



Ahmedabad Municipal Corporation
Solid Waste Management Department
North West Zone

Dt. 26/08/2021

-:Pro Active Disclosure :-

1. Particular of organization function and duties:

❖ Conservancy Cell :

1. Notice to the Nuisance creators on the main road, open plots, in the premises like commercial complex, mall, Hotels & Restaurants and education and prosecution under B.P.M.C. Act.
2. Collection of Administration Charges.

2. Powers & Duties of Officers / Employees :

Sr. No.	Officers / Employee	
1	Assi. Director	Over all supervision and monitoring of all wards , administration of conservancy & sanitation condition in the zone and implementation of solid waste management.
2	Sanitation Superintendent	Over all supervision, monitoring & administration conservancy & sanitation condition in the zone.
3	Public Health Supervisor	Over all supervision, monitoring & administration conservancy & sanitation condition in the Ward.
4	Sanitary Inspector	Supervision & arrangement of safai, monitoring of work of SSI and supervision and monitoring of Health License (Non Food) Establishment, Procedure of Admin charge as per BPMC Act.
5	Sanitary Sub Inspector	All Safai kamdars' Attendants, Monitoring of Safai Kamdar

		and Mukadam's work,
6	Mukadam	Supervision of safai and taking work from safai kamdar.
7	Safai kamadar	To sweep area which allotted to him/her.

3. Procedure followed for Decision making:

- As per the B.P.M.C. Act 1949.

4. Norms set for discharge function:

- As per the B.P.M.C. Act 1949.

5. Rules/ regulation/instruction/manuals/records to be followed by employees of health department.

- As per the B.P.M.C. Act 1949.

6. Categories of documents.

Sr. No.	Name of Register.
1	Inward Register.
2	Outward Register (sanitary)
3	Outward Register (conservancy-safai kamadar)
4	Movement Register.
5	Public Grievances Register.
6	License Without License B.P.M.C. Act Complaint Register (S.I).
7	14(3) E.F.G. Complaint Register (SSI).
8	Vehicle Register. (AMC)
9	Vehicle Register. (Private)
10	Safai Karmchari fine Register.
11	Dead Stock Register.
12	Issue Register. (Safai Kamdar)
13	Expense Book. (Conservancy & Contingency)
14	Safai Kamadar attendant Register.
15	License inward Register.
16	License Outward Register.
17	I Card & Health book issue Register.

18	Muni. councilor & MLA compliance Register.
19	Right to information Act Register.
20	Information Register.
21	Daily Report Register.
22	License Demand Register

7. Arrangement for citizen consultations:

- ASST. DIRECTOR ,S.S., P.H.S., S.I., & S.S.I. moves in field for supervision, monitoring of conservancy system.
- Yearly arrangement of "SEVA SETU" held Public Awareness Programme like segregation and disposal of garbage and Other as per S.B.M. .

8. Details of committees:

- Solid Waste Committee.

9. Directory of officers and employees.

SR.	OFFICERS AND EMPLOYEES NAME	DESIGNATION	CONTACT NUMBERS
1	MR. KALPESH BHAI D. PATEL	ASST. DIRECTOR	9376016768
2	MR. KALPESH CHAUDHARI	SANITATION SUPERINTENDENT	9328198697
3	MR. SHAILESH R. KISHORI	PUBLIC HEALTH SUPERVISOR, GOTA	7778028030
4	MR. HEMANT PATEL	PUBLIC HEALTH SUPERVISOR, CHANDLODIA	9328385562
5	MR. SUNIL PATEL	PUBLIC HEALTH SUPERVISOR, GHATLODIA	9375969520
6	MR. KALPESH PATEL	PUBLIC HEALTH SUPERVISOR, THALTEJ	7567889932
7	MR. ARVIND THAKKAR	PUBLIC HEALTH SUPERVISOR, BODAKDEV	9327038709
8	MR. KEYUR TRIEDI	SANITARY INSPECTOR, REFUSE	9624704337

10. Monthly Remuneration received by Officer and Employees.

WARD	PHS	GRADE	SI	GRADE	SSI	GRADE
GOTA	MR.SHAILESHBHAI R. KISHORI	39900 - 126600 (4400)	MUKESH PRAJAPATI 9979852818	29200- 92300 (2800)	NARESH LAKUM 9974163655 PRATAP CHAUHAN 9510330597 RAYMAL RABARI 9067885824 PRAFUL PRAJAPATI 9924168510	25500 – 81100 (2400)
CHANDLODIYA	MR. HEMANT PATEL	39900 - 126600 (4400)	ANIL PATEL 9427627598	29200- 92300 (2800)	NARENDRA CHAUHAN 9601342706 DARSHAN RAVAL 9173568090 SENABHAI PARMAR 9978796670 BHARAT VAGHELA 8160978519	25500 – 81100 (2400)
GHATLODIYA	MR. SUNIL PATEL	39900 - 126600 (4400)	MR.UTTAMBHAI PATEL	29200- 92300 (2800)	ASHISH MISTRY- 9925832846 NARESH SOLANKI -8733961810 MANUBHAI SOLANKI 7359289756 POST VACCANT	25500 – 81100 (2400)
THALTEJ	MR. KALPESH PATEL	39900 - 126600 (4400)	JOEL CHRISTIAN 9227672730	29200- 92300 (2800)	MITESH PRAJAPATI 9537816190 KHARAGIYA RAMJI 9726506968 PINAKIN PRIYDARSHANI 9737926583 NITESH PATEL 8160194575	25500 – 81100 (2400)
BODAKDEV	MR. ARVIND THAKKAR	39900 - 126600 (4400)	HEMANT PATEL 9824161099	29200- 92300 (2800)	SHAILESH MISTRY 9137916970 VISABHAI RABARI 9898017855 MAHESH MAKWANA 9601913701 YOGESH MEHEDU 9574167840 JAYANTI VAGHELA 8401490807	25500 – 81100 (2400)
KHALKUVA	-	-	-	-	REKHA RATHVA8238906899	25500 – 81100 (2400)
REFUSE	-	-	KEYUR TRIVEDI 9624704337	29200- 92300 (2800)	SOLANKI SONALBEN 9824673161 RAJUBHAI RATHOD 9714692883	25500 – 81100 (2400)
ZONE OFFICE	-	-	-	-	LALJIBHAI B. MAKWANA	25500 – 81100 (2400)

11. Proposed Details of Budgets, Plan and expenditure:

Sr. No.	Dept. Acc. Code	Dept. & Name of the Head	Estimated Amount in Lacks (Year 2021-22)	Remarks
1	352/48203	Garbage Collection Refuse/expense of garbage collection	2.00.00.000/-	
2	332/48204	Expense for Khalkuva/Nuisance Tanker	10.00.000/-	

12. Manner of execution of subsidy programs:

- Free services for AMC karmcharis through provision of health book. > N.A.
- BPL families are given free information according to RTI act 2005. .> N.A.

13. Concession details:

- Free services for AMC karmcharis through provision of health book. .> N.A.

14. Details of materials in electronic form held by the office.

- Collection and Compilation of daily activity reports made available from different wards of N. W. Zone.
- **Website:** <http://www.ahmedabadcity.gov.in>, **Email id:** adnwzone@ahmedabadcity.gov.in

15. Facilities of libraries available to citizens.

- Not related to S.W.M.Dept. > N.A.

16. Details of Public Information Officer.

Sr.	Name of PIO /AU	Designation	Address	Contact Numbers
1	MR.KALPESHBHAI D. PATEL	Assistant Director (s.w.z.) & Zone Level Appalet Authority	Solid waste management Dept., NWZ office, Raj mata vijya raje sindhiya bhavan, judges bungalow road, Bodakdev, Ahmedabad	9376016768
2	MR.KALPESH CHAUDHARI	Sanitary Superintendent- & Zone Level P.I.O.	Solid waste management Dept., NWZ office, Raj mata vijya raje sindhiya bhavan, judges bungalow road, Bodakdev, Ahmedabad	9328198697

17. Particulars of the facilities available to citizens for obtaining information.

- **Website:** <http://www.ahmedabadcity.gov.in>, **Email id:** adnwzone@ahmedabadcity.gov.in

Jr. Clerk
N.W.Z.

S.S.I. (O)
N.W.Z

SS
N.W.Z.

Assi. Director
N.W.Z.