

**Guidelines for Fulfilment of Responsibilities for the Office of Assistant
Account Officer / Zone -1 / Mumbai Building Repair & Reconstruction Board**

Sr. No.	Employee Name & Designation	Nature of Work
1	Smt. Archana Chelani, Assistant Account Officer / Zone -1 MBR&RB	<ol style="list-style-type: none"> 1) Doing work related to Establishment of Employees of wards like C-1, C-2, C-3 & A Ward pertaining to Zone -1 /MBR&RB. 2) Checking Bills towards Electricity, property etc. for C-1, C-2, C-3 & A ward pertaining to Zone 1 / MBRRB. 3) Preparing & Checking running bills of Contractors & sending them for payment. 4) Compliance of RAO remarks pertaining to Zone 1 / MBR&RB. Also gathering information from concerned wards towards RAO remarks & Comply the same and send it to RAO. 5) Preparing any information required by CAO / MBR&RB's Office in prescribed format . 6) Providing details about expenditure on particular Building when asked by concerned Executive Engineer of C-1, C-2, C-3 & A ward. 7) Providing Information as Appellate Officer under RTI Act 2005 for C-1, C-2, C-3 & A ward and reply for the same within prescribed time limit.
2	Smt. Nimisha N. Raul Divisional Accountant / Zone-1 /MBR&RB.	<ol style="list-style-type: none"> 1) Checking Bills for Repair, CR, SR, PD, Architect Bills & Electric for C-1 & C-2 Wards.

		<ol style="list-style-type: none"> 2) Providing Information as Public Information Officer under RTI Act 2005 for C-1 & C-2 Ward and Reply for the same within prescribed time limit. 3) Doing work related to Establishment for of C-1, C-2, C-3 & A Ward pertaining to DyCE/Z-1/MBR&RB. 4) Checking information for Compliance of RAO remarks for of C-1 & C-2 Ward. 5) Releasing Security Deposit of Agencies of C-1 & C-2 Ward. 6) Checking Agreement, Bid Appraisal, D.T.P. for C-1 & C-1 Ward. 7) Any other work assigned by seniors.
3	Smt. Sachi Tawde Divisional Accountant Zone-1 /MBR&RB.	<ol style="list-style-type: none"> 1) Checking Bills for Repair, CR, SR, PD Architect Bills & Electric for C-3 & A Wards. 2) Providing Information as Public Information Officer under RTI Act 2005 for C-3 & A Ward and Reply for the same within prescribed time limit. 3) Checking Advertisement Bills for Zone - 1/MBR&RB. 4) Checking Contingency Bills Like Water, Electricity, Property, Vehicles, Telephone, etc. for payment purpose. 5) Checking information for Compliance of RAO remarks for of C-3 & A Ward. 6) Releasing Security Deposit of Agencies of C-3 & A Ward. 7) Checking Agreement, Bid Appraisal,

		<p>D.T.P. for C-3 & A Ward.</p> <p>8) Any other work assigned by seniors.</p>
4	<p>Shri. P.S. Gawali Assistant / Zone-1 /MBR&RB.</p>	<ol style="list-style-type: none"> 1) Checking & Complying remarks if any related to unforeseen office expenditure & preparing Bills for the payment. 2) Maintaining Files & Reports related to RTI, Government Resolutions, Circulars, Authority orders, etc. 3) Preparing Bills for Legal Charges, Electricity, Property, Petrol & Other miscellaneous items. 4) Sending pendency Report related to RTI Report of every month to the Administrative Officer / MBR&RB 5) Keeping All Records and Files carefully. 6) Any other work assigned by seniors. <p><u>Additional Charge -</u></p> <p>Matter related to Establishment like maintaining Service Books of Employees, keeping record of leaves , monthly present report of office submit to AO/RR, preparing bills for pension, Gratuity, Medical Bills & CPF.</p>
5	<p>Shri. Santosh Motiram Pedamkar Assistant / Zone-1 /MBR&RB</p>	<ol style="list-style-type: none"> 1) Preparing Architect Bills of C-1, C-2, C-3 & A Ward. 2) Any other work assigned by seniors.
6	<p>Shri. Vivek Channe</p>	<ol style="list-style-type: none"> 1) Preparing Bills related to Structural

	Senior Clerk / Zone-1 /MBR&RB	<p>Repair, CR, SR, PD, Electric for C-1 & C-3 Ward.</p> <p>2) Collecting & Preparing information related to RTI and RTI Appeal for C-1 & C-3 Ward.</p> <p>3) Maintaining Files & Records related to C-1 & C-3 Wards.</p> <p>4) Collecting & returning Security Deposit (S.D., P.S.D., M.D.) & FDR of C-1 & C-3 Wards.</p> <p>5) Preparing RA Bills for Agencies, Preparing Bills for releasing of Security Deposit & Miscellaneous Deposit of C-1 & C-3 Wards.</p> <p>6) Collecting details of Building repair expenditure and preparing expenditure letters for it related to C-1 & C-3 Wards.</p> <p>7) Preparing Agreement, D.T.P., Bid Appraisal etc. related to C-1 & C-3 Wards.</p> <p>8) Any other work assigned by seniors.</p>
7	Smt. Jaya Rathod Senior Clerk / Zone-1 /MBR&RB	<p>1) Preparing Bills related to Structural Repair, CR, SR, PD, Electric for C-2 & A Ward.</p> <p>2) Collecting & Preparing information related to RTI and RTI Appeal for C-2 & A Ward.</p> <p>3) Maintaining Files & Records related to C-2 & A Ward.</p> <p>4) Collecting & returning Security Deposit (S.D., P.S.D., M.D.) & FDR of C-2 & A Wards.</p> <p>5) Preparing RA Bills of Agencies, Preparing Bills for releasing of Security Deposit & Miscellaneous Deposit of C-2 & A Wards.</p>

		6) Collecting details of Building repair expenditure and preparing expenditure letters for it related to C-2 & A Wards. 7) Preparing Agreement, D.T.P., Bid Appraisal etc. related to C-2 & A Wards. 8) Any other work assigned by seniors.
8	Shri. Chandrakant Ubhe Senior Clerk / Zone-1 /MBR&RB	On Election Duty since 22/11/2021.
9	Kum. Trupti Balaji Mahake Junior Clerk Cum Typist	Pertaining work related to inward – outward, Typing, & any other work assigned by seniors of AAO/Z-1/RR.
10	Shri. Pravin Patil Junior Clerk Cum Typist	Pertaining work related to inward – outward, Typing, & any other work assigned by seniors of AAO/Z-1/RR.
11	Shri. A.S. Avarappa Naik / Zone-1 /MBR&RB	1) Distributing Tapal of Zone-1/MBR&RB 2) Going to concerned for payment of various bills of Zone-1. 3) Any other work assigned by seniors.

Assistant Account Officer/Z-1
Mumbai Building Repair & Reconstruction Board