

Greater Chennai Corporation Solid Waste Management

Proactive Disclosure under Section 4 (1) (b) of the RTI Act, 2005

Article under 4(1)(b)	Requirement under the Act	Disclosure
(i)	The particulars of its organization, functions & duties	<p>The Solid Waste Management department is located in 4th floor of Amma Maligai, Ripon building, E.V.R.Periyar salai, Chennai-600003.</p> <p>Solid Waste Management is headed by the Superintending Engineer with subordinate officers and administrative employees Phone: 25619228</p> <p>Solid Waste Management Department (Head Quarters) in GCC, monitoring the Solid Waste Management activities of Zonal level officials in Zone-1 to Zone-15 and submitted to the Commissioner, GCC and Special Officer (Council), and the respective Govt depts, for reviews.</p> <p>The SWM organization Chart is Enclosed</p>
(ii)	The powers & duties of its officers and employees	<p>The Superintending Engineer HOD monitors the SWM activities of Zonal officials and planning for future development and implementation of Govt polices and</p>

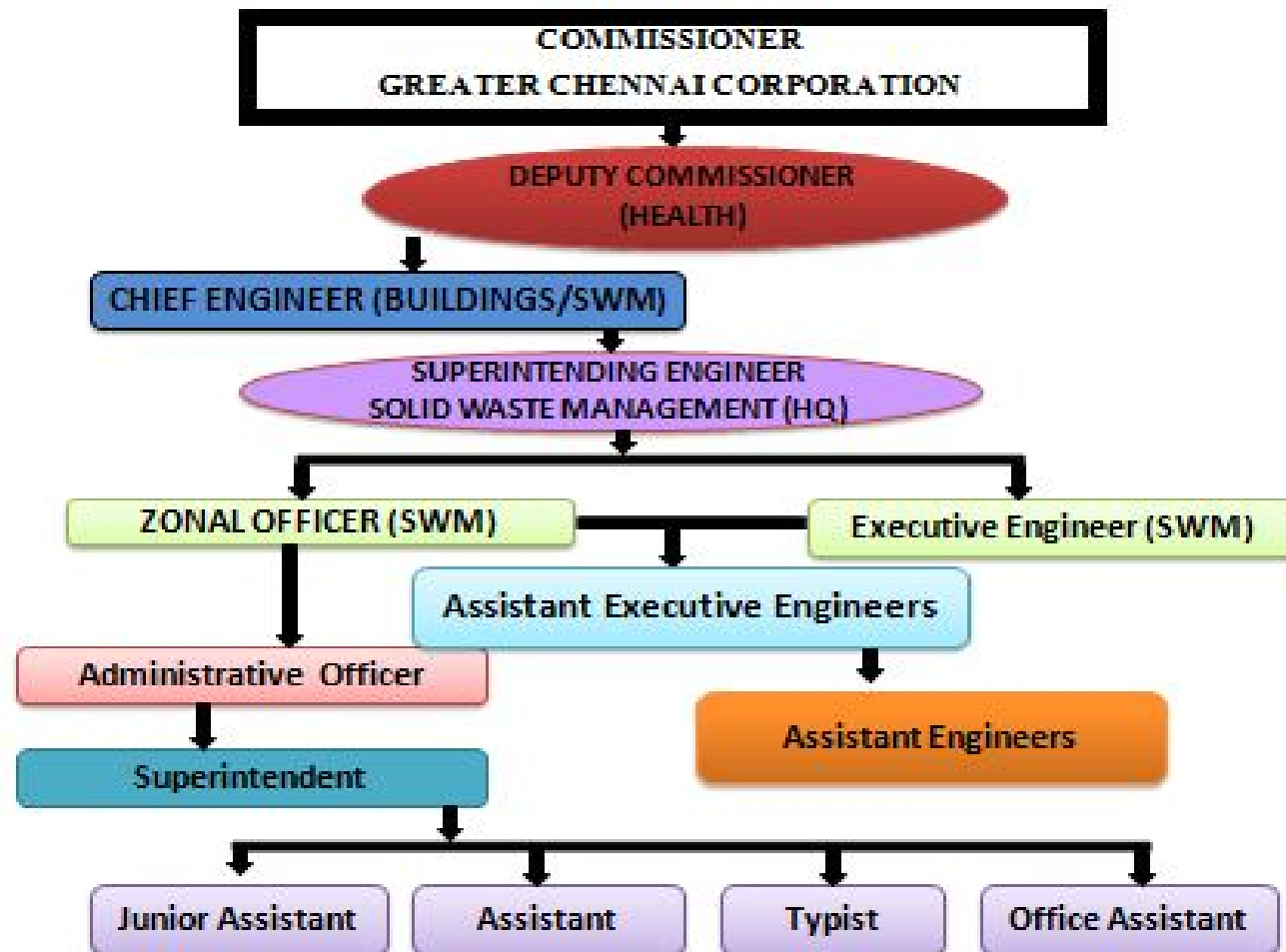
		orders
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	The Solid Waste Management Department Head Quarters monitoring, the conservancy activities in Zonal office 1 to 15 and collect all the data's and planning the future development projects related to Solid Waste Management activities. The policy decision of Commissioner/Govt is followed for implementation. Every project related to Solid Waste Management has been taken up through E-Tender by Head of the Department and executed and supervised by respective Zonal level officers.
(iv)	The norms set by it for the discharge of its functions.	CCMC Act 2019, SWM Rules 2019 Bylaws and subsequent amendments thereon
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	SWM Rules 2016, CPHEEO Manual on SWM, Plastic Waste Management Rule 2016, C & D Waste Management Rule 2016.
(vi)	A statement of the categories of documents that are held by it or under its control	Apart from the matters like administration of SOLID WASTE MANAGEMENT department, the data's, details related to SWM infrastructure at Zonal level and project status related to Solid Waste Management

(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	The execution of all projects related to Solid Waste Management are implemented after public hearing as required. Any feedback/suggestions/grievances can be sent by post/submitted directly at office/calling 1913 /Apps created by GCC/submitted through official web site of GCC or through an e-mail.
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	NIL
(ix)	A directory of its officers and employees	Available and covered in item no X
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Enclosed separately.

(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Available with financial Management unit of GCC
(xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs	There are no subsidy programs in Solid Waste Management Department. All the subsidy programs related to Solid Waste Management has been executed by Zonal level officers.
(xiii)	Particulars of recipients of concessions, permits or authorisations granted by it	NIL
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	Available on the website of GCC.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	The official website of GCC. Any feedback/suggestions/grievances can be sent by post/submitted directly at office/calling 1913/Apps created by GCC/submitted through official web site of GCC or through an e-mail.

(xvi)	The names, designations and other particulars of the Public Information Officers	1. The Executive Engineer/Solid Waste Management (Public Information Officer.) 2 The Superintending Engineer/ Solid Waste Management (Appellate Authority) 3. State Public Information Officer Commissioner
(xvii)	Such other information as may be prescribed	GCC"s website

ORGANIZATION CHART



PARTICULARS OF EMPLOYEES (including employees on Special time Scale of Pay)

Greate Chennai Corporation
Solid Waste Management Dept.,

SL.No	Name	Designation	Level of Pay in Pay Matrix (Scale of Pay)
1	Th. S.R. Balasubramani	Assistant Exe. Engineer	56100-177500
2	Th.R. Kannan	Assistant Exe. Engineer	56100-177500 +6600 G.P
3	Tmt. R.Revathi	Assistant Engineer	15600-39100 +5400 G.P
4	Th.K. Senthil	Assistant Engineer	15600-39100 +5400 G.P
5	Th. A.Krishnamoorthy	Administrative Officer	36900-116600
6	Th. P. Jayakumar	Section Manager	36900-116600
7	Th. J. Simon Jebaraj	Section Manager	36900-116600
8	Tmt. C.Vimala	PC	20600-65500
9	G. Malarvizhi	Assistant	20600-65500
10	Th. V.Gajendra Babu	Assistant	20600-65500
11	Th. K. Boobalan	Assistant	20600-65500
12	Th. S. Jayaraj	Junior Assistant	19500-62000
13	S. Radhika	Typist	19500-62000
14	Th. M.K. Vijaya Kumar	Office Assistant	15700-50000
15	Th. S. Shankar	Office Assistant	15700-50000