

आपले अधिकारी व कर्मचारी यांचे अधिकार व कर्तव्ये

SECTION 4 (1) (b) (ii)

The powers & duties of its officers and employees

Sr. No.	Designation	Powers	Under which legislation / rules / orders / GRs / Circulars	Remarks
1	General Body	<ul style="list-style-type: none"> • Taking policy decisions in all the matters • Giving Administrative approval to the project costing more than Rs. 5 lakhs • Planning Authority under provisions of MR & TP Act 1966 • Appointing Authority for certain posts • Acquiring authority • Sanctioned of Annual Budget • Discharging powers as per BPMC Act 1949 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 • The Maharashtra Regional and Town Planning Act 1966 	Nil
2	Standing Committee	<ul style="list-style-type: none"> • Decision regarding financial matters • Sanctioned to execute the tendered work costing more than Rs.10 lakhs • Preparing the Annual Budget • Discharging powers as per BPMC Act 1949 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 • The Maharashtra Regional and Town Planning Act 1966 	Nil
3	Ward Committee a) Nashik(E) b) Nashik(W) c) Panchavati d) Nashik Road e) New Nashik f) Satpur	<ul style="list-style-type: none"> • Taking policy decisions in all the matters in pertaining to the respective Division under its jurisdiction. • Giving Administrative approval to the project costing upto Rs. 5 lakhs • Discharging powers as per BPMC Act 1949 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	Nil
4	Women & Child Welfare Committee	<ul style="list-style-type: none"> • Taking policy decisions in all the matters in pertaining to the Welfare of Women & Children under its jurisdiction. • Giving Administrative approval to the projects of Women & Child Welfare • Discharging powers as per BPMC Act 1949 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	Nil
5	Commissioner	<ul style="list-style-type: none"> • Executive Head of Administration • Planning Authority in certain cases • Administrative Sanctioned for the works upto Rs.2 Lakhs • Financial approval for the tender work upto Rs.25 lakhs • Ex-Officio Chairman of Tree Authority • Discharging powers as per BPMC Act 1949 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 • The Maharashtra Regional and Town Planning Act 1966 	Nil
6	Deputy Commissioner (Adm.)	<ul style="list-style-type: none"> • Head of the Establishment, Secondary Education, Fire, Record keeping, UBSP, PRO, Sports, Labour welfare, Backward Cell, and Security Department • Financial power to sanctioned quotation upto Rs. 50,000 • Yearly Financial Power up to 5 lakhs • As per the power delegated by the Commissioner from time to time 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 • The Maharashtra Regional and Town Planning Act 1966 	Nil
7	Deputy Commissioner	<ul style="list-style-type: none"> • Head of the Octroi, Property Tax, Water Tax, and other Miscellaneous 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal 	Nil

NASHIK MUNICIPAL CORPORATION
PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

Sr. No.	Designation	Powers	Under which legislation / rules / orders / GRs / Circulars	Remarks
	(Tax.)	<p>Taxes, Stores Department</p> <ul style="list-style-type: none"> Financial power to sanctioned quotation upto Rs. 50000 Yearly Financial Power up to 5 lakhs As per the power delegated by the Commissioner from time to time 	<p>Corporation Act 1949</p> <ul style="list-style-type: none"> The Maharashtra Regional and Town Planning Act 1966 	
8	Deputy Commissioner (Ench.)	<ul style="list-style-type: none"> Head of the Encroachment Removal Unit, Slum and Rehabilitation Department Financial power to sanctioned quotation upto Rs. 50000 Yearly Financial Power up to 5 lakhs As per the power delegated by the Commissioner from time to time 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 The Maharashtra Regional and Town Planning Act 1966 	Nil
9	City Engineer	<ul style="list-style-type: none"> Head of the Public Works Department, Electrical & Street Lighting, Garden Department Financial power to sanctioned quotation upto Rs. 50000 Yearly Financial Power up to 40 lakhs As per the power delegated by the Commissioner from time to time 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 The Maharashtra Regional and Town Planning Act 1966 	Nil
10	Superintending Engineer	<ul style="list-style-type: none"> Head of the Water Supply, Sewerage, Town Planning, Storm Water Department. Financial power to sanctioned quotation upto Rs. 50000 Yearly Financial Power up to 40 lakhs As per the power delegated by the Commissioner from time to time 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 The Maharashtra Regional and Town Planning Act 1966 	Nil
11	Chief Accounts Officer	<ul style="list-style-type: none"> Head of the Accounts Department All works related to Municipal Finance and payments Financial power to sanctioned quotation upto Rs. 50000 Yearly Financial Power up to 2 lakhs As per the power delegated by the Commissioner from time to time 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil
12	Chief Auditor	<ul style="list-style-type: none"> Head of the Audit Department Looking after the internal Audit of all matters of N.M.C. Financial power to sanctioned quotation upto Rs. 50000 Yearly Financial Power up to 2 lakhs Answerable to Standing Committee and General Body 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil
13	Medical Officer of Health (MOH)	<ul style="list-style-type: none"> Head of the Health Department Looking after Solid waste management, scavenging, Food Adulteration, monitoring health services in Nashik, Paste Control, Pollution control, Bio-Medical Waste, Licensing to various activities related to health Financial power to sanctioned 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil

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		quotation upto Rs. 50000 • Yearly Financial Power up to 5 lakhs • As per the power delegated by the Commissioner from time to time		
14	Medical Superintendent	• Head of the Health Services • Looking after Hospitals, maternity homes, dispensaries, vaccination centers, mobile hospitals, health camps and government schemes and plans related to public health. • Financial power to sanctioned quotation upto Rs. 50000 • Yearly Financial Power up to 5 lakhs • As per the power delegated by the Commissioner from time to time	• The Bombay Provincial Municipal Corporation Act 1949	Nil
15	Municipal Secretary	• Ex-Officio Secretary to the working of General Body, Standing Committee, Other committees appointed by General Body. • Looking after the work of preparing proceedings of various meetings, keeping record of proceedings, • Financial power to sanctioned quotation upto Rs. 25000 • Yearly Financial Power up to 1 lakh • Answerable to Standing Committee and General Body	• The Bombay Provincial Municipal Corporation Act 1949	Nil
16	Assistant Director of Town Planning	• Looking after the implementation of Development Plan and Town Planning Schemes, approval to Layout & Sub-Division of lands. • Financial power to sanctioned quotation upto Rs. 30000 • Yearly Financial Power up to 2 lakhs • As per the power delegated by the Commissioner from time to time	• The Bombay Provincial Municipal Corporation Act 1949 • The Maharashtra Regional and Town Planning Act 1966	Nil
17	Executive Engineer (Town Planning)	• Looking after Building permissions, Building completion / occupancy Certificates, various NOCs pertaining to use of land, Guntewari Development, • Financial power to sanctioned quotation upto Rs. 50000 • Yearly Financial Power up to 5 lakhs • As per the power delegated by the Commissioner from time to time	• The Bombay Provincial Municipal Corporation Act 1949 • The Maharashtra Regional and Town Planning Act 1966	Nil
18	Executive Engineer (Mechanical)	• Looking after Pumping Stations, Treatment Plants, Motor Vehicle Depo Manure Plant, • Financial power to sanctioned quotation upto Rs. 50000 • Yearly Financial Power up to 5 lakhs • As per the power delegated by the Commissioner from time to time	• The Bombay Provincial Municipal Corporation Act 1949	Nil
19	Executive Engineer (Electrical)	• Looking after Street Lights, Generator sets, Air Conditioning, building lighting, telephones & mobiles and electricity related works.	• The Bombay Provincial Municipal Corporation Act 1949	Nil

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		<ul style="list-style-type: none"> Liasoning with electric supply companies, Telephone department Financial power to sanctioned quotation upto Rs. 50000 Yearly Financial Power up to 5 lakhs As per the power delegated by the Commissioner from time to time 		
20	Executive Engineer (Civil) <ul style="list-style-type: none"> Water Supply Distribution Sewerage PWD Planning Computerization 	<ul style="list-style-type: none"> Looking after Civil Engineering Projects and execution of works as may be directed by the Superior Authorities from time to time. Executive Engineer Planning is looking after the work of Computerization of NMC. Financial power to sanctioned quotation upto Rs. 50000 Yearly Financial Power up to 5 lakhs As per the power delegated by the Commissioner from time to time 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil
21	Garden Superintendent	<ul style="list-style-type: none"> Looking after the execution of gardens, recreational places, Nurseries and plantation. Ex-Officio Secretary of Tree Authority Financial power to sanctioned quotation upto Rs. 25000 Yearly Financial Power up to 3 lakhs As per the power delegated by the Commissioner from time to time 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil
22	Divisional Officer a) Nashik(E) b) Nashik(W) c) Panchavati d) Nashik Road e) New Nashik f) Satpur	<ul style="list-style-type: none"> Looking after the day to day work of tax collection, street cleaning, encroachment removal, overall administrative control over the staff in their respective area of jurisdiction . Financial power to sanctioned quotation upto Rs. 50000 Yearly Financial Power up to 15 lakhs As per the power delegated by the Commissioner from time to time 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil
23	Public Relation Officer	<ul style="list-style-type: none"> Looking after the work of public relation, publication of various notifications and advertisement of NMC in print and electronic media. Arranging various public functions and protocol As per the power delegated by the Commissioner from time to time 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil
26	Resident Medical Officer	<ul style="list-style-type: none"> Incharge of the concern hospital and responsible for overall working and monitoring of the concern hospital Looking after day to day working of hospitals / dispensary maternity home etc. and giving medical aid to patient as directed by Medical Superintendent 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil
27	Medical Officer	<ul style="list-style-type: none"> Looking after day to day working of hospitals / dispensary maternity home etc. and giving medical aid to patient as directed by Medical 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil

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		Superintendent or RMO		
28	Para Medical Staff Like <ul style="list-style-type: none"> • Metron • Sister • Nurse • Ward boy • Compounder etc 	<ul style="list-style-type: none"> • Looking after day to day working of hospitals / dispensary maternity home etc. and giving medical aid to patient as directed by the Medical Officer 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	
29	Deputy Engineer	<ul style="list-style-type: none"> • Looking after day to day work of supervision on the works pertaining to the concern department and division as directed by the Superior Officers. 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	Nil
30	Assistant /Junior Engineer	<ul style="list-style-type: none"> • Looking after day to day work of supervision on the works pertaining to the concern department and division as directed by the Superior Officers. 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	Nil
31	Sub-oversear / sub Junior Engineer	<ul style="list-style-type: none"> • Looking after day to day work of supervision on the works pertaining to the concern department and division as directed by the Superior Officers. 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	Nil
32	Office Superintendent /Assistant Superintendent	<ul style="list-style-type: none"> • Looking after day to day work of supervision of the Administration pertaining to the concern department and division as directed by the Superior Officers. 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	Nil
33	Senior Clerk	<ul style="list-style-type: none"> • Preparing the note sheet for onward submission to higher authorities. • Monitoring on Pay Bills, Ledgers and day to day office working • Looking after day to day work pertaining to the concern department and division as directed by the Superior Officers. 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	Nil
34	Junior Clerk	<ul style="list-style-type: none"> • Preparing the note sheet for onward submission to higher authorities. • Preparation of Pay Bills, Ledgers and day to day office working and Typing and clerical works • Looking after day to day work pertaining to the concern department and division as directed by the Superior Officers. 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	Nil
35	Mistary / Mukkadam	<ul style="list-style-type: none"> • On site supervision of the work under execution as per the directions given by the concern Dy.Engineer / Jr. Engineer. 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	Nil
36	Naik	<ul style="list-style-type: none"> • Supervision and Monitoring on the class IV staff under him. 	<ul style="list-style-type: none"> • The Bombay Provincial Municipal Corporation Act 1949 	Nil

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37	Daptari / Record keeper	<ul style="list-style-type: none"> Looking After the record keeping aspect of the concern department as per the direction of Superiors 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil
38	Peon	<ul style="list-style-type: none"> Cleaning of office, and other work as directed by the superior 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil
39	Sweeper	<ul style="list-style-type: none"> Cleaning of streets, public toilets, and public places as directed by superiors 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil
40	Bigari / Kamathi / all Other Class-IV Staff.	<ul style="list-style-type: none"> On site working on various works as directed by their superiors. 	<ul style="list-style-type: none"> The Bombay Provincial Municipal Corporation Act 1949 	Nil