engineering Assistant on deputation	District Water Conservation Officer	Preparation of plans, implementation of the State Lake Conservation Scheme	Office orders
१२	Vacancy	Senior Asst	Junior Administrative Officer	Complete operations of Establishment-१, salary payments, SD/EMD payments, departmental inquiries, court cases, point lists, transfers,	Office orders
१३	Shri Ram Bhimrao Solanki Class-३	Senior Assistant ( Accounts )	Junior Accounts Officer	Checking accounting bills, preparing budgets, all accounting related work	Office orders
१४	Shri S.P. Gaikwad	Junior Asst	Junior Accounts Officer	Calling and approving tenders, warehouse related work, fisheries and lake related work	Office orders
१५	Shri A.D. Rathod	Junior Asst	Junior Administrative	Establishment-२ Operations,	Office orders

			Officer	Inbound Out, Additional Charges- Establishment- Branch	
१५	Mr. Gajanan Joe Jadhav	Junior Asst	Deputation Konkan Bhavan		
१६	Vacancy	Draftsman			
१७	Vacancy	Junior Draftsman			
१८	Vacancy	Driver	District Water Conservation Officer	Maintenance and repair of Tata Sumo-MH०४-AN-३३४३ Follow up work Driving the vehicle	

### Section ४(४) ( B) (iii)

#### Decision In process Supervision And Responsible Answer Liability Fixed By doing Methodological Release ( of work) type/name)

- The employees handling the work of the relevant department in the Minor Irrigation Department submit the file of the relevant subject to the Executive Engineer for final decision/approval through the Office Superintendent/Branch Engineer/Assistant Accounts Officer.
- are responsible for receiving and submitting information/reports from the Deputy Engineer , Zilla Parishad Sub-Department and other departments. And the responsibility of supervising this work lies with the Office Superintendent/Assistant Accounts Officer/Branch Engineer and Hon. Executive Engineer, Minor Irrigation Department , Zilla Parishad Thane respectively.

The following employees are responsible for keeping the records kept by the employees of the concerned department up to date.

A.S.	Work Appearance	Duration/day	Responsible for the tasks Officer	Feedback
१	२	३	४	५
१.	Report on pension matters	One month	Employees of the concerned department	Junior Administrative Officer and District Water Conservation Officer , The L.P.V.Z.P.Thane supervises this.
२.	Class- ४ officers (Regarding information.)	Quarterly	Employees of the concerned department	Junior Administrative Officer and District Water Conservation Officer , The L.P.V.Z.P.Thane supervises this.
३.	Report on retirement cases in minor irrigation departments.	One month	Employees of the concerned department	Junior Administrative Officer and District Water Conservation Officer , The L.P.V.Z.P.Thane supervises this.

४.	Regarding the monthly diary of the Executive Engineer.	One month	Employees of the concerned department	Junior Administrative Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
५.	Villagers' Charter Quarterly Report.	Three months.	Employees of the concerned department	Junior Administrative Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
६.	Section ५४(२) and (३) of the Maharashtra Zilla Parishad and Panchayat Samiti Act, १९६१ .	Three months.	Employees of the concerned department	Junior Administrative Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
७.	Annual Administration Report from the Minor Irrigation Department.	One year.	Employees of the concerned department	Junior Administrative Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
८.	Report on the collection of materials.	One year.	Employees of the concerned department	Junior Accounts Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
९.	Report on Jawahar wells.	१५ days	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.

१०.	Tribal/Non-Tribal Sub-Plan Monthly Expenditure Report.	One month	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
११.	<u>District Annual Plan</u> Non-tribal schemes.	One month	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
१२.	Annual Plan Head and Sub-Head Plan wise approved expenditure history.	One month	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
१३.	Cooperative water utility organization.	Two months	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
१४.	Completed minor irrigation schemes.	Three months	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
१५.	Farmers' participation in irrigation management	Three months	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
१६.	Non-Tribal Sub-Plan Annual Plan.	One year	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises

				this.
१७.	Tribal Sub-Plan Annual Plan.	One year	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
१८.	Report on the Watershed Development Program.	One month	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
१९.	Maharashtra Rural Employment Guarantee Scheme.	One month	Employees of the concerned department	Water Conservation Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
२०.	Monthly expenditure report under minor irrigation.	One month	Employees of the concerned department	Assistant Accounts Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
२१.	on tenders , contracts over Rs . २० lakhs.	Three months	Employees of the concerned department	Assistant Accounts Officer and District Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
२२.	Right to	One month	Junior Administrative	Assistant District Water Conservation Officer and District

Information-Central Government- Monthly Progress Report २००५. (Report No. ३ to ५)		Officer	Water Conservation Officer , L.P. The V.Z.P. Thane supervises this.
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**Section ४(१) B (iv)**  
**Zilla Parishad , Thane**

<b>A.K.</b>	<b>Note According to the sheet Given Subject</b>	<b>Rules Number And Year</b>	<b>Feedback</b>
१	To control the development works/schemes of the Irrigation Department.	Maharashtra Zilla Parishad and Panchayat Samiti Act १९६१ and rules thereunder	
२	Supervision over the Zilla Parishad subdivision under the Irrigation Department	Maharashtra Zilla Parishad and Panchayat Samiti Act १९६१ and rules thereunder	
३	Employee establishment matters	Maharashtra Zilla Parishad and District Services Rules १९६७ and subsequent rules Maharashtra Civil Services Rules (Discipline and Appeal) १९७९, Leave १९८२, General Conditions of Service १९८१ Maharashtra Zilla Parishad District Services Discipline and Appeal १९६४ and subsequent rules	
४	Accounting matters under the Minor Irrigation Department	Maharashtra Zilla Parishad and Panchayat Samiti Rules १९६८	



### **Section 4 (1) ( b) (iV) c**

**Physical and financial targets generally set for the work to be done in this public authority. Monthly/quarterly/half-yearly or annual targets set at the institutional level.**

Information on points 1 to 17 to be published under Section 4(1) B of the Central Right to Information Act, 2005.

#### **Section 4(1)( b )( iv) Specimen a**

**Minor Irrigation Department District Council Thane In the department For duty Given Objective**

<b>A. No.</b>	<b>Work/ Task</b>	<b>Workload</b>	<b>Feedback</b>
1	Approval of the plan of L.P. schemes	Once a year	
2	Lapa Subdivision Inspection To do	Yearly At least Once	
3	Water Management and Sanitation Committee Meeting To take	Monthly Once	

### **Section 4 (1) ( b) (Vi)**

**Details of documents available in public authorities**

Information on points 1 to 17 to be published under Section 4(1) B of the Central Right to Information Act, 2005.

#### **Section 4(1) (a) ( Vi)**

**District Minor Irrigation Department of the Council In the office Document Category**

<b>A.</b>	<b>Subject</b>	<b>Document</b>	<b>Details of the main chapters</b>	<b>Safekeeping period</b>
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No.		type		
1	Standing Orders	A	Various standing orders received from the government	Permanent
2	Inventory record book	A	Office equipment records	Permanent
3	Income statement	A	of all visitors to the office	Permanent
4	Advance registration	B	Records of advances given to employees and officers	30 years
5	Attendance	B	Employee 's daily attendance record	30 years
6	Stock register	C	Inspection of the office in daily use	30 years
7	Inspection report	C	Visits to works / inspections of offices	10 years
8	Inquiry report	C	Inquiry into received complaint	10 years
9	Work description / case file	C	Miscellaneous Subject Index	10 years
10	Diary	C	Officer 's monthly work schedule	10 years
11	Periodicals	D	Monthly / Quarterly / Annual progress report	1 year

### Section 4(1)( b )( iv) Sampleb

#### Minor Irrigation Department District Council Thane In the office Available Facilities

A cr e	Types of facilities	Time	Procedure	Place	Responsible Person Staff	Complaint Remedy
1	Visit from a work visitor	Office Time Rates Monday and Thursday afternoon 3.00 to 5.30	Office At work On the day Gift Take it. Will come	Minor Irrigation Department District Council , Thane .	Mutual To the employee See you. Will come No, District Water Conservation Officer In absence of the Junior Administrator. See you. Will come .	

### Section 4 (1) ( b ) (V)

#### Rules generally drawn up regarding the work to be done in a public authority

Information on points 1 to 17 to be published under Section 4(1) B of the Central Right to Information Act, 2005.

#### Section 4(1)( b )( v ) Specimen - (a)

#### District Council Thane Minor Irrigation Department Related Rules And Act .

A.	Note According to the sheet	Rules Number And Year	Feedback
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No.	Given Subject		
1	District Council Development Of works Control	Maharashtra District Council And Panchayat Committee Act 1961 And Those Following Rules	
2	Employee 's establishment Subject: Baby .	Maharashtra District Council And District Services Access Rule 1967 Maharashtra Civil Services Rules ( discipline) And Appeal ) 1979 Leave 1982 Of service General Conditions (1981) Maharashtra District Council District Services Discipline Appeal 1964 Maharashtra District Behavior Rule 1967	

**Section 4(1)( b )( v ) Sample ( b )**

**Thane District Council General Administration Section of the Department ४(१) ( b ) ( v ) Specimen (d)**  
**District Council Thane Small irrigation dams With the**  
**department Related Important Decision And Policies Come Relative Details.**

A.S.	Subject	Number And Date	Feedback (if any)
१	२	३	४
१.	Regarding granting fishing rights (lease) in various lakes belonging to the Gram Panchayats of the Zilla Parishad. In this, first priority is given to fishing cooperative societies.	Government Decision No.PTM- १०८९ CR- १४३७६/३५ Date - ०९/०७/१९९०	--
२.	Rs. ५ lakh to Rs . १५ lakh are allocated to labor cooperatives .	G.V.V.V. Water Conservation v. Govt. Decision/ Grasyan/ २००७/ Pro. No./ १/ Yo. १, dated ८ May २००७.	--
३.	Educated unemployed	Agriculture and Water Conservation	--

	engineers are given jobs worth up to Rs १५ lakh without any competition by the Zilla Parishad Work Allocation Committee.	University and Sam.B. Government Decision/CAT/ ०१/०६/ P.No./ १४१/ Buildings/ R/ Dated. ८/८/२००९	
४.	Transfer of Konkan system dams and minor irrigation schemes with irrigation capacity up to २५० hectares to the cooperative water use organizations of the beneficiaries for irrigation management , maintenance and repair.	Government Decision No./Lapayo/ १०९९/ Q.No. ३४७/ Jal- १/ dated ३१/०७/२०००	--
५.	For fishing, the Zilla Parishad-owned ponds are auctioned for ५ years by publishing an advertisement and bidding for fishing.	Government Decision No./Matsyavi- १२०१/ Q.No. २२४/ Padum- १३ dated ०४/०१/२००२	--
६.	Water utility company- water bill recovery.	Government Decision No.Jal No.- २००२/ Pro.No./ ५८१/ Jal- ७ dt. २८/०२/२००२	--
--//-- -	Forest dams.	--//--	This scheme is included in the Maharashtra Rural Employment Guarantee Scheme at the taluka level ,

			gram panchayat level. Work is underway.
4.	Cross-section of cement bunds (concept drawing)	०७०५)/७३/२००५/ Vadh- १/२३७/ Dated २८/०७/२००५ from Central Sankalpchitra Sanghatana Nashik .	--

A.S.	Subject	Documents Type	Chief Matters Details	Safe To keep Duration
१	१	३	४	५
२	Budgets	A	Budgets of various schemes in the Minor Irrigation Department	Permanent
३	Permanent Odash Collections	A	Various standing orders received from the government	Permanent
४	Inventory register	A	Office Heavy object records	Permanent
५	Incoming	A	Record of all mail arriving at	Permanent

	records		the office	
५	Advance registration	B	Records of advances given to employees/officers	३० years
६	Work tender	B	Tenders for various projects in the Minor Irrigation Department	३० years
७	service manuals	B	Service books of employees of the Minor Irrigation Department	३० years
८	Stock register	C	Records of office supplies used in daily life	३० years
९	Inspection report	C	Visits to works/inspections of offices	३० years

१०	Inquiry report	C	Investigation of complaints received	१० years
११	Job Description / Case File	C	Files on various topics	१० years
१२	Diary	C- १	Monthly work schedule of an officer	५ years
१३	Possible itineraries	C- १	Regarding the possible visit of the officer	५ years
१४	Magazines	C- १	Monthly/Quarterly/Annual Progress Reports	५ years

**Section ४ (१) ( b) ( vii)**

**Arrangement for consultation with stakeholders for effective work in the minor irrigation department**

A.S.	Advice Consultative Subject	Operating system In the object: Description	Which By circular	Repetition Time
१	२	३	४	५
	Absolute	Absolute	Absolute	Absolute



**Section ४ (४) B (viii) Specimen a**  
**Publishing the list of the committee of the Minor Irrigation Office at Zilla Parishad Thane**

Appointment of administrator by the government

**Section ४(४) B (viii) Sample ( B)**

Publishing the list of meetings of the Minor Irrigation Office at Zilla Parishad , Thane.

A.S.	Name of the assembly	Members of the meeting	Objectives of the meeting	How often is it taken?	The meeting is open to the general public.		Minutes of the meeting (available)
					Is	Or not	
१	२	३	४	५	६	७	८
<b>Absolute</b>							

### Section ४(१) B (viii) Sample ( C)

Publishing the list of councils of the Minor Irrigation Office at Zilla Parishad , Thane.

A.S.	Name of the conference	Council members	Objectives of the conference	How often is it taken?	The meeting is open to the general public. not	Or	Minutes of the meeting (available)
१	२	३	४	५	६	७	८
<b>Absolute</b>							

**Section 4 (1) ( b ) (Viii)**  
**Committees, councils, or boards of public authorities**  
**Meeting details**

Information on points 1 to 17 to be published under Section 4(1) B of the Central Right to Information Act, 2005.

**Section 4(1)( b )( viii) Sample C District Council Details of meetings of committees, councils, or boards of the public authority of the Minor Irrigation Department here.**

A cr e	Name of the commit tee, board or council	Structure of the committee, board or council	Purpose of the committee, board or council	Frequency of committee, board or council meetings	Is it safe to attend that meetin g ?	Are the minutes of that meeting available for public viewing ?	Who has access to the minutes of this meeting ?
1	2	3	4	5	6	7	8
1	Zilla Parisha d	As per the provisions of Chapter-2 Rule- 6 of the M.Z.P. and Panchayat Act, 1961, the office bearers elected from among the members elected from the group of Zilla Parishads shall be determined by	To give administrative approval to works above Rs. 50 lakhs by the Water Management and Sanitation Committee of the Zilla Parishad, as well as to approve works under funds received from the government, and to review general works and provide appropriate guidance and suggestions.	Once a month	No	Is	Maharashtra Government Notification dated ०४ January २०२३. The Zilla Parishad and the Standing Committee have been dissolved and the Hon. Chief Executive Officer is the Zilla Parishad Thane Administrator.

	the State Election Commission through a notification.					
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### Section ४(४) B (viii) Sample ( D)

Publishing the list of councils of the Minor Irrigation Office at Zilla Parishad , Thane.

A.S.	Name of the organization	Members of the organization	Objectives of the organization	How often is it taken?	The meeting is open to the general public. Or not	Minutes of the meeting (available)
१	२	३	४	५	६	७
<b>Absolute</b>						

**Section 4 (1) ( b) (iV) c**

**The physical and financial resources generally determined for the work to be done  
in this public authority.**

**Section 4 (1) ( b) (ix)**

**List of officers and employees in public authority offices**

Information on points 1 to 17 to be published under Section 4(1) B of the Central Right to Information Act, 2005.

**Section 4(1)(b)(ix)**

**Minor Irrigation Department , District Council Thane In the office Officer And Employees Information**

Acre	Employee name	Title	Address	Class	Telephone number	Basic salary
8	Mr. Prakash Sase	District Water Conservation	Minor Irrigation Department, Zilla	Class-8		additional workload

<b>Ac e</b>	<b>Employee name</b>	<b>Title</b>	<b>Address</b>	<b>Class</b>	<b>Telephone number</b>	<b>Basic salary</b>
		Officer	Parishad, Thane			
२	Mr. Santosh Shirsat	Six District Water Conservation Officers given additional charge	Minor Irrigation Department, Zilla Parishad, Thane	Class-२		
३	Shri.Surekha Ba.Patil	Junior Administrative Officer	Minor Irrigation Department, Zilla Parishad, Thane	Class-३		४६२००
४	Shri V. V. Terse	Junior Accounts Officer	Minor Irrigation Department, Zilla Parishad, Thane	Class-३		५१९००
५	Mr. R.A.Kadam	Water Conservation Officer	Minor Irrigation Department, Zilla Parishad, Thane	Class-३		६९९००
६	Shri P.K.Shende	Water Conservation Officer	Minor Irrigation Department, Zilla Parishad, Thane	Class-३		४६१००
७	Shri.Mohini A.Gole	Water Conservation Officer	Minor Irrigation Department, Zilla Parishad, Thane	Class- २ Non- Gazetted		४१८००
८	Shri Tejas M.Shimpi	Water Conservation Officer	Minor Irrigation Department, Zilla Parishad, Thane	Class- २ Non- Gazetted		४१८००
९	Vacancy	Senior Assistant	Minor Irrigation Department, Zilla	Class-३		

<b>Ac e</b>	<b>Employee name</b>	<b>Title</b>	<b>Address</b>	<b>Class</b>	<b>Telephone number</b>	<b>Basic salary</b>
			Parishad, Thane			
६	Shri Ram Bhi.Solanki	Senior Assistant Accountant	Minor Irrigation Department, Zilla Parishad, Thane	Class-३		२५५००
७	Shri Shivlal P. Gaikwad	Junior Assistant	Minor Irrigation Department, Zilla Parishad, Thane	Class-३		४३६००
८०	Shri Gajanan Jadhav	Junior Assistant Deputation Konkan Bhavan	Deputation Konkan Bhavan			२७६००
८१	Shri Ankush Damodar Rathod	Junior Assistant	Minor Irrigation Department, Zilla Parishad, Thane	Class-३		१९९००
८२	Vacancy	Driver	Minor Irrigation Department  Zilla Parishad, Thane	Class-३		
८३	Shrim. Lata Yashwant Dalvi	Constable	Minor Irrigation Department  Zilla Parishad, Thane	Class- ४		३९८००
८४	Mrs. Anita M. Solanki	Soldier	Minor Irrigation Department, Zilla Parishad, Thane	Class- ४		३०८००

A/c e	Employee name	Title	Address	Class	Telephone number	Basic salary
४	Shri Birudev Kha.Waghmode	Soldier	Minor Irrigation Department, Zilla Parishad, Thane	Class- ४		२१५००

**Section 4 (1) ( b) (Xi)**

**Details of the amount sanctioned and spent for the public authority**

**Section 4 (1) ( b) (Xii)**

**Method of allocating grants in public authorities**

Information on points 1 to 17 to be published under Section 4(1) B of the Central Right to Information Act, 2005.

**Minor Irrigation Department , District Council , Thane**

**Section 4(1) ( b)(Xi)**

**Details of the amount sanctioned and spent for the period from date to date for the public authority, Minor Irrigation Department, Zilla Parishad, Thane**

**Sample C for the current year**

A.No.	Budgetary Head	Approved amount	Planned use (information should be filled	Remarks (if any)

			<b>on a separate page according to the area and work)</b>	
1	2402 A 246	Salary allowances/travel/salary	-	

**Minor Irrigation Department , District Council , Thane**

**Section 4(1) ( b)(Xii)**

**Method of allocating grants in public authorities**

**Sample B for the previous year**

**(year)**

<b>A.No.</b>	<b>Budgetary Head</b>	<b>Approved amount</b>	<b>Planned use (information should be filled on a separate page according to the area and work)</b>	<b>Remarks (if any)</b>
1	2402 A 246	Salary allowances/travel/salary	-	

**Section 4(1) ( b)(Xii) Specimen (b)**  
**Grant allocation procedures in public authorities**

**Section 4(1) ( b)(Xiii)**

**Current year's license for office concessions**  
**Detailed information on the type of license-permit concession.**

**Minor Irrigation Department , District Council , Thane**

**Section 4(1) ( b)(Xii) Specimen c**

**Procedure for grant distribution in the public authority, Minor Irrigation Department, Zilla Parishad, Thane**

**Not applicable.**

**Section 4(1) ( b)(Xii) Specimen (b)**

A.S.	Beneficiary's name and address	Amount/form of grant/benefit	Selection Eligibility Criteria	Feedback
		Not applicable.		

**Minor Irrigation Department , District Council , Thane**

**Section 4(1) ( b)(Xiii)**

**The concession license available from the office of Zilla Parishad, Thane Minor Irrigation Department is valid.**

**Detailed information of the year, type of license-permit concession.**

Acre	License holder name	License type	License number	From the date	Until the date	General conditions	License details
				Not applicable			

## **Section 4(1)( b)(XV)**

### **Citizens should have access to information available in public authorities.**

#### **Facilities available to provide**

##### **Section 4(1) ( b) (xv)**

**Facilities available to provide citizens with information available in the public authority, Minor Irrigation Department, Zilla Parishad, Thane**

##### **Type of facilities-**

- 1 ) Information regarding the visiting hours reserved for the public- 9.45 am to 6.15 pm
- 2) Interactive website information - <http://www.zpthane.maharashtra.gov.in>
- 3) Call center information- --
- 4) Information about the facilities available for record inspection - There is a separate record room.
- 5) Information on facilities available for obtaining samples -
- 6) Information about notice boards - Notice boards are posted in the office.
- 7) Library information- --
- 8) Of the inquiry room/window or reception room- --

##### **Information access**

- 9) If there is a contact facility after office hours - --

His information .

- 10) Emergency contact information.

<b>A c r e</b>	<b>Facilities available</b>	<b>Time</b>	<b>Procedure</b>	<b>Location</b>	<b>Responsible Person</b>
1	Record room	9.45 to 6.15	1) To preserve and maintain records and make them	Separate building	Mr. Ankush Rathod Junior Assistant

		available as required.		
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## **Section 4(1)( b )( XIV Information in electronic form**

Information on points 1 to 17 to be published under Section 4(1) B of the Central Right to Information Act, 2005.

### **Information in electronic form**

Since every office in the Minor Irrigation Department has a computer, the last one year's work is available at the office.

The associated tables and information are stored on the hard disk of the office computer.

## **Section 4(1)( b )( XV)**

### **Facilities available to provide citizens with information available in public authorities**

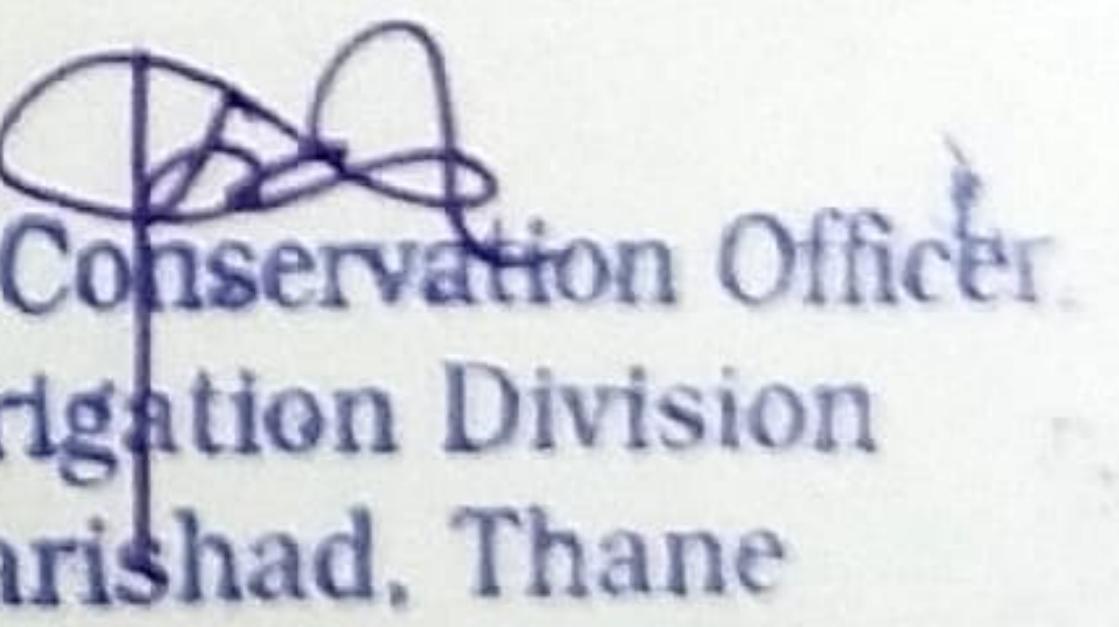
#### **Section 4(1) ( b )(XVI)**

**Detailed information about Public Information Officer, Assistant Information Officer and Appellate Authority regarding information under the jurisdiction of public authority.**

	<b>name</b>					
1	Shri Surekha Babaso Patil	Junior Prasha. officer	Minor Irrigation Department , Dist . P. Thane		mizp thane @ gmail.com	Shri . Prakash Sase, District Water Conservation Officer, Minor Irrigation Department

**d ) Appellate Authority**

<b>Acr e</b>	<b>Appellate Authority - Name of the Appellate Authority</b>	<b>Designation</b>	<b>area of work</b>	<b>Address / Phone</b>	<b>E - mail</b>	<b>Government Information Officer under the</b>
1	Mr. Prakash Damodar Sase	District Water Conservation Officer	Minor Irrigation Department , Dist . P. Thane		mizpthane@gm ail.com	Shrim Surekha Babaso Patil Junior Administrative Officer

  
**District Water Conservation Officer**  
**Minor Irrigation Division**  
**Zillah Parishad, Thane**