



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of H/west Ward



ADMINISTRATIVE OFFICER (ESTATE)

Address -

Office of Administrative Officer (Estate),

1st Floor, Bhabha Hospital Building,

R. K. Patkar Marg, Bandra (West)

Mumbai - 400 050

updated upto 25.02.2014

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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 H/West ward are being maintained.

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

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

Administrative Officer (Estates) H/West , 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	^{1st} floor, K. B. Bhabha Hospital, R. K. Patkar Marg, Bandra (West), Mumbai- 400 050
3	Head of the Office	Administrative Officer (Estates)
4	Parent Govt. Dept.	Asst. Commissioner (Estates)
5	Office Timings	Monday to Saturday 9.00 a.m. to 5.30 p.m. 2 nd &4 th Saturdays Holiday Visiting Hours - (Monday – Friday) 09.00 a.m. to 04.00 pm
6	Reporting to which office	Asst. Commissioner (Estates)
7	Contact Details	Telephone no : 26422311 Extn : 403

		Email AO Estate - --- Email RS Estate - ---	
8		Rent collection is done in Citizen Facility center in Morning 8.00am to 8.00 pm	
9	Jurisdiction	H/West ward is bounded by the Mahim causeway to Milan Subway West.	
10	Vision-	To Rehabilitate Municipal tenants and provide them prompt services regarding tenancies.	
	mission		
11	Objectives	Real Estate SAP Module give quick services to Tenants to pay their rent	
12	Functions	1) Collection of Rent from Municipal Properties 2) Transfer of tenancies 3) Attornment of VLT tenants 4) Detection of u/a construction/extension and inform to A. C. H/West i. e to take action as per MCGM Rules. 5) Action taken under section 105 B against Tenants	
13	Details of Services provided (In Brief)	1. Rent Collection from tenant 2. Transfer of Tenancies	
14	Physical Assets- (Statement of lands & buildings and other assets)	List attached	
15	Organization's structural Chart (Orogonogram) at each level	As per separate sheet attached	
16	Give linkage of jurisdiction & Address, Tel No. s & Office Timings	Telephone no : 26422311 Extn : 403 Email Monday to Saturday 9.00 a.m. to 5.30 p.m. 2 nd &4 th Saturdays Holiday Visiting Hours - (Monday – Friday) 09.00 a.m. to 04.00 pm	
17	Weekly Holidays	Sunday and Public Holidays.	

BRIHANMUMBAI MAHANAGARPALIKA
Administrative Officer, (Estates) H/west Ward

Department – Estates			
Sr. No.	Post	Scheduled Post	Occupied
1	Administrative Officer	1	1
2	Rent Supervisor	1	1
3	Rent Collector	2	1
4	Head Clerk	1	1 half day
5	Real Estate Consultant (Working Arrangement)	-	Alternate day Tuesday, Thursday/Saturday
6	Clerk	2	1
7	Peon	2	1
Total		9	7

Administrative Officer (Estate)

Outdoor Staff

Indoor Staff

Rent Supervisor

Head Clerk

Rent Collector (RC)

Clerk (RRC)

Peon

Peon

Labour

Section 4(1) (b) (ii)

The Powers of officers and employees in the office of A O Estate H/West Ward

A

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

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

			/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) H/West 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 etc.
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 etc.
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 Unauthorized 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

- To Clerk are directly working under Head Clerk.

- To check rent Receipt
- To take entries in Demand register(DR) and update it.
- 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
	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 H/West ward.

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

Related Provisions – Circular No .

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps Involved	Time Limit	Authority Role	Remarks
1	Transfer of Tenancy rights	<input type="checkbox"/> Application received in dispatch section. <input type="checkbox"/> Application received in Estates department. <input type="checkbox"/> Site Inspection <input type="checkbox"/> Tenancy particular. <input type="checkbox"/> Recovery of transfer fee (* Papers forwarded to Ward Audit for receipt verification) <input type="checkbox"/> Signature Verification of Principal Tenant as per Agreement recovery. <input type="checkbox"/> Papers received in Ward (Estate Deptt.) <input type="checkbox"/> Site Inspection <input type="checkbox"/> Pre and Final Form verification <input type="checkbox"/> Scrutiny of Papers &Preparation of transfer proposal <input type="checkbox"/> Proposal forward for Audit <input type="checkbox"/> Proposal forward for sanction <input type="checkbox"/> Received in Ward (Estates deptt) <input type="checkbox"/> Submitted for workout of dues if any <input type="checkbox"/> Transfer effected <input type="checkbox"/> C.O. &C.V. Report <input type="checkbox"/> Posting of C.O. &C.V. Reports	1 day 1 day 2 day 1 day 7 day 7 day 4 day 2 day 4 day 4 day 2 day 7 day 2 day 2 day 7 day 2 day 3 day	<input type="checkbox"/> Ward Head <input type="checkbox"/> Clerk <input type="checkbox"/> Rent <input type="checkbox"/> Supervisor(RS) <input type="checkbox"/> Rent <input type="checkbox"/> Collector(RC) / RS <input type="checkbox"/> Rent <input type="checkbox"/> Recovery <input type="checkbox"/> Clerk(RRC) <input type="checkbox"/> RC <input type="checkbox"/> Account <input type="checkbox"/> Officer <input type="checkbox"/> A.C.(Estates) <input type="checkbox"/> H.C.(Dispatch) <input type="checkbox"/> RC/RS <input type="checkbox"/> RRC <input type="checkbox"/> RC/RS/A.O. <input type="checkbox"/> Dy.C.A.(Rev . III) <input type="checkbox"/> DMC (Z-II) <input type="checkbox"/> H.C. <input type="checkbox"/> Dispatch <input type="checkbox"/> RRC <input type="checkbox"/> RC <input type="checkbox"/> RC <input type="checkbox"/> HC(Estates)	

Name of activity – **Recovery of Rent**

Related Provisions – Circular No .

Name of the Act/Acts – Nil

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
2	Recovery of Rent	<input type="checkbox"/> Preparation by Clerk <input type="checkbox"/> Calculation of Rent <input type="checkbox"/> Rent Recovery	15 minutes (All)	<input type="checkbox"/> RC <input type="checkbox"/> RRC <input type="checkbox"/> 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)	<input type="checkbox"/> Site Inspection <input type="checkbox"/> Preparation of issue of notice <input type="checkbox"/> Preparation & Verification of Presentation for <input type="checkbox"/> Submission for action of presentation form <input type="checkbox"/> Service of notice <input type="checkbox"/> Enquiry process	1 day 3 day 3 day 1 day 3 day -	<input type="checkbox"/> RC/RS <input type="checkbox"/> RC/RS/A.O . <input type="checkbox"/> RC/RS/RR C <input type="checkbox"/> Enquiry Officer <input type="checkbox"/> RC <input type="checkbox"/> Enquiry Officer	

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

Related Provisions – Circular No . Nil

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -
Circulars -
Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
<u>4</u>	Detection of unauthorized work	<input type="checkbox"/> Site Inspection <input type="checkbox"/> Issue of Notice <input type="checkbox"/> Process of Demolition	2 day 3 day -	<input type="checkbox"/> RC/RS <input type="checkbox"/> RC <input type="checkbox"/> 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	<input type="checkbox"/> Site Inspection <input type="checkbox"/> Issue of notice 105 (b) <input type="checkbox"/> Preparation & verification of presentation form <input type="checkbox"/> Submitted for Enquiry	1 day 3 day 3 day 1 day	<input type="checkbox"/> RC/RS <input type="checkbox"/> RC <input type="checkbox"/> RC/RS/HC(Estate) <input type="checkbox"/> Enquiry Officer	

Name of activity – **Attornment**

Related Provisions – Circular No .

(Name of the Act/Acts – Nil)

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
6	Attornment	<input type="checkbox"/> Application received in dispatch section <input type="checkbox"/> Requirement of documents <input type="checkbox"/> Site Inspection <input type="checkbox"/> Scrutiny & proposal <input type="checkbox"/> Submission for sanction <input type="checkbox"/> Proposal received in dispatch <input type="checkbox"/> Calculation of dues if any <input type="checkbox"/> Recovery of dues <input type="checkbox"/> C.O.&C.V. Reports <input type="checkbox"/> Posting of C.O. &C.V. Report <input type="checkbox"/> Audit Report <input type="checkbox"/> Registration of Tenancy Agreement	1 day 7 days 1 day 3 day 7 day 2 day 2 day 2 day 2 day 2 day 2 day 7 day	<input type="checkbox"/> HC Dispatch <input type="checkbox"/> RC/RS <input type="checkbox"/> RC/RS <input type="checkbox"/> RC./RS <input type="checkbox"/> AC/DMC (Zone) <input type="checkbox"/> HC(Dispatch) <input type="checkbox"/> HC(Estates) <input type="checkbox"/> RC <input type="checkbox"/> RC <input type="checkbox"/> HC Estates <input type="checkbox"/> Account Officer <input type="checkbox"/> AC(Estates)	

Section 4(1) (b) (iv)

Norms means Day set for discharges of its functions in the office of H/West 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 H/west ward

No.	Subject	Cir. / G.R. / Office Orders . Rule no. Notification etc. date	Remarks
1.	Transfer of tenancy rights	Circular number 1. AC/Estate/1159/Gen dt. 27.05.2004 2. Estate/13554/Gen dated 28.11.2005 3. AC/Estate/6257/Gen dated 07.07.2010 4. Estate/Gen/58 dated 08.02.1999 5. Estate/XIV/129 dated 28.04.1967 6. AC/Estate/20370/A.O.(C.) dt. 08.12.2015 & 03.11.2016 7. AC/Estate/160/A.O.(C.) dt. 24.12.2018	
2.	Atterment of VLT tenants	Circular number 1. AC/Estate/2184/A/c date d 26.06.2009 2. AC/Estate/2184/A/c date d 10.02.2010 3. AC/Estate/2184/A/c date d 27.01.2010	
2.	Enquiry under 105(b) for arrears of Rent	MMC Act 105 (B)	
3.	Enquiry under 105(b) for unauthorized work	MMC Act is available on portal www.portal.mcgm.gov.in	
4.	Enquiry under 105(b) for unauthorized occupation		

Section 4 (1) (a) (vi)

Statement of categories of documents held in the office of H/West ward at Bandra (W)

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	Permanent record

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

Section 4(1) (b) (vii)

SR. NO.	Designation	Name of the Officers/ Employees	Ca dr e	Dt. Of Joining the post	Dt. Of Joining in H/W	Contact Details Ph/Fax/ E-mail
1	HEAD CLERK	SAWANT VRINDA VINAYAK	B	20.11.1989	02.07.2014	022-26422311
2	CLERK	ROUDRIGUES MAHENDRA A.	B	21.03.1994	06/03/2009	022-26422311
3	CLERK	KADAM ASMITA S.	B	01.04.2005	27.02.2013	022-26422311
4	RENT COLLECTOR	MAHADIK GANGADHAR LAXMAN	B	02/02/1981	11/01/2009	022-26422311
5	RENT COLLECTOR	BANDGAR DEODAS PANDURANG	B	06.01.1992	07/08/2013	022-26422311
6	PEON	CELIN VICTOR WILSON	D	07/10/1999	07/01/2006	022-26422311
7	RENT REG. CLERK	SOLANKI HARESHBHAI K.	B	13.07.1978	13.06.2007	022-26422311
8	RENT COLLECTOR	PAWAR MAHENDRA PANDURANG	B	08/07/1983	04/05/2013	022-26422311
9	RENT COLLECTOR	BORKAR PRASANT PRABHAKAR	B	22.09.1989	07.06.2014	022-26422311
10	PEON	BAIT VAISHALI DATTARAM	D	18.10.2007	18.10.2007	022-26422311

11	MUKADAM	SHABIR AHAMED SHAMSUDDIN	D	RETIRED-	07/01/1982	022-26422311
12	SWEEPER	PALAYEKAR DNYANESHWAR S	D	01/09/95	09/01/1995	022-26422311
13	SWEEPER	RAJGURU KACHRU BANSI	D	01/09/95	09/01/1995	022-26422311
14	SWEEPER	ADHAV SUNIL PADMAKAR	D	01/09/95	09/01/1995	022-26422311
15	SWEEPER	LAXMAN PREMJI PARMAR	D	01.11.1978	11/01/1978	022-26422311
16	SWEEPER	RAMESH AMBALAL MAKWANA	D	13/06/78	13/06/1978	022-26422311
17	SWEEPER	GORE BAPU SUKHDEV	D	15/04/94	15/04/1994	022-26422311
18	SWEEPER	MORE PRATIBHA PRAKASH	D	02/10/95	10/02/1995	022-26422311
19	SWEEPER	SHIRKE PREMABAI YESHWANT	D	04/12/76	11/04/1996	022-26422311
20	SWEEPER	THORAT SUNIL HARI	D	22/01/08	22/01/2008	022-26422311
21	SWEEPER	MAKWANA RAMESH MOHAN	D	13/06/78	22/01/2008	022-26422311
22	SWEEPER	JADHAV RAVINDRA BALU	D	22/01/08	04/01/2005	022-26422311
23	SWEEPER	PAWAR DEEPAK PANDURANG	D	22.01.2008	22/01/2008	022-26422311
24	SWEEPER	BHATARE MILIND ATMARAM	D	21/05/08	21/05/2008	022-26422311
25	SWEEPER	TAMBE SUDHIR JAGANATH	D	17/06/09	17/06/2009	022-26422311
26	SWEEPER	KADAM VINOD SHANKAR	D	18/06/09	19/06/2009	022-26422311
27	HALALKHORE	SOLANKI HIMMAT SAMANT	D	17/06/09	17/06/2009	022-26422311
28	DRAIN CLEANER	JADHAV MANOHAR BALARAM	D	21/07/08	21/07/2008	022-26422311
29	SWPR-C-HLAL	SOLANKI MAGANBHAI H	D	01/04/82	04/01/1982	022-26422311
30	SWPR-C-HLAL	SINGAL AMARSHI RAJA	D	23/06/08	23/06/2008	022-26422311
31	SWPR-C-HLAL	BAHOT DEEPAK BALBEER	D	08/04/08	08/04/2008	022-26422311
32	SCAVENGER	WAKDE GAUTAM LAXMAN	D	01/09/95	09/01/1995	022-26422311
33	SCAVENGER	BACHUBHAI JAISINGH DAFADA	D	01/03/80	03/01/1980	022-26422311
34	SCAVENGER	RATILAL JETHA JITIYA	D	06/03/80	03/06/1980	022-26422311
35	SCAVENGER	TRIBBUWAN SHANKAR SAKARIA	D	01/03/80	03/01/1980	022-26422311
36	SWEEPER	KAMBLE SEEMA GANPAT	D	07.08.2011	03/01/1980	022-26422311
37	SWEEPER	PANDIRAKAR DEEPAK GANGARAM	D	08/01/11	07/08/2011	022-26422311
38	SWEEPER	PARMAR VINOD MANJI	D	04/01/14	08/01/2011	022-26422311
39	SWEEPER	KAMBLE GAUTAM KASHINATH	D	12/08/12	12/08/2012	022-26422311
40	SWEEPER	DODIA HANSA BABU	D	09/02/12	09/01/2013	022-26422311
41	SWEEPER	BARIA HARISH LALJI	D	10/01/13	11/01/2012	022-26422311

42	SWEeper	MAKWANA MUKESH KHODA	D	01/10/12	11/01/2013	022-26422311
43	DRAIN CLEANER	BORICHA PRAVIN JAISING	D	04/05/12	14/05/2012	022-26422311
44	SCAVENGER	BAGDI SURAJ SATUVAN	D	17/06/09	17/06/2009	022-26422311
45	SCAVENGER	MOHITE KISHOR ATMARAM	D	07/01/11	07/01/2011	022-26422311
46	SCAVENGER	GHODERAO SANJAY HARI	D	01/11/12	01/11/2012	022-26422311

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic 49	GRP	DA	WC	CA	SPA	TA	MMA	HRA	HIS	NTD	AAP	TOTAL SALARY
1	HEAD CLERK	SAWANT VRINDA VINAYAK	C	19030	4200	23230	-	-	-	600	200	6969	-	-	-	54229
2	CLERK	ROUDRIGUES MAHENDRA A.	C	12470	2000	14470	-	-	-	600	200	4341	-	-	-	34081
3	CLERK	KADAM ASMITA S.	C	8190	1900	10090	-	-	-	600	200	3027	-	-	-	24007
4	RENT COLLECTOR	MAHADIK GANGADHAR LAXMAN	C	16000	2000	18000	-	463	-	600	200	5400	-	-	-	42663
5	RENT COLLECTOR	BANDGAR DEODAS PANDURANG	C	14150	2000	16150	-	463	-	600	200	4845	-	-	-	38408
6	PEON	CELIN VICTOR WILSON	C	9990	1850	11840	115	-	-	600	200	3552	-	-	-	28147
7	RENT REG. CLERK	SOLANKI HARESHBHAI K.	C	14460	2000	16460	-	-	-	600	200	4938	-	-	-	38658
8	RENT COLLECTOR	PAWAR MAHENDRA PANDURANG	C	14470	2000	16470	-	463	-	600	200	533	-	-	-	34736
9	RENT COLLECTOR	BORKAR PRASANT PRABHAKAR	C	16950	2000	18950	-	463	-	600	200	5685	-	-	-	44848
10	PEON	BAIT VAISHALI DATTARAM	C	7230	1850	9080	115	-	-	600	200	2724	-	-	-	21799

SR. NO	DESIGNATION	EMPLOYEE NAME	GRD	Basic	GRP	DA	WC	UWA	TA	HIS	MM A	HRA	TOTAL SALARY
1	MUKADAM	SHABIR AHAMED SHAMSUDDIN	D	11750	1850	13600	115	--	600	--	200	4080	32195
2	SWEEPER	PALAYEKAR DNYANESHWAR S	D	10960	1850	12810	115	190	600	--	200	3843	30568
3	SWEEPER	RAJGURU KACHRU BANSI	D	10960	1850	12810	115	190	600	--	200	3843	30568
4	SWEEPER	ADHAV SUNIL PADMAKAR	D	10200	1800	12000	115	190	600	--	200	3600	28705
5	SWEEPER	LAXMAN PREMJI PARMAR	D	11840	1800	13640	115	190	600	--	200		18650
6	SWEEPER	RAMESH AMBALAL MAKWANA	D	11840	1800	13640	115	190	600	--	200	4092	32477
7	SWEEPER	GORE BAPU SUKHDEV	D	11050	1850	12900	115	190	600	--	200	3870	30775
8	SWEEPER	MORE PRATIBHA PRAKASH	D	10200	1800	12000	115	190	600	--	200	3600	28705
9	SWEEPER	SHIRKE PREMABAI YESHWANT	D	10080	1800	11880	115	190	600	--	200	3564	28429
10	SWEEPER	THORAT SUNIL HARI	D	6580	1800	8380	115	190	600	--	200	2514	20379
11	SWEEPER	MAKWANA RAMESH MOHAN	D	6580	1800	8380	115	190	600	--	200	2514	20379
12	SWEEPER	JADHAV RAVINDRA BALU	D	6580	1800	8380	115	190	600	--	200	2514	20379
13	SWEEPER	PAWAR DEEPAK PANDURANG	D	6580	1800	8380	115	190	600	--	200	2514	20379
14	SWEEPER	BHATARE MILIND ATMARAM	D	6580	1800	8380	115	190	600	--	200	2514	20379
15	SWEEPER	TAMBE SUDHIR JAGANATH	D	6330	1800	8130	115	190	600	--	200	2439	19804
16	SWEEPER	KADAM VINOD SHANKAR	D	6330	1800	8130	115	190	600	--	200	2439	19804
17	HALALKHORE	SOLANKI HIMMAT SAMANT	D	6330	1800	8130	115	190	600	--	200	2439	19804
18	DRAIN CLEANER	JADHAV MANOHAR BALARAM	D	6550	1800	8350	115	190	600	--	200	2505	20310
19	SWPR-C-HLAL	SOLANKI MAGANBHAI H	D	11530	1800	13330	115	300	600	--	200	3999	31874
20	SWPR-C-HLAL	SINGAL AMARSHI RAJA	D	6580	1800	8380	115	190	600	--	200	2514	20379
21	SWPR-C-HLAL	BAHOT DEEPAK BALBEER	D	6580	1800	8380	115	190	600	--	200	2514	20379

22	SCAVENGER	WAKDE GAUTAM LAXMAN	D	10960	1850	12810	115	190	600	--	200	3843	30568
23	SCAVENGER	BACHUBHAI JAISINGH DAFADA	D	11660	1800	13460	115	190	600	670	200	4038	32733
24	SCAVENGER	RATILAL JETHA JITIYA	D	12080	1850	13930	115	190	600	--	200	4179	33144
25	SCAVENGER	TRIBBUWAN SHANKAR SAKARIA	D	11650	1800	13450	115	190	600	--	200	4035	32040
26	SWEEPER	KAMBLE SEEMA GANPAT	D	5860	1800	7660	115	190	600	--	200	2298	18723
27	SWEEPER	PANDIRAKAR DEEPAK GANGARAM	D	5860	1800	7660	115	190	600	--	200	2298	18723
28	SWEEPER	PARMAR VINOD MANJI	D	4620	1300	5920	--	--	600	--	200	1776	14416
29	SWEEPER	KAMBLE GAUTAM KASHINATH	D	4800	1300	6100	--	--	600	--	200	1830	14830
30	SWEEPER	DODIA HANSA BABU	D	4620	1300	5920	--	--	600	--	200	1776	14416
31	SWEEPER	BARIA HARISH LALJI	D	5410	1800	7210	--	--	600	--	200	2163	17383
32	SWEEPER	MAKWANA MUKESH KHODA	D	4620	1300	5920	115	190	600	--	200	1776	14606
33	DRAIN CLEANER	BORICHA JAISING	D	5630	1800	7430	--	--	600	--	200	2229	17889
34	SCAVENGER	BAGDI SURAJ SATUVAN	D	6330	1800	8130	115	190	600	--	200	2439	19804
35	SCAVENGER	MOHITE KISHOR ATMARAM	D	5860	1800	7660	115	190	600	--	200	2298	18723
36	SCAVENGER	GHODERA0 SANJAY HARI	D	4800	1300	6100	115	190	600	--	200	1830	15135

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office

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

Policy Formulation

□ Policy Implementation

Section 4(1) (b) (viii)

Statement of Boards, Councils, Committees of other bodies H/West ward.

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

Section 4(1) (B) (IX)

Directory of the officers and employees AO Estate of H/West Ward

Sr. No.	Designation	Name of the officers/ employees	Cadre	Dt of Joining the post	Date of Joining in H/West	Contact Details Ph/Fax/-mail
1	AO Estate	Sanjay R. Thakur	B	01.07.2014	26.10.2018	
2	Rent Supervisor	Shri. Raj M. Gole	C	17.05.2016	17.05.2016	
3	Head Clerk	Smt. Surekha C. Khobrekar	C	03.07.2014	03.07.2014	Half Day working
4	Rent collector	D. P. Bandgar	C	03.07.2013	03.07.2013	
5	Rent collector	Shri. R. M. Limje	B	26.08.2007	12.05.2017	
6	Re Consultant	Aniket Adhava	C	27.07.2007		
7	Clerk	Shri. Mahesh S. Borkar	C	15.04.2017	15.04.2017	
8	Clerk	Vacant	C	Vacant	Vacant	
9	Peon	Shri. Gautam Janu Kadam	D	21.05.2003	21.05.2003	
10	Peon	Vacant	D	Vacant	Vacant	

Section 4(1) (b) (X)

Details of remuneration of officers and employees in the office of AO Estate H/West ward

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	CCA	Special Allow.	Total
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							Trans Allows. Project Allows.	
1	Sanjay R. Thakur	AO Estate	20790 + 4600	37577	7617	463	600	71647
2	Shri. Raj M. Gole	Rent Supervisor	16740 + 4200	30991	6282	463	600	64076
3	Smt. Surekha C. Khobrekar	Head Clerk	23440 + 4200	40907	8292	-	600	77439
4	D. P. Bandgar	Rent collector	16190 + 2000	26921	5457	463	600	51631
5	R. M. Limje	Rent collector	14320 + 2000	24154	4896	463	600	46433
6	Aniket Adhava	Re Consultant	11360 + 2400	20365	4128	-	600	38853
7	Mahesh S. Borkar	Clerk	6720 + 2000	12906	2616	-	600	24842
8	Vacant	Clerk	-	-	-	-	-	-
9	Gautam J. Kadam	Peon	13140 + 1850	22185	-	-	600	37775
10	Vacant	Peon	Vacant	-	-	-	-	-

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of H/West at Bandra(W) for the year 2018-2019

- 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 H/West at Bandra(W) for the year 2018-2019

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 H/West at Bandra(W) for the year 2018-2019

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 H/West Ward.

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

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of H/West 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	<input type="checkbox"/> Payment or rent <input type="checkbox"/> Enquiry of transfer / attornment cases	9.00 am 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	8.00 am to 8.00pm	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. Sanjay R. Thakur	AO Estate	Estate Departme	Office of the Asst.	-	Asst. Commissioner

			nt , H/West ward	Commission er H/West ward, Bandra (W), Mumbai 50 Ph No. 26422311 ext 403		H/West ward
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APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No
1	Shri. Raj M. Gole	Rent Supervisor	Estate Department , H/West ward. Ph No. 26422311 ext 403	Office of the Asst. Commissioner H/West ward, Bandra (W), Mumbai 400 050

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	Shri. Sharad N. Ughade	Asst. Commissio ner H/West ward	H/West ward	Office of the Asst. Commissioner H/West ward, Bandra (W) , Mumbai 50 Ph No. 26422311 ext 222	

Rent collector visiting on site
Others

Audit Records

- | | | |
|----------------|---|--------------------------|
| a) MCA Audit | – | Spot Audit
Audit Note |
| b) TAVO Audit | – | Spot Audit
Audit Note |
| c) State Audit | – | Audit Note |

A.O.ESTATE H/WEST

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	GRP	DA	WC	CA	SPA	TA	MM A	HRA	HIS	NTD	AAP	TOTAL SALARY
1	HEAD CLERK	SAWANT VRINDA VINAYAK	C	19030	4200	23230	-	-		600	200	6969	-	-	-	54229
2	CLERK	ROUDRI GUES MAHEND RA A.	C	12470	2000	14470	-	-		600	200	4341	-	-	-	34081
3	CLERK	KADAM ASMITA S.	C	8190	1900	10090	-	-		600	200	3027	-	-	-	24007
4	RENT COLLECTOR	MAHADIK GANGAD HAR LAXMAN	C	16000	2000	18000	-	463		600	200	5400	-	-	-	42663

5	RENT COLLECTOR	BANDGAR DEODAS PANDURANG	C	14150	2000	16150	-	463		600	200	4845	-	-	-	38408
6	PEON	CELIN VICTOR WILSON	C	9990	1850	11840	115	-		600	200	3552	-	-	-	28147
7	RENT REG. CLERK	SOLANKI HARESHBHAI K.	C	14460	2000	16460	-	-		600	200	4938	-	-	-	38658
8	PEON	BAIT VAISHALI DATTARAM	C	7230	1850	9080	115	-		600	200	2724	-	-	-	21799
9	RENT COLLECTOR	PAWAR MAHENDRA PANDURANG	C	14470	2000	16470		463		600	200	533				34736
10	RENT COLLECTOR	BORKAR PRASANT PRABHAKAR	C	16950	2000	18950		463		600	200	5685				44848

SR . N O.	Designation	Name of the Officers/ Employees	Grade	Dt. Of Joining the post	Dt. Of Joining the H/West	Contact Details Ph/Fax/ E-mail
1	HEAD CLERK	SAWANT VRINDA VINAYAK	c	20/11/89	02/07/14	022-26422311
2	CLERK	ROUDRIGUES MAHENDRA A.	c	21.03.94	06/03/09	022-26422311
3	CLERK	KADAM ASMITA S.	c	01/04/05	27.02.2013	022-26422311
4	RENT COLLECTOR	MAHADIK GANGADHAR LAXMAN	c	02/02/81	11/01/09	022-26422311
5	RENT COLLECTOR	BANDGAR DEODAS PANDURANG	c	06/01/92	07/08/13	022-26422311
6	PEON	CELIN VICTOR WILSON	D	07/10/99	07/01/06	022-26422311
7	RENT REG. CLERK	SOLANKI HARESHBHAI K.	C	13.07.1978	13.06.2007	022-26422311
8	RENT COLLECTOR	PAWAR MAHENDRA PANDURANG	C	08/07/83	04/05/13	022-26422311
9	RENT COLLECTOR	BORKAR PRASANT PRABHAKAR	C	22.09.89	07/06/14	022-26422311
10	PEON	BAIT VAISHALI DATTARAM	D	18.10.2007	18.10.2007	022-26422311

