

Section 2 (H)

Format A

Department wise list of Public Authorities under Section 2(h) RTI ACT 2005

Name of the Dept. – Data Centre,

City & industrial Development Corporation of Maharashtra Limited,
CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Under Section 2(h) a/b/c/d

Sr. No.	Category	Description of the Authority	Location/Address
1	City & industrial Development Corporation of Maharashtra Ltd. (CIDCO Ltd)	Vice Chairman & Managing Director.	City & industrial Development Corporation of Maharashtra Limited, CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Section 2 (H)

Format B

List of public Authorities substantially financed by Govt.

Name of the Dept. – Data Centre,

City & industrial Development Corporation of Maharashtra Limited,
CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Under Section 2(h) (i) (ii)

Sr. No.	Category	Description of the Authority	Location/Address
1	City & industrial Development Corporation of Maharashtra Ltd. (CIDCO Ltd.)	Vice Chairman & Managing Director	City & industrial Development Corporation of Maharashtra Limited, CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Section 4(1) (b) (i)

The particulars of functions & duties of the Public Authority:-

Name of the Public Authority:-	System Manager.
Address –	CIDCO Ltd., CIDCO Bhavan, 1 st floor, Data Centre, CBD-Belapur, Navi Mumbai 400614
Head of the Office –	Shyla Andrews, System Manager (I/C)
Parent Govt. Dept. –	CIDCO Ltd.
Reporting to which office –	Joint-Managing Director
Jurisdiction –	Navi Mumbai.
Geographical –	Nil
* Mission –	Nil
* Vision –	IT-System Services
Objectives –	To provide IT Service Development/ Implementation to IT system for users of the Corporation.
Functions –	<ol style="list-style-type: none">1) Purchase of computer hardware, peripherals, package software and other IT related office equipment.2) Power to incur expenditure on computer consultancy work.3) Purchase of computer consumables4) Arranging of IT training for the Corporation.5) Power to incur expenditure on scanning/digitization, software development, data capture, data entry, computerized printing, plotting etc.6) Finalization of rate and award of maintenance contract of computer and its related items including renewal of contract.7) Power to incur expenditure on repairs and maintenance and purchase of spare parts for computer hardware, power supply equipments and other related items of computer installation.8) Power to hire computer and related items in case of urgency.9) Power to insure computer and other related items of computer installation.10) Power to sale and disposal of unserviceable or scrap materials, equipment and stationery etc. on calling quotations.

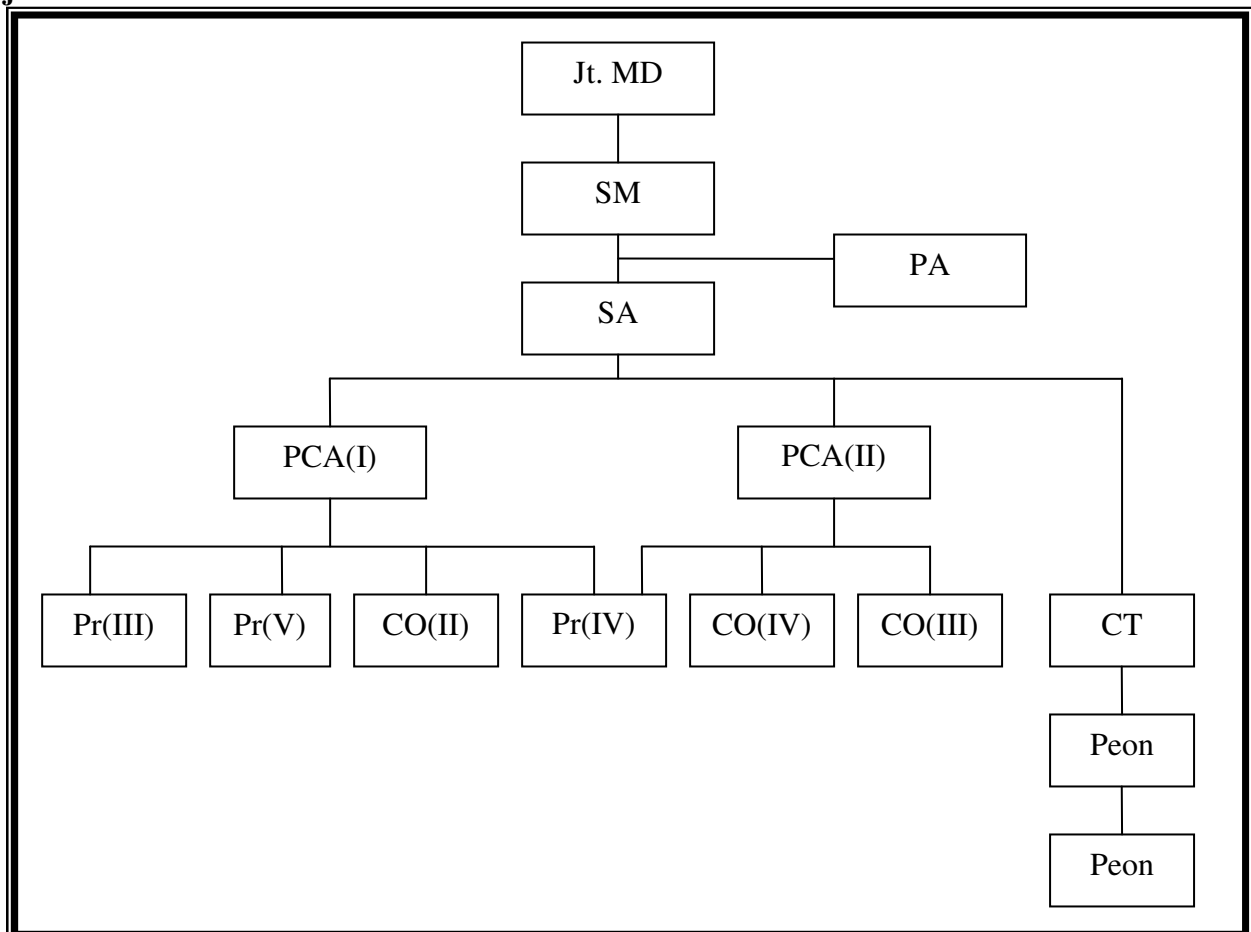
Details of Services provided (In Brief)

All services related with above job including training:-

- 1) To sponsor Head of Department for computer Training, Seminars, Conference etc. in India.
- 2) To sponsor employees below the rank of Head of Department for computer Training, Seminars, Conference etc. in India.
- 3) To organize computer training program for officers/staff of the Corporation and to incur expenditure for official purpose for computer related training, presentation, discussion, seminars etc.

Physical Assets – (Inventory of computer Desktops/Servers/Printers/UPS):-

Organization's structural Chart (Orgonogram) at each level-Give linkage of jurisdiction and Address:-



Pr(I)-Working under Lands Department, Pr(II)- Working under Estate Department.

CO(I)- Working for Vasai Virar office.

Tel Nos. & Office Timings:- 022-67918624/25/31 Morning 09.30 upto Evening 05.30

Weekly holidays & specific Service Timings :- Weekly Holidays- Saturday, Sunday and Public Holiday.

* Note – May be relevant to all the administrative departments at Mantralaya level.

* Mission as fixed by parent Govt. Dept.

* Vision as fixed by parent Govt. Dept.

Section 4(1) (b) (ii)

Format A

The powers of officers & employees in the office of Data Centre

A

Sr. No.	Designation	Powers-Financial	Under which legislation/rule s/orders/GRs.	Remarks
1	SM	1) Purchase of S/W, H/W peripherals, Power supply, Computer consumables & Settlement of Bills for the same 2) Software development/ Data Capturing/ Scanning/digitization, finalization of rate contract for maintenance of IT Assets and repair, maintenance of all IT-Assets. 3) Sponsoring computer training.	VC & MD / As per CIDCO's norms & rules & order	

B

Sr. No.	Designation	Powers-Administrative	Under which legislation/rule s/orders/GRs.	Remarks
1	SM	1) Purchase of S/W, H/W peripherals, Power supply, Computer consumables & Settlement of Bills for the same 2) Software development/ Data Capturing/ Scanning/digitization, finalization of rate contract for maintenance of IT Assets and repair, maintenance of all IT-Assets. 3) Sponsoring computer training	VC & MD / As per CIDCO's norms & rules & order	

2	SA	<ol style="list-style-type: none"> 1) Purchase of computer consumables and processing bills for the same. 2) Scanning/digitization, software development, data capture, data entry, computerized printing, plotting etc. 3) Repairs and maintenance and purchase of spare parts for computer hardware, power supply equipments and other related items of computer installation 4) Putting up new proposal for different IT System for the users of the Corporation. 	VC & MD / As per CIDCO's norms & rules & order	
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C

Sr.No.	Designation	Powers-Magisterial	Under which legislation/rules/orders/GRs.	Remarks
-----NIL-----				

D

Sr.No.	Designation	Powers-Quasi judicial	Under which legislation/rules/orders/GRs.	Remarks
-----NIL-----				

E

Sr.No.	Designation	Powers-Judicial	Under which legislation/rules/orders/GRs.	Remarks
-----NIL-----				

Note: The officers and employees of every Public Authority may not have at the above powers delegated to them. Only a few Public Authorities have the powers i.e. judicial, quasi-judicial and magisterial powers.

Section 4(1) (b) (ii)**Format B****The duties of officers & employees in the office of DATA Centre Department****A**

Sr. No.	Designation	Duties-Financial	Under which Act/rules/orders/GRs./Circulars	Remarks
1	System Manager	1) Processing/Procurement of Bills for S/W, H/W peripherals, Power supply, Computer consumables. 2) Software development/ Data Capturing/ Scanning/digitization, finalization of rate contract for maintenance of IT Assets and repair, maintenance of all IT-Assets. 3) Sponsoring computer training.	As per CIDCO's rules & norms & orders of Jt.MD.	

B

Sr. No.	Designation	Duties-Administrative	Under which Act/rules/orders/GRs./Circulars	Remarks
1	System Analyst	Assisting the SM for above mention duties	As per CIDCO's rules & norms & orders of Jt.MD.	
2	PCA(I)	1) Software Development and Implementation 2) Co-ordination with land section for Data Processing & Development. 3) Server Management 4) Work related to RTI Act, Work related to Court cases 5) Training and Support to other locations	As per CIDCO's rules & norms & orders of Jt.MD.	
3	PCA(II)	1) All work related to website. 2) Personnel + Salary, Income Tax + CPF. 3) Purchase/AMC of Desktop, Printers and UPS. 4) Facility Management services	As per CIDCO's rules & norms & orders of Jt.MD.	

4	Programmer (III)	<ol style="list-style-type: none"> 1) SAP related job (Basis Administration) Functional SAP Core Team 2) Mail Administration, Network Administration, End User Backup Management, Connectivity (Reliance & Tulip) 3) Purchase of Servers, Network/ Power supply Equipments & related AMC. 	As per CIDCO's rules & norms & orders of Jt.MD.	
5	Programmer (IV)	<ol style="list-style-type: none"> 1) Data Processing and development for website. 2) Income tax & CPF. 3) Software Development and implementation. 4) Inventory Asset Management (YASHADA) 5) Purchase of Software 6) Arranging the training for CIDCO employees. 	As per CIDCO's rules & norms & orders of Jt.MD.	
6	Programmer (V)	<ol style="list-style-type: none"> 1) Monitoring System of Data Centre 2) Purchase of computer consumables 3) Support for development & maintenance of Software. 	As per CIDCO's rules & norms & orders of Jt.MD.	
7	L.G.Steno	<ol style="list-style-type: none"> 1) Communication with media personnel's as per SM's Order. 2) Maintaining records of important files. 3) Taking English dictation & typing. 	As per CIDCO's rules & norms & orders of Jt.MD.	
8	Computer Operator (II)	<ol style="list-style-type: none"> 1) Support for development & maintenance of Software 2) Support for Purchase of computer consumables 3) SAP Entry for Rehabilitation Department. 	As per CIDCO's rules & norms & orders of Jt.MD.	
9	Computer Operator (III)	<ol style="list-style-type: none"> 1) Inventory Asset Management (YASHADA) 2) Support for Facility Management services 	As per CIDCO's rules & norms & orders of Jt.MD.	
10	Computer Operator (IV)	<ol style="list-style-type: none"> 1) Overall maintenance of Data Centre including Training Room 2) Purchase/AMC of Desktop, Printers and UPS 	As per CIDCO's rules & norms & orders of Jt.MD.	

11	Clerk Typist	<ol style="list-style-type: none"> 1) Releasing & maintaining records of Data Centre Processing of all the bills for payment with SAP Entry, create new vendors in SAP for other Section. 2) Co-ordination with vendors for releasing payment. 3) Marathi typing for all Govt. correspondence & RTI 4) Maintaining Inward, Outward & keeping records of important files. 5) Attendance & Leave record 	As per CIDCO's rules & norms & orders of Jt.MD.	
12	Peon	To distribute tapal and any other work given by System Manager.	As per CIDCO's rules & norms & orders of Jt.MD.	
13	Peon	To distribute tapal and any other work given by System Manager.	As per CIDCO's rules & norms & orders of Jt.MD.	

C

Sr.No.	Designation	Duties-Magisterial	Under which Act/rules/orders/GRs./Circulars	Remarks
-----NIL-----				

D

Sr.No.	Designation	Duties-Quasi-judicial	Under which Act/rules/orders/GRs./Circulars	Remarks
-----NIL-----				

E

Sr.No.	Designation	Duties-Judicial	Under which Act/rules/orders/GRs./Circulars	Remarks
-----NIL-----				

Section 4(1) (b) (iii)

The Procedure followed in the decision-making process, including channels of supervision and accountability in the office of DATA CENTRE Department, CIDCO Navi Mumbai.

NAME OF ACTIVITY – Approval to proposal (Purchase/ service of IT related Process)

Related Provisions – Policy notes, B.R., Circulars

Name of the Act / Acts –

Rules –

Govt. Resolutions – Urban Development Department.

Circulars – G.R's Circular

Office Orders – Issued by MD, Jt.MD.

Sr.No.	Activity	Steps involved	Time Limit	Authority Role & Responsibility of the employee/officer in connection with each activity. (mention designation)	Remarks
1	Approval to IT Purchase, Training, Software, IT related service	Programmer >> PCA >>SA>>SM	As may be given by Management	Shyla Andrew SM(I/C)	

Section 4(1) (b) (iv)

Format (A)

Physical and Financial Norms set for discharge of its functions in the office of DATA CENTRE Department

ORGANISATIONAL TARGETS – Monthly, Quarterly, Six monthly & Yearly

Sr.No.	Designation	Activity	Physical Targets units to be covered	Financial Targets in Rs.	Time Limit	Remarks
-----NIL-----						

Note :- A separate chart will be required for each activity as the targets (Physical and Financial) as well as the time limit will be different.

Section 4(1) (b) (iv) format (B)

Time limit of..... For completion of work

Time limit of each work

Sr.No.	Subject	Days/hours for completion work	Responsible officer	Grievance Officer
-----NIL-----				

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

The rules / regulation related with the functions of DATA CENTRE Department

Sr.No.	Subject	G.R./Circular/Office Order. Rule No. Notification etc. date.	Remarks if any
-----NIL-----			

Section 4(1) (b) (v) format (B)

The Government Resolution related with the function of Employment & Training Schemes.

Sr.No.	Subject as indicated in the resolution	GR No. & its date	Remarks if any
-----NIL-----			

Section 4(1) (b) (v) format (C)

The Circulars related with the functions Employment & Training Schemes.

Sr.No.	Subject as indicated in the circular	Circular No. & its date	Remarks if any
-----NIL-----			

Section 4(1) (b) (v) format (D)

The Office Order/Policy Circulars related with the functions of Employment & Training.

Sr.No.	Subject as indicated in the office order	No. & office order date	Remarks if any
-----NIL-----			

Section 4(1) (b) (v) format (E)

List of documents available in the office/section/ward/branch of Directorate, Employment & Training.

Sr.No.	Subject as indicated in the office order	No. & office order date	Remarks if any
-----NIL-----			

Section 4(1) (a) (vi)

Statement of categories of documents held in the office of Data Centre.

Sr. No.	Subject	Type of Document file or register	Particulars	Periodicity of preservation on
1	Attendance Reports	Register	Attendance of Employee	2 yrs
2	Inward & Outward	Register	Taking note on day to day tapal	2yrs
3	Payment Register	Register	Taking note of Bills for payment	2yrs
4	Proposal Files	Document File	Taking entry of new proposal file	5 yrs
5	RTI	Document File	Taking entry of RTI documents.	1 yrs

Section 4(1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office Data Centre.

Sr.No.	Consultation for	Details of the Mechanism	Under which act/rule/circular	Periodicity
-----NIL-----				

- 1) Policy Formulation
- 2) Policy Implementation

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

List of committees to be published under

Sr. No.	Name of the Committee	Composition of Committee	Purpose of the Committee	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-----NIL-----						

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

List of boards to be published under

Sr.No.	Name of the boards	Composition of boards	Purpose of the boards	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-----NIL-----						

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

List of councils to be published under

Sr.No.	Name of the councils	Composition of Councils	Purpose of the Councils	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-----NIL-----						

Section 4(1) (b) (viii)**Format D****List of other bodies to be published under**

Sr.No.	Name of the bodies	Composition of bodies	Purpose of the other bodies	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-----NIL-----						

Section 4(1) (b) (ix)**Directory of the officers and employees in the office of Data Centre.**

Sr. No.	Name of the officers/employees	Designation	Cadre	Date Of Joining the Corp.	Contact Details Ph/Fax./E-mail
1	Mrs.S.B.Andrews	SM (I/C)	A	13/08/1984	+912267918624 / 8621 andrews.sb@cidcoindia.com
	Mrs.S.B.Andrews	SA	B	13/08/1984	+912267918624 / 8621
2	Mr. Himanshu Shekhar	PCA	B	16/05/1986	67918631
3	Mr. Praful Altekhar	PCA	B	05/07/1990	67918565
4	Mr. Ajay Mawlikar	Programmer	C	16/10/1989	67918313
5	Mr. Raju Sonawane	Programmer	C	08/12/1989	67918625
6	Mr. Jaydeep Naik	Programmer	C	10/05/1990	67918360
7	Mrs.Mercy Philips	L.G.Steno	C	30/07/1991	67918624
8	Miss.Savita Titkare	Computer Operator	C	01/08/1994	67918358
9	Mrs,V.P.Mhatre	Computer Operator	C	03/11/1999	67918136
10	Mr.Dharmraj Vhatkar	Computer Operator	C	01/10/2007	67918625
11	Mr.Darshan Thakur	Clerk Typist	C	02/04/2004	67918358
12	Mr.N.R.Thombre	Peon	D	01/04/1978	67918624
13	Mr,V.C.Katkari	Peon	D	02/04/2004	67918624

Section 4(1) (b) (x)

Details of remuneration of officers & employees in the office of Data Centre.

Sr.No.	Name	Designation Cadre	Basic Pay	DA	HRA	CCA	Special Allowance transport Allowance Project Allowance	Total
Remuneration / Salary as per CIDCO's norms								

Section 4(1) (b) (xi)

Details of allocation of budget & disbursement made in the office of Data Centre at Navi Mumbai for the year 2009-10.

- Publish copy of the budget
- Publish copy of grant distribution -

Format A for current year

(In Rs.)

Sr.No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
As per Budget of Accounts section.				

Format B for previous Year

(In Rs.)

Sr.No.	Budget Head	Grants received	Grants utilised	Grants Surrendered	Results
As per Budget of Accounts section					

Section 4(1) (b) (xii) (A) format

Manner of execution of subsidy program in the office of Data Centre.

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

-----N.A.-----

Section 4(1) (b) (xii) (B) format

Details of beneficiaries of subsidy program in the office of Data Centre.

Name of the scheme/program - _____ For the year _____

Sr.No.	Name and address of Beneficiary	Amount of subsidy/ concession sanction
-----NIL-----		

Section 4(1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Data Centre.

Type of license/permission/concession –
Licensing Authority

Sr.No.	Name of the license	License No.	Issued on	Valid upto	General Conditions	Details of the license **
-----NIL-----						

* * Details of the license – The subject matter of the license should be mentioned. In case of non-agricultural use permission, survey No. or part thereof, will have to be mentioned.

Section 4(1) (b) (xiv)

Details of information available in electronic form in the office of Data Centre.

Sr.No.	Type of Document File/Register	Sub Topic	In which electronic format it is kept	Person in charge
	-----NIL----			

Section 4(1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Data Centre.

Types of facilities –

- Information about visiting hrs.
- Information about interactive website
- Facilitation 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
- Information about Inquiry window or Reception etc.

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

Section 4(1) (b) (xvi)

Details of Public Information Officers/APIOs/Appellate authority in the jurisdiction of (public authority) Data Centre.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph. No.	E-mail id for purpose of RTI	Appellate authority
1	Mrs.Shyla Andrews	System Manager (In-charge)	Data Centre of CIDCO	CIDCO Ltd., CIDCO Bhavan, 1 st floor, Data Centre, CBD-Belapur, Navi Mumbai 400614, 67918624	andrews.sb@cidcoindia.com	Jt.MD.

APIOs

B

Sr.No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph.No.
1	Mrs.Shyla Andrews	System Analyst	Data Centre of CIDCO	CIDCO Ltd., CIDCO Bhavan, 1 st floor, Data Centre, CBD-Belapur, Navi Mumbai 400614, 67918624

Appellate authority

C

Sr.No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
1	Shri.Dilip Jadhav	Joint-Managing Director	CIDCO Ltd., CIDCO Bhavan, 2 nd floor, CBD-Belapur, Navi Mumbai 400614, 67918624	Jt.MD.	jtdm@cidcoindia.com

Section 4(1) (b) (xvii)

Common administrative information published

-----NIL-----

Section 4(1) (b) (xvi)