

BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of 'E' Ward

ADMINISTRATIVE OFFICER (ESTATE) 'E' WARD

Address -

Office of Administrative Officer (Estate),
1st Floor, Room No.28, 'E' Ward Building,
Shaikh Hafizuddin Marg,
Sakhali Street, Byculla (W),
Mumbai – 400 008.

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 'E' 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 'E' ward.	9
5	4 (1) (b) (iv)	Norms set for discharges of its functions in the office of 'E' ward	12
6	4 (1) (b) (v)	The rules/regulation related with the functions of 'E'ward	19
7	4 (1) (b) (vi)	Statement of categories of documents held in the office of 'E' ward at parel	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 'E' ward.	22

10	4 (1) (b) (ix)	Statement of Boards, Councils, Committees of other bodies 'E' ward.	22
11	4 (1) (b) (x)	Directory of the officers and employees AO Estate of 'E' Ward	23
12	4 (1) (b) (xi)	Details of remuneration of officers and employees in the office of AO Estate 'E' ward	24
13	4 (1) (b) (xii)	Details of allocation of budget and disbursement made in the office of 'E' at Byculla for the year 2014-2015	25
14	4 (1) (b) (xiii)	Details of beneficiaries of subsidy program in the office of 'E' at Byculla for the year 2014-2015	26
15	4 (1) (b) (xiv)	Particulars of recipients of concessions, permits or authorizations granted in the office of 'E' at Byculla for the year 2014-2015	26
16	4 (1) (b) (xv)	Details of information available in electronic form in the office of 'E' Ward.	27
17	4 (1) (b) (xvi)	Particulars of facilities available for citizen for obtaining information in the office of 'E' 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 'E' 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, RE-Consultant, Peon etc. is looking after the office work of Estate Department under control of (A.O. Estates).

The properties in 'E' ward are maintained and protected by (A.O. Estates) City. Rent Supervisor, Rent Collector, the Outdoor staff and Head Clerk, Clerk, RE-Consultant, 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)
'E' 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	Address	Room No. 28, 1st floor,'E' ward office Building,Shaikh Hafijuzuddin Marg,Sakhali Street,Byculla, Mumbai- 400 008.
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) 11.00 a.m. to 04.00 pm
6	Reporting to which office	Asst. Commissioner (Estates)
7	Contact Details	Telephone no : 022-23081471 Extn : 306, 308
8		Rent collection is done in Citizen Facility Centre in Morning 9.00am to 1.30 pm
9	Jurisdiction	'E' ward is bounded by the Thane creek on the East, central railway on West Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Marg on South side covering North Central portion of the city.
10	Vision-mission	To Rehabilitate Municipal tenants and provide them prompt services regarding tenancies.

11	Objectives	Real Estate SAP Module give quick services to Tenants to pay their rent
12	Functions	<ol style="list-style-type: none"> 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.E.B/F 'E' Ward 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)	<ol style="list-style-type: none"> 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	Organisation's structural Chart at each level	As per separate sheet attached
16	Give linkage of jurisdiction & Address, Tel No. s & Office Timings	<p>Telephone no : 23081471 Extn : 308</p> <p>Monday to Saturday</p> <p>9.00 a.m. to 5.30 p.m.</p> <p>2nd & 4th Saturdays Holiday</p> <p>Visiting Hours - (Monday – Friday)</p> <p>11.00 a.m. to 04.00 pm</p>
17	Weekly Holidays	Sunday and Public Holidays.

BRIHANMUMBAI MAHANAGARPALIKA

Administrative Officer, (Estates) 'E' Ward

Department – Estates			
Sr. No.	Post	Scheduled Post	Occupied
1	Administrative Officer	3	3
2	Rent Supervisor	5	5
3	Rent Collector	12	8
4	Head Clerk	3	1
6	Clerk	16	8
7	Peon	4	4
9	Total	43	29

Administrative Officer (Estate)

Outdoor Staff

Rent Supervisor

Rent Collector (RC)

Peon

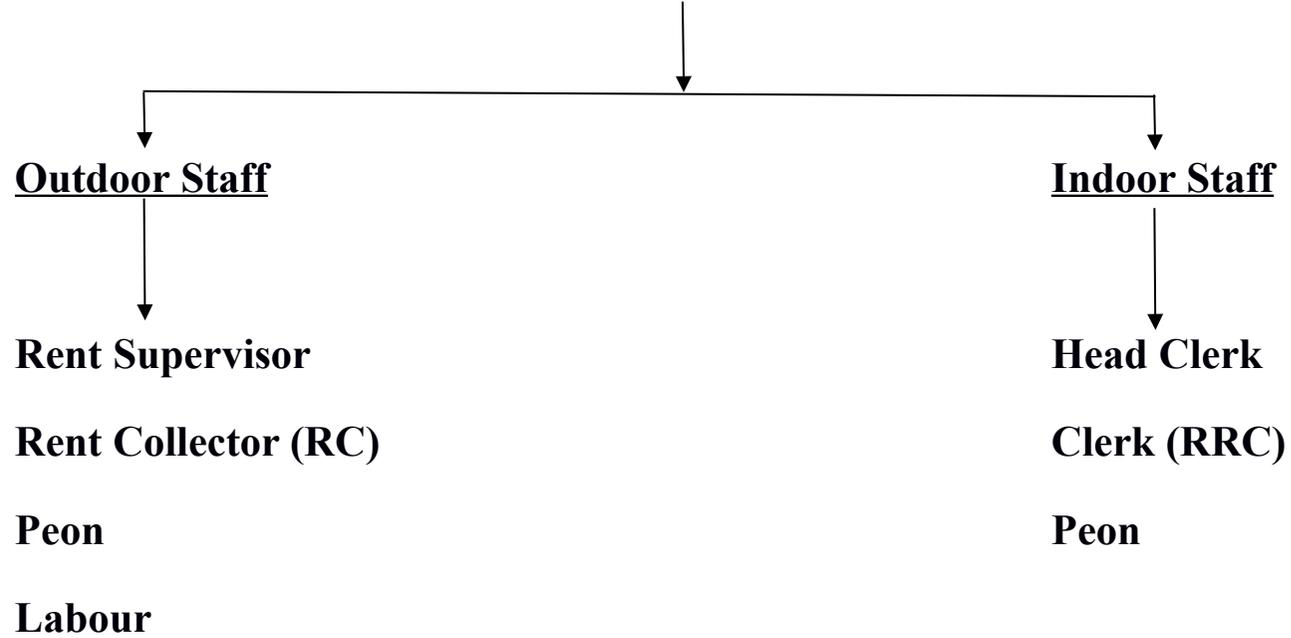
Labour

Indoor Staff

Head Clerk

Clerk (RRC)

Peon



Section 4(1) (b) (ii)

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

A

Sr. No.	Designation	Powers-Financial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Rs. 200/-		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	Remarks
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			/rules/orders/GRs	
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) 'E' 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 unauthorised 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

- To supervise the work of clerks
- To keep control monitor and guide to the clerk,
- To scrutinize monthly and annual report of recovery of rent

- Dispose of daily outward
- Inward papers and to comply of Audit Notes & Follow up
- Inspect Demand Register and submit Budgetary Report
- Furnish information to Rent Collectors and Rent Supervisors as required
- Submit report as per instructions from Superiors

Clerk

- Clerks are directly working under Head Clerk.
- To check Rent in Sap System.
- To process online Transfer cases.
- To submit monthly and annual report of recovery of rent.
- To furnish information to Rent Collectors and Rent Supervisors as required.

C

Sr. No.	Designation	Duties- 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	Duties-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	Duties-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) (iii)

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

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

Related Provisions – Circular No. AC/Estates/160/AO(Comp.) Dated 24.12.2018

AC/Estates/20370/AO(A/c.)/Gen. Dated 08.12.2015

Sr. No.	Activity	Steps Involved	Time Limit	Authority Role	Remarks
1	Transfer of Tenancy rights	 Tenant apply online for Tenancy Transfer on MCGM portal www.mcgm.gov.in through Online Services.		Tenant	
		 Application received in Estates department.		Administrative Officer (AO)	
		 Application marked for scrutiny		Administrative Officer (AO)- Rent Supervisor (RS) Rent Collector (RC)	
		 Tenancy particular.		RC – RS – Head Clerk (Estate)-RRC	
		 Site Inspection		HC-RS-RC	
		 Pre-Final Form		RC – RS – Head Clerk (Estate)-AO	

		Proposal preparation		RC-RS-AO	
		Proposal Submission		RC-RS-HC-RRC	
		Effect in record as per sanction		AO to Asst. Commissioner (Ward)	
		Recovery of charges & revised rent (Intimation Letter) from Transferee.		RS-AO-Transferee	
		CO & CV		RC-RS-HC	
		Audit (Account Dept. Ward)		RRC-HC-AO (Account) – Auditor	
		Audit (Revenue III)		RRC- HC-Head (Revenue III)	
		Registration Letter to Transferee		RRC- HC-AO (Account- Estate) HC-RRC-Transferee	

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	Preparation by Clerk Calculation of Rent Rent Recovery	15 minutes (All)	RC RRC 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)	Site Inspection	1 day	RC/RS	
		Preparation of issue of notice	3 day	RC/RS/A.O.	
		Preparation & Verification of Presentation for	3 day	RC/RS/RRC	
		Submission for action of presentation form	1 day	Enquiry Officer	
		Service of notice			
		Enquiry process	3 day	RC	
			-	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
4	Detection of unauthorized work	Site Inspection Issue of Notice Process of Demolition	2 day 3 day -	RC/RS RC 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	Site Inspection Issue of notice 105 (b) Preparation & verification of presentation form Submitted for Enquiry	1 day 3 day 3 day 1 day	RC/RS RC RC/RS/HC(Estate) Enquiry Officer	

Section 4(1) (b) (iv)

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

No.	Subject	Cir. / G.R. / Office Orders . Rule no. Notification etc. date	Remarks
1.	Transfer of tenancy rights	Cir. No. 1. AC/Estates/160/AO(Comp.) Dated 24.12.2018 2.AC/Estate/20370/AO(A/c) dated 08/12/2015 3. AC/Estate/6257/Gen dated 07.07.2010 4. Estate/13554/Gen dated 28.11.2005 5. AC/Estate/1159/Gen dated 27.05.2004 6. Estate/Gen/58 dated 08.02.1999 7. Estate/XIV/129 dated 28.04.1967	
2.	Attornment of VLT tenants	Cir No.: 1. AC/Estate/20370/AO(A/c) dated 08/12/2015 2. AC/Estate/2184/A/c date d 26.06.2009 3. AC/Estate/2184/A/c date d 10.02.2010 4. AC/Estate/2184/A/c date d 27.01.2010	
3.	Enquiry under 105(b) for arrears of Rent	MMC Act 105 (B)	
4.	Enquiry under 105(b) for unauthorized work	MMC Act is available on portal www.portal.mcgm.gov.in	
5.	Enquiry under 105(b) for unauthorized occupation		

Section 4 (1) (a) (vi)

Statement of categories of documents held in the office of 'E' ward at Byculla

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		Adhoc 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) (IX)**Directory of the officers and employees AO Estate of 'E' Ward**

Sr. No.	Designation	Name of the officers/ employees	Cadre	Dt of Joining the post	Date of Joining in 'E' Ward	Contact Details Ph/Fax/E-mail
1	AO Estate	Shri. Dashrath B. Zole	B	04.03.1987	04.08.2018	
2	A.O.Estate	Smt. Jayashri V. Bhojane	B	07.05.1990	14.12.2018	
3	A.O.Estate	Smt.Alka S. Bhirud	B	21.05.1990	01.02.2019	
4	Rent Supervisor	Shri. S.R.Birwadkar	B	23.12.1995	05.01.2012	
5	Rent Supervisor	Shri Rajaram G.Kashte	B	25.07.1985	06.05.2015	
6	Rent Supervisor	Ganesh G. Gondake	B	25.05.2007	29.03.2017	
7	Rent Supervisor	Sandeep Gighe	B	05.07.2006	17.03.2017	
8	Rent collector	Shri Ankush Mohite	C	01.04.1990	04.05.2017	
9	Rent collector	Shri D.B.Rothad	C	19.02.1983	30.09.2015	
10	Rent collector	Shri. Pramod Surve	C	01.04.1993	04.05.2017	
11	Rent collector	Shri R.P.Rokde	C	01.06.1983	01.07.2015	
12	Rent collector	Chandu Aambetkar	C	12.03.1996	08.05.2018	
13	Rent collector	Kiran Waghmare	C	07.08.2007	09.11.2016	
14	Rent collector	Prakash Pardeshi	C	04.10.2008	06.10.2017	
15	Rent collector	Shri. Santosh Shinde	C	12.06.2008	03.10.2016	
16	Chawl Superident	Shri. M.F.Shaikh	C	03.07.1997	01.12.2015	
17	Head Clerk	Smt.Sunita Jathar	B	01.09.1989	31.03.2017	
18	Clerk	Shri.Prakash Pangale	C	11.02.2010	06.10.2016	
19	Clerk	Smt.Kavita B.Bhortake	C	19.11.2008	19.11.2008	
20	Clerk	Smt.Suchita S.Shinde	C	19.11.2008	19.11.2008	
21	Clerk	Shri.Rajesh B. Sawant	C	05.05.2012	05.05.2012	

22	Clerk	Shri.R.N. Gambhire	C	06.08.2006	01.02.2013	
23	Clerk	Shri.Sharad V. Sangle	C	01.01.2005	31.01.2013	
24	Clerk	Smt. Manisha Harmale	C	27.07.2015	06.08.2015	
25	Clerk	Shri. Wasim Khatik	C	27.06.2014	12.04.2016	
26	Peon	Smt.Sunita A.Mote	D	03.04.2007	15.09.2015	
27	Peon	Smt.Vanita V. Tambe	D	15.10.2007	15.10.2007	
28	Peon	Shri. Farhan U. Shaikh	D	29.05.2015	29.05.2015	
29	Peon	Shri. Sunil Sitaram Kangane	D	26.09.1997		
30	Peon	Shri.Laxman V. Kharat	D	01.10.1987	05.07.2017	

Vacant Post – Rent Collector - Scheduled - 00 Non- Scheduled - 16
Clerk - Scheduled - 04 Non- Scheduled - 04

Section 4(1) (b) (X)

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

SR. No.	Designation	Name of Employee	PAY	GRP	DA	HRA	CA	TOTAL
1	HEAD CLERK	KHAN MOHAMMED UMER	19950	4200	28739	7245		60134
2	HEAD CLERK	JERE PRATIBHA GOPALKRISHN	21980	4200	31154	7854		65188
3	CLERK	HADAWALE BABAN VITHAL	16540	2000	22063	5562		46165
4	CLERK	PINAKIN SHRIRANG MAYEKAR	10280	2000	14613	3684		30577
5	CLERK	GAMBHIRE RAGHUNATH N	8500	2000	12495	3150		26145
6	CLERK	VALANJU RAKESH ANANT	8600	2000	12614	3180		26394
7	CLERK	BHORTAKE KAVITA BHANUDAS	9420	2000	13590	3426		28436
8	CLERK	SHINDE SUCHITA SACHIN	8760	2000	12804	3228		26792
9	CLERK	SABLE ANIL BAHIRU	8370	2000	12340	3111		25821
10	CLERK	SAWANT RAJESH BABAN	7260	2000	11019	2778		23057
11	CLERK	GADRE MINAL MADANMOHAN	7830	2000	11698	2949		24477
12	CLERK	JADHAV PRAVIN SHIVAJI	7260	2000	11019	2778		23057
13	JUNIOR ENGINEER	KHAIRNAR KETAN BHAGWAN	10990	4300	18195	4587	463	38535

SR. No.	Designation	Name of Employee	PAY	GRP	DA	HRA	CA	TOTAL
14	RENT SUPERVISOR	KASHTE RAJARAM GANPAT	16380	4200	24490	6174	463	51707
15	RENT SUPERVISOR	KAZI ABDULLA SIRAJUDDIN	19280	4200	27941	7044	463	58928
16	RENT SUPERVISOR	BIRWADKAR SANJAY R	15820	4200	23824	6006	463	50313
17	CHAWL SUPDT	KESARKAR SACHIN DATTARM	9790	2000	14030	3537	463	29820
18	RENT COLLECTOR	GAWARE SUNIL B	13050	2000	17910	4515	463	37938
19	RENT COLLECTOR	ROKADE RAMU PUNAJEE	13980	2000	19016	4794	463	40253
20	RENT COLLECTOR	LAD SHIVANI PRAMOD	21240	2400	28132	601	463	52836
21	RENT COLLECTOR	AMONKAR SHAILESH K	15180	2000	20444	5154	463	43241
22	PEON	PATIL VILAS LAXMAN	12160	1900	16731	4218		35009
23	PEON	BANE SUBHASH BALKRISHNA	12160	1850	16672	332		31014
24	PEON	KANGANE SUNIL SITARAM	10810	1850	15065	3798		31523
25	PEON	GAMARE PRATIBHA RAJESH	4316	1193	6557	1653		13719
26	PEON	AHMED SALMAN RAEES	6690	1850	10163	2562		21265
27	PEON	AGA MOHD NAWAZ SHARFUDDIN	3993	1193	6173	1556		12915

SR. No.	Designation	Name of Employee	PAY	GRP	DA	HRA	CA	TOTAL
28	PEON	SUNITA ANNASAHEB MOTE	7500	1850	11127	2805		23282
29	RENT COLLECTOR	DAIYABHAI BHIKABHAI RATHOD	18710	2400	25121	6333	463	53027
30	CLERK	SARWADE SUNIL BHANUDAS	10600	2000	14994	3780		31374
31	COLONY OFFICER	WAGHMARE JITENDRA DAGDOO	19580	4200	28298	7134	463	59675
32	RENT COLLECTOR	ATWANKAR MILIND JAGANNATH	10230	2000	14554	3669	463	30916

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of 'E' at Byculla for the year 2014-2015

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 'E' at byculla for the year 2019-2020

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 'E' at Byculla for the year 2019-2020

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 'E' Ward.

Sr. No.	Type of Document File/ Register	Sub Topic	In which electronic format it is kept	Person in charge

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of 'E' 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. No.	Type of facility	Timings	Procedure	Location	Person in charge
1	Payment or rent Enquiry of transfer / attornment cases	9.00am 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	8 to 8	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 as PIO under RTI	Address/ Ph. No	Email ID for purpose of RTI	Appellate authority
1	Shri. Dashrath Zole	AO Estate	Estate Department, 'E'ward	Office of the Asst. Commissioner 'E' ward, Byculla, Mumbai 08. Ph No.23081471 ext 308	adminofficer01estate.e@mcm.gov.in	Asst. Commissioner 'E' Ward
2	Smt. Jayashree Bhojane	AO Estate	Estate Department, 'E'ward	Office of the Asst. Commissioner 'E' ward, Byculla, Mumbai 08 Ph No.23081471 ext 306	adminofficer02estate.e@mcm.gov.in	Asst. Commissioner 'E' Ward
3	Smt. Alka Bhirud	AO Estate	Estate Department, 'E'ward	Office of the Asst. Commissioner 'E' ward, Byculla, Mumbai 08 Ph No.23081471 ext 306	ao01estate@mcm.gov.in	Asst. Commissioner 'E' Ward

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No
1	Shri. Sanjay R Birwadkar	Rent Supervisor	Estate Department ,'E' Ph No. 23081471ext 308	Office of the Asst. Commissioner 'E'ward,Byculla, Mumbai 08
2	Shri. Rajaram Kashte	Rent Supervisor	Estate Department ,'E' Ph No. 23081471ext 308	Office of the Asst. Commissioner 'E'ward,Byculla, Mumbai 08

Section 4(1) (b) (xvii)

Appellate Authority

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	Address/ Ph. No	Email ID for purpose of RTI
1	Smt. Alka Sasane	Asst. Commissioner 'E' ward	'E' ward	Office of the Asst. Commissioner 'E' Ward Ph No. 23081471	ac.e@mcgm.gov.in

Rent collector visiting on site

Others

Audit Records

- MCA Audit – Spot Audit
Audit Note
- Tahvo Audit – Spot Audit
- State Audit – Audit Note
- CAG Audit – Central Government