



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals Act as per provision of RTI 2005 of

K / E Ward

ASSESSMENT DEPARTMENT

Address -

OFFICE OF THE ASSISTANT ASSESSOR AND
COLLECTOR K / E WARD OFFICE,

BRIHANMUMBAI MAHANAGARPALIKA

ASSESSMENT & COLLECTION DEPARTMENT ,2nd
FLOOR, ROOM NO.206 K/E WARD, MUN. OFFICE
BLDG, GUNDAVALI, AZAD ROAD, ANDHERI (E),
MUMBAI- 400 069.

PREAMBLE

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

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

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

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

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, In Case Any Information Seeker Wants To Get More Information On Topics Covered In The Handbook As Well As Other Information May Contact Assistant Assessor & Collector, K / E ward Whose Office Is Situated At K / E Ward Office , Brihanmumbai Mahanagarpalika, Assessment & Collection Department ,2nd Floor, Room No.206 K/E Ward, Mun. Offices Bldg, Gundavali, Azad Road, Andheri (E), Mumbai- 400 069.

The Procedure And Fee Structure For Getting Information Is As Per The Provisions Of Rti Act, 2005.

**Assistant Assessor & Collector,
K / E WARD**

Index

Sr. No.	Name of Manual	Page No.
1	INTRODUCTION	4
2	Section 4 (1) (b) (i) The particulars of functions & duties of the Public Authority:-	7
3	Section 4(1) (b) (ii) The Powers of officers and employees in the office of Asstt. A&C K / EAST Ward	8
4	Section 4(1) (b) (iii) The procedure followed in the decision making process, including channels of supervision and accountability in the office of K / EAST Ward.	14
5	Section 4(1) (b) (iv) Norms set for discharges of its functions in the office of K / EAST Ward	16
6	Section (1) (b) (v) The rules/regulation related with the functions of K / EAST Ward	18
7	Section 4 (1) (a) (vi) Statement of categories of documents held in the office of K / EAST Ward at parel	19
8	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	21
9	Section 4(1) (b) (viii) Statement of Boards, Councils, Committees of other bodies K / EAST Ward.	22
10	Section 4(1) (B) (IX) Directory of the officers and employees Asstt. A&C of K / EAST Ward	24
11	Section 4(1) (b) (X) Details of remuneration of officers and employees in the office of Asstt. A&C K / EAST Ward	26
12	Section 4(1)(b)(xi) Details of allocation of budget and disbursement made in the office of K / EAS Tat Andheri for the year 2012-2013	29
13	Section 4(1)(b)(xii) Details of beneficiaries of subsidy program in the office of K / EAS Tat Andheri for the year 2012-2013	30
14	Section 4(1)(b)(xiii) Particulars of recipients of concessions, permits or authorizations granted in the office of K / EAST at Andheri for the year 2012-2013	32
15	Section 4(1)(b)(xiv) Details of information available in electronic form in the office of K / EAST Ward.	33
16	Section 4(1)(b)(xv) Particulars of facilities available for citizen for obtaining information in the office of K / EAST Ward	34
17	Section 4(1)(b)(xvi) Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority)	35
18	Section 4(1) (b) (xvii) Appellate authority	38

INTRODUCTION

ASSESSMENT & COLLECTION DEPARTMENT

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

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

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

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

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

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

The Capital Value System came into force w.e.from 01-04-10 and will be revised after every 5 years. The calculation in C. V. Tax System is done by the formula

***Tax = Rate of Tax x Area x Market Value as per Stamp Duty Ready Recknor x
user Factor x Building Factor x Age Factor***

Protected measures in Capital Value System

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

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

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

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

Exemption from tax:

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

- a) Buildings vesting in or belonging to the Central or State Government.
- b) Buildings vesting in any other Government or belonging to any purpose and not use or intended to be used for purpose of profit.
- c) Buildings vesting in the Board of Trustees of the Port of Mumbai and not used or intended to be used for the purpose of profit.
- d) Buildings or parts thereof vesting in or in occupation of consulates of foreign States or of any members of the staff of such officials and such buildings or parts not used or intended to be used for the purpose of profit.

Property Tax

- i) To levy the property taxes under Section 140(1).
- ii) To fix primary responsibility for property taxes under section 146.
- iii) To inspect the property under Section 155 of the Act.
- iv) To keep Assessment Book under Section 156 & 157.
- v) To effect the transfer of property under Section 150(2).
- vi) To give public notice as regards to completion of the Assessment Book under Section 160 and invite complaints against Ratable Value.
- vii) To keep the Assessment Book open for inspection under Section 161 of the Act.
- viii) To arrive at the Ratable Value of the property in accordance with the provision under Section 154(1) of the Act. Capital Value as per Section 154(1A)(1B) & (1C) of M.M.C. Act.
- ix) To issue special notices in certain cases and inviting complaints under section 162(2) of the Act.
- x) To hear and investigate the complaint against the Ratable Value under Section 165 of the Act.
- xi) To authenticate the Ward Assessment Book under Section 166 of the Act.
- xii) To amend the Assessment Book during the official year under Section 167 of the Act.

Collection of Property Taxes :

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

SECTION 4 (1) (b) (i)**The particulars of functions & duties of the office of
Assistant Assessor & Collector K / EAST Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	Asstt. Assessor & Collector K / E Ward, Brihanmumbai Mahanagarpalika Assessment & Collection Department , 2 nd Floor, Room No.206 K/E Ward, Mun. Offices Bldg, Gundavali, Azad Road, Andheri (E), Mumbai- 400 069.
3	Head of the Office	Assessor & Collector, Head Office
4	Parent Government Department	Assessor & Collector, Head Office
5	Reporting to which office	Deputy Assessor & Collector (W.S.).
6	Jurisdiction -Geographical	K / East bounded by Mithi River on East, Western Railway line on West, SRP Compound Wall Sariput Nagar on North, Milan Subway Airport on South side.
7	Mission	1) To achieve the given Collection target. 2) To maximize the revenue of MCGM.
8	Vision	Implementation of Capital Value System Successfully.
9	Objectives	To augment the revenue of Corporation from Properties assessed in Ward and taking on record the measurement and other details.
10	Functions	1)To maintain the record of Inspection details of property; 2)Serving Property tax bills and recovery thereof; 3) Implementation of Capital Value System.
11	Details of Services provided (In Brief)	1) Issuing the Property and MTOB Bills 2) Issuing Inspection Extract 3) Issuing NOC for OC, P Form after clearance of outstanding dues 4) Issuing Category Certificate in respect of Ceased Property.
12	Physical Assets (Statement of lands & Buildings and other Assets)	
13	Organization's structural Chart	As per separate sheet attached at page no.
14	Tel. No.s & Office Timings	Telephone no : 26843392 Email : aac.wardke@gmail.com Office timing : 10.30 a.m. to 05.30 p.m.
15	Weekly Holidays	Sunday & 2 nd , 4 th Saturday and Public Holidays.

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector K / EAST Ward**

A – Financial Powers

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	Rs.500/-	---	
2	Superintendent	NIL	N.A.	
3	Deputy Superintendent	NIL	N.A.	
4	Head Clerk	NIL	N.A.	
5	Ward Inspector	NIL	N.A.	
6	Clerk	NIL	N.A.	

SECTION 4 (1) (b) (ii)

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

Sr. No	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	<p>1)General Administration, Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes.</p> <p>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</p> <p>3)To discharg the Duties & Power deligated by Mun. Commissioner under the Act.</p> <p>4) To Dispose off Complaints, To Sanction the proposal for Revision , Modification , Cancellation of Capital Value</p> <p>5) Holding conferences of the staff for implementation of directives of the Deptt .for achievement of Target & Collection.</p> <p>6) Preparing & Submitting various reports.</p> <p>7)To attend the grievances of Public.</p>		
2	Superintendent	<p>1)General Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes.</p> <p>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</p> <p>3)To discharg the Duties & Powers deligated under the Act.</p> <p>4)Holding conferences of the staff for implementation of directives of the Deptt. for achivement of Target & Collection.</p> <p>5)Preparing & Submitting various periodical reports of Compliance , Administrative & Statical information,</p>		

		6)To attend the grievances of Public.		
3	Dy. Supdt.	<p>1)General Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes.</p> <p>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</p> <p>3) To discharg the Duties & Powers deligated under the Act.</p> <p>4) Preparing & Submitting various periodical reports of Compliances , Administrative & Statical information.</p> <p>5)Authorisation of Cheques in C.V. For Part Payment</p> <p>6)To attend the grievances of Public.</p>		
4	Head Clerk	<p>1)Overall supervision & Co-ordination between staff & Administration in ref. to the assessment Collection of Property Tax.</p> <p>2) To dispose the correspondence & information required under RTI.</p> <p>3) To prepare statical reports required for monthly conference.</p>		

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector K / EAST Ward
C – Magisterial Powers**

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

SECTION 4 (1) (b) (ii)

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

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

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of

Assistant Assessor & Collector K / EAST Ward

E – Judicial Powers

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

Section 4 (1) (b) (iii)**The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Assessor & Collector K / EAST Ward**

NAME OF ACTIVITY - Assessment and Collection of property tax

Related Provisions - Chapter VIII

Name of the Acts/Acts - MMC Act 1888

Rules - _____

Govt. Resolutions - _____

Circulars - _____

Office Orders - _____

-

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Sending Yearly Bills of Property Tax, MTOB	To generate the yearly bills consisting 6 monthly period and to send the modified or corrected bills if any to be sent to the tax payers. Through Post or Hand Delevery	Yearly	AA&C(K / EAST)	
2	Inspection	Site Visit To measure, To enquire, To serve the bills, notices, summons etc.	Sunrise to Sunset	Inspector / Surveyor / Dy.Supt /Supdt / AA&C	
3	Assessment Praposals/TWR	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy.Supt /Supdt / AA&C	
4	Bills/Sp. Notice	To Serve the bills& Sp notice to the Party	Fifteen Days	Inspector	
5	Complaint Disposals	To attend & to hear the Complainants grievance and rectify the incorrect Data.	Fifteen Days	Inspector/ Dy.Supt / Supdt / AA&C	
6	Recovery	Follow up, For collection and complition of Target	Six months	Inspector / Dy.Suptd /Suptd	
7	To levy or to delete WT/ST	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy.Supt /Supdt / AA&C	
8	Refund	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Clerks, Typist, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	

9	Attachment	Service of Warrant of Attachment & Statement of Outstanding. To seek legal Action for Non payment of Taxes in time for collection	after six months	Inspector / Surveyor/ Dy.Suptd/ Suptd/AA&C	
10	Auction	The last resort by putting the property into Auction Sale to recover the Municipal Dues.	after six months	AA&C(K / EAST), Lioson Officer	
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, Typist, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of

Assistant Assessor

**& Collector K / EAST Ward
Organizational Targets (Annual)**

Sr. No	Designation	Activity	Financial Targets in Rs.	Time Limit	Remark
1	INSPECTOR	To Inspect all the property every year for the confirmation of assessment and to report New Assessment, Revision Modification or Amendmend in C.V. to levy and to collect the property tax and to initiat legal action of recovery for non payment.	Nil	Nil	To accomplish the target of collection given from time to time
2.	DY. SUPDT	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendmend in C.V. to levy and to collect the property tax. To authorise the payment made by tax payer Overall supervision, co-ordination among staff	Nil	Nil	To accomplish the target of collection given from time to time
3.	SUPRITENDE NT	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendmend in C.V. to levy and to collect the property tax. To authorise the payment made by tax payer Overall supervision, co-ordination among staff To monitor the sectionwise collection to achive the given periodical target.	Nil	Nil	To accomplish the target of collection given from time to time
4.	ASSISTANT ASSESSOR & COLLECTOR	To issue property tax bills once in the year containing to six monthly bills To authonticate all the entries in the Assessment Books every year. To impliment the Capital Value System by sanctioning, rejecting, the proposals and subsequently billing for collection. To execute Distress Warrant, Attachment, Auction, sue the defaulters for recovery. Overall supervision, co-ordination, communication among the staff and tax payer to settle all disputes, grievances and requirements in repsect of Assessment of Property and collection of Property Taxes.	Nil	Nil	To accomplish the target of collection given from time to time
5.	HEAD CLERK	Overall supervision on regular office work and co-ordination among staff.	Nil	Nil	Nil

Section 4 (1) (b) (v)

**The rules / regulation related with the functions of
Assistant Assessor & Collector K / EAST Ward**

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

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

Section 4 (1) (b) (vi)

**Statement of Categories of documents held in the office of
Assistant Assessor & Collector K / EAST Ward**

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

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

Section 4 (1) (b) (vii)

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

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

1) Policy formulation – Nil

2) Policy implantation – At Ward Level

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

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies

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

Section 4 (1) (b) (ix) Directory of Officers & Employees

Sr. No.	Name of the Employee	Designation	Date of joining on post	Phone number	Address of the Employee
1	SHRI. CHANDRAKANT LAXMAN CHENDKE	AA&C(K / E)	01-06-2014	9004445129	GHATKOPAR
2	SHRI. VIJAY PANDUR-ANG TAWDE	Supdt.((K / E)	08-04-2013	9821046982	BORIVALI
3	SHRI. GIRISH B. THITE	Dy.Suptd.(K/E)	30-10-2009	9869004128	CHEMBUR
4	SHRI. GOVIND N. GAWDE	Dy.Suptd.(K / E)	12-06-2013	9892326634	GOREGAON WEST
5	SHRI. DEEPAK S. BHARTI	Dy.Suptd.(K / E)	24-09-2012	9819442366	GOREGAON
6	SMT. VAIJAYANTA MUNDHE	H.C.(K / E)	19-12-2002	26843392	BORIVALI
7	SMT. RUPASHREE KULKARNI	H.C.(K / E)	06-08-2014	9867268339	BORIVALI
8	SMT. PRATIBHA PATIL	W.I.(K / E)	24-09-2007	9892582820	VILE PARLE
9	SMT. KAVITA BHAVSAR	W.I.(K / E)	2009	9892979627	BORIVALI
10	SHRI. VIVEK RAUL	W.I.(K / E)	21-08-2000	9821019851	BORIVALI
11	SHRI. PRASAD KULKARNI	W.I.(K / E)	26-12-1994	9820304678	DADAR WEST
12	SHRI. RAMESH	W.I.(K / E)	16-10-2010	9920888735	JOGESHWARI

	KATKAR				
13	SHRI. SHARAD KOKATE	W.I.((K / E)	14-06-2001	9833404541	ANDHERI WEST
14	SMT. VARSHA DESAI	W.I.((K / E)	22-03-2011	9869404973	ANDHERI EAST
15	SHRI. ABHIMANU TAN-DEL	W.I.((K / E)	14-10-2010	8898440595	BORIVALI
16	SHRI. SANJAY REWALE	W.I.((K / E)	19-08-2007	9969271998	JOGESHWARI
17	SHRI. SAMEER PARSEKAR	W.I.((K / E)	16-11-2010	9920606110	BORIVALI WEST
18	SHRI. MANOJ GIDHE	W.I.((K / E)	16-11-2010	9820871798	KANDIVALI
19	SHRI. MUKESH BHANDARI	W.I.((K / E)	01-04-2012	9167230331	VIRAR
20	SHRI. PRATAP PATIL	W.I.((K / E)	24-09-2007	9892582820	DADAR
21	SHRI. MAHENDRA GAIKWAD	W.I.((K / E)	01-03-2004	7208199825	BORIVALI
22	SMT. SHEETAL NAR	W.I.((K / E)	05-02-1996	9820342450	BORIVALI
23	SMT. KETAKI TAMBO-SAKAR	W.I.((K / E)	04-09-2000	9869409972	DADAR
24	SHRI. SACHIN PANDIT	W.I.((K / E)	11-06-2011	7506091569	MIRA ROAD
25	SHRI. AMIT SAWANT	W.I.((K / E)	18-12-2010	9920240402	PAREL
26	SHRI. DATTATRAYA BALBHIM VETAL	Clerk((K / E)	12-04-2012	09766119716	GOREGAON WEST
27	SHRI. SUDHIR DY-ANAND KASAB	Clerk(K / E)	12-04-2012	9960196668	NALASOPARA WEST
28	SHRI. SAMEER MOHITE	Clerk(K / E)	01-04-2005	9869054640	KANDIVALI
29	SHRI. VIJAY J. DALVI	Clerk((K / E)	16-06-2009	8692968870	VIRAR EAST
30	SHRI. PRAVIN SUDAM KINI	Clerk(K / E)	14-09-2011	9867112506	PALGHAR
31	SHRI. PRADEEP BABAR WAGHELA	Clerk((K / E)	01-08-2004	8898940402	NALASOPARA EAST

32	SMT. KRUPA PUNDALIK MALVANKAR	Clerk((K / E)	15-05-2006	8879629845	SAKINAKA
33	SMT. HINA ANIL PADVI	Clerk((K / E)	15-05-2006	9763871095	VIRAR (W)
34	SMT. VIJAYA GHODKE	Clerk((K / E)	1998	8600916205	NALASOPARA (E)
35	SHRI. GANPAT KRUSHNA CHIPTE	Peon	01-09-1989	26843392	NALASOPARA WEST
36	SHRI. AMOL H. MORE	Peon	04-03-2013	26843392	ANDHERI EAST
37	SMT. VISHAKHA VIJAY PADWAL	Peon	02-05-2006	26843392	ANDHERI EAST
38	SMT. SUPRIYA SURESH MAHADIK	Peon	08-08-2008	26843392	NALASOPARA (E)
39	SMT. PUSHPA ASHOK LOKHANDE	Peon	29-03-2012	26843392	ANDHERI EAST
40	SHRI. RAVINDRA SOMAJI JADHAV	Peon	01-08-1986	26843392	VASAI WEST
41	SHRI. DEEPAK SHIV-ARAM KAMBLE	Peon	15-10-1990	26843392	NALLASOPARA EAST
42	SHRI. SHAILENDRA SHANTARAM JADHAV	Peon	25-06-1989	26843392	VIRAR EAST
43	SHRI. BALKRISHNA GAVRYA PAWAR	Peon	-	26843392	DADAR EAST
44	SHRI. BHARAT KENE	Peon	01-08-1988	26843392	BANDRA WEST

Section 4 (1) (b) (x)

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

Sr. No.	Name of the Employee	Designation	Pay Scale	Date of joining on post
1	SHRI. CHANDRAKANT LAXMAN CHENDKE	AA&C(K / E)	9300-34800+4400	01-06-2014
2	SHRI. VIJAY PANDUR-ANG TAWDE	Supdt.((K / E)	9300-348900+4300	08-04-2013
3	SHRI. GIRISH B. THITE	Dy.Supdt.(K/E)	9300-34800+4200	30-10-2009
4	SHRI. GOVIND N. GAWDE	Dy.Supdt.(K / E)	9300-34800+4200	12-06-2013
5	SHRI. DEEPAK S. BHARTI	Dy.Supdt.(K / E)	9300-34800+4200	24-09-2012
6	SMT. VAIJAYANTA MUNDHE	H.C.(K / E)	5200-20200+4200	19-12-2002
7	SMT. RUPASHREE KULKARNI	H.C.(K / E)	5200-20200+4200	06-08-2014
8	SMT. PRATIBHA PATIL	W.I.(K / E)	5200-20200+2800	24-09-2007
9	SMT. KAVITA BHAVSAR	W.I.(K / E)	5200-20200+2800	2009
10	SHRI. VIVEK RAUL	W.I.(K / E)	5200-20200+2800	21-08-2000
11	SHRI. PRASAD KULKARNI	W.I.(K / E)	5200-20200+2800	26-12-1994
12	SHRI. RAMESH KATKAR	W.I.(K / E)	5200-20200+2800	16-10-2010
13	SHRI. SHARAD KOKATE	W.I.((K / E)	5200-20200+2800	14-06-2001
14	SMT. VARSHA DESAI	W.I.((K / E)	5200-20200+2800	22-03-2011
15	SHRI. ABHIMANU TANDEL	W.I.((K / E)	5200-20200+2800	14-10-2010
16	SHRI. SANJAY REWALE	W.I.((K / E)	5200-20200+2800	19-08-2007
17	SHRI. SAMEER PARSEKAR	W.I.((K / E)	5200-20200+2800	16-11-2010
18	SHRI. MANOJ GIDHE	W.I.((K / E)	5200-20200+2800	16-11-2010

19	SHRI. MUKESH BHANDARI	W.I.((K / E)	5200-20200+2800	01-04-2012
20	SHRI. PRATAP PATIL	W.I.((K / E)	5200-20200+2800	24-09-2007
21	SHRI. MAHENDRA GAIKWAD	W.I.((K / E)	5200-20200+2800	01-03-2004
22	SMT. SHEETAL NAR	W.I.((K / E)	5200-20200+2800	05-02-1996
23	SMT. KETAKI TAMBO-SAKAR	W.I.((K / E)	5200-20200+2800	04-09-2000
24	SHRI. SACHIN PANDIT	W.I.((K / E)	5200-20200+2800	11-06-2011
25	SHRI. AMIT SAWANT	W.I.((K / E)	5200-20200+2800	18-12-2010
26	SHRI. DATTATRAYA BALBHIM VETAL	Clerk((K / E)	5200-20200+2000	12-04-2012
27	SHRI. SUDHIR DYANAND KASAB	Clerk(K / E)	5200-20200+2000	12-04-2012
28	SHRI. SAMEER MOHITE	Clerk(K / E)	5200-20200+2000	01-04-2005
29	SHRI. VIJAY J. DALVI	Clerk((K / E)	5200-20200+2000	16-06-2009
30	SHRI. PRAVIN SUDAM KINI	Clerk(K / E)	5200-20200+2000	14-09-2011
31	SHRI. PRADEEP BABAR WAGHELA	Clerk((K / E)	5200-20200+2000	01-08-2004
32	SMT. KRUPA PUNDALIK MALVANKAR	Clerk((K / E)	5200-20200+2000	15-05-2006
33	SMT. HINA ANIL PADVI	Clerk((K / E)	5200-20200+2000	15-05-2006
34	SMT. VIJAYA GHODKE	Clerk((K / E)	5200-20200+2000	1998
35	SHRI. GANPAT KRUSHNA CHIPTE	Peon	5200-20200+1900	01-09-1989
36	SHRI. AMOL H. MORE	Peon	5200-20200+1900	04-03-2013
37	SMT. VISHAKHA VIJAY PADWAL	Peon	5200-20200+1900	02-05-2006
38	SMT. SUPRIYA SURESH MAHADIK	Peon	5200-20200+1900	08-08-2008
39	SMT. PUSHPA ASHOK LOKHANDE	Peon	5200-20200+1900	29-03-2012
40	SHRI. RAVINDRA SOMAJI JADHAV	Peon	5200-20200+1900	01-08-1986
41	SHRI. DEEPAK SHIV-	Peon	5200-20200+1900	15-10-1990

	ARAM KAMBLE			
42	SHRI. SHAIENDRA SHANTARAM JADHAV	Peon	5200-20200+1900	25-06-1989
43	SHRI. BALKRISHNA GAVRYA PAWAR	Peon	5200-20200+1900	-
44	SHRI. BHARAT KENE	Peon	5200-20200+1900	01-08-1988

..22..

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

Format B for previous year (2012-13)

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

Format B for previous year (2012-13)

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

Section 4 (1) (b) (xii)

**Manner of execution of subsidy program in the office of
Assistant Assessor & Collector K / EAST Ward**

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

..24..

Section 4 (1) (b) (xii)

**Details of Beneficiaries of subsidy program in the office of
Assistant Assessor & Collector K / EAST Ward**

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

Section 4 (1) (b) (xiii)

**Particulars of recipients of concessions, permits or authorizations granted in the office of
Assistant Assessor & Collector K / EAST Ward**

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

Section 4 (1) (b) (xiv)

**Details of information available in electronic form in the office of
Assistant Assessor & Collector K / EAST Ward**

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

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

Section 4 (1) (b) (xv)

**Particulars of facilities available for citizen for obtaining information in the office of
Assistant Assessor & Collector K / EAST Ward**

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Information about visiting hours	10.30am To 5.30pm	In person	K / EAST WARD	A.A & C K / EAST
2	Information about interactive website	Round the clock	Access to Internet	Internet	A.A & C K / EAST
3	Facilitation Center	8am To 8pm	In person / on written application / on payment of schedule fees	K / EAST WARD	A.A & C K / EAST
4	Information about facilities for inspection of record	10.30am To 5.30pm	In person / on written application /on payment of schedule fees	K / EAST WARD	A.A & C K / EAST
5	Information about facilities for inspection of work	10.30am To 5.30pm	In person / on written application /on payment of schedule fees	K / EAST WARD	A.A & C K / EAST
6	Information about providing	Not Applicable			
7	Information about Notice Board	10.30am To 5.30pm	In person	Ward K / EAST	Displayed at K / EAST
8	Information about liabrary	Not Available			
1	Information about Inquiry window or Reception etc.	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward K / EAST	A.A & C K / EAST

..28..

Section 4 (1) (b) (xvi)

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

Assistant Assessor & Collector K / EAST Ward

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Shri. Chandrakant Laxman Chendke	Asstt. A&C (K / EAST)	Head of the Department at Ward level	K / EAST Ward Office Brihanmumbai Mahanagarपाली Assessment & Collection Department , 2 nd Floor, Room No.206 K/E Ward, Mun. Offices Bldg, Gundavali, Azad Road, Andheri (E), Mumbai- 400 069.	aac.wardke@gmail.com	Asstt. Municipal Commissioner K / E Ward

Section 4 (1) (b) (xvi)

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

Assistant Assessor & Collector K / EAST Ward

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	Vijay P. Tawde	Suprintendent (K/E WARD)	Incharge outdoor section at Ward level	K/EAST Ward Office Brihanmumbai Mahanagarpalia Assessment & Collection Department , 2 nd Floor, Room No.206 K/E Ward, Mun. Offices Bldg, Gundavali, Azad Road, Andheri (E), Mumbai- 400 069.

Section 4 (1) (b) (xvii)

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Assistant Assessor & Collector K / EAST Ward

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Smt. Bhagyashri	Asstt. Municipal Commissioner / K/EAST Ward	RTI Act	Asstt. A&C K/EAST Ward	

Asstt.Mun.