



BRIHANMUMBAI MAHANAGARPALIKA

17 manuals as per provision of RTI Act 2005 of B
Ward

Shri.Santoshkumar S. Dhonde
Assistant Commissioner

ASSESSMENT AND COLLECTION DEPARTMENT

Address -Office of Assistant Assessor and
collector,
1nd Floor, B Ward Building,
Babula Tank Cross Lane,
Near J.J. Hospital,
Mumbai – 400 009

Public Information officer- Smt. Anita Patil - A.A. & C.

First Appellate Authority – Shri. Santoshkumar S. Dhonde- Asstt.Com. (B Ward)

PREAMBLE

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels - Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under Section 4(1)b sub clauses i to xvii(17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Assessor & Collector, B- Ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Assessor & Collector, B - Ward whose office is situated at B- Ward Municipal Office, Room No. 15, 1st floor, Babulal Tank Cross Lane, Near J.J. Hospital,, Mumbai – 400 009. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Assistant Assessor & Collector,
B-Ward

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INTRODUCTION

ASSESSMENT & COLLECTION DEPARTMENT

All the activities of this Department are performed under the provisions in the chapter VIII of Mumbai Municipal Corporation Act, 1888. Property taxes and octroi are the main sources of revenue of the corporation contributing about 60% of municipal revenue to enable the corporation to render better services to the citizen.

In a Ward, at administrative level, Asst. Assessor & Collector is the overall in-charge of the ward. There are two sections in each administrative ward, viz. Indoor & Outdoor. Ward Superintendent is the in charge of and responsible for outdoor section and and Dy. Superintendent, Asst. Superintendent, Ward Inspectors, Cash Receiving Clerk and outdoor clerk etc. are working under his control. The administrative Wing of the Ward is divided into various sub-sections known as ward sections. Ward Inspector looks after the work of ward section allotted to him. The work of Ward Inspectors is supervised and control by Dy. Superintendent and Superintendent.

In Indoor Section, staff consisting of Head Clerks, Clerks and Typists are working under the Control, Supervision and guidance of the Asst. Assessor and Collector of the Ward. Asst. Assessor and Collector of the ward is responsible for all the activities, functions, performance related to the work of Indoor Section in particular and outdoor work in general.

The Assessing authority maintains the list of buildings containing taxable premises which includes the Ratable Value/Capital Value and the other details of property viz. Age, User etc. The assessing authority or any of these officer may enter into and inspect any building or premises or part thereof and make such enquiries as it thinks fit under the provision of M.M.C.Act for collecting particulars relating thereto or for taking measurement or for services of Bills, Notices, Summeries or pasting etc. or call upon the owner of the premises. The assessing authority may impose a penalty for Non-payment of property tax in time and can also take the further legal actions i.e. attachment, or resort to action of auction to recover the said taxes under the provisions of the act.

The assessing authorities, after due inspection may make necessary modification or amendment in the assessment list on account of cancellation, extension, alteration, addition, demolition, change in user etc. warranting revision in Capital Value, where any occupational or structural changes occur from time to time and keep the records updated from which the general public can call for information after payment of certain prescribed / scheduled fees. The assessing authorities investigate and dispose of the objections, after allowing reasonable opportunity to the complaint and the result thereof is recorded in the Books and subsequently rectify, correct, modify or amend the Bills accordingly.

The property tax has been charged on the basis of rent up to 31-03-2010. i.e. Ratable Value system. As per Govt. rectification No. BMC-1005/185/CR24/2005/UD-32 dated 31-03-2010, the provisions of M.M.C. Act-1888 are amended to levy the Capital Value w.e.f. 01-04-2010. The Corporation also sanctioned the proposal to levy the P.Tax on C.V. w.e.from 01-04-2010 vide Resolution No. 1091 of 27-

01-2010.

The Capital Value System came into force w.e.from 01-04-10 and will be revised after every 5 years.

The calculation in C. V. Tax System is done by the formula

$$\text{Tax} = \text{Rate of Tax} \times \text{Area} \times \text{Market Value as per Stamp Duty Ready Recknor} \times \\ \text{user Factor} \times \text{Building Factor} \times \text{Age Factor}$$

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Protected measures in Capital Value System

- 1) The increase in the taxes for residential zone is restricted up to double limit of existing tax amount.
- 2) The increase in Non-residential zone is restricted up to triple limit of existing tax amount.
- 3) The rise in tax rate after revision of 5 years is up to maximum rate of 40%
- 4) There is no increase in the Taxes for residential area less than 500 sq.feet in the initial 5 years
i.e. 01-04-2010. Thereafter the maximum increase of rate is up to 40%

Maharashtra Tax on Buildings (with Larger Residential Premises) Act,1979.

Under the provision of Section 3(a) of the Maharashtra Tax on Buildings (with Larger Residential Premises) (Re-enacted) Act, 1979, the Maharashtra Tax is levied and collected every year on all buildings or parts thereof of floorage of such a premises which is more than 125 square meters and the Ratable Value thereof is more than rupees one thousand and five hundred.

The tax is leviable at 10% of Ratable Value / Capital Value of each residential premises per annum.

Exemption from tax:

Under the provision of Section 143(1)(a)(b)(c) of M.M.C. Act, the following building are exempted from payment of the Tax.

- a) buildings vesting in or belonging to the Central or State Government.
- b) buildings vesting in any other Government or belonging to any purpose and not use or intended to be used

for purpose of profit.

c) buildings vesting in the Board of Trustees of the Port of Mumbai and not used or intended to be used for the

purpose of profit.

d) buildings or parts thereof vesting in or in occupation of consulates of foreign States or of any members of

the staff of such officials and such buildings or parts not used or intended to be used for the purpose of profit.

Repair Cess

Bombay Building Repair And Reconstruction Board Act, 1969.

The Repairs Cess is levied on residential building situated in the City Zone only. For the purpose of levy of Repairs Cess, all the buildings have been classified into three categories considering the age of building such as

Category A :- The Buildings are erected before the 1st day of Sept. 1940.

Category B :- The Buildings are erected between the period from 1st day of Sept. 1940 to 31st day of Dec. 1950

(Both inclusive)

Category C :- The Buildings are erected between the period from 1st day of Jan. 1951 to 31st Dec. 1969

(Both inclusive)

N.B. :- No Repairs Cess is leviable on the building erected on or after 1st Jan. 1970.

Under Sec. 82 (2) of Maharashtra Housing & Area Development Act, 1976, the Repair Cess is collected by initiating recovery action such as issuing Notice of Demand, Penalty and Attachment & Sale of the property by Mumbai Municipal Corporation in the same manner in which the property tax is collected under the provision of Act.

Repair Cess bill is issued twice in every year i.e. on 1st April & 1st October for the period of 6 months completed.

Under Section 83 of Maharashtra Housing & Area Development Act, 1976, Repairs Cess is exempted in respect of properties belonging to Foreign Diplomatic Missions, Central Government, State Government, Municipal Corporation, MHADA, Charitable Trust registered under Bombay Public Trust Act, 1950 and

exclusively occupied for public worship or for educational purposes, Co-op. Housing Society exclusively occupied by the owner and other buildings exclusively occupied and used for non-residential purposes and also all the open lands which are not built upon.

The rates of the cess leviable in respect thereof 87%, 63%, 39% of the Ratable Value of the building where a building is not structurally repaired by the Board, 195%, 132% and 75% of the Ratable Value, where the board has contributed upto Rs. 300/- per Sq. Meter for structural repairs, 390%, 270% and 150% of the Ratable Value, where the board has contributed from Rs. 300/- to 500/- per Sq. Meter for structural repairs and 585%, 405% & 225% of the Ratable Value, where the board has contributed above Rs. 500/- to Rs. 750/- per Sq. Meter for structural repairs of residential properties. Where the board has contributed above Rs. 750/- to Rs. 1000/- & above Rs. 1000/- to Rs. 1200/- & above Rs. 1200/- up to Rs. 2000/- per sq. mtr. for structural repairs, the rates of Repair Cess leviable are not yet fixed by the State Government.

The Rate pamphlet furnishing the Rates of Repairs Cess from 1-1-1970 onwards is shown in Annexure E.

Where any part or parts of the building is or are used for non-residential purposes, the rates of cess to be levied and paid in respect of such part or parts shall be double the rates of cess payable for that part or those parts if they were for residential purpose.

Important stages in the process of assessment & collection of Property Taxes are as below - Inspection of Properties:

- i) To levy the property taxes under Section 140(1).
- ii) To fix primary responsibility for property taxes under section 146.
- iii) To inspect the property under Section 155 of the Act.
- iv) To keep Assessment Book under Section 156 & 157.
- v) To effect the transfer of property under Section 150(2).
- vi) To give public notice as regards to completion of the Assessment Book under Section 160 and invite complaints against Ratable Value.
- vii) To keep the Assessment Book open for inspection under Section 161 of the Act.
- viii) To arrive at the Ratable Value of the property in accordance with the provision under Section 154(1) of the Act. & Capital Value as per Section 154(1A)(1B) & (1C) of M.M.C. Act.
- ix) To issue special notices in certain cases and inviting complaints under section 162(2) of the Act.

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x) To hear and investigate the complaint against the Ratable Value under Section 165 of the Act.

xi) To authenticate the Ward Assessment Book under Section 166 of the Act.

xii) To amend the Assessment Book during the official year under Section 167 of the Act.

Collection of Property Taxes :

- i) To serve the Property Tax Bill under Section 200 of the Act.
- ii) To Levy to penalty on unpaid amount of Bill @ 2% p.m. as per section 202 of the Act.
- iii) To issue distress and attachment warrants under section 203 of the Act.
- iv) To sale the property in public auction under Section 206 of the Act.
- v) To file a suit in the Court of Competent Jurisdiction against the defaulter under section 211 of the Act.

SECTION 4 (1) (b) (i)

**The particulars of functions & duties of the office of
Assistant Assessor & Collector B- Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	Room No. 15 & 16, 1ST Floor, B-Ward office Building, Babula Tank Road, Near J.J. Hospital, Sandharst Road, Mumbai- 400 009.
3	Head of the Office	Assessor & Collector, Head Office
4	Parent Government Department	Assessor & Collector, Head Office
5	Reporting to which office	Deputy Assessor & Collector (City).
6	Jurisdiction - Geographical	B-Ward is bounded by the SANDHARST ROAD Creek on SOUTH SIDE-UPTO LOKMANYA TILAK MARG, NORTH SIDE-UPTO JINABHAI MULJI ROAD, EAST SIDE-UPTO P.D'MELLO ROAD, WEST SIDE- UPTO IBRAHIM RAHIMTULLA ROAD ABDUL REHMAN ROAD.
7	Mission	1) To achieve the

		<p>given Collection target.</p> <p>2) To maximize the revenue of MCGM.</p>
8	Vision	Implementation of Capital Value System Successfully.
9	Objectives	To augment the revenue of Corporation from Properties assessed in Ward and taking on record the measurement and other details.
10	Functions	<p>1)To maintain the record of Inspection details of property;</p> <p>2)Serving Property tax bills and recovery thereof;</p> <p>3) Implementation of Capital Value System.</p>
11	Details of Services provided (In Brief)	<p>1) Issuing the Property Bills</p> <p>2) Issuing Inspection Extract</p> <p>3) Issuing NOC for OC, P Form after clearance of outstanding dues</p> <p>4) Issuing Category Certificate in respect of Cessed Propety.</p>
12	Physical Assets (Statement of lands & Buildings and other Assets)	-----
13	Organization's structural Chart	As per separate sheet attached at page no.
14	Tel. No.s & Office Timings	<p>Telephone no : 022-23725357 Extn :</p> <p>116, 117, 118, 119</p> <p>Email : aacb.ac@mcgm.gov.in</p>

		Office timing : 10.00 a.m. To 06.00 p.m.
15	Weekly Holidays	Sunday & 2 nd , 4 th Saturday and Public Holidays.

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of Assistant Assessor & Collector B- Ward A –
Financial Powers**

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	Rs.5000/-	---	--
2	Superintendent	RS. 1000/-	---	--
3	Deputy Superintendent	NIL	N.A.	--
4	Head Clerk	NIL	N.A.	--
5	Ward Inspector	NIL	N.A.	--
6	Clerk	NIL	N.A.	--

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of Assistant Assessor & Collector B- Ward B -
Administrative Powers**

Sr. No	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	<p>1)General Administration, Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes.</p> <p>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</p> <p>3)To discharge the Duties & Power delegated by Mun. Commissioner under the Act.</p> <p>4) To Dispose off Complaints, To Sanction the proposal for Revision , Modification , Cancellation of Capital Value .</p>	--	--

5) Holding conferences of the staff for implementation of directives of the Deptt.for achievement of Target & Collection.

6) Preparing & Submitting various reports.

7)To attend the grievances of Public.

2	Superintende nt	<p>1)General Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes.</p>	--
		<p>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</p>	
		<p>3)To discharge the Duties & Powers delegated under the Act.</p>	
		<p>4)Holding conferences of the staff for implementation of directives of the Deptt.for achievement of Target & Collection.</p>	
		<p>5)Preparing & Submitting various periodical reports of Compliances, Administrative & Statistical information,</p>	
		<p>6)To attend the grievances of Public.</p>	
3	Dy. Supdt.	<p>1)General Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes.</p>	--
		<p>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</p>	

		<p>3) To discharge the Duties & Powers deligated under the Act.</p> <p>4) Preparing & Submitting various periodical reports of Compliances , Administrative & Statistical information.</p> <p>5)Authorisation of Cheques in C.V. For Part Payment</p> <p>6)To attend the grievances of Public.</p> <p>7) To prepare Statistical reports requiredor monthly conference.</p>	
4	Asstt. Supdt.	<p>1)Overall incharge & supervision of day to day function of CFC Counters/ window System.</p> <p>2) Maintaining Dis-cheque Register,</p> <p>3) To Maintain Imprest ,</p> <p>4) To Prepare reports of receipts</p> <p>5) To Co-ordinate between various Deptt.</p> <p>6) To attend the grievances of Public.</p>	--
5	Head Clerk	<p>1) Overall supervision & Co-ordination between staff & Administration in ref. to the assessment & Collection of Property Tax.</p> <p>2) To dispose the correspondence & information required under RTI.</p>	--

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of Assistant Assessor &
Collector B- Ward C – Magisterial Powers**

Sr. No	Designation	Powers -Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	1)To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer. 2)Public information Officer related to reerances of RTI 2005 of Ward Office	--	--
2	Superintendent	To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer.	--	--
3	Dy. Supdt.	NIL	N.A	-
4	Head Clerk	NIL	N.A	--
5	Ward Inspector	NIL	N.A	--
6	Clerk	NIL	N.A	--

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of Assistant Assessor &
Collector B- Ward D - Quasi Judicial Powers**

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs
1	Assistant Assessor & Collector	1)To investigate & Dispose off Complaints against Capital Value, 2)To investigate & Dispose off Complaints against Maharashtra Tax On Larger Building (Premises).	--
2	Superintendent	NIL	N.A
3	Dy. Supdt.	NIL	N.A
4	Head Clerk	NIL	N.A
5	Ward Inspector	NIL	N.A
6	Clerk	NIL	N.A

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of Assistant Assessor & Collector B/ Ward
E – Judicial Powers**

Sr. No.	Designation	Powers - Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	NIL	N.A	---
2	Superintendent	NIL	N.A	---
3	Dy. Supdt.	NIL	N.A	---
4	Head Clerk	NIL	N.A	---
5	Ward Inspector	NIL	N.A	---
6	Clerk	NIL	N.A	---

Section 4 (1) (b) (iii)

**The Procedure followed in the decision- making process, including channels of supervision
and accountability in the office of Assistant Assessor & Collector B- Ward**

NAME OF ACTIVITY

Related Provisions

Name of the Acts/Acts

Rules

Govt. Resolutions

Circulars

Office Orders

-

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Sending Yearly Bills of Property Tax, MTOB.	To generate the yearly bills consisting 6 monthly period and to send the modified or corrected bills if any to be sent to the tax payers. Through Post or Hand Delivery	Yearly	AA&C(B)	---
2	Inspection	Site Visit To measure, To enquire, To serve the bills, notices, summons etc.	Sunrise to Sunset	Inspector / Surveyor / Dy.Supt /Supdt / AA&C	---
3	Assessment Proposals/TWR	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy.Supt /Supdt / AA&C	---
4	Bills/Sp. Notice	To Serve the bills& Sp notice to the Party	Fifteen Days	Inspector	---
5	Complaint Disposals	To attend & to hear the Complainants grievance and rectify the incorrect Data.	Fifteen Days	Inspector/ Dy.Supt / Supdt / AA&C	---
6	Recovery	Follow up, For collection and completion of Target	Six months	Inspector / Dy.Suptd /Suptd	---
7	To levy or to delete WT/ST	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy.Supt /Supdt / AA&C	---
8	Refund	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Clerks, Typist, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	---
9	Attachment	Service of Warrant of Attachment & Statement of Outstanding. To seek legal Action for Non payment of Taxes in time for collection	after six months	Inspector / Surveyor/ Dy.Suptd/ Suptd/AA&C	---
10	Auction	The last resort by putting the property into Auction Sale to recover the Municipal Dues.	after six months	AA&C(B), Lioson Officer	---
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, Typist, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	---

Section 4 (1) (b) (iv)

**Norms set for discharge of its functions in the office of
Assistant Assessor & Collector B-Ward**

Organizational Targets (Annual)

Sr. No	Designation	Activity	Financial Targets in Rs.	Time Limit	Remark
1	INSPECTOR	To Inspect all the property every year for the confirmation of assessment and to report New Assessment, Revision Modification or Amendment in C.V. to levy and to collect the property tax and to initiate legal action of recovery for non payment.	Nil	Nil	To accomplish the target of collection given from time to time
2.	DY. SUPDT	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendment in C.V. to levy and to collect the property tax. To authorise the payment made by tax payer Overall supervision, co-ordination among staff	Nil	Nil	To accomplish the target of collection given from time to time
3.	SUPRITENDENT	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendment in C.V. to levy and to collect the property tax. To authorise the payment made by tax payer Overall supervision, co-ordination among staff To monitor the sectionwise collection to achieve the given periodical target	Nil	Nil	To accomplish the target of collection given from time to time
4.	ASSISTANT ASSESSOR & COLLECTOR	To issue property tax bills once in the year containing to six monthly bills To authenticate all the entries in the Assessment Books every year. To implement the Capital Value System by sanctioning, rejecting, the proposals and subsequently billing for collection.	Nil	Nil	To accomplish the target of collection given from time to time

		To execute Distress Warrant, Attachment, Auction, sue the defaulters for recovery. Overall supervision, co-ordination, communication among the staff and tax payer to settle all disputes, grievances and requirements in respect of Assessment of Property and collection of Property Taxes.		
5.	HEAD CLERK	Overall supervision on regular office work and co-ordination among staff.	Nil	Nil

Section 4 (1) (b) (v)

**The rules / regulation related with the functions of
Assistant Assessor & Collector B- Ward**

Note: Please refer Annexure for G.R. /Circular / Office order Rule no/. Notification etc. mentioned below.

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	CAPITAL VALUE	Govt. Notification No. BMC-1005 / 185 /CR24 /2005 /UD-32 dated 31-03-2010, the provisions of M.M.C. Act-1888 are amended to levy the Capital Value w.e.f. 01-04-2010. The Corporation also sanctioned the proposal to levy the P.Tax on C.V. w.e.f. 01-04-2010 vide Resolution No. 1091 of 27-01-2010.	C. V. implemented w.e.f. 01-04-2010

Section 4 (1) (b) (vi)

**Statement of Categories of documents held in the office of
Assistant Assessor & Collector B- Ward**

Note : Classification of record and periodicity of preservation is as proposed by this office vide letter under no. FS/26601/BF/OS, Dated : 08/11/2012 and subject to approval from the office of city engineer.

Sr No	Subject	Type of Document/ file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
'A' Class Record					
	-	-	-	-	-
'C2' Class Record					
1	FORM 1 ASSESSMENT BOOK	Binding	FORM 1	Details of Property, Owner & First Date of assessment	15 Years
2	FORM 12 INSPECTION BOOK	Binding	FORM 12	Inspection Details	15 Years
3	TWR REGISTER / PROPOSALS	Batch	TWR REGISTER	Change in R.V /C.V	15 Years
'C1' Class Record					
'C' Class Record					
4	BILL BOOK	Register	BILL BOOK	Periodical Bills	05 Years
5	COMPLAINT REGISTER	Register	COMPLAINT REGISTER	Proceeding of Hearing	05 Years
6	DAY BOOK	Register	REGISTER	Daily Collection Report	05 Years
7	DEPOSITE REGISTER	Register	DEPOSITE REGISTER	Partywise/SAC wise Deposit to be adjusted against each Year	05 Years
8	Register of Dishonour Cheque	Register	Dis-Cheque Register	Cheques dishonoured and recovery thereof	05 Years
9	Refund Register	Register	Refund Register	Details of Refund Cases	05 years
10	Attachment Register	Register	Attachment Register	Details of attached properties & statement of outstanding & further	05 Years

				action of recovery.	
11	Adjustment Register	Register	Intimation / Adjustment Register	Details of Deposite to be adjusted periodwise	05 years
12	Inward Outward Register	Register	Despatch book	Details of correspondence	05 Years
‘D’ Class Record					

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of Assistant Assessor & Collector B-Ward

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
1	NIL	NIL	NIL	NIL

1) Policy formulation – Nil

2) Policy implantation – At Ward Level

N.B. :No Separate arrangement exists at present for consultation or by representation by the members of public in relation to the formulation of Department’s policy or implementation thereof.

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
	NIL	NIL	NIL	N.A.	N.A.	N.A.	N.A.

Section 4 (1) (b) (xi)

**Details of allocation of budget and disbursement made in the office of
Assistant Assessor & Collector B- Ward
for the year 2013-14.**

Format B for previous year (2012-13)

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
	Nil	Nil	Nil	--

Format B for previous year (2012-13)

Sr. No	Budget Head description	Grants received	Grant utilized	Grant Surrendered	Result
	Nil	Nil	Nil	Nil	--

Section 4 (1) (b) (xii)

**Manner of execution of subsidy program in the office of
Assistant Assessor & Collector B- Ward**

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy / Concession sanctioned
	NIL	NIL

Section 4 (1) (b) (xii)

**Details of Beneficiaries of subsidy program in the office of
Assistant Assessor & Collector B- Ward**

Sr. No	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
1	NIL	NIL

Section 4 (1) (b) (xiii)

**Particulars of recipients of concessions, permits or authorizations granted in the office of
Assistant Assessor & Collector B- Ward**

Sr. No	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	Nil					

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of

Assistant Assessor & Collector B- Ward

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C(B)
2	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C(B)

*** Please refer Section 4(1)(a)(vi)**

Section 4 (1) (b) (xv)

**Particulars of facilities available for citizen for obtaining information in the office of
Assistant Assessor & Collector B- Ward**

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Information about visiting hours	10.30am To 5.30pm	In person	Ward -B 1ST Floor	AA&C/ B
2	Information about interactive website	Round the clock	Access to Internet	Internet	----
3	Facilitation Center	10.30am To 5.30pm	In person / on written application / on payment of schedule fees	Ward -B GROUND Floor	AA&C/ B
4	Information about facilities for inspection of record	10.30am To 5.30pm	In person / on written application / on payment of schedule fees	Ward -B 1ST Floor	AA&C/ B
5	Information about facilities for inspection of work	10.30am To 5.30pm	In person / on written application / on payment of schedule fees	Ward -B 1ST Floor	AA&C/ B
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.30am To 5.30pm	In person	Ward -B Ground Floor	Displayed on Ground Floor,

				B/Ward
--	--	--	--	--------

8	Information about liabrary	Not Available		
1	Information about Inquiry window or Reception etc.	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward -B Ground Floor

Section 4 (1) (b) (xvi)

**Details of public information officers / APIO's / appellate authority in the jurisdiction of
(Public authority) in the office of**

Assistant Assessor & Collector B- Ward

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Shri. Dipak Chandrakant Gaikwad	Asstt. A&C (B)	Head of the Department at Ward level	R. No.15 & 16, 1ST Floor, B- Ward Office Building, TANK ROAD NEAR J J HOSPITAL Mumbai - 400 009. Phone No.022- Ph.No.2372535 7 Ext. No. 116,117,118,119 R. No.15 & 16, 1ST Floor, B- Ward	aacb.ac@ mcgm.gov .in	Asstt. Municipal Commissioner / B- Ward

				Office Building, TANK ROAD NEAR J J		
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Section 4 (1) (b) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of

Assistant Assessor & Collector B- Ward

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	Shri. Sudhir Chavan	Superintendent (B)	Incharge outdoor section at Ward level	R. No.15 & 16, 1ST Floor, B-Ward Office Building, TANK ROAD NEAR J J HOSPITAL Mumbai - 400 009. Phone No.022- Ph.No.23725 357 Ext. No. 116,117,118, 119

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Ajitkumar Ambi	Asstt. Municipal Commissioner / B- Ward	/RTI Act	Asstt. A&C (B)	Aac.wardb@g mail.com

Section 4 (1) (b) (xvi)

**Details of public information officers / APIO's / appellate authority in the jurisdiction of
(Public authority) in the office of Assistant Assessor & Collector B- Ward
Section 4 (1) (b) (ix) Directory of Officers & Employees**

Sr. No.	Name of the Employee	Designation	Date of joining on post	Phone number	Address of the Employee
1	Shri. Dipak Chandrakant Gaikwad	AA&C(B-Ward)	14.06.2023	022-23725357 9930237714	Sion
2	Shri Sudhir Chavan	Supdt.(I./C)B-Ward	06/10/20	022-23725357	Badlapur
3	Shri.Vilas Bhike	Dy.Supdt.(B-Ward)	19.06.2023	022-23725357	Sion
4				022-23725357	
5	Shri. Arjun M.V. Smt. Dalvi B.A.	HC -1 HC -2	02.01.2023	022-23725357	PANVEL BADLAPUR
6	Shri. Aling Nitin	W.I.(B)	16/09/2017		Kurla
7	Shri Harish Shelukar	W.I.(B)	05/07/21	022-23725357	Curry Road
8	Shri.Ramesh Patil	W.I.(B)	15/09/2017	022-23725357	KALYAN
9	Shri. Deepak Sawant	W.I.(B)	24.11.2020	022-23725357	PANVEL
10	Shri.Vijay Dhavle	W.I.(B)	05/07/21		CHEMBUR
11	Shri.Sanjay Nerkar		05/08/20	022-23725357	
12	Shri. Mohd Muzammilodin	W.I.(B)	05/07/21		THANE
13	Shri. Pradip Sonawale	W.I.(B)	22.06.2023	022-23725357	PANVEL
14	Shri. Lalu Jadhav	W.I.(B)	05/11/20	022-23725357	KALYAN
15	Shri. Arun Gaikwad	W.I.(B)	22.06.2023	022-23725357	KALYAN
16	SMT. Priyanka Naik	W.I.(B)	22.06.2023	022-23725357	KALYAN
17	Smt. Prathiba Thorat	Clerk(A)	10.10.2022	022-23725357	TALOJA
18	Shri. R.N. Bambale.	Clerk(A)	01/04/2016	022-23725357	TITWALA
19	Smt .Shama Shaha	Clerk(A)	10.10.2022	022-23725357	MATUNGA

20	Shri Javed Syyed Abdul Rahim	Peon
21	Shri Sachin Kamble	Peon
22	Shri Shaikh Irfan	Peon
23	Smt. A.A. Tambe	Peon
24	Shri. Rohit Rupvate	Peon
25	Shri C.S. Samble	Peon
26	Shri Jatin Gohil	Peon
27	Smt. Karuna Barve	Peon

20/01/2016

05/07/21

11/04/2018

20/12/2012

28.02.2023

17/06/2014

27.11.2021

022-23725357	Sandhurst Rd
022-23725357	Panvel
022-23725357	CHEMBUR
022-23725357	SHIVADI
022-23725357	Chembur
022-23725357	BADLAPUR
022-23725357	Bhyaculla
022-23725357	KURLA

Section 4 (1) (b) (x)

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

Sr. No.	Name of the Employee	Designation	Pay Scale	Date of joining on post
1	Shri.Raju S Kathe	AA&C(A)	9300-34800+4800	12/01/22 12/01/22
2	Shri. Vitthal Gambhire	Supdt.(A)	9300-34800+4600	06/10/20 06/10/20
3	Shri Hiranman Ghare	Dy.Supdt.(A)	9300-34800+4200	25/09/2017
4	Shri Sudhir Chavan	Dy.Supdt.(A)	9300-34800+4200	01/12/21 01/12/21
5	Smt. Shraddha A Balgi	HC-1(A)	9300-34800+4200	27/11/2015
6	Shri. Chavan Arun Eshwar	W.I.(B)	5200-20200+2800	16/09/2017
7	Shri Harish Shelukar	W.I.(B)	5200-20200+2800	05/07/21 05/07/21
8	Shri.Ramesh Patil	W.I.(B)	5200-20200+2800	15/09/2017
9	Shri. Deepak Sawant	W.I.(B)	5200-20200+2800	24.11.2020
10	Shri.Vijay Dhavle	W.I.(B)	5200-20200+2800	05/07/21 05/07/21
11	Shri.Sanjay Nerkar			05/08/20 05/07/21
12	Shri. Mohd Muzammilodin	W.I.(B)	5200-20200+2800	05/07/21
13	Shri.Ner Rajendra Vishnu	W.I.(B)	5200-20200+2800	15/09/2017
14	Shri. Lalu Jadhav	W.I.(B)	5200-20200+2800	05/11/20 05/11/20
15	Shri. Deelip Jadhav	W.I.(B)	5200-20200+2800	15/09/2017
16	Shri.Nandkishor Bagul	W.I.(B)	5200-20200+2800	15.10.2020
17	Shri. N.S. Garudkar.	Clerk(B)	5200-20200+2000	01/04/2012//
				01/04/2012

18	Shri. R.N. Bambale.	Clerk(B)	5200-20200+2000	02/06/14	
19	Smt M.S. Patil	Clerk(B)	5200-20200+2000		
20	Shri Javed Syyed Abdul Rahim	Peon	5200-20200+1900	20/01/2016	
21	Shri Sachin Kamble	Peon	5200-20200+1900	05/07/21 05/07/21	
22	Shri Shaikh Irfan	Peon	5200-20200+1900	11/04/2018	
23	Smt. A.A. Tambe	Peon	5200-20200+1900	20/12/2012	
24	Smt. P.R. Pawaskar	Peon	5200-20200+1900	09/03/2013	
25	Shri C.S. Samble	Peon	5200-20200+1900	17/06/2014	
26	Shri Jatin Gohil	Peon	5200-20200+1900		
27	Smt. Karuna Barve	Peon	5200-20200+1900	27.11.2021	