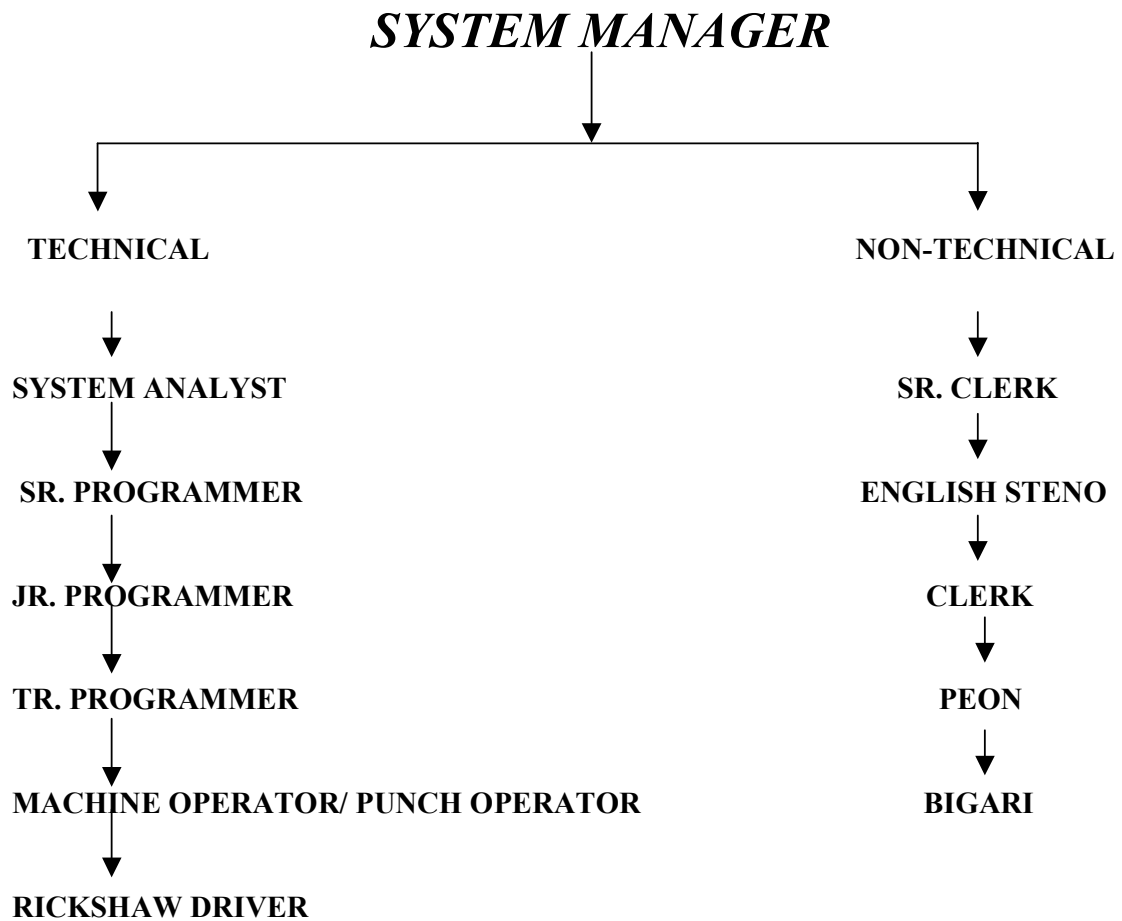


COMPUTER DEPARTMENT ORGANISATIONAL CHART



COMPUTER DEPARTMENT ORGANISATION CHART

Technical Post				Non Technical Post		
Post	Sanction Post	Filed Post	Working Dept.	Post	Sanction Post	Field Post
System Manager	1	0	-----	Sr. Clerk	1	0
System Analyst	1	1	G.A.D. (Head Office)	English Steno	1	0
Sr. Programmer	2	1	Computer Dept. (HO)	Clerk	1	0
Jr. Programmer	4	3	1-Computer Dept. (HO) 1-Tax Dept (HO) 1-G.A.D. (HO)	Peon	2	2
Tr. Programmer	6	2	2-Computer Dept. (HO)	Bigari	0	1
Machine Operator/ Punch Operator	9	8	4-Computer Dept. (HO) 2-Tax Dept. (HO) 1-Kalwa Hospital (kalwa). 1-Birth & Death (HO)	Rickshaw Driver	1	1 (Working in Electricity Dept.)

Computer Department Information

Computer Department of Thane Municipal Corporation was formed in the year 1985 with the help of IIM Ahemdabad.

The present staff in the department joined the department in the year 1986-87 & has been working since. All the computerization done so far has been developed & maintained in house. All the applications are developed in "FOXPRO". The systems developed in-house are as follows:-

- ⇒ P.F
- ⇒ Pension
- ⇒ Advances
- ⇒ Deposits
- ⇒ Bank Reconciliation
- ⇒ TDS & Vat Certificates.
- ⇒ Payroll & all other related work including Income Tax return filling.
- ⇒ Birth & Death Registration
- ⇒ Octroi (Current A/c Billing).
- ⇒ All other miscellaneous work & reports
- ⇒ Food License

➤ **Provident Fund (P.F.)**

Information regarding 10,000 plus employees Provident Fund (Contribution of all the employees) is maintained updated & can be viewed for all working & nonworking (Retired, Expired Etc.) staff of Thane Municipal Corporation. All the information like the latest balance available in the employees P.F. A/c, loan if taken, outstanding loan, Additional P.F. Contribution if any is available updated at any given point of time. Closing Balance for March 1989 was used as initial data.

The financial year for maintaining the PF A/c's for the employees is from April to March for the given year. The data used for posting is used from the Payroll system. The Registers showing the details of P.F. A/c is printed after closing the P.F. A/c for the financial year. This is done by the end of April or first week of May. The P.F. Slips are also given to the employees after printing during the same period.

The Payment of the final dues of P.F. of an employee is done on the very day he/she retires.

The State Government has introduced the new Defined Contribution Pension Scheme for the employees who are recruited on or after 1st November ,2005.Thane Municipal Corporation has implemented the same for all employees recruited on or after 25th July,2007.

Contribution deducted in the salary for these employees is maintained separately under this Scheme. There are around 200 plus employees covered under this scheme.

➤ **Pension**

Pension calculation for Retried & Family Pension is maintained for total 2400 plus Pensioners.

Pension is disbursed to the pensioners thru the branches of Bank of Maharashtra all over India. A soft copy of Pension calculated is sent to the Bank every month. The Pension amount is then deposited in the respective Pension A/c of the Pensioners.

Calculation for D.A. as and when revised by the Government is done & a soft copy of which is also sent to the bank.

A hard copy of the monthly Pension Calculated for all the Pensioners in the form of a register is kept in the offices in A/c department for office record.

➤ **Deposits**

Over 5000 & odd deposits in the form of EMD, Tender Deposits, Security Deposits etc are received every year. The record of deposits received along with the refunds made is maintained on the computer. Approximately 2500 to 3000 refunds are made during the financial year.

Deposits received & Refunds Maintained from April-1994 onwards is available on computer for scrutiny. Deposits received during the financial year are also maintained in the form of a register. An additional register for deposits received during current financial year along with past three years deposits & refunds are also kept. Deposits not refunded or claimed by the party or the contractor for more than three or more years are kept in Municipal Fund A/c for later refunds. All this information is available on the computer for all other MIS reports as and when required.

➤ **Advances**

Record of all advances given to the Department or the Head of the departments is maintained here. All information of advance adjusted completely or partially is available. On an average less than 200 advances are given every year and an equal number is adjusted. Printed registers are also maintained for office record & use.

➤ **Bank Reconciliation**

Data from Banks where TMC holds various Accounts is brought & converted for reconciliation. Reconciliation is done by the accounts department.

➤ **TDS & VAT Returns**

TDS & VAT Certificates for contractors undertaking works contract for TMC are printed. Also a soft copy is provided for filing returns.

➤ **Octroi current A/c.**

Current accounts billing for Octroi collection is done for Companies residing in TMC limits & having Current A/c facility for paying Octroi. Bills are raised in the name of the company for goods brought by the company who have the facility of paying Octroi monthly and not as & when the goods are imported. There are 25 companies availing this facility. Bills are raised once a month. Also Challan for every day import of goods are recorded for various MIS reports.

➤ **Payroll System**

Salary for 7500 plus employees is calculated, out of these 7500 plus employees soft copy of 860 employees salary is sent to ICICI Bank to credit the salary into their respective Bank Account, rest are paid by cash.

All other salary related payments like Overtime (OT), Supplementary Payment, Bank Holiday, LTA is also calculated. Apart from these payments calculation for Medical once in six months, D.A. difference & Bonus is also done. Information regarding salary for all the employees is available from 1990 onwards (from the time computerization was started), Award difference calculation is also done here.

All reports regarding the earning like Cash Allowance, Uniform Allowance, Washing Allowance etc., deductions like Bank Loans, Credit Society, Housing loan, LIC etc of an employee done thru salary are also generated.

Along with all this various types of MIS reports are generated as and when required. Service Book information for employees like personal information of a person & Official information like increments, promotion, leaves etc. is available from the year 2009 onwards.

Form No. 16 is given to all the employees for Income tax return filing taking into consideration all the investments done by the employees. Also a soft copy of the same is sent to the Income Tax Department.

➤ **Birth & Death**

Birth & Death Certificates are given at all ward office & in the CFC Dept at Head Office. People are given a choice to get the Certificates either in English/Marathi after filling up a form as required. The Certificate is available immediately at Head Office & within a week in Ward Offices.

Different Types of MIS reports in the Form specified by the Government Health Department are generated & sent every month. Also quarterly & yearly reports are generated & sent to the Government Officials.

Approximately 2100 to 2200 births are registered every month & the deaths registered are 750 to 800 in number.

➤ **Food License.**

Information regarding all licenses issued thru the health department to various establishments like shops, hotels eateries etc is maintained here.

In all record of 7000 + licenses renewed or issued fresh is available since 2007.



BUDGET FOR 2008-2009

Sr. No.	Budget Head	Dept. Code	BUDGET CODE	Sanctioned Amount	ACTUAL EXP.
1	Computerisation	2400	072/417003	20000000.00	9592852.00
2	Training	2400	072/214600	500000.00	0.00
3	Data Entry	2400	072/227202	500000.00	55978.00
4	Repairs & Maintenance	2400	072/247001	700000.00	596840.00
5	Office Expenditure	2400	072/221500	20000.00	4000.00
6	Telephone Expenses	2400	072/222101	50000.00	35874.00
7	Vehicle Reimbursement	2400	072/225200	0.00	0.00
8	Printing & Stationery	2400	072/221401	20000.00	0.00