

PUNE METROPOLITAN REGION DEVELOPMENT AUTHORITY, PUNE

Vigilance Department

Details of structure, functions and duties of the information office to be published as per section 4 of the Right to Information Act

Rule 4 (B) (One)

1.	Name of Public Authority	Vigilance Department Pune Metropolitan Region Development Authority, Pune
2.	Detail Address	Vigilance Department, 4 th floor, Pune Metropolitan Region Development Authority, Akurdi, Pune - 44
3.	Head of Office	Metropolitan Commissioner
4.	Office hours and Telephone Numbers	Morning 9.45 am to Evening 6.15pm Telephone No. 020-27166000
5.	Provided of Weekly leave and Special services	Weekly Off Saturday and Sunday
6.	Which department of the Ministry is superior to the office	Urban Development Department
7.	Workspace	Pune Metropolitan Region Development Authority, Pune area

Rule 4 (B) (One)

Sr No.	Rank	Function & Duties
1	Superintendent of Police and Vigilance Officer	<ol style="list-style-type: none">1. Acting as Chief Vigilance Officer.2. To control and supervise the work of Unauthorized Construction Eradication Department.3. To work on security of PMRDA office and property.4. Acting as PDRF Chief.5. To perform the duties/responsibilities assigned from time to time by PMRDA Commissioner.6. To supervise and control the work of the officers and employees appointed in the above department.
2	Police Inspector and Deputy Controller	<ol style="list-style-type: none">1. After receiving the schedule regarding the eviction, keeping in mind the seriousness of the case, planning the necessary police arrangements.2. Coordinating with the local police system to obtain necessary arrangements.3. Attending the place of eviction with necessary Police Officers/Enforcers and ensuring that law and order problem does not arise.4. (Fake Occupancy) Or In case of commercial use, with the help of office system By demolishing the said building/

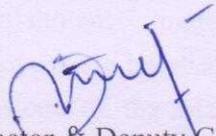
		<p>commercial premises to take</p> <p>5. Working as per instructions given by superiors.</p> <p>6. Attendance in person during important eviction proceedings at the time of eviction proceedings.</p> <p>7. During eviction at the place/scene of eviction proceedings, if a situation arises to file a crime during law and order situation, filing of crimes by the custody police.</p>
3	Police Ammaldar	<p>1. Working as per instructions given by superiors.</p> <p>2. Staying present during eviction proceedings till completion of proceedings.</p> <p>3. Police officials should attend and ensure that no law and order problem arises during the eviction proceedings.</p> <p>4. If law and order problem arises during the proceedings, filing a complaint under the Penal Code.</p> <p>5. Assisting in application enquiries.</p> <p>6. Patrolling different sections and preventing the entry of suspicious persons and agents.</p> <p>7. Secretly gathering information and bringing it to the notice of superiors.</p> <p>8. Monitoring CCTV during office hours.</p> <p>9. Checking whether or not security guards are on duty at the premises.</p> <p>10. Stopping them from entering during marches/dharnas/movements.</p> <p>11. Liaise with local police station and discharge duty.</p>

<p>Rule 4 (b) (three)</p> <p>Procedures to be followed in the decision making process, as well as supervision and accountability systems.</p>	<p>Decisions are taken on a case-by-case basis with the approval of the Metropolitan Commissioner, the Authority committee, and the Executive Committee regarding the matters assigned to the department.</p>
<p>Rule 4 (b) (four)</p> <p>Standards set for carrying out tasks</p>	<p>The work is carried out in accordance with the Government Work Regulations and Government Working Procedures.</p>
<p>Rule 4 (b) (five)</p> <p>Rules, Regulations, Instructions, Manuals and Records that he has or controls or uses by his staff to carry out his functions</p>	<p>Establishment matters of officers and employees are handled in accordance with the provisions of the Maharashtra Civil Service Rules, and rules issued by government resolution and notifications</p>
<p>Rule 4 (b) (six)</p> <p>Details of the category of documents held by or under its control</p>	<p>Documents from the department are kept according to the A B C D classification system of record classification</p>
<p>Rule 4 (b) (seven)</p>	<p>-----</p>

<p>Details of any existing arrangements for formulating or implementing your policy, for consultation with the public or for making statements from the public</p>	
<p>Rule 4 (b) (eight) Details of boards, councils, committees and other bodies formed by two or more persons constituted as a part of you or for the purpose of counselling and meetings of those boards, councils, committees and other bodies are open to the public or how such meetings are available or a description of how.</p>	<p>Vigilance Committee have been formed. Member of this committee are</p> <ol style="list-style-type: none"> 1) President - Hon. Commissioner PMRDA Pune 2) Member – Superintendent of Police and Chief Vigilance Officer PMRDA Pune 3) Member – Financial Controller, Account & Finance Department PMRDA Pune 4) Member – Joint Commissioner, Administration, PMRDA Pune 5) Member Secretary – Police Inspector & Deputy Controller, PMRDA Pune
<p>Rule 4 (b) (nine) Directory of your officers and employees</p>	<ol style="list-style-type: none"> 1) Shri. Amol Zende, Chief Vigilance Officer, Vigilance Department Tel No-020-25659855 2) Shri.Mahesh Kumar Sartape, Police Inspector & Deputy Controller, Vigilance Department 3) Shri.Pawan Manohar Patil, Police Inspector,Vigilance Department 4) Mr.Navin Gaikwad (ASI)/380 5)Mr.Amar Pawar HC/892 6) Smt.Akansha Dhudhal WHC/1061 7) Smt.Pallavi Mane WHC/1037 8) Shri. Abhay More PC/8256 9) Shri. Sambhaji Kharad PC/8259 10) Smt Dipali Metkari WPC/8071 11) Shri.Dhananjay Bhosle PC/2017 12) Shri. Navnath Bhosle PC/8673 13) Shri. Kiran Rajguru PC/8683 14) Shri. Nitin Bhongle PC/8753 15)Shri.Deepak Rode PC/8939 <p>All Recruitment Vigilance Department.</p>
<p>Rule 4 (b) (ten) The monthly salary of each of your officers and employees, as well as the system of compensation as provided in the regulations of the authority.</p>	<p>All the officers and employees are paid according to the rules and regulations of the government.</p>
<p>Rule 4 (b) (eleven)</p>	<p>This department does not implement any</p>

Detail of all schemes, showing Proposed expenditure, budget assigned to each of your agencies and report of disbursed amounts	scheme and there is no regional office under the control of this department. There is no separate provision in the budget for this department.	
Rule 4 (b) (Twelve) Details of implantation of the program as well as details of the amounts allocated and the benefits of such programs	No program is implemented by this department. Also, no grants or financial concessions are given.	
Rule ४ (b) (Thirteen) Details of persons to whom concessions, licenses or authorizations have been granted	No program is implemented by this department. Also, no grants or financial concessions are given.	
Rule ४ (b) (fourteen) Details relating to the information available or possibly available to it in electronic form.	CCTV footage From the current day to the previous month	
Rule ४ (b) (fifteen) Details of facilities available to the citizens for obtaining information, as well as details of working hours of the library or library being run for public use.	The library is not run by this department.	
Rule ४ (b) (sixteen) Names, designation and other details of public information officers	This information has been attached under Vigilance Department.	
Head of Department: Shri. Amol Zende, Chief Vigilance Officer, Vigilance Department Tel No-020-25659855 Md.No. : 9922100712 Email ID:- cvopmrda@gmail.com		
Assistant Public Information Officer	Public Information Officer	Appellate Authority
Mr. Amar Pawar HC/८९२	Mr. Maheshkumar Sartape, Police Inspector & Deputy Controller	Mr. Amol Zende Superintendent of Police and Chief Vigilance Officer

Approval of the Hon'ble superintendent of police and chief vigilance officer


Police Inspector & Deputy Controller,
Vigilance Department
Pune Metropolitan Region Development Authority, Pune