

**General Administration
Department Right to
Information
1-17 items year
2025**

4(1)(b)(i)**Details of the District Council, Pune - Functions and Duties**

Section	Details
1. Institution Name	Pune Zilla Parishad
2. Year of Establishment	1st May 1962
3. Advisory Committee Structure	As per the Gazette Extraordinary Part-1A, Subdivision dated 11th March 2022, the term of Pune Zilla Parishad ended on 20th March 2022. The Gazette authorizes the Chief Executive Officer (CEO) to exercise all the powers and perform duties on behalf of Pune Zilla Parishad.

4(1)(b)(ii)**Powers and Duties of Officials and Employees of Zilla Parishad****Part 1 - Administrative Approval of Works or Development Schemes**

S. No.	Authority	Authorized Officer/ Authority	Estimated Non-recurring Expense
1	Administrative Approval for Works or Schemes	Sub Engineer	Up to ₹3,00,000
2	Administrative Approval	Zilla Parishad Accounts Head	₹3,00,001 to ₹15,00,000
3	Administrative Approval	Chief Executive Officer / Additional CEO	₹15,00,001 to ₹50,00,000
4	Administrative Approval	Chairperson, Standing Committee	₹50,00,001 to ₹60,00,000
5	Administrative Approval	Chairperson, Subject Committee	₹50,00,001 to ₹55,00,000
6	Administrative Approval	Subject Committee	₹55,00,001 to ₹60,00,000
7	Administrative Approval	Standing Committee	₹60,00,001 to ₹75,00,000
8	Administrative Approval	Zilla Parishad	Above ₹75,00,000 (Full Authority)

Part 2 - Approval for Tenders or Contracts for Works or Development Schemes

S. No.	Authority	Authorized Officer/ Authority	Estimated Non-recurring Expense
1	Tender or Contract Approval	Zilla Parishad Accounts Head	Up to ₹10,00,000
2	Tender or Contract Approval	Chief Executive Officer / Additional CEO	₹10,00,001 to ₹25,00,000
3	Tender or Contract Approval	Chairperson, Standing Committee	₹25,00,001 to ₹30,00,000
4	Tender or Contract Approval	Chairperson, Subject Committee	₹25,00,001 to ₹28,00,000
5	Tender or Contract Approval	Subject Committee	₹28,00,001 to ₹30,00,000
6	Tender or Contract Approval	Standing Committee	₹30,00,001 to ₹50,00,000
7	Tender or Contract Approval	Zilla Parishad	Above ₹50,00,001 (Full Authority)

Part 3 - Technical Approval for Construction and Repair Works

S. No.	Authority	Authorized Officer/ Authority	Estimated Non-recurring Expense
1	Technical Approval for Works	Sub Engineer	Up to ₹5,00,000
2	Technical Approval for Works	Executive Engineer	₹5,00,001 to ₹1,00,00,000 (Up to ₹1 Crore)
3	Technical Approval for Bridges	Executive Engineer	Approval from Chief Engineer (Bridge Design Board) required before technical approval.
4	Technical Approval for Structures (e.g., water tanks, pipelines)	Executive Engineer	Approval required from Public Works Department Engineers for certain works.

This table summarizes the powers and duties related to works and schemes, and the financial limits for various officers as per the Zilla Parishad and Panchayat Samiti guidelines. Let me know if you need further details or clarifications!

Sr. No.	Nature of Authority	Authority Providing the Power	Estimated Subsequent Expense (in Rupees)	Minimum Limit	Maximum Limit
Part-4	Authority to Grant Technical Approval for Development Plans from ZP's Own Revenue	1. Group Development Officer	Up to ₹5,00,000*	0	₹5,00,000
		2. District Council Account Head	₹5,00,001 to ₹10,00,000*	₹5,00,001	₹10,00,000
		3. Chief Executive Officer / Additional Chief Executive Officer	₹10,00,001 to ₹50,00,000*	₹10,00,001	₹50,00,000
		4. District Council	Above ₹50,00,001	Full authority per criteria 1, 2, and 3	All actions must follow the process outlined in criteria 1, 2, and 3

Notes:

1. The information regarding approvals at the relevant levels should be presented for review at the next meeting of the subject committees, standing committees, or Panchayat Samiti. The report of actions taken by each department of the District Council should be presented at the upcoming General Assembly of the District Council.
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Employees and Their Responsibilities (Each Department to Prepare Independently):

Sr. No.	Employee Number	Employee Name	Designation	Brief Description of Work
1	--	Mr. S. A. Gaikwad	Assistant Administration Officer	Supervise office work by employees from Groups 3 and 4, and maintain control over them.
2	--	Mr. B. V. Parasakar	Junior Administration Officer	Supervise office work by employees from Groups 3 and 4, and maintain control over them.
3	--	Mr. S. M. Saudagar	Clerk (Retired Grade)	Works as the personal assistant to the Chief Executive Officer of ZP Pune in the same office.
4	1	Ms. V. M. Bogam	Senior Assistant	Responsible for matters related to Class 1 and 2 officers, establishment, daily work, training, and flag fund.
5	2	Mr. J. V. Desle	Senior Assistant	Responsible for all matters related to the establishment of officers like Class 1, Class 2, and other staff (except pension and salary cases).
6	3	Mr. D. P. Munde	Junior Assistant	Handles all administrative work related to vehicle drivers, emergency response tasks, and pension cases (excluding verification of salary).
7	4	Mr. D. P. Munde	Junior Assistant	Handles work related to attendants, salary verification, and other duties.
8	5	Ms. S. M. Patrekar	Junior Assistant	Consolidates and controls data on retirement and pension cases, arranges retirement ceremonies, and manages pension-related work.

Sr. No.	Employee Number	Employee Name	Designation	Brief Description of Work
9	6	Mr. Y. B. Sable	Senior Assistant	Manages actions related to Class 1, Class 2 officers, departmental inquiries, and employee suspensions.
10	7	Mr. S. L. Shinde	Senior Assistant	Responsible for managing meetings of the Chief Executive Officer, weekly coordination, training, and communication.
11	8	Mr. A. P. Shinde	Senior Assistant	Handles informal references from other departments and ensures proper communication.
12	9	Mr. L. B. Dorge	Senior Assistant	Manages ZP and Standing Committee meetings, preparation of registers for minutes of meetings.
13	10	Mr. K. M. Bartakke	Senior Assistant	Handles salary payments for Class 3 and 4 employees, financial records, income tax, and other financial matters.
14	11	Mr. S. L. Shinde	Senior Assistant	Manages furniture, stationery, and miscellaneous expenses.
15	12	Mr. S. V. Bhapkar	Junior Assistant	Handles administrative work related to inspections and various legal matters.
16	13	Mr. K. M. Bartakke	Senior Assistant	Prepares monthly salaries for Class 1 and Class 2 officers and manages financial matters.
17	14	Mr. Y. S. Wavhal	Junior Assistant	Handles housing and financial allocations and related correspondence.

Sr. No.	Employee Number	Employee Name	Designation	Brief Description of Work
18	15	Ms. S. S. Karanjkar	Assistant Administration Officer	Manages the work of the legal department.
19	16	Mr. N. A. Pawar	Extension Officer (Sociology)	Manages annual administration reports and various Panchayat Raj works.
20	17	Mr. G. S. Urshille	Junior Assistant	Handles annual reports, accounting, and documentation for audits and financial checks.
21	18	Mr. A. B. Dhawle	Junior Assistant	Manages all Google Drive spreadsheets and various data collection tasks for the ZP.
22	19	Ms. M. V. Udavant	Junior Assistant	Handles incoming and outgoing mail for the ZP, including postal cost tracking and record-keeping.
23	20	Ms. M. V. Udavant	Junior Assistant	Handles incoming mail from various authorities, tracks and records all departmental mail.

This table covers the responsibilities and authority delegated to various employees within the Zilla Parishad's administrative structure. Let me know if you need further clarifications!

Sr. No.	Name	Designation	Tasks/Responsibilities
25	Shri G. S. Urshile	Junior Assistant	Telephone expenses at the Panchayat Samiti level, vehicle repairs, petrol payments, vehicle approvals for Panchayat Samiti, control over newspaper names and advertisements.
26	Shri M. S. S. Shedege	Lower Typist (U.S.)	Writing minutes of all meetings at Sapravi, computerizing and maintaining records.
27	Shri Y. B. Sabale	Senior Assistant	1) Work related to various committees at the Legislative Assembly Secretariat (e.g., SC/ST, Women and Child Welfare, etc.). 2) Collecting reports of complaints from staff.
28	Shri P. S. Yekhe	Senior Assistant	1) Work related to networking and maintenance of the District Council. 2) Updating the District Council website. 3) Supervision of all computer, repair, and purchases related to the General Administration Department.
29	Shri D. P. Mandhe (Shri M. S. D. Subalkar retired on 31/01/2025 due to age)	Senior Assistant	1) Management of assured progress plan benefits for Class-3 employees. 2) Work related to pension benefits for Class-3 employees. 3) Handling confidential documents and properties of Sapravi Class-3 employees.
30	Shri M. S. K. Matte	Senior Assistant	Work related to the Right to Information (RTI) Act. Handling staff-related matters and ensuring the implementation of the rules for officers, typists, drivers, etc. (total 50 employees).

Decision-making Procedures and Responsibilities at Different Levels

Sr. No.	Work Description	K.S. / W.S.	K.P.R.A./ S.L.A.	Account Head	C.E.O. / M.L.V.A.	Chairman/ President
1	Z.P. General Meeting / Special Meeting / Standing Committee Meeting	Present the proposal considering the rules, government orders, circulars, and gazette.	Examine and present their opinion after reviewing the proposal.	Review the proposal, consider the opinions of supervisors and officers, and make decisions or recommendations.	Account heads make recommendations, and C.E.O. takes the final decision based on their opinion.	Chairman takes the final decision based on the recommendations made.
2	Staff Recruitment	Based on vacant positions, social reservations, and government orders, create a recruitment advertisement and select candidates through exams and interviews.	Evaluate and present recommendations based on candidate lists.	Final approval of the selection list and recruitment process.	CEO makes final appointments.	
3	Employee Promotions	Consider vacant posts, social reservations, and employees' seniority, review confidential records, and propose promotions.	Review the proposals and provide recommendations.	Recommendations on vacancies and promotion processes.	Finalize and approve the promotions after reviewing recommendations.	
4	General Transfers	Proposals are reviewed based on government rules and circulars.	Review the transfer proposal and provide feedback.	Provide recommendations for final approval.	Final approval of transfers by the CEO based on	

Sr. No.	Work Description	K.S. / W.S.	K.P.R.A./ S.L.A.	Account Head	C.E.O. / M.L.V.A.	Chairman/ President
					recommendations.	
5	Retirement Cases	Review proposals based on rules and government decisions.	Review the proposals and provide feedback.	Final decision on retirement cases.	Final decision based on all recommendations and proposals.	
6	Group Insurance	Review proposals based on government rules and circulars.	Review and provide recommendations.	Final decision on group insurance.	CEO makes the final decision based on recommendations.	
7	Medical Claims Reimbursement	Review proposals based on rules and government decisions.	Review the claims and provide feedback.	Process the claims for final approval.	Final approval of medical claims by CEO.	
8	Salary Increment / Time-bound Promotion / Assured Progress Plan / 55-Year Review	Review employees' records, committee recommendations, and government orders.	Examine the proposed salary increases and make recommendations.	Finalize salary and promotion decisions based on the review and recommendations.	CEO finalizes salary increments and promotions based on all recommendations.	
9	Inquiries	Review the inquiry proposals based on rules and government decisions.	Review and make recommendations.	Final decision on the inquiry process.	CEO makes the final decision based on recommendations.	

This table summarizes various roles, responsibilities, and the decision-making process across different administrative levels. Let me know if you'd like further details or clarifications!

Here is the information translated into English in a table format:

4 (1) b (iv): Responsibilities and Actions Assigned

Sr. No.	Designation of Officer/Employee	Action to be Taken	Time Frame	Remarks
1	Deputy Chief Executive Officer (SAPR)	Take decisions or make recommendations as per the authority level.	4 days	-
2	Assistant Administrative Officer	Supervise proposals in accordance with government rules, orders, circulars, etc., and note personal opinions.	4 days	-
3	Junior Administrative Officer	Supervise proposals submitted by junior/senior assistants as per government rules, orders, circulars, etc., and record personal opinions.	4 days	-
4	Senior Assistant / Junior Assistant	Perform all necessary actions as per government rules, decisions, and circulars.	30 days	-

4 (1) b (v): Laws, Guidelines, Records Used for Task Execution

Sr. No.	Subject Matter	Laws, Rules, and Regulations Used
1	General Assembly / Special Assembly	Maharashtra District Council and Panchayat Samiti Act 1961 and government orders, circulars, government gazette
2	Standing Committee Meeting	-
3	Employee Recruitment	Maharashtra District Council District Service (Service Entry) Rules 1967, Maharashtra Civil Service (General Service Conditions) Rules 1981, government orders, circulars
4	Employee Promotion	-
5	Establishment-related Work	Maharashtra Civil Service Rules (Leave, Salary, Provident Fund, Retirement Benefits, Service Conditions)
6	Employee Transfers	Maharashtra Civil Service (Non-Personal Services, Post-taking Period, Suspension) Rules 1981, government orders, circulars
7	Retirement Cases	Maharashtra Civil Service (Retirement Salary) Rules 1982, Maharashtra Civil Service (General Service Conditions) Rules 1981, government orders, circulars
8	Group Insurance	Government orders, circulars
9	Medical Reimbursement Bills	Maharashtra Medical Care Rules 1961 & 1971, government orders, circulars
10	Departmental Inquiry / Non-Personal Services / Suspension, Post-taking Period	Maharashtra Civil Service (Non-Personal Services, Post-taking Period, Suspension) Rules 1981, Maharashtra District Council (Discipline & Appeals) Rules 1964, government orders, circulars

Sr. No.	Subject Matter	Laws, Rules, and Regulations Used
11	Salary	Maharashtra Civil Service (Salary) Rules 1981, Maharashtra Civil Service (General Service Conditions) Rules 1981, government orders, circulars
12	Leave	Maharashtra Civil Service (Leave) Rules 1981, Maharashtra Civil Service (General Service Conditions) Rules 1981, government orders, circulars
13	Provident Fund Withdrawals/Advance Approval	Maharashtra General Provident Fund Rules 1998, government orders, circulars
14	Budget Estimates	Maharashtra District Council & Panchayat Samiti (Budget) Rules 1961, Maharashtra District Council & Panchayat Samiti (Fund Reallocation) Rules 1971, District Council Emergency Fund Rules

4 (1) b (vi): Records and Documents Maintained by Officers and Employees

Sr. No.	Officer/Employee Name	Designation	Documents/Records Maintained
1	Mr. S. A. Gaykwad	Assistant Administrative Officer	Regulation Books, Permanent Order Files for Staffing Matters
2	Mr. B. V. Paraskar	Junior Administrative Officer	Regulation Books, Permanent Order Files for Staffing Matters
3	Ms. S. S. Shedge	Stenographer	-

Sr. No.	Officer/Employee Name	Designation	Documents/Records Maintained
4	Mr. S. M. Saudagar	Stenographer	-
5	Mr. N. A. Pawar	Extension Officer (San.)	-
6	Mr. S. K. Matte	Senior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files, Service Records of SAPR employees
7	Mr. K. M. Bartakke	Senior Assistant	Documents on salary and allowances, Permanent Order Files
8	Mr. L. B. Dorge	Senior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
9	Ms. S. M. Patrekar	Senior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files, Service Records of retired employees
10	Mr. V. A. Bogam	Senior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files, Service Records of Group 1 & 2 employees
11	Mr. S. L. Shinde	Senior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
12	Mr. J. V. Desle	Senior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
13	Mr. P. S. Yekhe	Senior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Computer Server Documents, Permanent Order Files

Sr. No.	Officer/Employee Name	Designation	Documents/Records Maintained
14	Ms. S. D. Subalkar	Senior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
15	Mr. Y. B. Sabale	Senior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
16	Mr. A. P. Shinde	Senior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
17	Mr. S. V. Bhapkar	Junior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
18	Mr. Y. S. Wavhal	Junior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
19	Mr. A. B. Dhawle	Junior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
20	Mr. E. B. Jarad	Junior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
21	Ms. M. V. Udavant	Junior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files
22	Ms. A. A. Lalpotu	Junior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files

Sr. No.	Officer/Employee Name	Designation	Documents/Records Maintained
23	Mr. S. G. Dhawle	Junior Assistant	Documents and related regulations for the topics mentioned in Section 4(1) b, Permanent Order Files

This table format captures the key information and helps understand the assigned tasks, relevant regulations, and documents involved in various administrative duties.

4 (1) b (vii)

Existing System for Consultation with People's Representatives for Policy Decisions or Implementation

Sr. No.	Nature of Work	Scope of Approval (Relevant Subject Standing Committee or District Council)	Type of Consultation
1.	Schemes implemented under various departments from district funds	Approving necessary funds for schemes, preparing the scheme, setting the criteria and conditions for the scheme, and granting administrative approval for the implementation.	Consultation with the respective departments and committees.
2.	Reallocation of provisions across various departments.	Approving the reallocation of provisions between departments.	Consultation with the respective departments and committees.

4 (1) b (viii)

Details of Committees, Boards, etc., with Two or More Members

Sr. No.	Name of the Assembly	Number of Members (Including Ex-officio)	Open to General Public	Who Has Access to the Meeting Minutes?	Are the Meeting Minutes Available to the Public?
1.	Standing Committee (8 + 6)	14	Yes, except for subject committees	District Council Secretary	Yes
2.	Water Management and Sanitation Committee (6 + 6)	12	Yes	District Council Secretary	Yes
3.	Agriculture Committee (10 + 1)	11	Yes	District Council Secretary	Yes
4.	Social Welfare Committee (11 + 1)	12	Yes	District Council Secretary	Yes
5.	Education Committee (8 + 1)	9	Yes	District Council Secretary	Yes
6.	Construction Committee (8 + 1)	9	Yes	District Council Secretary	Yes
7.	Finance Committee (8 + 1)	9	Yes	District Council Secretary	Yes
8.	Health Committee (8 + 1)	9	Yes	District Council Secretary	Yes
9.	Animal Husbandry and Dairy Committee (8 + 1)	9	Yes	District Council Secretary	Yes
10.	Women and Child Welfare Committee (8 + 1)	9	Yes	District Council Secretary	Yes

Note: According to the District Council and Panchayat Committee Act of 1961, meetings of the District Council and Panchayat Committee are open to the public, except for subject-specific committees.

4 (1) b (ix)

Names of Officers and Employees, Contact Numbers, Pay Scale, and Monthly Salary

Sr. No.	Name of the Officer	Position	Phone Number (Office)	Joining Date (District Council Pune)	Monthly Basic Salary
1.	Shri. Shrikant Kharat	Deputy Chief Executive Officer	26134806	27-09-2023	78,500
2.	Shri. S. A. Gaikwad	Assistant Administrative Officer	26134806	01-07-2023	58,500
3.	Shri. B. V. Parascar	Junior Administrative Officer	26134806	17-12-2018	46,200
4.	Shri. M. S. Shedge	Senior Clerk (Upper Grade)	26134806	01-12-2016	70,000
5.	Shri. S. M. Saudagar	Senior Clerk (Lower Grade)	26134806	01-08-2019	65,100
6.	Shri. N. A. Pawar	Extension Officer (Statistics)	26134806	01-07-2023	63,200
7.	Shri. M. S. Subalkar	Senior Assistant	26134806	01-06-2018	50,400
8.	Shri. K. M. Bartakke	Senior Assistant	26134806	01-07-2018	42,300
9.	Shri. L. B. Dorje	Senior Assistant	26134806	12-10-2021	42,300

Sr. No.	Name of the Officer	Position	Phone Number (Office)	Joining Date (District Council Pune)	Monthly Basic Salary
10.	Shri. V. R. Kamble	Senior Assistant	26134806	01-06-2018	43,600
11.	Shri. M. V. Bogam	Senior Assistant	26134806	01-07-2018	43,600
12.	Shri. S. K. Mathe	Senior Assistant	26134806	01-06-2018	33,300
13.	Shri. P. S. Yekhe	Senior Assistant	26134806	01-06-2023	33,300
14.	Shri. W. Y. Sabale	Senior Assistant	26134806	01-10-2020	41,100
15.	Shri. J. V. Desle	Senior Assistant	26134806	01-07-2023	43,600
16.	Shri. D. P. Munde	Senior Assistant	26134806	01-07-2023	37,500
17.	Shri. A. P. Shinde	Senior Assistant	26134806	27-07-2023	44,800
18.	Shri. S. L. Shinde	Senior Assistant	26134806	08-03-2024	42,300
19.	Shri. S. V. Bhapkar	Junior Assistant	26134806	09-12-2011	44,800
20.	Shri. W. Y. Wavhal	Junior Assistant	26134806	28-06-2018	33,300
21.	Shri. A. B. Dhawale	Junior Assistant	26134806	31-12-2011	43,500
22.	Shri. A. B. Jarad	Junior Assistant	26134806	11-08-2020	35,300
23.	Shri. M. V. Udavant	Junior Assistant	26134806	19-08-2020	37,500

Sr. No.	Name of the Officer	Position	Phone Number (Office)	Joining Date (District Council Pune)	Monthly Basic Salary
24.	Shri. A. A. Lalpotu	Junior Assistant	26134806	01-10-2020	38,700
25.	Shri. S. G. Dhawale	Junior Assistant	26134806	11-08-2020	43,600
26.	Shri. P. R. Kakade	Junior Assistant	26134806	19-08-2020	41,000
27.	Shri. S. M. Patrekar	Junior Assistant	26134806	28-09-2020	32,300
28.	Shri. G. S. Urshile	Junior Assistant	26134806	01-08-2023	34,300
29.	Shri. P. V. Marwade	Driver	26134806	02-07-2001	44,800
30.	Shri. N. V. Shedge	Driver	26134806	18-10-2017	32,000
31.	Shri. S. S. Temgire	Driver	26134806	01-08-2019	34,000
32.	Shri. S. A. Thite	Driver	26134806	01-09-2005	35,000
33.	Shri. M. V. Bhujbal	Driver	26134806	28-04-2022	37,200
34.	Shri. B. K. Burse	Driver	26134806	29-04-2022	46,100
35.	Shri. D. S. Ghule	Peon	26134806	18-10-2017	36,800
36.	Shri. G. Y. Naik	Peon	26134806	01-08-2019	19,100
37.	Shri. M. B. Poman	Peon	26134806	24-03-2017	36,800

Sr. No.	Name of the Officer	Position	Phone Number (Office)	Joining Date (District Council Pune)	Monthly Basic Salary
38.	Shri. S. S. Sonkambale	Peon	26134806	01-02-2022	21,000
39.	Shri. M. R. Sonavane	Peon	26134806	02-09-2020	20,300
40.	Shri. S. B. Shinde	Peon	26134806	05-09-2018	24,300
41.	Shri. S. S. Puri	Peon	26134806	22-09-2020	22,900
42.	Shri. S. S. Ubale	Peon	26134806	22-09-2020	25,000
43.	Shri. N. B. Shelare	Peon	26134806	07-09-2020	35,700
44.	Shri. S. N. Magare	Peon	26134806	18-09-2020	22,100
45.	Shri. S. S. Surve	Peon	26134806	24-03-2017	23,600
46.	Shri. K. S. Neve	Peon	26134806	01-09-2020	43,900
47.	Shri. P. N. Pungale	Peon	26134806	01-02-2024	52,400

4 (1) b (x)

Salary Scale and Other Allowances for Officers and Employees

Sr. No.	Category	Pay Scale	Other Allowances (Regular: DA, HRA, LCA)
1.	Class-1	S-23 67700-208700	DA - 50%, HRA - 27%
2.	Class-2	Irregular	Not Specified
3.	Class-3	S-14 38600-122800	Not Specified
		S-13 35400-112400	Not Specified
		S-8 25500-81100	Not Specified
		S-6 19900-63200	Not Specified
4.	Class-4	S-1 15000-47600	Not Specified

Let me know if you need further details or clarifications!

Here is the translated information from the tables you provided:

4 (1) b (xi) *Details of the amount to be spent from the District Council's own income and government funding by each department (by the end of March)*

S.No.	Department Name	Account Title	Approved Budget	Expenditure	Remarks (Expenditure Details)
1	General Administration Dept.	Z.P. Fund	1,700,000/-	976,684/-	Salaries and Fuel
		Government Fund	47,511,789/-	47,511,789/-	Employee Salary and Allowances
		20 Sub-Departments	----	----	Taxes, Stamp Fees, Direct Grants Based Expenditure

4 (1) b (xii) Details of grant-based programs along with the number of beneficiaries and available grants

S.No.	Program Name	Number of Beneficiaries	Available Grant	Maximum Grant per Beneficiary
	General (Nirank)			

4 (1) b (xiii) Details regarding Licenses and Related Permissions (Each department should provide details on licenses, concessions, etc. issued by them)

S.No.	Subject of License / Concession	Authorized Officer	License / Concession Criteria
1	General (Nirank)		

4 (1) b (xiv) Details on the format in which available information is provided (Written, Floppy, Website, Tape, Film, CD, Others)

S.No.	Type of Information	Available Format	Information Officer
1	Government Rules, Orders, Circulars	Written Format (Permanent Order File)	Concerned Government Information Officer
		Website (State Government)	

4 (1) b (xv) *Details of the facilities available for citizens and villagers to access information*

S.No.	Type of Facility	Time	Contact Person for Information	Contact Officer for Complaints
1	Information on Notice Boards	During Office Hours	--	Concerned Department Head
2	Written Documents	During Office Hours	Assistant Admin Officer / Junior Admin Officer	Concerned Department Head
3	Inquiry Section	During Office Hours	Designated Inquiry Person	Concerned Department Head
4	Written Information in Office	During Office Hours	Assistant Admin Officer / Junior Admin Officer	Concerned Department Head
5	Library	During Office Hours	Librarian	Concerned Department Head
6	In Person	3:30 PM to 5:00 PM	Mr. S.A. Gaykwad, Assistant Admin Officer	Mr. Shrikant Kharat, Deputy CEO (Z.P.)

4 (1) b (xvi) *Details of the Information Officers (Designation, Phone, Office, etc.)*

S.No.	Information Officer	Assistant Information Officer	Appellate Authority
1	Mr. S.A. Gaykwad, Section Officer	Mr. B.V. Parascar, Junior Admin Officer	Mr. Shrikant Kharat, Deputy CEO, Pune Z.P.

4 (1) b (xvii) *Right to Information Act, 2005: Key Points*

1. **Section 1(3):** Provisions of Sections 4(1), 5(1) and (2), 12, 13, 15, 16, 24, 27, and 28 are applicable from 15/6/2005.
2. Other provisions started to be implemented from 12th October 2005.

4 (1) b (xviii) Provisions under the Right to Information Act, 2005 and Actions to be taken at Z.P. Level

S.No.	Act Provision	Action to be Taken at Z.P. Level
1	Section 4(1) - Organizing Office Documents	Circular from Sa.P.Ri to organize documents and create an index
2	Section 4(b) - Publish 17 Types of Information	Each department and Panchayat Committee to publish 17 types of information in prescribed format
3	Section 5 - Declare Information Officers within 100 days	Inform all department heads and GDOs via circular. Publish names and contact details at office and on website.

Designation of Information Officers under the RTI Act, 2005

S.No.	Office Name at District and Panchayat Level	Assistant Information Officer	Information Officer	First Appellate Authority
1	General Administration Dept., Z.P., Pune	Junior Admin Officer	Assistant Admin Officer	Deputy CEO (Z.P.)
2	Gram Panchayat Dept., Z.P., Pune	Senior/Junior Assistant	Assistant GDO (for plans & technical)	Deputy CEO (Panchayat)
3	Construction South Dept., Z.P., Pune	Senior/Junior Assistant	Assistant Executive Engineer	Executive Engineer (Construction South)
4	Construction North Dept., Z.P., Pune	Senior/Junior Assistant	Junior Admin Officer	Executive Engineer (Construction North)
5	Small Irrigation Dept., Z.P., Pune	Senior/Junior Assistant	Assistant Executive Engineer	Executive Engineer (Irrigation)
6	Rural Water Supply Dept., Z.P., Pune	Senior/Junior Assistant	Assistant Executive Engineer	Executive Engineer (Water Supply)
7	Health Dept., Z.P., Pune	Junior Admin Officer	Assistant Admin Officer	District Health Officer
8	Animal Husbandry Dept., Z.P., Pune	Junior Admin Officer	Assistant Admin Officer/ Animal Development	District Animal Husbandry Officer

I hope this translation helps! Let me know if you need further details or clarification.

Pune Zilla Parishad, Pune

Designation of Assistant Information Officer, Information Officer, and Appellate Officer under the Right to Information Act, 2005

B) Taluka Level

Sr. No.	Name of the Office at the Panchayat Samiti Level	Assistant Information Officer	Information Officer	First Appellate Authority
1	Panchayat Samiti (Administration Department)	Concerned Senior Assistant / Junior Assistant	Assistant Administrative Officer	Group Development Officer
2	Gram Panchayat Department	Extension Officer (Panchayat)	Assistant Group Development Officer	Group Development Officer
3	Education Department (Primary)	Concerned Senior Assistant / Junior Assistant	Junior Administrative Officer	Block Education Officer
4	Integrated Child Development Scheme Project	Concerned Senior Assistant / Junior Assistant	Extension Officer (Statistics)	Child Development Project Officer
5	Finance Department	Senior Assistant (Accounts)	Assistant Accounts Officer	Group Development Officer
6	Agriculture Department	Concerned Agriculture Officer	Assistant Group Development Officer	Group Development Officer
7	Social Welfare Department	Extension Officer (Panchayat/Social Welfare)	Assistant Group Development Officer	Group Development Officer
8	Work Related to District Rural Development Agency	Concerned Senior Assistant / Junior Assistant	Junior Accounts Officer	Group Development Officer
9	Taluka Health Officer	Concerned Junior Assistant	Health Supervisor	Taluka Health Officer
10	Animal Husbandry Department	Concerned Livestock Supervisor	Livestock Development Officer (Extension)	Group Development Officer
11	Construction Subdivision	Concerned Senior Assistant /	Concerned Branch Engineer	Assistant Engineer

Sr. No.	Name of the Office at the Panchayat Samiti Level	Assistant Information Officer	Information Officer	First Appellate Authority
		Junior Assistant	(Construction)	(Construction)
12	Small Irrigation Subdivision	Concerned Senior Assistant / Junior Assistant	Concerned Branch Engineer (Irrigation)	Assistant Engineer (Irrigation)
13	Rural Water Supply	Concerned Senior Assistant / Junior Assistant	Concerned Branch Engineer (Rural Water Supply)	Assistant Engineer (Rural Water Supply)

C) Rural Level

Sr. No.	Name of the Office at the Rural Level under Panchayat Samiti	Assistant Information Officer	Information Officer	First Appellate Authority
1	Primary Health Center / Sub-Center	Junior Assistant	Medical Officer	Taluka Health Officer
2	Gram Panchayat	Concerned Clerk	Village Development Officer / Village Servant	Concerned Extension Officer (Panchayat)
3	Veterinary Hospital Category 1 & 2	--	Livestock Supervisor	Livestock Development Officer (Extension)
4	Anganwadi	Anganwadi Worker	Concerned Supervisor	Child Development Project Officer
5	ZP Primary School	Concerned Senior Teacher / Assistant Teacher of the School	Headmaster of the Concerned School	Block Education Officer

Pune Zilla Parishad, Pune

Designation of Assistant Information Officer, Information Officer, and Appellate Officer under the Right to Information Act, 2005

B) Taluka Level

Sr. No.	Name of the Office at the Panchayat Samiti Level	Assistant Information Officer	Information Officer	First Appellate Authority
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Sr. No.	Name of the Office at the Panchayat Samiti Level	Assistant Information Officer	Information Officer	First Appellate Authority
1	Education Department (Primary)	Concerned Senior Assistant / Junior Assistant	Headmaster (Primary School) Class-2 (Administrative, Educational, and Financial matters)	Block Education Officer
2	Data Entry Operator	Group Coordinator / Extension Officer (Education) (All aspects of the Integrated Education Campaign)	Block Education Officer	
3	Concerned Senior Assistant / Junior Assistant	Junior Administrative Officer (Establishment-related matters)	Block Education Officer	

