

Right to Information Act – Section 4(1)(b)(i)

Name of the Office	Social Welfare Department
Address	Social Welfare Department, Zilla Parishad, Thane Plot No. A-106, A-107, S. G. Barve Road, GST Bhavan, Opposite Wagle Estate, MIDC, Thane – 400604
Head of Office	District Social Welfare Officer
<b>Jurisdiction</b>	<ul style="list-style-type: none"> <li>☐ District-level Department Head</li> <li>☐ Taluka-level Panchayat Samitis</li> <li>☐ All Gram Panchayat Offices in the District</li> </ul>
Objectives and Policies of the Department	Administrative and establishment-related matters and implementation of various development schemes.
Office Telephone Number	-
Office Working Hours	9:45 a.m. to 6:15 p.m
Weekly and Public Holidays	Every Saturday and Sunday of the month, and other public holidays as per government rules.

## RTI Act – Section 4(1)(b)(2) – Format (A)

### Details of Financial Powers

Sr. No.	Designation	Financial Powers	Order No.	Remarks
1	District Social Welfare Officer	Nil	Nil	Powers delegated by the Hon. Chief Executive Officer

Sr No	Administrative Powers	Administrative Powers	Delegation Orders:	Remarks
1	District Social Welfare Officer	<ul style="list-style-type: none"> <li>☐ Grant of pay increments</li> <li>☐ Sanction of leave</li> <li>☐ Award of minor penalties</li> <li>☐ Writing and reviewing confidential reports</li> <li>☐ Authentication of entries in service books</li> <li>☐ Preparation of proposals for Class-III and Class-IV appointments and promotions</li> <li>☐ Appellate Authority under RTI Act, 2005</li> </ul>		<p>Powers delegated by CEO</p> <p>1. क्र.साप्रवि/ डेलीगेशन/आस्था-3/56 दिनांक 1 मे 1999</p> <p>2. क्र.साप्रवि/डेलीगेशन/आस्था-3/1883 दिनांक 17.07.2002</p> <p>3. क्र.साप्रवि/आस्था-3/1300 दिनांक 31.08.2000</p> <p>4. क्र.साप्रवि/डेलीगेशन/आस्था-33/467/2016 दिनांक 22.06.2016</p>

## Section 4(1)(b)(2) – Format (B)

## Details of Powers and Duties of Officers and Employees

### Social Welfare Department, Zilla Parishad, Thane

Sr. No.	Designation	Powers / Duties	Order No.	Remarks
1	<b>District Social Welfare Officer</b>	1. Sanction of contingent expenditure up to Rs. 10,000/- 2. Grant of annual increments 3. Sanction of leave 4. Award of minor penalties 5. Writing and reviewing Confidential Reports 6. Authentication of entries in employees' Service Books 7. Sanction of medical reimbursement bills 8. Hearing and disposal of appeals received under the Right to Information Act 9. Establishment-related matters of aided / unaided special schools, workshops and schools for persons with disabilities Control and supervision of inward and outward mail; recording remarks on establishment and administrative files; supervision of compilation of information of all meetings; ensuring compliance of inspection observations; supervision and control over office staff; Public Information Officer Compliance of audit objections; remarks on all financial files of the department; reconciliation of scheme expenditure; scrutiny and processing of all payments of the Social Welfare Department; reconciliation of expenditure with the Finance Department	1) Corrigendum No. ZP/SS/Delegation/Estt-3A/550/2016 dated 15.07.2016 2) Corrigendum No. ZP/SS/Delegation/Estt-3A/268 dated 01.08.2019	—
2	<b>Superintendent</b>	Supervision of compilation of information of all meetings; ensuring compliance of inspection observations; supervision and control over office staff; Public Information Officer Compliance of audit objections; remarks on all financial files of the department; reconciliation of scheme expenditure; scrutiny and processing of all payments of the Social Welfare Department; reconciliation of expenditure with the Finance Department	—	—
3	<b>Assistant Accounts Officer</b>	Hostel schemes; Social Welfare schemes; honorarium scheme for senior artists; other duties assigned from time to time by superiors Complete implementation of 5% Zilla Parishad Cess Fund schemes; Old Age Home scheme; court case-related work; other duties assigned from time to time by superiors	—	—
4	<b>Social Welfare Inspector – 1</b>	Complete implementation of 5% Zilla Parishad Cess Fund schemes; Old Age Home scheme; court case-related work; other duties assigned from time to time by superiors	—	—
5	<b>Social Welfare Inspector – 2</b>	Complete implementation of 5% Zilla Parishad Cess Fund schemes; Old Age Home scheme; court case-related work; other duties assigned from time to time by superiors	—	—

Sr. No.	Designation	Powers / Duties	Order No.	Remarks
6	<b>Social Welfare Inspector – 3</b>	Complete implementation of 20% Zilla Parishad Cess Fund schemes; other duties assigned from time to time by superiors	—	—
7	<b>Social Welfare Inspector – 4</b>	Development of habitations of Scheduled Castes and Neo-Buddhist communities; de-addiction awareness and publicity; utilization of 7% Forest Grant; other duties assigned from time to time by superiors	—	—
8	<b>Social Welfare Inspector – 5</b>	All Government Scholarship Schemes: 1) Merit Scholarships for students studying in secondary schools 2) Tuition Fee / Examination Fee for backward class students (Scheduled Castes) 3) Stipend for backward class students in Industrial Training Institutes 4) Scholarships for children of parents engaged in insanitary occupations 5) Scholarships for backward class students studying from 5th to 7th standard 6) Savitribai Phule Scholarship for Scheduled Caste girls studying from 8th to 10th standard and other duties assigned from time to time by superiors	—	—
9	<b>Medical Social Worker</b>	All establishment-related and salary payment matters of schools for persons with disabilities; coordination of salary committee meetings of special schools Guidance to persons with disabilities visiting the office; Seed Capital Scheme for persons with disabilities; sanction of disability scholarships; Disability Marriage Grant Scheme; scrutiny of establishment and all other cases of special schools and submission through Medical Social Worker to the District Social Welfare Officer	—	—
10	<b>Assistant Counsellor</b>		—	

## Section 4(1)(b)(3)

### Decision-Making Process, Supervision and Accountability

#### Social Welfare Department, Zilla Parishad

In the Social Welfare Department of the Zilla Parishad, the decision-making process is carried out by clearly defining supervision and accountability. As per the prescribed procedure, the employees handling office work submit the relevant subject files to the **Superintendent**.

The concerned dealing assistants are responsible for obtaining information and reports from the **Head of Department / Panchayat Samitis and other offices**. The **Superintendent** is responsible for supervising this work. The employees of the respective sections are also responsible for maintaining and updating the records in their custody.

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#### Work Details

Sr. No.	Nature of Work	Time Limit	Responsible Officer / Employee	Remarks
1	Receiving and compiling various reports from Zilla Parishad Department Heads / Panchayat Samitis	1 month	Concerned Dealing Assistants	The Superintendent and Social Welfare Inspectors shall supervise this work
2	Applications, proposals, etc. received from the Government, other departments, Panchayat Samitis and general public	1 month	Concerned Dealing Assistants	The Superintendent and Social Welfare Inspectors shall supervise this work

## Section 4(1)(b)(4) – Format (A)

### Objectives Assigned for Discharge of Duties

Social Welfare Department, Zilla Parishad, Thane

Sr. No.	Activity	Scope of Work	Remarks
1	Gram Sevak / Village Development Officer / Extension Officer (Social Welfare) and Block Development Officer	Implementation of all schemes of the Social Welfare Department	—
2	Field Visits	Every Monday	—

### Facilities Available at the Office of the Social Welfare Department, Zilla Parishad, Thane

Sr. No.	Type of Facility	Time	Procedure	Place	Responsible Officer / Employee	Grievance Redressal
1	Meeting with the District Social Welfare Officer	Office hours, every Monday	Through the Superintendent	Social Welfare Department, Zilla Parishad, Thane	Superintendent and Social Welfare Inspector	1) Submission of application 2) Personal meeting

## Section 4(1)(b)(4) – Format (B)

### Rules and Acts Related to the Social Welfare Department, Zilla Parishad, Thane

Sr. No.	Subject as per Circular / Instructions	Rule / Act Number and Year	Remarks
1	Control and supervision of works under schemes implemented by the Social Welfare Department	As per Government Rules and Resolutions	—

## Section 4(1)(b)(5) – Format (B)

### Government Resolutions Related to the Functions of the Social Welfare Department

Zilla Parishad, Thane

Sr. No.	Subject as per Government Resolution	Government Resolution Number & Date	Remarks
1	Scholarship Schemes	Government Resolution of the Social Justice, Cultural Affairs and Special Assistance Department, No. EBC-2003/Case No. 116/MAVAK-2, dated 23 May 2003	—
2	5% Welfare Scheme for Persons with Disabilities	Government of Maharashtra, Rural Development Department, Government Resolution No. ZPU-2018/Case No. 54/Finance-3, dated 25 June 2018	—
3	20% Zilla Parishad Cess Fund Scheme	Government of Maharashtra, Rural Development and Water Conservation Department, Government Resolution No. Magas/1089/Case No. 73/34, dated 20 October 1999	—
4	Hostel Scheme	Government of Maharashtra, Social Welfare, Cultural Affairs and Sports Department, GR No. BCH-1097/Case No. 107/MAVAK-4, dated 16 March 1998	—
5	Inter-Caste Marriage Scheme	Government of Maharashtra, Social Justice, Cultural Affairs, Sports and Special Assistance Department, GR No. AJAVI-2003/Case No. 501/MAVAK-2, dated 6 August 2004	—
6	Honorarium Scheme for Senior Artists	Tourism and Cultural Affairs Department, Government Resolution No. Purak-6919/Case No. 83/SA.KA.4, dated 9 September 2019	—
7	7% Forest Grant	Rural Development and Water Conservation Department, Government Resolution No. Vikas-2009/Case No. 8/Panra-8, dated 24 February 2009	—
8	Marriage Scheme for Persons with Disabilities and Able-Bodied Persons	Social Justice and Special Assistance Department, Government Resolution No. Apang-2013/Case No. 103/AK-2, dated 17 June 2014	—
9	Development of Scheduled Caste and Neo-Buddhist Communities	Social Justice and Special Assistance Department, Government Resolution No. Dvasu-2013/Case No. 85/AJAK-1, dated 1 August 2013	—
10	Seed Capital Scheme (Persons with Disabilities)	Social Justice and Special Assistance Department, Government Resolution No. Apang-2008/Case No. 212/Sudhar-3, dated 2 July 2010	—

## Section 4(1)(b)(6)

### Classification of Documents Maintained in the Office of the Social Welfare Department

Zilla Parishad, Thane

Sr. No.	Subject	Type of Document	Details of Major Contents	Retention Period
1	Compilation of Standing Orders	A	Various standing orders received from the Government	Permanent
2	Dead Stock Register	A	Records of office dead stock / fixed assets	Permanent
3	Inward Register	A	Records of all inward mail received in the office	Permanent
4	Advance Register	B	Records of advances paid to officers and employees	30 years
5	Attendance Register	B	Daily attendance records of employees	30 years
6	Stock Register	C	Inspection records of office items used on a daily basis	30 years
7	Inspection Reports	C	Reports of visits and inspections related to works / office	10 years
8	Inquiry Reports	C	Inquiry into complaints received	10 years
9	Work Details / Case Files	C	Files related to various subjects	10 years
10	Diaries	C-1	Monthly work diaries of officers	5 years
11	Periodical Reports	D	Monthly / Quarterly / Annual Progress Reports	1 year



## Section 4(1)(b)(7)

### Arrangement for Consultation with the Public

#### Social Welfare Department, Zilla Parishad, Thane

There is no formal arrangement for consultation or deliberation with the general public for the work of the Social Welfare Department, Zilla Parishad, Thane. However, a **Social Welfare Committee meeting** is organized every month through the Social Welfare Department in the Zilla Parishad, wherein discussions are held regarding the schemes implemented under the Social Welfare Department.

## Section 4(1)(b)(ix)

### Monthly Remuneration of Officers and Employees

#### Social Welfare Department, Zilla Parishad, Thane

Sr. No.	Designation	Name of Officer / Employee	Address	Class	Date of Joining	Contact No.	Gross Salary (₹)
1	District Social Welfare Officer	Smt. Ujjwala Sapkale	Thane	Class-I	09/10/2024	022-25448677	1,01,631
2	Superintendent	Vacant	Thane	—	—	—	—
3	Social Welfare Inspector – 1	Smt. Savita Madhav Gosavi	Thane	Class-III	01/09/2023	022-25448677	85,173
4	Social Welfare Inspector – 2	Dnyaneshwar Sakharam Dhodkar	Thane	Class-III	24/08/2023	022-25448677	1,00,020
5	Social Welfare Inspector – 3	Vacant	—	—	—	—	—
6	Social Welfare Inspector – 4	Vacant	—	—	—	—	—
7	Assistant Accounts Officer	Sarita Vijay Chougule	—	—	23/10/2023	022-25448677	1,12,917
8	Medical Social Worker	Vacant	—	Class-III	—	022-25448677	—
9	Assistant Counselor	Smt. S. J. Shirke	Thane	Class-III	—	022-25448677	1,44,777
10	Senior Assistant	Vacant	—	Class-III	—	022-25448677	—
11	Senior Assistant	Vacant	—	Class-III	—	022-25448677	—
12	Junior Assistant	Shri C. G. Patil	Bhiwandi	Class-III	08/03/2019	022-25448677	69,375
13	Peon	Shri K. D. Dhaneshwar	Manpada, Thane	Class-IV	28/10/1991	022-25448677	71,041

Sr. No.	Designation	Name of Officer / Employee	Address	Class	Date of Joining	Contact No.	Gross Salary (₹)
14	Peon	Shri J. D. Shelar	Birla College, Kalyan	Class-IV	31/05/2018	022-25448677	40,661
15	Peon	Vacant	—	Class-IV	—	—	—
16	Driver	Vacant	—	Class-IV	—	—	—

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## Section 4(1)(b)(X)

### Publication of Detailed Salary Information of Officers and Employees

Social Welfare Department, Zilla Parishad, Thane

Sr. No.	Designation	Name of Officer / Employee	Pay Matrix (₹)	Dearness Allowance (₹)	House Rent Allowance (₹)	Local Compensatory Allowance (₹)	Washing Allowance (₹)	Transport Allowance (₹)	Gross Salary (₹)
1	District Social Welfare Officer	Smt. Ujjwala Sapkale	56,100	28,050	5,400	11,780	0	300	1,01,631
2	Social Welfare Inspector – 1	Smt. Savita Madhav Gosavi	44,900	22,450	5,400	12,123	0	300	85,173
3	Social Welfare Inspector – 2	Dnyaneshwar Sakharam Dhodkar	49,000	24,500	2,700	13,230 + 10,290	0	300	1,00,020
4	Social Welfare Inspector – 3	Vacant	—	—	—	—	—	—	—
5	Social Welfare Inspector – 4	Vacant	—	—	—	—	—	—	—
6	Assistant Accounts Officer	Sarita Vijay Chougule	62,100	31,050	2,700	16,767	0	300	1,12,917
7	Junior Assistant	Shri C. G. Patil	37,500	18,750	2,700	10,125	0	300	69,375
8	Peon	Shri K. D. Dhaneshwar	38,300	19,150	2,700	10,341	250	300	71,041
9	Peon	Shri J. D. Shelar	22,100	11,050	1,000	5,967	250	300	40,667

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

### Publication of Detailed Information of Public Information Officer / Assistant Public Information Officer / Appellate Authority

Social Welfare Department, Zilla Parishad, Thane

#### (A) Public Information Officer

Sr. No.	Name of Public Information Officer	Designation	Jurisdiction	Address / Phone No.	E-mail	Appellate Authority
1	Meghna Gomase	Superintendent (Office)	Social Welfare Department, Zilla Parishad, Thane	Zilla Parishad Office, Phone No. 022-25448677	dswozpthane@gmail.com	Smt. Ujjwala Sapkale, District Social Welfare Officer

**(B) Assistant Public Information Officer**

Sr. No.	Name of Assistant Public Information Officer	Designation	Jurisdiction	Address / Phone No.	E-mail
1	All Senior Assistants / Assistants	—	—	—	—

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**(C) Appellate Authority**

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction	Address / Phone No.	E-mail	Public Information Officers Under Control
1	Smt. Ujjwala Sapkale	District Social Welfare Officer	Social Welfare Department, Zilla Parishad, Thane	Zilla Parishad Office, Phone No. 022-25448677	dswozpthane@gmail.com	Meghana Gomase, Superintendent (Office)