



# BRIHANMUMBAI MAHANAGARPALIKA

Manual of H/W Ward as per provision of Section 4 under  
RTI Act 2005

MANUAL  
OF  
COLONY OFFICER  
COLONY DEPARTMENT H/W WARD

Add : Office of the Assistant Commissioner,  
H/W Ward Municipal Office,  
Asst. Commissioner H/W ward'

2<sup>nd</sup> Hasnabad Lane, Khar (West)

Mumbai- 400052 .

Telephone No. 022-26008636

## INTRODUCTION

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 gave 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 Colony Officer, H/W 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 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 citizen & 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 Colony Officer H/W ward whose office is situated at 'H/W' ward office, Sent Martine Road, Bandra(West), Mumbai – 400050 The procedure and fee structure for getting information is as per the provisions of RTI Act,2005.

## SECTION-4(1)(b)-(i)

Particulars of organization, function and duties of Colony Officer, Slum Improvement Dept. at Assistant Commissioner, H/W Ward Office, Sent Martine Road, Bandra West Mumbai-400050.

1	Name of the Public Authority	Colony Officer, Slum Improvement Dept.,
2	Address	H/W Ward Office, Sent Martine Road, Bandra West Mumbai-400050.
3	Head of the Dept.	Senior Colony Officer (Western Suburb)
4	This Dept. Is under whom ?	D.M.C. (Enchroachment) Assistant Commissioner, H/W Ward
5	Reporting Authority?	Assistant Commissioner, H/W Ward Office
6	Jurisdiction : Geographical	East : West : South : Milan Subway Road North : S.V. Road, Bandra Jama Massid
7	Mission(*)	Collection of Compensation from Slum dwellers whose huts are recorded on colony dept. To submit proposals of transfer cases for sanction, To issue photopasses to eligible slum dwellers, to recover arrears of compensation & also recover arrears as per Audit Notes, To tress out un-authorized constructions and take appropriate action, to file affidavits in court cases, to attend hearings before Additional Collector in appeals under section 35 of slum act, to prepare Annexure-II as per proposal received from SRA, to take action as per provision of section 33/38 of Slum Act, to provide information as per applications received under RTI Act, to submit report to Higher Authority regarding star-non star questions of Govt., & point of order & effectively obey the orders of Higher Authority.
8	Vision (**)	1) To recover arrears of compensation who are rehabilitated under SRA Scheme. 2) By sanctioned, to delete the names of slum dwellers from demand register who are rehabilitated under SRA Scheme. 3) To recover arrears of compensation as per Audit Notes
9	Goal	To increase revenue of M.C.G.M. And to provide better services to the citizens.
10	Nature of Work	To provide photopasses and recover compensation from slum dwellers and to prevent unauthorized construction.
11	Services provided to public	1) As per G.R. to issue photopasses by recover of compensation 2) Door to door services to recover the Compensation from photopass holder. 3) To issue N.O.C. For repair of hut 4) To prepare the Annexure-II after scrutiny and on merit of the documents submitted by slum dwellers under SRA

		Scheme and to forward to SRA
12	Immovable Property (Please give details)	Nil
13	Hierarchy of the Colony Dept.	Assistant Commissioner, H/W Ward  Senior Colony Officer  Colony Officer  Rent Collector  Clerk
14	Office hour and Telephone No.	COLONY OFFICER Morning 9.00a.m. to 12.30. p.m.  Afternoon 12.30 p.m. to 2.00 p.m.(break)  Afternoon 2.00 p.m. to 5.30 p.m. Three day H/W ward and Three day H/E ward RENT COLLECTOR Morning 9.00 a.m. to 4.00 p.m. Office Telephone No. 0226422313 extn.340 Fax No – 26550292 / 26444000 E Mail – se_sw@mcmgm.gov.in Emergency No. 26444000 [Control]
15	Weekly Off and Special Holiday	Every Sunday, second & forth Saturday of the month  1) Public Holidays 2) Earn Leave : 33 days 3) Half pay Leave : 20 days 4) Casual Leave : 15 days.  Provide services in duration, excluding the above leaves from 365 days of the year.  Special Duties 1) Election Duties 2) Census of the India 3) Survey of the Slum
16	Name, designation and details of the Public Information Officer	Shri Sayaji Vishnupant Ghatge, Colony Officer, H/W, H/E Ward
17	Other Information	--

## Organization's Structural Chart

Asstt. Commissioner (H/W Ward) :

Sr.Colony Officer (City ) (Deptt. Head)

Colony Officer

Rent Collector

Clerk (R.R.C.)

## Duties and Powers of Colony Officer

- To supervision on Rent Collector and other employees working under.
- To control on work of recovery of compensation of slum dwellers.
- To recover arrears of compensation and/ or to initiate action u/s 105 B of MMC Act 1888.
- To distribute to papers received through dispatch.
- To attend meeting, hearing before Asst. Comm., DMC(Z-I), DMC (RE), State information Comm. SRA and also to attend meeting with corporator and MLA.
- To submit the proposal of, to issue of identity card, transfer, legal heir transfer, for sanction of higher authority after scrutiny of document attached with the appendix 3 /4.
- to control on repair works, unauthorized construction slum under jurisdiction of colony department.
- To control and to take action on unauthorized construction with the help of rent collector.
- To recover arrears of compensation as per audit notes.
- To perform the duties and obey the orders of higher authority.
- To provide information as application received under RTI act.
- To scrutiny and offered remarks on file received from AE (maint.) under Mahatma Gandhi Pathkranti Yojana.
- To conduct survey with video shooting in slum colony as per table survey plan affixed with the proposal received from SRA for issue of annexure- II, after residing the eligibility of slum dwellers ,under sign of relevant officers and competent authority same is to be forward to SRA.
- After receipt of the letter from dy. collector SRA for initiating action under 33 of slum act against non-cooperative members of the SRA scheme and unauthorized occupant in rehab premises. To issue notices u/s 33 of slum act to conduct hearing and to take demolition action as per order passed by the competent authority.
- To inspect the site along with RC.
- To guide on behalf of government, to the slum dwellers for up gradation of their living and to provide satisfied facilities to them .
- To attend before the Courts, add. Collector, HPC state information commissioner .
- To make awareness in slum dwellers regarding SRA scheme.

## Duties and Powers of Rent Collector-

- To maintain register regarding recovery of compensation from slum dwellers.
- To report of site visit of huts and maintain files of recorded huts.
- To recover the compensation.
- To prepare and submit the proposals for sanction of the higher authority i.e. to issue of identity card, transfer cases and legal heirs transfer cases.
- To issue identity card and recovery books to the eligible slum dwellers.
- To maintain register regarding issued identity card.
- To serve notices u/s 105 B of MMC Act 1888 and notice u/s 3z(1) of slum act to slum dwellers.
- Arranged to available information to PIO to provide the applicant under RTI Act.
- To prepare annexure II under DCR 33(10) and to take demolition action against non cooperative member of the scheme after servicing the notices u/s33/38 of slum act.
- To offer remarks on files received under Mahatma Gandhi path kranti Yojana.
- To report regarding u/a construction in slum colony.
- To attend before court, add. Collector, Police station along with colony officer if necessary.

## Duties and Powers of clerk (R.R.C.)

- 1) To take entry of receipts of compensation in their name recovered by rent collector from slum dwellers in demand register respectively.
- 2) To distribute blank photopasses, recovery books and holograms as per requirement of rent collector.
- 3) To forward the transfer files received from rent collector for audit purpose to audit dept.
- 4) To provide colonywise details of arrears/compensation from demand register to rent collector on demand.
- 5) To prepare 15 days and monthly reports.
- 6) To make available informations /documents to rent collector as per requirement under RTI Act.
- 7) To make update record of the colony dept. i.e. main cash/demand register etc.
- 8) To take entries in Inward-Outward Register.

Section 4 (i) (b) (ii) Model 'A'

The powers and Duties of Officers and employees in the office of Colony Officer:

Jurisdiction of the Employees working in Colony Dept. under kind control of Assistant Commissioner,  
H/W Ward Office, Bandra (W), Mumbai-400050

A

Sr. No.	Designation	Economical Rights	Relevant Act/Rules/Orders/Govt. Resolutions	Remarks
1	Colony Officer	To remit the collection/recovery in M.M.C. treasury	G.R. : झोपुयो-1001- प.क. 125/14 झोपसु-1 Dt. 16.5.2015 Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015	--
2	Rent Collector	To collect/recover arrears of compensation	G.R. : झोपुयो -1001- प.क. 125/14 झोपसु-1 Dt. 16.5.2015 Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015	--

B

Sr. No.	Designation	Administrative Rights	Relevant Act/Rules/Orders/Govt. Resolutions	Remarks
1	Colony Officer	To put up proposals for transfer of huts to visit huts &also conduct survey in slum colony as per SRA proposal &to prepair &forward Annexure-II to SRA.	G.R. : झोपुयो -1001- प.क. 125/14 झोपसु-1 Dt. 16.5.2015 Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015	--
2	Rent Collector	To put up proposals for transfer of huts to visit huts &also conduct	G.R. : झोपुयो -1001- प.क. 125/14 झोपसु-1 Dt. 16.5.2015 Circular No. : DMC	--



		survey in slum colony as per SRA proposal &to prepair &forward Annexure-II to SRA.	(RE) /SI/1122 Dt. 8.7.2015	
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C

Sr. No.	Designation	Criminal Rights	Relevant Act/Rules/Orders/Govt. Resolutions	Remarks
1	Colony Officer	Nil	–	--
2	Rent Collector	Nil	–	--

D

Sr. No.	Designation	Quasi judicial Rights	Relevant Act/Rules/Orders/Govt. Resolutions	Remarks
1	Colony Officer	Nil	–	--
2	Rent Collector	Nil	–	--

E

Sr. No.	Designation	Judicial Rights	Relevant Act/Rules/Orders/Govt. Resolutions	Remarks
1	Colony Officer	Nil	–	--
2	Rent Collector	Nil	–	--

Note :- It is not applicable to every employees working in public authority the above rights e.g. Only some of the public authority having Judicial and Quasi Judicial Powers.

## Section 4(1) (B) (3) Model 'A'

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-400050

Nature of Work : To recover compensation

Relevant Provision :

Relevant Act/Rules :

Relevant Act :- Mun. Corporation of Greater Mumbai Act 1888

Maharashtra Slum Areas (Improvement , Clearance & Redevelopment) Act1971

Development Control Rule 33 (10)

G.R. : G.R. : झोपुयो -1001-प.क. 125/14 झोपसु-1 Dt. 16.5.2015

Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015

Office Circular :

Sr. No.	Nature of Work	Steps of the Work	Expected Period	Stepwise duties and responsibility of the employees for every work	Remarks
	Recovery of Compensation	i) To collect, receipt books duly sign stamped by Assistant Commissioner, from colony clerk. ii) To make entries of the receipt books in record by colony clerk iii) To give acknowledgement for taking receipt books iv) To remit the complete receipt books to colony clerk. v) To make day to day entries of the duly paid receipts in demand register. vi) Day to day to remit the amount in Treasury of M.C.G.M.			

## Section 4(1) (B) (3) Model 'A'

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Nature of Work : To recover compensation

Relevant Provision :

Relevant Act/Rules :

Relevant Act :- Mun. Corporation of Greater Mumbai Act 1888

Maharashtra Slum Areas (Improvement , Clearance & Redevelopment) Act1971

Development Control Rule 33 (10)

G.R. : G.R. : झोपुयो -1001-प.क. 125/14 झोपसु-1 Dt. 16.5.2015

Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015

Office Circular :

Sr. No.	Nature of Work	Steps of the Work	Expected Period	Stepwise duties and responsibility of the employees for every work	Remarks
	To Recover the Compensation through Rent Collector	i) To Receive the Receipt Book duly stamp of sign of Asstt. Com. by Clerk . ii) To Register the Receipt Book in Record of Clerk. iii) To submit the receipt book to clerk of Slum Deptt. after the completion the same. iv) To Register the receipt after recovery in demand Register. v) Day to day Remit the amount of compensation in M.C.G.M. Treasury.	Daily 2 days 2 days 2 days 1 days	To supervision of daily recovery.	

## Section 4(1) (B) (3)

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Nature of Work : To recover compensation

Relevant Provision :

Relevant Act/Rules :

Relevant Act :- Mun. Corporation of Greater Mumbai Act 1888

Maharashtra Slum Areas (Improvement, Clearance & Redevelopment) Act 1971

Development Control Rule 33 (10)

G.R. : G.R. : झोपयो -1001-प.क. 125/14 झोपसु-1 Dt. 16.5.2015

Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015

Office Circular :

Sr. No.	Nature of Work	Steps of the Work	Expected Period	Stepwise duties and responsibility of the employees for every work	Remarks
1	Transfer Cases	<p>i) To issue Appendix (Form )-3 or 4 to Slum Dwellers according to Above refer G.R.</p> <p>ii) To receive the Appendix (Form )-3 or 4 through Dispatch.</p> <p>iii) To verify the documents prior to 2000 and recent , attached with the appendix.</p> <p>iv) To receive the original affidavit for assignment of the huts and relevant documents.</p> <p>v) After scrutiny of the document, if the huts is recorded , forward to Clerk for obtaining the remarks i.e. area, name of the original hutment dweller, users, &amp; arrears of compensation.</p> <p>vi) after obtaining the required documents and remarks from Clerk to visit the dwelling unit , to take adm. Area and photograph of purchaser hutment dweller.</p> <p>vii) After the scrutiny and appropriate remarks , to submit the proposal for sanction of competent authority i.e. Asstt. Commissioner , with the sign of Rent Collector, Colony Officer and</p>	<p>2 days</p> <p>7 days</p> <p>15 days</p>	Supervision on every step of transfer cases.	

		Sr.Colony Officer. Viii) After sanction the proposal, to recover Rs.40,000/- as residential transfer fees, arrears of compensation and other necessary charges from slum dwellers and after payment , to issue Identity Card and compensation Recovery Book to Slum Dweller. ix) To forward the sanctioned proposal and receipts of payment to Clerk for Audit purpose and to take entries in demand register.	30 days          2 days		
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### Section 4(1) (B) (3)

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Nature of Work : To recover compensation

Relevant Provision :

Relevant Act/Rules :

Relevant Act :- Mun. Corporation of Greater Mumbai Act 1888

Maharashtra Slum Areas (Improvement , Clearance & Redevelopment) Act1971

Development Control Rule 33 (10)

G.R. : G.R. : झोपुयो -1001-प.क. 125/14 झोपसु-1 Dt. 16.5.2015

Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015

Office Circular :

Sr. No.	Nature of Work	Steps of the Work	Expected Period	Stepwise duties and responsibility of the employees for every work	Remarks
1	Commercial Transfer Cases	i) To issue Appendix (Form )-3 or 4 to Slum Dwellers according to Above refer G.R. ii) To receive the Appendix (Form )-3 or 4 through Dispatch. iii) To verify the documents prior to 2000 and recent , attached with the appendix. iv) To receive the original affidavit for assignment of the huts and		Supervision on every step of transfer cases.	

	<p>relevant documents.</p> <p>v) After scrutiny of the document, if the huts is recorded , forward to Clerk for obtaining the remarks i.e. area, name of the original hutment dweller, users, &amp; arrears of compensation.</p> <p>vi) after obtaining the required documents and remarks from Clerk to visit the dwelling unit , to take adm. Area and photograph of purchaser hutment dweller.</p> <p>vii) After the scrutiny and appropriate remarks , to submit the proposal for sanction of competent authority i.e. Asstt. Commissioner , with the sign of Rent Collector, Colony Officer and Sr.Colony Officer.</p> <p>Viii) After sanction the proposal, to recover Rs.60,000/- as commercial transfer fees, arrears of compensation and other necessary charges  from slum dwellers and after payment , to issue Identity Card and compensation Recovery Book to Slum Dweller.</p> <p>ix) To forward the sanctioned proposal and receipts of payment to Clerk for Audit purpose and to take entries in demand register.</p>	<p>2 days</p> <p>7 days</p> <p>15 days</p> <p>30 days</p> <p>2 days</p>		
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## Section 4(1) (B) (3)

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Nature of Work : To recover compensation

Relevant Provision :

Relevant Act/Rules :

Relevant Act :- Mun. Corporation of Greater Mumbai Act 1888

Maharashtra Slum Areas (Improvement , Clearance & Redevelopment) Act 1971

Development Control Rule 33 (10)

G.R. : G.R. : झोपुयो -1001-प.क. 125/14 झोपसु-1 Dt. 16.5.2015

Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015

Office Circular :

Sr. No.	Nature of Work	Steps of the Work	Expected Period	Stepwise duties and responsibility of the employees for every work	Remarks
1	Legal heir Transfer Cases, other than spouse	<p>i) To issue Appendix (Form )-3 or 4 to Slum Dwellers according to Above refer G.R.</p> <p>ii) To receive the Appendix (Form )-3 or 4 through Dispatch.</p> <p>iii) To verify the documents prior to 2000 and recent , attached with the appendix.</p> <p>iv) To receive the original affidavit for assignment of the huts and relevant documents.</p> <p>v) After scrutiny of the document, if the huts is recorded , forward to Clerk for obtaining the remarks i.e. area, name of the original hutment dweller, users, &amp; arrears of compensation.</p> <p>vi) after obtaining the required documents and remarks from Clerk to visit the dwelling unit , to take adm. Area and photograph of purchaser hutment dweller.</p> <p>vii) After the scrutiny and appropriate remarks , to submit the proposal for sanction of competent authority i.e. Asstt. Commissioner ,</p>	<p>2 days</p> <p>7 days</p> <p>15 days</p>	Supervision on every step of transfer cases.	

		with the sign of Rent Collector, Colony Officer and Sr.Colony Officer.	30 days		
		Viii) After sanction the proposal, to recover, arears of compensation and other necessary charges, from slum dwellers and after payment , to issue Identity Card and compensation Recovery Book to Slum Dweller.	2 days		
		ix) To forward the sanctioned proposal and receipts of payment to Clerk for Audit purpose and to take entries in demand register.			

### Section 4(1) (B) (3)

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office,Bandra (W), Mumbai-50

Nature of Work : To recover compensation

Relevant Provision :

Relevant Act/Rules :

Relevant Act :- Mun. Corporation of Greater Mumbai Act 1888

Maharashtra Slum Areas (Improvement , Clearance & Redevelopment) Act1971

Development Control Rule 33 (10)

G.R. : G.R. : झोपुयो -1001-प.क. 125/14 झोपसु-1 Dt. 16.5.2015

Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015

Office Circular :

Sr. No.	Nature of Work	Steps of the Work	Expected Period	Stepwise duties and responsibility of the employees for every work	Remarks
1	Legal heir Transfer Cases, of spouse	I) To issue Appendix (Form )-3 or 4 to Slum Dwellers according to Above refer G.R. ii) To receive the Appendix (Form )-3 or 4 through Dispatch. iii) To verify the documents prior to 2000 and recent , attached with the appendix. iv) To receive the original affidavit		Supervision on every step of transfer cases.	



	<p>for assignment of the huts and relevant documents.</p> <p>v) After scrutiny of the document, if the huts is recorded , forward to Clerk for obtaining the remarks i.e. area, name of the original hutment dweller, users, &amp; arrears of compensation.</p> <p>vi) after obtaining the required documents and remarks from Clerk to visit the dwelling unit , to take adm. Area and photograph of purchaser hutment dweller.</p> <p>vii) After the scrutiny and appropriate remarks , to submit the proposal for sanction of competent authority i.e. Asstt.Commissioner , with the sign of Rent Collector, Colony Officer and Sr.Colony Officer.</p> <p>Viii) After sanction the proposal, to recover, arrears of compensation and other necessary charges, from slum dwellers and after payment , to issue Identity Card and compensation Recovery Book to Slum Dweller.</p> <p>ix) To forward the sanctioned proposal and receipts of payment to Clerk for Audit purpose and to take entries in demand register.</p>	<p>2 days</p> <p>7 days</p> <p>15 days</p> <p>30 days</p> <p>2 days</p>		
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## Section 4(1) (B) (3)

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Nature of Work : To recover compensation

Relevant Provision :

Relevant Act/Rules :

Relevant Act :- Mun. Corporation of Greater Mumbai Act 1888

Maharashtra Slum Areas (Improvement , Clearance & Redevelopment) Act 1971

Development Control Rule 33 (10)

G.R. : झोपुयो -1001-प.क. 125/14 झोपसु-1

दि. 16.5.2015 Circular No. : DMC (RE) /SI/1122

दि. 8.7.201

Office Circular :

Sr. No.	Nature of Work	Steps of the Work	Expected Period	Stepwise duties and responsibility of the employees for every work	Remarks
1	Unauthorised construction res/comm.	1) If the complaint received or in site visit any unauthorized construction found in slum colony of BMC land, same is pointout in writing or verbely to Noddle officer i.e. A.E. (B.F) 2) If the Noddle officer issued notice u/s 354(a) of MMC act or MRTP act to the u/a constration, to assist to Noddle officer at the time demolition.	2 days	Supervision on every step of colony department in unauthorized construction cases.	

## Section 4(1) (B) (3)

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Nature of Work : To recover compensation

Relevant Provision :

Relevant Act/Rules :

Relevant Act :- Mun. Corporation of Greater Mumbai Act 1888

Maharashtra Slum Areas (Improvement , Clearance & Redevelopment) Act1971

Development Control Rule 33 (10)

G.R. : G.R. : झोपुयो -1001-प.क. 125/14 झोपसु-1 Dt. 16.5.2015

Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015

Office Circular :

Sr. No.	Nature of Work	Steps of the Work	Expected Period	Stepwise duties and responsibility of the employees for every work	Remarks
1	Demolition action against unauthorized construction.	<p>I) If the newly erected u/a construction is found in recorded slum colony or any complaint is received regarding the same after visiting the site , and taking measurement of the adm.area of the u/a construction to issue notice under Section 3 Z (1) of Maharashtra Slum Areas (Improvement , Clearance &amp; Redevelopment) Act1971 under sign of competent authority i.e. Asstt. Commissioner.</p> <p>ii) It is necessary to submit documentary evidence prior to 1.1.2000 within 24 hrs. if he/she fail to do so , competent authority is passed the order U/S 3Z (1) of Slum Act.</p> <p>Iii) Slum Dwellers has filed suit in City Civil Court , Mumbai against the Notice / Order passed by the competent authority as per suit</p>	days	Supervision on every step if the matter is subjudised and to discuss and to provide necessary documents to Asstt. Law Officer, to submit affidavit in the Court after affirmation to record witness and ultimately demolition action taken as per Court Order.	

		<p>Colony Deptt. has submit report to Asstt. Law Officer along with documents i.e. Notice / Order/ Photograph etc.</p> <p>iv) Accordingly affidavit prepared by the Legal Deptt. Is to be submitted in Court.</p> <p>v) According to Court procedure it is also appear before the Court for Corporation witness.</p> <p>vi) After argument of both the side if the order is passed in favor of Corpn. Demolition action should be taken.</p> <p>Vii) If the Court pleased to grant stay the matter is kept pending.</p>			
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### Section 4(1) (B) (3)

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Nature of Work : To recover compensation

Relevant Provision :

Relevant Act/Rules :

Relevant Act :- Mun. Corporation of Greater Mumbai Act 1888

Maharashtra Slum Areas (Improvement , Clearance & Redevelopment) Act1971

Development Control Rule 33 (10)

G.R. : G.R. : झोपुयो -1001-प.क. 125/14 झोपसु-1 Dt. 16.5.2015

Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015

Office Circular :

Sr. No.	Nature of Work	Steps of the Work	Expected Period	Stepwise duties and responsibility of the employees for every work	Remarks
1	Procedure in appeal u/s 35 of Slum Act.	I) As per letter received from Dy.Collector (SRA) to initiating action u/s 33/38 of Slum Act against non co-operative slum dwellers whose names are included in Annexure-II of Slum Rehabilitation		Supervision on every step in appeal filed u/s 35 of slum Act.	

		<p>Scheme &amp;also against u/a occupant in premises of rehab. Bldg. Show Cause Notice u/s 33 is issued .</p> <p>ii) If these are submitted their says within 7 days they called for hearing.</p> <p>Iii) According to hearing and documentary evidence competent authority i.e. Asstt.Com. is passed the order as per Section 33/38 of slum Act.</p> <p>iv) As per Section 35 of Slum Act Slum dwellers / u/a occupant filed appeal against the impugned order before Addl. Collector.</p> <p>v) To provide record and documents to Asstt.Law Officer and to attend hearing in appealand initiating action as per order in appeal.</p>	<p>15 days</p> <p>15 days</p>		
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## Section 4(1) (B) (III)

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Nature of Work : To recover compensation

Relevant Provision :

Relevant Act/Rules :

Relevant Act :- Mun. Corporation of Greater Mumbai Act 1888

Maharashtra Slum Areas (Improvement , Clearance & Redevelopment) Act1971

Development Control Rule 33 (10)

G.R. : G.R. : झोपुयो -1001-प.क. 125/14 झोपसु-1 Dt. 16.5.2015

Circular No. : DMC (RE) /SI/1122 Dt. 8.7.2015

Office Circular :

Sr. No.	Nature of Work	Steps of the Work	Expected Period	Stepwise duties and responsibility of the employees for every work	Remarks
1	To issue Annexure-II in Slum Rehab. Scheme	<p>i) If the land is related with M.C.G.M. Slum Rehab. Authority forwarded the proposals to respective Mun. Ward for issue Annexure-II</p> <p>2) It is necessary to submit following documents by Society/Developer after receipt of the proposals.</p> <p>i) P.R. Card</p> <p>ii) Table Survey Plan</p> <p>iii) D.P. Remarks</p> <p>iv) Development Agreement.</p> <p>v) List of Slum Dwellers.</p> <p>vi) City Survey Plan</p> <p>vii) Voters list prior to 1.1.2000</p> <p>viii) Consents</p> <p>ix) Affidavits</p> <p>x) Proofs prior to 1.1.2000</p> <p>xi) Boundary fixation Report</p> <p>xii) Individual Agreement.</p> <p>3) To conduct bio-metric survey along with video shooting and photography of hutment dwellers at site, to record numbers on huts as per table survey plan, to take photograph of slum dwellers in front of door of the hut.</p>	30 days	Supervision on every step to prepare & forward the Annexure-II to SRA	

		<p>4) To prepare draft annexure-II after deciding the eligibility on merit of the proofs submitted by Slum dwellers, to publish the same under sign of Rent Collector /Colony Officer/ Sr. Colony Officer/ Asstt. Commissioner in MCGM web site and in slum area, for objections and suggestions.</p> <p>5) Correspondence with various deptt. For remarks about no dues pending</p> <p style="padding-left: 40px;">i) Asstt. Assessor &amp; Collector</p> <p>ii) A.E. (WW)</p> <p>iii) A.E. (Maint)</p> <p>6) After obtaining the remarks from above deptt. The proposal alongwith draft Annexure-II is to be forwarded to Asstt. Com. (Estate) for NOC.</p> <p>7) Annexure-II is finalized as per objection and suggestions received from slum dwellers and same is again published in slum area under sign of R.C. / C.O./Sr.C.O./Asstt.Com.</p> <p>8) After receiving NOC from Asstt. Com. (Estate) final Annexure-II is forwarded to slum rehab. Authority.</p> <p>9) After forwarding Annexure-II to SRA , SRA issued LOI, IOA to developers/ society. After providing transit accommodation or Rent to slum dwellers /huts are to be demolished by developer.</p> <p>10) As per letter received from Dy.Collector (SRA) to initiating action u/s 33/38 of Slum Act against non co-operative slum dwellers whose names are included in Annexure-II of Slum Rehabilitation Scheme Show Cause Notice u/s 33 is to be issued .</p> <p>11) If these are submitted their says within 7 days they called for hearing. According to hearing and documentary evidence competent authority i.e. Asstt.Com.is passed the order as per Section 33/38 of slum Act.</p> <p>12) According to order demolition action taken against non co-operative slum dwellers with the help of Local Police Station.</p>	15 days		
			3 Months		
			30 days		
			7 days		
			3 Months		
			7 days		

## Section 4(1) (B) (4) Model 'C'

Norms set for discharge of its function of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Sr.No.	Designation	Nature of Work	Geographical Targets (Unit)	Financial Targets (Rs.)	Duration	Remarks (If applicable)
1	Colony Officer	To remit the amount of arrears and compensation recover by Rent Collector, in BMC treasury	--	--	Daily	--
2	Rent collector	To recover the arrears and compensation	--	--	Daily	--



## Section 4(1) (B) (V) Model 'C'

The rules, regulations instruction, manuals, and records, held by it or under it's control or used by the employees for discharging department function of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Sr.No.	Subject	Relevant Govt. Resolution / office order/Circular Etc.	Remarks (If applicable)
1.	Recovery of compensation	शासन ननर्णय क. झोपुधो -1001-प.क. 125/14 झोपसु 1 दि. 16.5.2015 Circular No : DMC (RE) /SI/1122 Dt. 8.7.2015	--
	To issue identity Card (Photo pass ) and recovery book	शासन ननर्णय क. झोपुधो -1001-प.क. 125/14 झोपसु 1 दि. 16.5.2015 Circular No : DMC (RE) /SI/1122 Dt. 8.7.2015	--
	Transfer	शासन ननर्णय क. झोपुधो -1001-प.क. 125/14 झोपसु-1 दि. 16.5.2015 Circular No : DMC (RE) /SI/1122 Dt. 8.7.2015	--
2	Annexure II	G.R. प. क. झोपुयो-2007/प.क. 105/झोपसु 1 दि. 17.01.2008 गृह ननर्णय विभाग रमालय, रुम्बई-32 G.R.प. क. झोपुयो-2007/प.क. 105/झोपसु 1 दि. 4.6.2008 Circular No. AC/Estates/2012/AE(Imp)II dt. 16.5.2012 सआ/रालरता/14401/स.अ.(सु) दि. 10.9.2015	--
3	RTI Act 2005	RTI Act 2005	--
4	Permission to repair upto 14 ft , height	G.R.न.क. गविसु 1020/87(भाग-2)/झोपसु-1 दि. 5.6.2002	--

## Section 4(1) (B) (VI)

Statement of categories of documents that are held and under the control of the office of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Sr.No.	Subject	Available in which form- Record/Files/Books	File No./Book No.	Details	How duration it can be preserved?
1	Proposals for transfer of Huts	Transfer/Legal heir transfers etc. Sanctioned in files	-	-	--
2	1) Compensation 2) Penalty 3) Ad-hock Deposit 4) Transfer fee 5) Annexure II of SRA scheme 6) Information 7) Demolition 8) Notice 9) MCL-ABC 10) Audit Notes 11) I d 12) Ciculars/GR 13) Receipt of Recovered arrears of compensation	Demand Register Register Register Register Record Record /Register Register Register Register / Record Register / Record Register Record Record	--	--	--

## Section 4(1) (B) (VII)

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of the department's policy and implement thereof of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, E Ward Office, Byculla, Mumbai-08

Sr. No.	Subject for Discussion	Existing provision	Relevant GR/ Office order etc.	Period of (Periodicity)
1)	Draft Annexure II of SRA scheme is to be published on web site of MCGM and Slum area for obtaining objection and suggestion within 15 days period.	Published draft annexure II under signature of relevant officer and competent authority, on web site of MCGM and relevant slum colony for obtaining objection and suggestions within 15 days period.  To finalized the annexure II as per objection and suggestions.	G.R.प. क. झोपुयो- 2007/प.क. 105/झोपसु 1 दि. 17.1.2008	3 Months

## Section 4(1) (B) (VIII)

A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public in the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

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 the meeting	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.

Office Circular :

## Section 4(1) (B) (IX)

Directory of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Sr.N O.	Designation	Name of the officer	Class	Date of appointment	Contact No./Fax/ E-mail
1	Colony Officer, H/W ward	Shri. Sanjay D. Lokhande	I	23.10.1990	0226422313/ 26444000 Ext No. 340
2	Rent Collector H/W ward	Shri. Ashwin P. Bayes Shri. Nilesh Padave	II	19.07.2006  01.04.2005	0226422313/ 26444000 Ext No. 340
3	Clerk H/W ward	Smt. Shubha M. Doshi	III	27.08.2009	0226422313/ 26444000 Ext No. 340

## Section 4(1) (B) (X)

The monthly remuneration received by each of its officers and employees of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Title: Salary of the Officers and employees.

Sr. No.	Name	Designat ion	Basic	DA	HRA	Sp. City Allow ance	Sp.Pay,CA	Total Amount
1	Shri. Sanjay D. Lokhande	Colony Officer	74300	12631	17832	-	Sp.Pay 415.00 T.A. 600.00 C.A. 463.00	106241/-
2	Shri. Ashwin P. Bayes	Rent Collector	36100	6137	-	-	T.A. 600.00 C.A. 463.00	43300/-
3.	Smt. Shubha M. Doshi	Clerk	26800	4556	6432	-	T.A. 600.00	38388/-

## Section 4(1) (B) (XI)

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made in the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Title: Sanctioned amount for the period of 1<sup>st</sup> April xxxx to 31<sup>st</sup> March xxxx.

### Model 'A' Current Year

Sr.No.	Title of Budget	Sanction Amount	Proposed used	Remarks (If applicable)
1	--	--	--	--

### Model 'B' Previous Year

Sr. No.	Title of Budget	Sanction Amount	Paid Amount	Unpaid Amount	Remarks (If applicable)
1	--	--	--	--	--

## Section 4(1) (B) (XII) Model 'A'

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such program of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

NOT APPLICABLE

## Section 4(1) (B) (XII) Model 'B'

Procedure to take decision and supervision and personal responsibility of the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

NOT APPLICABLE

### Section 4(1) (B) (XIII)

The particulars of recipients of concession, permits or authorisations granted by the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

NOT APPLICABLE

### Section 4(1) (B) (XIV)

Details in respect of the information available to or held by it reduced in an electronic form in the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Sr. No.	Record/File/Register	Subject	Information preserved in which electronic form?	Name of custodian
1	Video shooting along with bio-matric survey of huts and hutment Dwellers in subjected slum colony, as per proposal received from SRA to issue annexure II	1. Video shooting and photography for preparation of Annexure II-2	CD	Rent Collector
2	Bio-matric survey of slum dwellers.	Bio-matric Suvery	CD	Rent Collector

## Section 4(1) (B) (XV)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

Facilities:

1. Visitors hrs. - 3.00p.m. To 5.00 p.m.
2. Interactive web site - NIL
3. Call Centre - NIL
4. To provide inspection of available record - NIL
5. To provide inspection of work - NIL
6. To provide Model - NIL
7. Notice Board - Yes
8. Library -
9. Window for Inquiry or reception - No
10. Contact No. after office hrs. - No
11. Contact No. for disaster - 26444000 (control)

Sr. No.	Available facility	Time	Method of Work	Place	Responsible person
1	--	--	--	--	--

## Section 4(1) (B) (XVI)

The names, designations and other particulars of the public information officers in the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

'A'

### Public Information Officer

Sr.No.	Public Information Officer	Designation	Jurisdiction as public information officer	Address / Tel.NO.	E-mail ID (Only for this provision)	Appellate Authority
1	Shri. Sanjay D. Lokhande	Colony Officer	Slum on BMC Land in H/W ward	Asst. Comm. H/W ward office, St. Martins Road, Bandra(W) Mum.50. 26422311 Ext. No. 340	--	Assistant Comm. H/W ward

'B'

### Asst. Information Officer

Sr.No.	Asst. Information officer	Designation	Jurisdiction as Asst. information officer	Address / Tel.NO.
1	Ansari Aslam Nilesh Padave Shashikant Parab (Clerk)	Rent Collector	Slum on BMC Land in H/W ward	Asst. Comm. H/W ward office, St. Martins Road, Bandra(W) Mum.50. 26422311 Ext. No. 340

'C'

### Appellate Authority

Sr.No.	Appellate Authority	Designation	Jurisdiction as appellate Authority	Reporting Officer	E-mail ID (Only for this provision)
1	Shri .Vinayak V Vispute	Asst. Comm. E ward	Slum on BMC Land in H/W ward	Shri.Jeetendra D.Waghmare, colony Officer, A,B and E ward	--



Section 4(1) (B) (XVII)

Such other information as may be prescribed by the Colony Dept. (Slum Improvement) working under Assistant Commissioner, H/W Ward Office, Bandra (W), Mumbai-50

NIL