

2016

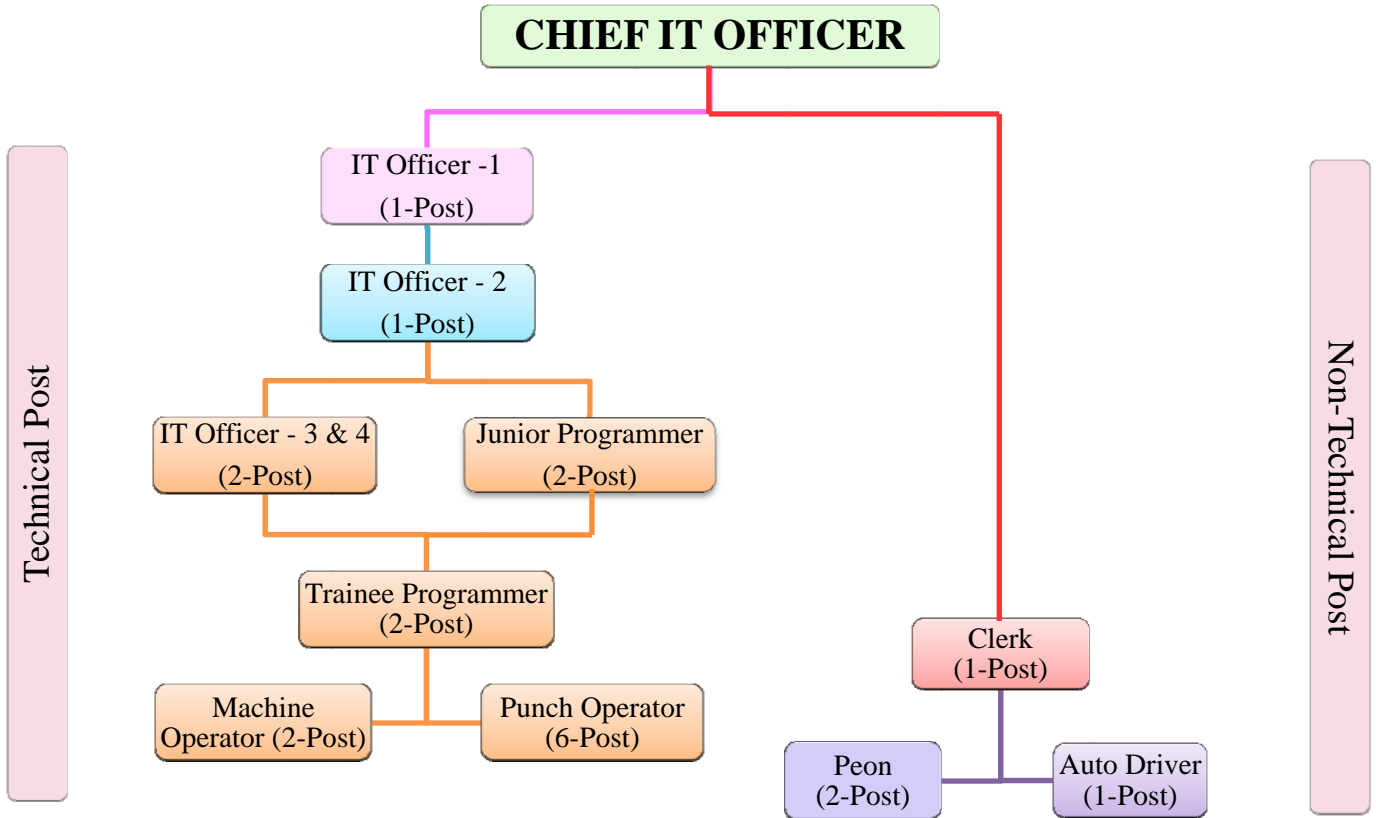
# IT Department



Thane Municipal Corporation,  
Thane

# IT Department Organization Chart

(Current Scenario)



## Details of IT Department Posts

Posts	Sanctioned Post	Filed Post	Vacant Post
Chief IT Officer	1	1	0
IT Officer -1	1	1	0
IT Officer - 2	2	1	1
IT Officer -3 & 4	2	2	0
Junior Programmer	4	2	2
Trainee Programmer	4	2	2
Punch Operator	6	6	0
Clerk	1	1	0
Machine Operator	3	2	1
Peon	2	2	0
Auto Driver	1	1	0
<b>Total</b>	<b>27</b>	<b>21</b>	<b>6</b>

## **IT Department Information**

Computer Department of Thane Municipal Corporation was formed in the year 1985 with the help of **IIM Ahmadabad**. 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. The systems developed in-house are as follows:-

1. Provident Fund (PF) / Defined Contribution Pension Scheme (DCPS)
2. Pension
3. Advances
4. Deposits
5. TDS & VAT Certificates.
6. Payroll System & all other related work including Income Tax return filling.
7. Education Department
  - a. Salary & related System
  - b. Pension
  - c. PF & DCPS
  - d. Income Tax Return
8. All other miscellaneous work & reports

### **1. Provident Fund (PF) / Defined Contribution Pension Scheme (DCPS)**

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 employee's 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 1070 plus employees covered under this scheme.

## **2. Pension:**

Pension calculation for Retired & Family Pension is maintained for total 3663 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.

## **3. 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.

## **4. Deposits:**

Over 7000 & 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 4000 to 4500 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.

### **5. TDS & VAT Returns:**

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

### **6. Payroll System & all other related work including Income Tax return filling:**

Salary for 7500 plus employees is calculated & sent through ECS to **Bank of Maharashtra** for further crediting the salary into their respective Bank Accounts.

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 the above payments are done via ECS.

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.

### **7. Education Department:**

Education Board was merged with TMC as “Education Department”. All work pertaining to the Education Department like Salary, PF, Pension, DCPS, Supplementary Bills, LTA and Income Tax Returns are all done by the Computer Department prior to the merger & also after the merger.

## Budget for Year 2015-2016

Sr. No.	Budget Head	Dept. Code	Budget Code	Sanctioned Amount	Actual Expense
1	Computerization	2400	072/417003	14,00,00,000/-	2,39,78,940.00/-
2	Training	2400	072/214600	10,00,000/-	-
3	Data Entry	2400	072/227202	20,00,000/-	-
4	Repairs & Maintenance	2400	072/247001	25,00,000/-	23,64,350.00/-
5	Office Expenditure	2400	072/221500	50,000/-	-
6	Telephone Expenses	2400	072/222101	1,00,000/-	17,994.00/-
7	Stationery	2400	072/221401	1,00,000/-	-
8	Overtime	2400	072/213500	1,00,000/-	