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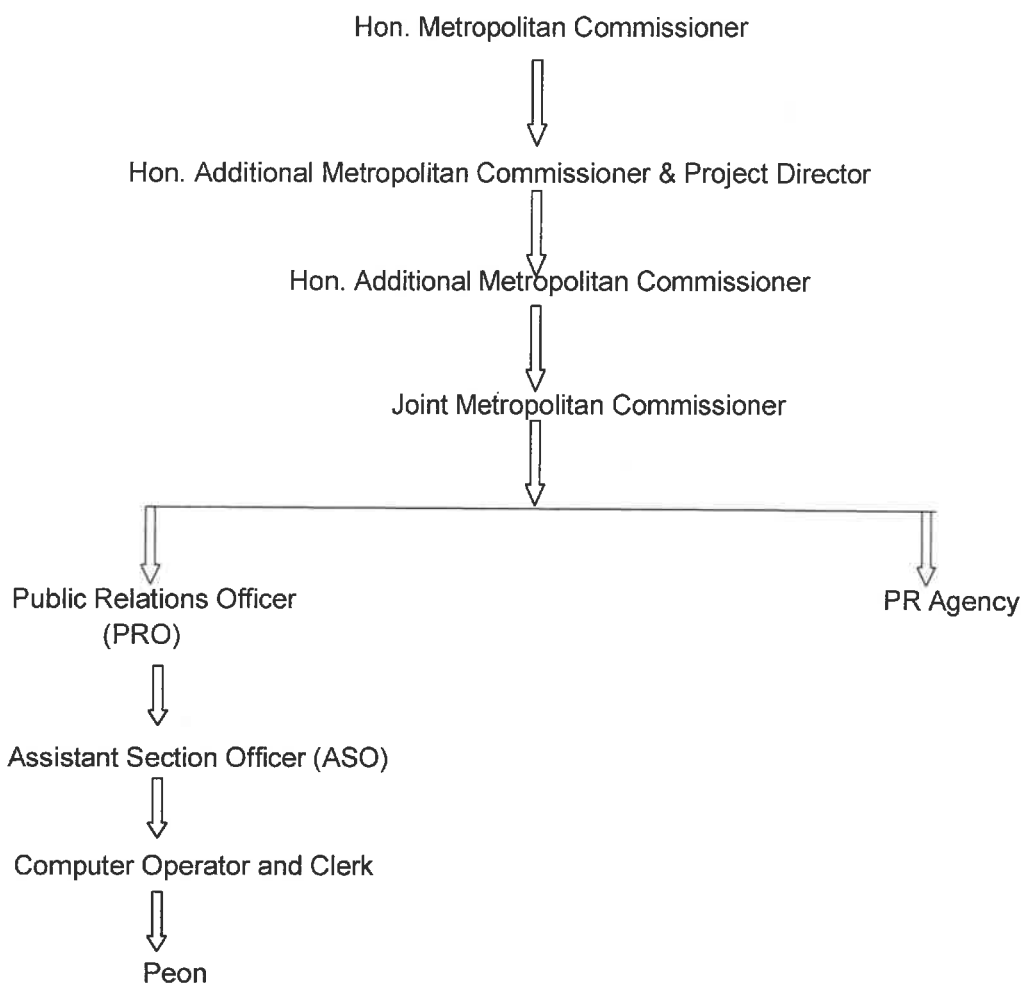
Section 4 (1) (b) (i)

**The particulars of functions & duties in Administration Division /
Public Relations Cell of MMRDA**

Name of the Office	Division/ Cell
Address1	8 th floor, MMRDA New Office Building, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051. Telephone no. :- 022 (26594153)
Head of the office	Dr. B. G. Pawar, Joint Metropolitan Commissioner
Parent Govt. Dept.	Mumbai Metropolitan Region Development Authority
Reporting to which authority (Which Mantralaya Department)	Urban Development Department, Mantralaya, Mumbai - 32.
Jurisdiction Geographical / Functional	Work Area:- Mumbai Metropolitan Region (MMR)
Mission	-
Vision	-
Objectives	Providing information of various projects of MMRDA through press releases & social media and also providing necessary information to the people approaching this office.
Scope	-
Functions	-
Details of Services provided / duties	<ul style="list-style-type: none"> - Prepare press releases and forward it to Media. - Post news/events on Social Media - Give required clarification to Media. - Release advertisements of MMRDA (Tender/Public Notice/display advertisements of inaugurations). - Prepare proposal of various organizations submitted for sponsorship, events, workshop, articles etc. - Providing information required to Public and Media. - Provide the information under RTI Act - Provide information to various Government and other Organizations in their prescribed format. - Certify bills of newspaper advertisements submitted by all the Divisions. - Invite quotation for documentary film, photography etc. - Clarifications to the Auditors for query of PR Division - Update information of various projects. - Prepare budget of PR division. - Attending officials of various newspapers, agencies, magazines and different Organizations daily visiting this office. - Preparing and pursuing bills (luncheon meetings, Sponsorships, events, newspaper advertisement, Photography, news tracking etc.) - Attending meeting and events. - Arrangement for Press conference of PR Cell
Physical Assets - Statement of lands & building	-
Organizations Structural Chart at each level- Give linkage of Jurisdiction & Address, Tel. No. & Office Timings, Weekly Holidays & Specific Service Timings	Department/Telephone no. of Department and timing:- 022-26594153 9.30 A.M. to 6.00 P.M.

	<p>Weekly Holiday and the timing for particular service:- Weekly holiday on Saturday and Sunday and the all Government holidays according to the Maharashtra Government's notification.</p>
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Appendix - 2
Organizations structural chart at each level



Appendix - 3

Section 4 (1) (b) (ii) Format 'A'

**The powers of officers & Employees in Administration Division / Public Relations Cell
of MMRDA**

(A)

Sr. No.	Designation	Powers-Financial	Under which Legislation / Rules / Orders / GRs. / Circular	Remark
	NIL	NIL	NIL	NIL

(B)

Sr. No.	Designation	Powers-Administrative	Under which Legislation / Rules / Orders / GRs. / Circular	Remark
	NIL	NIL	NIL	NIL

(C)

Sr. No.	Designation	Powers-magisterial	Under which Legislation / Rules / Orders / GRs. / Circular	Remark
	NIL	NIL	NIL	NIL

D)

Sr. No.	Designation	Powers-Quasi-Judicial	Under which Legislation / Rules / Orders / GRs. / Circular	Remark
	NIL	NIL	NIL	NIL

Appendix - 4

Section 4 (1) (b) (ii) Format B

The duties of officers & Employees in Administration Division / Public Relations Cell of MMRDA

(A)

Sr. No	Name and Designation	Financial Duties	Under which act / rules	Remark
	NIL	NIL	NIL	NIL

(B)

Sr. No	Name and Designation	Administrative Duties	Under which act / rules	Remark
1	Dr. B. G. Pawar, Joint Metropolitan Commissioner	<ul style="list-style-type: none"> - Forwarding Press Releases to Media - Monitoring content of Social Media. - Give required clarification to Media. - Finalising advertisements of MMRDA (Tender/notification/display Advertisements of Inaugurations/public notice). - Certify bills of newspaper advertisements submitted by all the divisions. - Invite quotation for documentary film, Exhibition, Photography etc. - Clarifications to the Auditors for query of PR Division - Prepare budget of PR division. - Attending officials of various newspapers, agencies, magazines and different organizations daily visiting this office - Attending meeting and events. - Organizing press Conference of PR Cell. - Participating in Exhibitions/Seminars/Functions. 		

2	Smt. Sucheta Kadam Public Relations Officer	<ul style="list-style-type: none"> - Tracking MMRDA news from various newspapers - Releasing advertisements of MMRDA (Tender/Notification/Display Advertisements of Inaugurations/Public Notice). - Co-ordinating with DGIPR for release of display advertisement. - Update the information of various projects required for publishing in magazines/newspapers. - Preparing proposal of various organizations submitted for sponsorship, events, workshop, articles etc. - Providing information under RTI Act. - Provide information to various Government and other Organizations in their prescribed format. - Verifying of newspaper advertisement bills submitted by all the divisions. - Invite tenders for Photography, Documentary Films & Exhibition etc. - Preparing expenditure statement for PR Cell. - Replying to the Audit queries. - Preparing expenditure statement for PR. - Attending officials of various newspapers, agencies, magazines and organizations daily visiting this office. - Preparing and pursuing bills (luncheon meetings, sponsorships, events, newspaper. Advertisement, photography, news tracking etc.). - Attending meeting and events. - Participating in Exhibitions / Seminars/Functions 		
3	Smt. Chetana Mali, Assistant Section Officer	<ul style="list-style-type: none"> - Works assigned by Joint Metropolitan Commissioner and Public Relations Officer, time to time. - Providing information under RTI Act. 		

4	PR Agency	<ul style="list-style-type: none">- Post contents on Social Media- Prepare Press release, articles, blog writing and clarification.- Participate in various seminars, conferences, summits etc.		
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(C)

Sr. No	Name and Designation	Magisterial Duties	Under which act / rules	Remark
	NIL	NIL	NIL	NIL

(D)

Sr. No	Name and Designation	Quasi Judicial Duties	Under which act / rules	Remark
	NIL	NIL	NIL	NIL

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Section 4 (1) (b) (iii)
Section 4 (1) (b) (ii) Format 'B'

The procedure followed in the decision making process, including channels of supervision & accountability in Administration Division / Public Relations Cell of MMRDA

Name of activity:	Providing information of various projects of MMRDA through press releases and also providing necessary information to the people approaching this office.
Related provision:	Authority Act 1974
Name of the act(s):	Mumbai Metropolitan Region Development Authority Act, 1974.
Rules:	Nil
GR:	Time to Time released Govt. Official order (Applicable to Authority)
Circulars:	Time to Time released Govt. Official order (Applicable to Authority)
Office orders:	Nil

Sr. No.	Nature of Work	Duration of work	Authority Responsible for that activity	Remark
1	<ul style="list-style-type: none"> - Prepare press releases and forward it to media. - To post news and events on Social Media - Give required clarification to Media. - Releasing advertisements of MMRDA (Tender/Notification/Display advertisements of Inaugurations/Public Notice). - Update information of various projects. - Prepare proposal of various organizations submitted for sponsorship, events, workshop, articles etc. - Providing information required to Public and Media. - Provide the information under RTI Act. - Provide information to various Government and other Organizations in their prescribed format. 	9.30 A.M. to 6.00 P.M.	MMRDA	

	<ul style="list-style-type: none"> - Invite quotation for documentary film, photography etc. - Clarifications to the auditors for query of PR Division - Prepare budget of PR division. - Attending officials of various newspapers, agencies, magazines and different organizations daily visiting this office. - Preparing and pursuing bills (luncheon meetings, sponsorships, events, newspapers advertisement, photography etc.). - Attending meeting, events and Press Conference. - Arrangement for Press Conference of PR Cell. - Participating in Exhibitions/Seminars/Functions. 			
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Section 4 (1) (b) (iv) format - (A)

Norms set for discharge of its functions in Administration Division / Public Relations Cell
of MMRDA

ORGANIZATION TARGETS (Annual) -

Sr. No.	Function / Activity	Units to be covered	Financial Targets in Rs.	Remark
	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL

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Section 4 (1) (b) (v) format - (A)

The Rules / Regulation related with functions of
Administration Division / Public Relations Cell

Sr. No.	Subject as indicated in the notification	Rule No./ GR.No./EC, Authority Resolution & its year	Remark if any
	NIL	NIL	NIL
	NIL	NIL	NIL
	NIL	NIL	NIL

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Section 4 (1) (a) (vi)

List of documents available in Administration Division / Public Relations Cell of MMRDA

Name of Division/Cell: Administration Division/Public Relations Cell.

Subject of Document:

Sr. No.	Type of document	Subject/ topic	Person in Charge / designation	Location of the person if not situated in the above mentioned office
1	Inward / Outward		Clerk Typist	Administration Division/ Public Relations Cell
2	Advertisement Register		Public Relations Officer Assistant Section Officer	Administration Division/ Public Relations Cell
3	Files of information related to Authority provided to various organisations		Joint Metropolitan Commissioner, Public Relations Officer and Assistant Section Officer	Administration Division/ Public Relations Cell
4	Files of proposals received by various publications and organisations		Joint Metropolitan Commissioner, Public Relations Officer and Assistant Section Officer	Administration Division/ Public Relations Cell
5	Files for bills of Advertisement Photographers, newspapers and soft copy of photographs and videos by PR Cell		Public Relations Officer and Assistant Section Officer	Administration Division/ Public Relations Cell

Section 4 (1) (a) (vi)

**Statement of categories of documents held in
Administration Division / Public Relations Cell of MMRDA**

Sr. No.	Subject	Type of document file / Muster / Register / Voucher etc.	Particulars of Heading / type in the document	Periodicity of reservation
1	Official Files	files		A Group - Documents to secure forever B Group - Documents to secure for 25 years C Group - Documents to secure for 5 years D Group - Documents to secure for only 1 year and then destroy
2	Register	Inward-Outward		A Group - Documents to secure forever
3	Official Files	Files of advertisements of inaugurations which has been published by PR Cell		C Group - Documents to secure for 5 years
4	Official Files	Files of inviting tenders / quotation for photography / video, Exhibitions etc.		C Group - Documents to secure for 5 years
5	Official Files	Files of information which has been provided to various organisations.		C Group - Documents to secure for 5 years
6	Official Files	Files of proposals submitted by various newspapers to PR Cell		Documents to secure for 10 years
7	Official Files	Files of photography and newspapers clippings		Documents to secure for 10 years

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Section 4 (1) (b) (vii)

Particular of any arrangement that exist for consultation with the members of public in relation to the formulation of policy & implementation in Administration Division / Public Relations Cell of MMRDA

Sr. No.	Consultation for	Details of the mechanism	Under which act / rules / circular	Periodicity
	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL

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Section 4 (1) (b) (viii) Format A

List of committees to be published under Administration Division / Public Relations Cell
of MMRDA

Sr. No.	Name of the committee / Board/ Bodies/ Councils	Composition of committee / Board/ Bodies/ Councils	Purpose of the committee/ Board/ Bodies/ Councils	Frequency of meetings	Weather open to public or not	Minutes available in the office of
	NIL	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL	NIL

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Section 4 (1) (b) (ix)

**Directory of the officers & employees & their monthly remuneration in Administration
Division / Public Relations Cell of MMRDA**

Sr. No.	Designation	Name of the officer / Employee	Cadre	Dt. Of joining the post	Contact details Phone / Fax / Email	Gross Salary (Rs.)
1	Public Relations Officer	Smt. Sucheta Kadam	One	December, 1998	022-26594153	85,598/-
2	Assistant Section Officer	Smt. Chetana Mali	Three	May 2016	022-26597711	64,018/-

Section 4 (1) (b) (x)

**Details of remuneration of officers and employees in
Administration Division / Public Relations Cell of MMRDA**

Sr. No.	Cadre & Class	Pay Scale	Admissible allowances in Rs.		
			Regular (Included in the salary) like DA	Occasional (Like TA Bill)	Special like (Project allowance, training allowance, any others)
1	One	S-20	To work time to time, as per Government Resolution.		
2	Two	S-14	To work time to time, as per Government Resolution		

Section 4 (1) (b) (xi)

**Details of allocation of budget and disbursement made in
Administration Division / Public Relations Cell of MMRDA for the year 2019-2020**

Sr. No.	Budget head description	Grants received	Planned use (give details area wise and work wise in a separate form)	If more grants excepted then in Rs.	Remarks
	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL

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Section 4 (1) (b) (xii) Format - A

Process of disbursement of Grant/subsidy programme in Administration Division/Public Relations Cell of MMRDA

- Name of the programme - NIL
- Eligibility of Beneficiary - NIL
- Pre-requisites for the benefit - NIL
- Procedure to avail the benefits of the programme - NIL
- Criteria for deciding eligibility - NIL
- Detail of the benefits given in the programme (also mention the amount of subsidy/grant or other help given) - NIL
- Procedure for the distribution of the subsidy/grant. - NIL
- Where to apply or whom to contact in the office for applying - NIL
- Application Fee (where applicable) - NIL
- Other fees (where applicable) - NIL
- Application format (where applicable. If the application made on plain paper please mention it along with what the applicant should mention in the application) - NIL
- List of Annexure (Certificates / documents) - NIL
- Format of annexure - NIL
- Where to contact in case of process related complaints - NIL
- Details of the available fund (at various levels like district level, Block level etc) - NIL
- List of beneficiaries in the format given below - NIL

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Section 4 (1) (b) (xii) Format - B

Details of beneficiaries of subsidy/grant in Public Relations Division of MMRDA

Name of Division/Cell - Administration Division/Public Relations Cell

Name of the scheme / programme

Sr. No.	Beneficiary of name and address	Amount of subsidy / concession	Criteria of selection	Remarks
	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL

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Section 4 (1) (b) (xiii)

Particulars of recipients of concession permit or authorization granted
In Administration Division / Public Relations Cell of MMRDA

Type of License / permission / concession

Sr. No.	Name of the licensee	Nature	Issued on	Valid up to	General Conditions	Details of the license
	NIL	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL	NIL

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Section 4 (1) (b) (xiv)

Details of information available in electronic form
in Administration Division / Public Relations Cell of MMRDA

Sr. No.	Type of document	Subject/ Topic	In which electronic format it is kept	Mode of retrieval	Person in charge
	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL

Section 4 (1) (b) (xv)

**Particulars of facilities available for citizen to obtaining information
in Administration Division / Public Relations Cell of MMRDA**

Types of facilities:-

- Information about visiting hours.
- Information about interactive website.
- Information about call center.
- Information about facilities for inspection of record.
- Information about facilities for inspection of works.
- Information about facilities for providing samples.
- Information about notice boards.
- Information about library.

Sr. No.	Type of facility	Timings	Procedure	Location	Person in charge	Grievance redress
	NIL	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL	NIL

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Section 4 (1) (b) (xvi)

Details of Public Information Officers / APIOs / Appellate authority in
Administration Division / Public Relations Cell of MMRDA(A)
PIOs

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. no.	E-mail id for purpose of RTI	Appellate Authority
1	Smt. Chetana Mali	Assistant Section Officer	Administration Division/PR Cell	8 th floor, New MMRDA Office building, BKC, Bandra (E), Mumbai - 51. Telephone no. - 022 (26597711)	pr@ mailmmrda. maharashtra.gov.in	Public Relations Officer

(B)
APIOs

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph.no.	E-mail id for purpose of RTI	Appellate Authority
	NIL	NIL	NIL	NIL	NIL	NIL

(C)
Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	Address / Ph.no.	E-mail id for purpose of RTI	PIO reporting
1	Smt. Sucheta Kadam	Public Relations Officer	Administration Division/PR Cell	8 th floor, New MMRDA Office building, BKC, Bandra (E), Mumbai - 51. Telephone no. - 022 (26594153)	pr@ mailmmrda. maharashtra.gov.in	Assistant Section Officer

Section 4 (1) (b) (xvii)

Administration Division / Public Relations Cell in MMRDA
