



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of G/North Ward



ADMINISTRATIVE OFFICER (ESTATE)

Address -
Office of Administrative Officer (Estate),
1st Floor, Room No 103,
D Ward Building,
Nana Chowk, Joban putra compound,
Grant Road, Mumbai – 400 007.

INDEX

| Sr. No. | Section 4 (1) B Sub Clauses | Name of Manual | Page No. |
|---------|-----------------------------|--|----------|
| 1 | | INTRODUCTION | 3 |
| 2 | 4 (1) (b) (i) | The particulars of functions & duties of the Public Authority:- | 4 |
| 3 | 4 (1) (b) (ii) | The Powers of officers and employees in the office of A O Estate D Ward | 7 |
| 4 | 4 (1) (b) (iii) | The procedure followed in the decision making process, including channels of supervision and accountability in the office of D ward. | 9 |
| 5 | 4 (1) (b) (iv) | Norms set for discharges of its functions in the office of D ward | 12 |
| 6 | 4 (1) (b) (v) | The rules/regulation related with the functions of D ward | 19 |
| 7 | 4 (1) (b) (vi) | Statement of categories of documents held in the office of D ward at Nana Chowk, Grant Road, | 20 |
| 8 | 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 | 21 |
| 9 | 4 (1) (b) (viii) | Statement of Boards, Councils, Committees of other bodies D ward. | 22 |
| 10 | 4 (1) (b) (ix) | Statement of Boards, Councils, Committees of other bodies D ward. | 22 |
| 11 | 4 (1) (b) (x) | Directory of the officers and employees AO Estate of D Ward | 23 |
| 12 | 4 (1) (b) (xi) | Details of remuneration of officers and employees in the office of AO Estate D ward | 24 |
| 13 | 4 (1) (b) (xii) | Details of allocation of budget and disbursement made in the office of D at Nana Chowk, Grant Road, for the year | 25 |
| 14 | 4 (1) (b) (xiii) | Details of beneficiaries of subsidy program in the office of D at Nana Chowk, Grant Road, for the year | 26 |
| 15 | 4 (1) (b) (xiv) | Particulars of recipients of concessions, permits or | 26 |

| | | | |
|----|------------------|---|----|
| | | authorizations granted in the office of D at Nana Chowk, Grant Road, for the year 2012-2013 | |
| 16 | 4 (1) (b) (xv) | Details of information available in electronic form in the office of D Ward. | 27 |
| 17 | 4 (1) (b) (xvi) | Particulars of facilities available for citizen for obtaining information in the office of D ward | 28 |
| 18 | 4 (1) (b) (xvii) | Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority) | 29 |
| 19 | | Appellate authority | |

INTRODUCTION ADMINISTRATIVE OFFICER (ESTATES)

In M.C.G.M. Estate Department is Independent Department and Assistant Commissioner (Estate) is Head of this Department. All the Estates belong to M.C.G.M. comes under the Jurisdiction of this Head of the Department and Protection and Maintenance of these properties are being looked after by Administrative Officer in the Wards.

Administrative Officers (estates) in the wards working under the control of Assistant Commissioner of the concerned ward for Administrative Work and Policy matters in the context of Right for Information Act and they (A.O.-Estates) work as per the direction of Assistant Commissioner (Estates).

The properties belong to M.C.G.M. in the D ward are being maintained and look after by (A.O. Estates) Eastern Suburbs.

There are outdoor staffs such as Rent Supervisor, Rent Collectors, and Indoor staff such as Head Clerk, Clerks, Peon etc. Is looking after the office work of Estate Department under control of (A.O. Estates).

The properties in F/S ward are maintained and protected by (A.O. Estates) City. Rent Supervisor, Rent Collector, the Outdoor staff and Head Clerk, Clerk, Peon the Indoor Staff working under (A.O. Estates). (A.O. Estates) has to keep control over the daily work of the above staff. He has to guide regarding the properties. The proposal for transfer of the tenancies of Municipal properties and their disposal, dispose the cases of disputes and Court cases of the Municipal properties redressal of complaints from Municipal Tenants and submit report to superiors and submit necessary information to concerned Assistant Commissioner and D.M.C. and the possession of tenements etc work regarding Municipal properties case to be done by (A.O. Estates). (A.O. Estates) has to take eviction action against any unauthorized work under section 105 B of Municipal Act.

**Administrative Officer
(Estates) D Ward**

Section 4 (1) (b) (i)

The particulars of functions & duties of the Public Authority:-

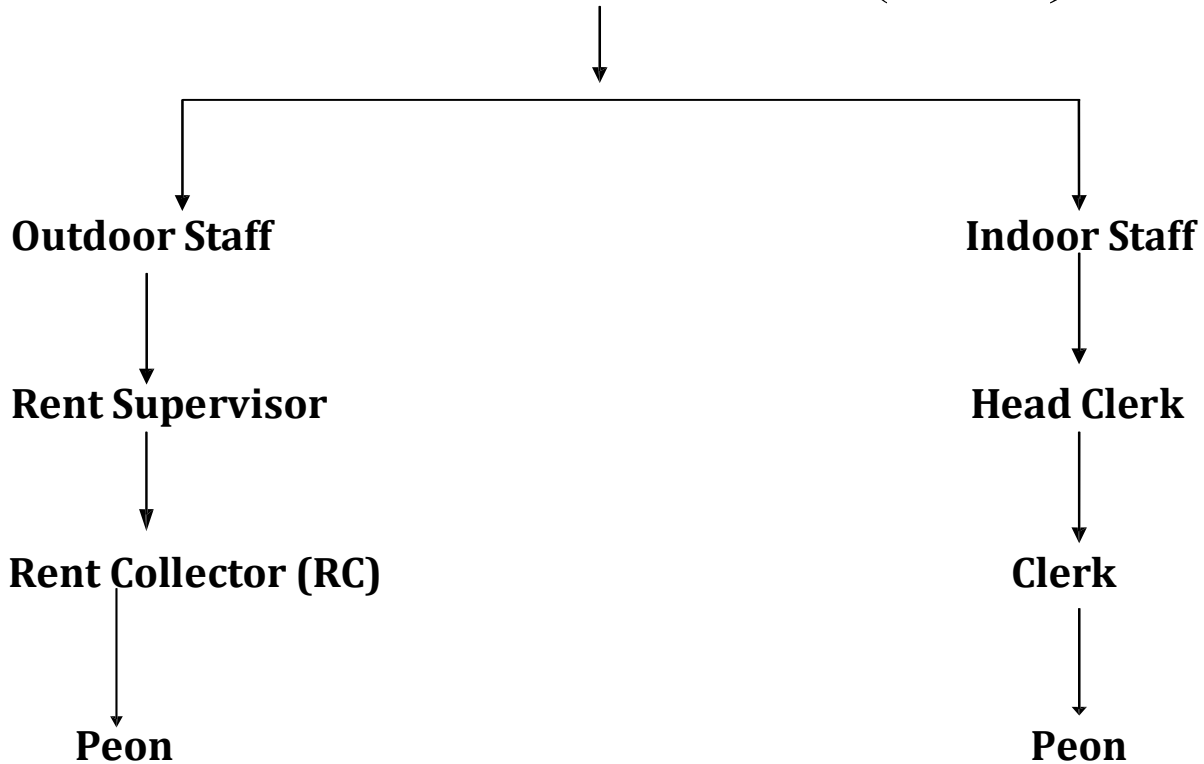
| | | |
|----|--|--|
| 1 | Name of the Section | Office of Administrative Officer (Estates) |
| 2 | | Mumbai- |
| 3 | Head of the Office | Administrative Officer (Estates) |
| 4 | Parent Govt. Dept. | Asst. Commissioner (Estates) |
| 5 | Office Timings | Monday to Saturday 9.00 a.m. to 5.30 p.m. 2 nd & 4 th Saturdays Holiday Visiting Hours - (Monday – Friday) 09.00 a.m. to 04.00 pm |
| 6 | Reporting to which office | Asst. Commissioner (Estates) |
| 7 | Contact Details | Telephone no : 23861426 Extn : 305 Email AO Estate - Email RS Estate - |
| 8 | | Rent collection is done in Citizen Facility center in Morning 9.00am to 1.30 pm |
| 9 | Jurisdiction | |
| 10 | Vision- | To Rehabilitate Municipal tenants and provide them prompt |
| | mission | services regarding tenancies. |
| 11 | Objectives | Real Estate SAP Module give quick services to Tenants to pay their rent |
| 12 | Functions | 1) Collection of Rent from Municipal Properties 2) Transfer of tenancies 3) Attornment of VLT tenants 4) Detection of u/a construction/extension and inform to A. C. D i. e to take action as per MCGM Rules. 5) Action taken under section 105 B against Tenants 6) To prepare Inventory regarding Redevelopment properties 7) Allotment of Rehab bldg. |
| 13 | Details of Services provided (In Brief) | 1. Rent Collection fm tenant 2. Transfer of Tenancies 3. Allotment of Rehab bldg |
| 14 | Physical Assets- (Statement of lands & buildings and other assets) | List attached |
| 15 | Organisations's structural Chart (Orogonogram) at each level | As per separate sheet attached |

| | | |
|----|--|--|
| 16 | Give linkage of jurisdiction & Address, Tel No. s & Office Timings | Telephone no : 23861426 Extn : 305 Email : Monday to Saturday 9.00 a.m. to 5.30 p.m. 2 nd & 4 th Saturdays Holiday Visiting Hours - (Monday – Friday) 09.00 a.m. to 04.00 pm |
| 17 | Weekly Holidays | Sunday and Public Holidays. |

BRIHANMUMBAI MAHANAGARPALIKA
Administrative Officer. (Estates) D Ward

| Department – Estates | | | | |
|-----------------------------|--|-----------------------|-----------------|---------------|
| Sr. No. | Post | Scheduled Post | Occupied | Vacant |
| 1 | Administrative Officer | 0 | 1 | 1 |
| 2 | Rent Supervisor | 1 | 0 | 1 |
| 3 | Rent Collector | 6 | 3 | 3 |
| 4 | Head Clerk | 1 | 0 | 1 |
| 5 | Real Estate Consultant (Working Arrangement) | 0 | 1 | 0 |
| 6 | Clerk | 4 | 4 | 0 |
| 7 | Peon | 2 | 2 | 0 |

Administrative Officer (Estate)



Section 4(1) (b) (ii)

The Powers of officers and employees in the office of A O Estate D Ward

A

| Sr. No. | Designation | Powers-Financial | Under which legislation /rules/orders/GRs | Remarks |
|---------|-----------------|------------------|---|-------------------|
| 1 | AO Estate | Rs. 400/- | | Misc. Expenditure |
| 2 | Rent Supervisor | Nil | | |
| 3 | Head Clerk | Nil | | |
| 4 | Rent collector | Nil | | |
| 5 | Clerk | Nil | | |

B

| Sr. No. | Designation | Power-Administrative | Under which legislation / rules/orders/ GRs | Remarks |
|---------|-----------------|----------------------|---|---------|
| 1 | AO Estate | Nil | | |
| 2 | Rent Supervisor | Nil | | |
| 3 | Head Clerk | Nil | | |
| 4 | Rent collector | Nil | | |
| 5 | Clerk | Nil | | |

C

| Sr. No. | Designation | Power-Magisterial | Under which legislation /rules/orders/ GRs | Remarks |
|---------|-----------------|-------------------|--|---------|
| 1 | AO Estate | Nil | | |
| 2 | Rent Supervisor | Nil | | |
| 3 | Head Clerk | Nil | | |
| 4 | Rent collector | Nil | | |
| 5 | Clerk | Nil | | |

D

| Sr. No. | Designation | Power-Quasi judicial | Under which legislation /rules/orders/GRs | Remarks |
|---------|-----------------|----------------------|---|---------|
| 1 | AO Estate | Nil | | |
| 2 | Rent Supervisor | Nil | | |
| 3 | Head Clerk | Nil | | |
| 4 | Rent collector | Nil | | |
| 5 | Clerk | Nil | | |

E

| Sr. No. | Designation | Power-Judicial | Under which legislation /rules/orders/GRs | Remarks |
|----------------|--------------------|-----------------------|--|----------------|
| 1 | AO Estate | Nil | | |
| 2 | Rent Supervisor | Nil | | |
| 3 | Head Clerk | Nil | | |
| 4 | Rent collector | Nil | | |
| 5 | Clerk | Nil | | |

Section 4(1) (b) (ii)

The Duties of officers and employees in the office of AO (Estate) D Ward

A

| Sr. No. | Designation | Duties-Financial | Under which legislation /rules/orders/GRs | Remarks |
|----------------|--------------------|-------------------------|--|----------------|
| 1 | AO Estate | Nil | | |
| 2 | Rent Supervisor | Nil | | |
| 3 | Head Clerk | Nil | | |
| 4 | Rent collector | Nil | | |
| 5 | Clerk | Nil | | |

B

Administrative Powers

Administrative Officer (Estates)

Administrative Officer (Estates) of the ward is assisted by Rent Supervisor, Head Clerk are assisted by respective Rent Collector, Clerk of the department to execute daily work.

Administrative Officer (Estates) of the Ward executes following duties/works from his staff working under his control:-

1. Day to day work, rent collection along with Redevelopment schemes
2. To conduct coordination and review meeting with rent supervisor and rent collector.
3. To scrutinize proposal of transfer of attornment case, Rent collection monthly reports.
4. To attend court cases regarding dispute matters of transfer cases and redevelopment cases.
5. To Reply RTI applications. Attending herrings at state Information of Maharashtra.

Rent Supervisor

1. To monitor collection of Rent.
2. To check rent Receipts
3. Inspection of unauthorized occupation, change of user & demolition of Unauthorised constructions & encroachment
4. To scrutiny the Casual Occupancy & Casual Vacancy reports submitted by Rent Collector
5. To scrutinize documentary evidences submitted by applicants for transfer of Tenancies
6. To attend court cases regarding dispute matters of transfer cases and redevelopment cases.

Rent collector

1. Rent collectors are directly working under Rent Supervisor.
2. To issue Demand Notices to the tenants for arrears of rent, dues etc.
3. To detect unauthorized occupation, change of user & demolition of unauthorized constructions, encroachment and submit the report to Rent Supervisor and Administrative Officer (Estate).
4. To take eviction action under section 105 B of MMC Act, take vacant possession of the Tenements of defaulter tenants.
5. To allots tenement to rehab tenants and submit transfer proposal along with complete documents to superiors.
6. To attend complaints of tenants and attend duties as per orders from Superiors.

Head Clerk

- 1) To supervise the work of clerks
- 2) To keep control monitor and guide to the clerk,
- 3) To scrutinize monthly and annual report of recovery of rent
- 4) Dispose of daily outward
- 5) Inward papers and to comply of Audit Notes & Follow up
- 6) Inspect Demand Register and submit Budgetary Report
- 7) Furnish information to Rent Collectors and Rent Supervisors as required
- 8) Submit report as per instructions from Superiors

Clerk

- 1) To Clerk are directly working under Head Clerk.
- 2) To check rent Receipt
- 3) To take entries in Demand register(DR) and update it.
- 4) To Submit monthly and annual report of recovery of rent
- 5) To furnish information to Rent Collectors and Rent Supervisors as required

C

| Sr. No. | Designation | Duties- Magisterial | Under which legislation /rules/orders/GRs | Remarks |
|---------|-----------------|---------------------|---|---------|
| | AO Estate | Nil | | |
| 2 | Rent Supervisor | Nil | | |
| 3 | Head Clerk | Nil | | |
| 4 | Rent collector | Nil | | |
| 5 | Clerk | Nil | | |

D

| Sr. No. | Designation | Duties-Quasi judicial | Under which legislation /rules/orders/GRs | Remarks |
|---------|-----------------|-----------------------|---|---------|
| | AO Estate | Nil | | |
| 2 | Rent Supervisor | Nil | | |
| 3 | Head Clerk | Nil | | |
| 4 | Rent collector | Nil | | |
| 5 | Clerk | Nil | | |

E

| Sr. No. | Designation | Duties-Judicial | Under which legislation /rules/orders/GRs | Remarks |
|---------|-----------------|-----------------|---|---------|
| | AO Estate | Nil | | |
| 2 | Rent Supervisor | Nil | | |
| 3 | Head Clerk | Nil | | |
| 4 | Rent collector | Nil | | |
| 5 | Clerk | Nil | | |

Section 4(1) (b) (iii)

The procedure followed in the decision making process, including channels of supervision and accountability in the office of D ward.

Name of activity – **Transfer of Tenancy rights**

Related Provisions – Circular No

. Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

| Sr. No. | Activity | Steps Involved | Time Limit | Authority Role | Remarks |
|---------|-----------------------------------|--|---|---|---------|
| 1 | Transfer of Tenancy rights | a. Application received in dispatch section. b. Application received in Estates department. c. Site Inspection d. Tenancy particular. e. Recovery of transfer fee (* Papers forwarded to Ward Audit for receipt verification) f. Signature Verification of Principal Tenant as per Agreement recovery. g. Papers received in Ward (Estate Deptt.) h. Site Inspection i. Pre and Final Form verification j. Scrutiny of Papers & Preparation of transfer proposal k. Proposal forward for Audit l. Proposal forward for sanction m. Received in Ward (Estates deptt) n. Submitted for workout of dues if any o. Transfer effected p. C.O. & C.V. Report q. Posting of C.O. & C.V. Reports | 1 day 1 day 2 day 1 day 7 day 7 day 4 day 2 day 4 day 4 day 2 day 7 day 2 day 2 day 7 day 2 day 3 day | a. Ward Head Clerk dispatch b. Rent Supervisor(RS) c. Rent Collector(RC) / RS d. Rent Recovery Clerk(RRC) e. RC f. Account Officer g. A.C.(Estates) h. H.C.(Dispatch) i. RC/RS j. RRC k. RC/RS/A.O. l. Dy.C.A.(Rev. III) m. DMC (Z-II) n. H.C. Dispatch o. RRC p. RC q. RC r. HC(Estates) | |

Name of activity – **Recovery of Rent**

Related Provisions – **Circular No .**

Name of the Act/Acts – Nil

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 |
|---------|-------------------------|---|---------------------|---|--------|
| 2 | Recovery of Rent | 1. Preparation by Clerk 2. Calculation of Rent 3. Rent Recovery | 15 minutes (All) | 1. RC 2. RRC 3. CFC | |

Name of activity – **Action under Sec.105(b)**

Related Provisions – **Circular No .**

(Name of the Act/Acts – Nil)

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 |
|---------|--------------------------------|---|--|---|--------|
| 3 | Action under Sec.105(b) | 1. Site Inspection 2. Preparation of issue of notice 3. Preparation & Verification of Presentation for 4. Submission for action of presentation form 5. Service of notice 6. Enquiry process | 1 day 3 day 3 day 1 day 3 day - | 1. RC/RS 2. RC/RS/A.O. 3. RC/RS/RRC 4. Enquiry Officer 5. RC 6. Enquiry Officer | |

Name of activity – **Detection of unauthorized work**

Related Provisions – Circular No . Nil

Name of the Act/Acts – Nil ()

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 |
|----------|--------------------------------|--|---------------------|---|--------|
| <u>4</u> | Detection of unauthorized work | 1. Site Inspection 2. Issue of Notice 3. Process of Demolition | 2 day 3 day - | 1. RC/RS 2. RC 3. RC/RS/AO/A.E. (B.F.) & Staff | |

Name of activity – **Recovery of Arrears of Rent**

Related Provisions – **Circular No .**

(Name of the Act/Acts – Nil ()

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 |
|---------|-----------------------------|--|----------------------------------|---|--------|
| 5 | Recovery of Arrears of Rent | 1. Site Inspection 2. Issue of notice 105 (b) 3. Preparation & verification of presentation form 4. Submitted for Enquiry | 1 day 3 day 3 day 1 day | 1. RC/RS 2. RC 3. RC/RS/HC(Estate) 4. Enquiry Officer | |

Name of activity – **Attornment**

Related Provisions – **Circular No**

(Name of the Act/Acts – Nil)

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 |
|---------|-------------------|--|---|--|--------|
| 6 | Attornment | 1. Application received in dispatch section 2. Requirement of documents 3. Site Inspection 4. Scrutiny & proposal 5. Submission for sanction 6. Proposal received in dispatch 7. Calculation of dues if any 8. Recovery of dues 9. C.O.&C.V. Reports 10. Posting of C.O. & C.V. Report 11. Audit Report 12. Registration of Tenancy Agreement | 1 day 7 days 1 day 3 day 7 day 2 day 2 day 2 day 2 day 2 day 2 day 2 day | 1. HC Dispatch 2. RC/RS 3. RC/RS 4. RC./RS 5. AC/DMC (Zone) 6. HC(Dispatch) 7. HC(Estates) 8. RC 9. RC 10. HC Estates 11. Account Officer 12. AC(Estates) | |

Section 4(1) (b) (iv)

Norms means Day set for discharges of its functions in the office of D ward

Organizational Targets (Annual) – Nil

| Sr. No. | Designation | Activity | Units to be covered | Financial Targets in Rs. | Time Limit | Remarks |
|---------|-------------|----------|---------------------|--------------------------|------------|---------|
| | Nil | Nil | Nil | Nil | Nil | Nil |

Section (1) (b) (v)

The rules/regulation related with the functions of D ward

| No. | Subject | Cir. / G.R. / Office Orders . Rule no. Notification etc. date | Remarks |
|-----|---|---|---------|
| 1. | Transfer of tenancy rights | Cir. No. . 1. AC/Estate/1159/Gen date d 27.05.2004 2. Estate/13554/Gen dated 28.11.2005 3. AC/Estate/6257/Gen dated 07.07.2010 4. Estate/Gen/58 dated 08.02.1999 5. Estate/XIV/129 dated 28.04.1967 | |
| 2. | Atterment of VLT tenants | Cir No 1. AC/Estate/2184/A/c date d 26.06.2009 2. AC/Estate/2184/A/c date d 10.02.2010 3. AC/Estate/2184/A/c date d 27.01.2010 | |
| 2. | Enquiry under 105(b) for arrears of Rent | MMC Act 105 (B) | |
| 3. | Enquiry under 105(b) for unauthorized work | MMC Act is available on portal www.portal.mcgm.gov.in | |
| 4. | Enquiry under 105(b) for unauthorized occupation | | |

Section 4 (1) (a) (vi)

Statement of categories of documents held in the office of D ward at Nana Chowk, Grant Road,

| Sr. No | Subject | Type of documents | File no or Register no. | Particulars | Periodicity of preservation |
|--------|-------------------|-------------------|--|---|-----------------------------|
| 1 | Recovery of Rent | Register | Demand Register | Details of all properties i.e. P/T & VLTs record of recovery of rent, arrears of rent | Permanent record |
| 2 | Court Cases | A or B C1 C2 | Court case Register | Details of record of Court cases & case date etc. | 10 years |
| 3 | R.T.I. | | R.T.I. Register | Details of RTI application subject & report submitted | 5 Years |
| 4 | MCL | | MCL Register | Detail information of letters/Complaints received for MC & action taken thereon. | 5 Years |
| 5 | Deposit | | Adopt Deposit Register | Details of the deposit amount recovered from the Tenants against Transfer cases. | 5 Years |
| 6 | Property | | Property Register | Details of Name of the properties Date of acquired properties. | Permanent record |
| 7 | Audit notes | | Spot audit note Reg. Audit note Register | Details of audit objections raised by MCA staff while regular auditing. | Up to date of recovery |
| 8 | Tenancy agreement | | T.A. Register Record Register | Contains T.A. No & Date Name & Address of Tenant contains details of recorded files. | Permanent |

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

| Sr. No. | Consultation for | Details of the Mechanism | Under which act/rule/ circular | Periodicity |
|---------|------------------|--------------------------|--------------------------------|-------------|
| | Nil | Nil | Nil | Nil |

1) Policy Formulation

2) Policy Implementation

Section 4(1) (b) (viii)

Statement of Boards, Councils, Committees of other bodies D ward.

| 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 | Nil | Nil | Nil | Nil |

Section 4(1) (B) (IX)

Directory of the officers and employees AO Estate of D Ward

| Sr. No. | Designation | Name of the officers/ employees | Cadre | Dt of Joining the post | Date of Joining in D | Contact Details Ph/Fax/E-mail |
|---------|------------------------|---------------------------------|-------|------------------------|----------------------|-------------------------------|
| 1 | Administrative Officer | Vacant | A | | | 022-23861426 |
| 2 | Rent Supervisor | Vacant | A | | | 022-23861426 |
| 3 | Head Clerk | Smt Rupali Berde | A | 01.02.1994 | 24.02.2015 | 022-2386142 |
| 4 | Rent collector | Shri Shriram W Ade | C | 03.06.1993 | 11.05.2012 | 022-23861426 |
| 5 | Rent collector | Shri Ankush Y Mohite | C | 07.04.1990 | 04.08.2011 | 022-23861426 |
| 6 | Rent collector | Shri Pramod D Surve | C | 01.04.1993 | 27.04.2012 | 022-23861426 |
| 7 | Rent collector | Vacant | C | | | 022-23861426 |
| 8 | Rent collector | Vacant | C | | | 022-23861426 |
| 9 | Rent collector | Vacant | C | | | 022-23861426 |
| 10 | Clerk | Smt Anjali S Zagade | C | 24.01.2007 | 09.01.2012 | 022-23861426 |
| 11 | Clerk | Smt Bhagyashri B Shinde | | 25.05.2012 | 25.05.2012 | 022-23861426 |
| 12 | Clerk | Shri Ramakant J Pimpale | C | 18.04.2012 | 18.04.2012 | 022-23861426 |
| 13 | Clerk | Shri Gajanan Bandawar | C | 29.01.2015 | 03.02.2015 | 022-23861426 |
| 14 | Re Consultant | Smt Reshma Narkar | C | 16.05.2006 | 01.04.2013 | 022-23861426 |
| 15 | Peon | Shri Gautam J Kadam | C | 14.07.1988 | 23.05.2003 | 022-23861426 |
| 16 | Peon | Shri Manoj P Yadav | C | 17.10.2007 | 17.10.2007 | 022-23861426 |

Section 4(1) (b) (X)

Details of remuneration of officers and employees in the office of AO Estate D ward

| Sr. No | Name | Designation Cadre | Basic Pay+ GRP | DA | HRA | CCA | Special Allow. Trans Allows. Project Allows. | Total |
|---------------|-----------------|--------------------------|-----------------------|-----------|------------|------------|---|--------------|
| 1 | AO Estate | B025 | | | | | | |
| 2 | Rent Supervisor | C198 | | | | | | |
| 3 | Head Clerk | C005 | | | | | | |
| 4 | Rent collector | C412 | 15840 | 16949 | 4752 | | 463 | 38804 |
| 5 | Rent collector | C412 | 14200 | 15194 | 4260 | | 463 | 34917 |
| 6 | Rent collector | C412 | 13690 | 14648 | 4107 | | 463 | 33708 |
| 7 | Rent collector | C412 | | | | | | |
| 8 | Rent collector | C412 | | | | | | |
| 9 | Rent collector | C412 | | | | | | |
| 10 | Clerk | C034 | 9500 | 10165 | 2850 | | | 23315 |
| 11 | Clerk | C034 | 8990 | 9619 | 2697 | | | 22106 |
| 12 | Clerk | C034 | 8990 | 9619 | 2697 | | | 22106 |
| 13 | Clerk | C034 | 8460 | 9052 | 2538 | | | 20850 |
| 14 | Re Consultant | C034 | 12510 | 13386 | 3753 | | | 30449 |
| 15 | Peon | D090 | 13300 | 14231 | 323 | | | 28772 |
| 16 | Peon | D090 | 9080 | 9716 | 2724 | | | 22435 |

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of D Ward at Nana Chowk, Grant Road, for the year 2012-2013

- ❖ Publish copy of the budget
- ❖ Publish copy of grant distribution –

Format A for Current year

| Sr. No. | Budget head description | Grants received | Planned use (Give details area wise of work wise in a separate from) | Remarks |
|---------|-------------------------|-----------------|--|---------|
| | Nil | Nil | Nil | Nil |

Format B for previous year

| Sr. No. | Designation | Duties- Magisterial | Under which legislation /rules/orders/GRs | Remarks |
|---------|-------------|---------------------|---|---------|
| | | Nil | Nil | Nil |

Section 4(1)(b)(xii)

Details of beneficiaries of subsidy program in the office of D Ward at Nana Chowk, Grant Road, for the year 2012-2013

Name of the Scheme/program

| Sr. No. | Name and Address of Beneficiary | Amount of subsidy/concession sanctioned |
|---------|---------------------------------|---|
| | Nil | Nil |

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of D Ward at Nana Chowk, Grant Road, for the year 2012-2013

| Sr. No. | Name of the licensee | License No | Issued on | Valid up to | General conditions | Details of the license** |
|---------|----------------------|------------|-----------|-------------|--------------------|--------------------------|
| | Nil | Nil | Nil | Nil | Nil | Nil |

** Details of the license- The Subject matter of the license should be mentioned. In case of non agricultural use permission, survey no. or part thereof, will have to be mentioned.

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of D Ward.

| Sr. No. | Type of Document File/ Register | Sub Topic | In which electronic format it is kept | Person in charge |
|---------|---------------------------------|---|---------------------------------------|------------------|
| 1 | | 1) Eviction of non cooperative tenants of Bhoiwada Gaon and New Sewree Labour camp redevelopment scheme | CD | AO (Estate) |
| | | 2) Eviction of R No 12, C Block, Sewree Koliwada, Transits camp, M 15 | CD | AO (Estate) |
| | | 3) Eviction of tenants residing in dilapidated bldgs known as 112 T/s Madhav nagar, | CD | AO (Estate) |

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of D ward

Types of facilities –

- Information about visiting hrs.
- Information about interactive website
- Facilitation center
- Information about facilities for inspection of works
- Information about facilities for providing samples.
- Information about Notice boards
- Information about library
- Information about inquiry window or Reception etc.

| Sr . | Type of facility | Timings | Procedure | Location | Person in charge |
|------|---|--|---|------------------|------------------------------|
| 1 | 1. Payment or rent 2. Enquiry of transfer / attornment cases | 9am to 1.30 pm | Give Challan to tenants Collection done in CFC. To provide status about their transfer proposals and other quarries. | AO Estate office | Concern Rent Collector |
| 2 | Information about interactive website | www.portal.mcgm.gov.in | | | |
| 3 | Facilitation center | 9 to 2 | 1. Dispatch 2. Payment of rent | CFC | H.C. Dispatch CFC Supervisor |
| 4 | Information about facilities for inspection of works | - | - | | |
| 5 | Information about facilities for providing samples. | - | | | |
| 6 | Information about library | - | | | |
| 7 | Information about Notice boards | - | | | |
| 8 | Information about inquiry window or Reception etc. | - | | | |

Section 4(1)(b)(xvi)

Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority) **PIO**

| A | | | | | | |
|----------|-------------|------------------------|----------------------------------|---|-----------------------------|---------------------------|
| Sr. No. | Name of PIO | Designation | Jurisdiction on as PIO under RTI | Address/ Ph. No | Email ID for purpose of RTI | Appellate authority |
| 1 | Shri. | Administrative Officer | Estate Department, D ward | Office of the Asst. Commissioner D ward, Nana Chowk, Grant Rd Mumbai Ph No.24134560 Ext 225 | - | Asst. Commissioner D ward |

APIOs

B

| Sr. No. | Name of APIO | Designation | Jurisdiction as PIO under RTI | Address/ Ph. No |
|---------|--------------|-------------|---|---|
| 1 | NA | | Estate Department , D ward. Ph No. ext | Office of the Asst. Commissioner D ward, Nana Chowk, Grant Rd Mumbai 12 |

Appellate authority

| Sr. No. | Name of Appellate authority | Designation | Jurisdiction as Appellate authority | Address/ Ph. No | Email ID for purpose of R |
|---------|-----------------------------|---------------------------|-------------------------------------|--|---------------------------|
| 1 | Shri Devidas S. Kshirsagar | Asst. Commissioner D ward | D ward | Office of the Asst. Commissioner D ward, Nana Chowk, Grant Rd Mumbai Ph No. 022-23861426 Ext 200 | |

Section 4(1) (b) (xvii)

Rent collector visiting on site

Others

Audit Records

- a) MCA Audit – Spot Audit
Audit Note
- b) Tavo Audit – Spot Audit
- c) State Audit – Audit Note
- d) CAG Audit – Central Government