

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, M/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, M/East Ward whose office is situated at M/East Ward Office, Room No. 308, 3rd Floor, Late Madhukar Kadam Marg, Govandi, Mumbai – 400 043. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Assistant Assessor & Collector,

M/East Ward

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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, Asstt. Assessor & Collector is the overall in-charge of the ward. There are two sections in each administrative ward, viz. Indoor & Outdoor. Ward Superintendent is the in charge of and responsible for outdoor section and Dy. Superintendent, Asstt. 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, staffs consisting of Head Clerks, Clerks and Typists are working under the Control, Supervision and guidance of the Asstt. Assessor and Collector of the Ward. Asstt. 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, Summaries 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 complaint and the result thereof is recorded in the Books and subsequently rectify, 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 with effect from 01-04-2010. The Corporation also sanctioned the proposal to levy the P.Tax on C.V. with effect from 01-04-2010 vide Resolution No. 1091 of 27-01-2010.

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

$$\text{Tax} = \text{Rate of Tax} \times \text{Area} \times \text{Market Value as per Stamp Duty Ready Recknor} \times \\ \text{User Factor} \times \text{Building Factor} \times \text{Age Factor}$$

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 premise per annum.

Exemption from tax:

Under the provision of Section 143(1) (a) (b) (c) of M.M.C. Act, the following buildings 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.

Important stages in the process of assessment & collection of Property Taxes are as below - Inspection of Properties:

- 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.

ASSTT.T. ASSESSOR & COLLECTOR / M-EAST		
(Indoor Section)	(Outdoor Section)	
<u>HEAD CLERK</u>	<u>SUPERINTENDENT</u>	
<u>CLERKS</u>	<u>DY. SUPDT. (I)</u>	<u>DY. SUPDT. (II)</u>
i) Dispatch Clerk	WARD INSPECTOR SEC 01.	
ii) Outward Clerk	WARD INSPECTOR SEC 02.	
iii) Inward Clerk Complaint Clerk	WARD INSPECTOR SEC 03.	
iv) Attachment Clerk WT/ST Deletion / Levy Clerk	WARD INSPECTOR SEC 04.	
v) Amendment Clerk/ Refund Clerk	WARD INSPECTOR SEC 04 A.	
vi) MCA Audit Note / Transfer Clerk	WARD INSPECTOR SEC 05.	
	WARD INSPECTOR SEC 05 A.	
	WARD INSPECTOR SEC 06.	
	WARD INSPECTOR SEC 06 A.	
<u>PEONS (2 nos.)</u>	<u>PEONS (2 nos.)</u>	

**The particulars of functions & duties of the office of
Assistant Assessor & Collector M/East Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	M/East Ward Office, Room No. 307, 3rd Floor, Late Madhukar Kadam Marg, Govandi, Mumbai – 400 043.
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 (E.SUB.).
6	Jurisdiction -Geographical	M/East Ward is bounded by the Thane Creek on the East, R.C.Marg, Nirankari Math, RCF Marg, C.G. Road, Panjarapol Junction, W.T. Marg, Near Central Subhash Nagar Nala and Thane Khadi Maha Marg on West, Thane Creek on North and Arabian Sea 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 M.T.O.B. Bills 2) Issuing Inspection Extract 3) Issuing NOC for OC, P Form after clearance of outstanding dues
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 : 022-25559049 & 022-25502270 Extn : 310,313 Email : aa&c.wardme@gmail.com Office timing : 10.00 a.m. to 05.30 p.m.
15	Weekly Holidays	Sunday & 2 nd , 4 th Saturday and Public Holidays.

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

A – Financial Powers

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	Rs.750/- to Rs. 5000/-	---	
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.	

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 discharge the Duties & Power delegated 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 discharge the Duties & Powers delegated under the Act.</p> <p>4) Holding conferences of the staff for implementation of directives of the Deptt. for achievement of Target & Collection.</p> <p>5) Preparing & Submitting various periodical reports of Compliances, 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 discharge the Duties & Powers delegated under the Act.</p> <p>4) Preparing & Submitting various periodical reports of Compliances, Administrative & Statical information.</p> <p>5) Authorization 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) Put up various proposals as per the provisions of M.M.C. Act. 1888.</p> <p>4) To prepare statical reports required for monthly conference.</p>		

C – Magisterial Powers

Sr. No	Designation	Powers -Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	<p>1) To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer.</p> <p>2)Public information Officer related to references of RTI 2005 of Ward Office</p>		
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	
	Clerk	NIL	N.A	

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	Superintendent	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	

E – Judicial Powers

Sr. No.	Designation	Powers -Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	NIL	N.A	
2	Superintendent	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	

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Assessor & Collector M/East Ward

NAME OF ACTIVITY -
 Related Provisions -
 Name of the Acts/Acts -
 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 Delivery	Yearly	AA&C(M/East)	
2	Inspection	Site Visit To measure, To enquire, To serve the bills, notices, summons etc.	Sunrise to Sunset	Inspector / Surveyor / Dy. Supdt. / Supdt / AA&C	
3	Assessment Proposals/TWR	To scrutinize and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy. Supdt. / 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. Supdt. / Supdt / AA&C	
6	Recovery	Follow up, For collection and completion of Target	Six months	Inspector / Dy. Supdt / Supdt.	
7	To levy or to delete WT/ST	To scrutinize and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy. Supdt. / Supdt / AA&C	
8	Refund	To scrutinize and to sanction the Proposals in Capital Value	Office Hours	Clerks, Typist, Head Clerk, Inspector, Dy. Supdt., 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	Clerks, Typist, Head Clerk, Inspector, Dy. Supdt., Supdt, AA&C	
10	Auction	The last resort by putting the property into Auction Sale to recover the Municipal Dues.	after six months	AA&C(M/East), Lioson Officer	
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, Typist, Head Clerk, Inspector, Dy. Supdt., Supdt, AA&C	

Section 4 (1) (b) (iv)

**Norms set for discharge of its functions in the office of
Assistant Assessor & Collector M/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 Amendment in C.V. to levy and to collect the property tax and to initiate 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 Amendment in C.V. to levy and to collect the property tax. To authorize 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.	SUPRITENDENT	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendment in C.V. to levy and to collect the property tax. To authorize the payment made by tax payer Overall supervision, co-ordination among staff To monitor the section wise collection to achieve 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 authenticate all the entries in the Assessment Books every year. To implement 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 respect 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 put up proposals and co-ordination among staff.	Nil	Nil	Nil

Section 4 (1) (b) (v)

**The rules / regulation related with the functions of
Assistant Assessor & Collector M/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 with effect from 01-04-2010. The Corporation also sanctioned the proposal to levy the P.Tax on C.V. with effect from 01-04-2010 vide Resolution No. 1091 of 27-01-2010.	C. V. implemented with effect from 01-04-2010

Section 4 (1) (b) (vi)

**Statement of Categories of documents held in the office of
Assistant Assessor & Collector M/East Ward**

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	Party wise/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 Deposit to be adjusted period wise	05 years
12	Inward Outward Register	Register	Dispatch 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 M/East Ward

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 the officers and employees Asstt. A&C of M/East Ward

Office Address	Office of the Asstt.Assessor & Collector /M-East Ward, M-East Ward, MCGM Building, 3 rd Floor, Room No.308, Late Madhuker Kadam Marg, Near Deonar Municipal, Govandi, Mumbai - 400 043.
Office Phone No.	022-25559049, 022-25502274
Office E-mail	aac.wardme@gmail.com

Sr . N o.	Name	Designation	Pay Scale	Joining date of the post
1	Shri Mandhari Manish N.	Asstt.Assessor & Collector	9300-34800+4800	26.05.2014
2	Shri Gosavi Ravindra G.	Supdt.	9300-34800+4600	01.04.2013
3	Shri Nagweker Durgadas K.	Dy.Supdt.	9300-34800+4200	20.06.2009
4	Shri Deshmukh Kalidas S.	Asstt.Supdt.	9300-34800+4200	20.07.2013
5	Smt Gadne Shgrupta H.	Head Clerk	5200-20200+4200	26.05.2011
6	Shri Zemse Sanjay B.	Ward Inspector	5200-20200+2800	24.08.2009
7	Shri Korleker Tukaram N.	Ward Inspector	5200-20200+4200	06.07.2000
8	Shri Ghadge Malhari T.	Ward Inspector	5200-20200+2800	17.06.2008
9	Shri Thakur Suresh M.	Ward Inspector	5200-20200+2800	26.07.1994
10	Shri Patil Mohan S.	Ward Inspector	5200-20200+2800	04.06.2005
11	Shri Roy Rushikesh R.	Ward Inspector	5200-20200+2800	18.07.2011
12	Smt Khade Parvati V.	Ward Inspector	5200-20200+2800	24.11.2010
13	Shri Mishra Vijayshanker N.	Ward Inspector	5200-20200+2800	21.07.2011
14	Smt Parab Bhagyashri N.	Typist	5200-20200+4200	01.06.2014
15	Smt Kasbe Shaila V.	Clerk	5200-20200+2000	21.04.1995
16	Smt Chari Madhavi K.	Clerk	5200-20200+2000	05.08.1986
17	Shri Satpute Pratap H.	Clerk	5200-20200+2000	15.09.2011
18	Smt Hake Muktabai S.	Clerk	5200-20200+2000	15.09.2008
19	Smt Bhalerao Supriya S.	Clerk	5200-20200+4200	21.05.1990
20	Smt Lad Swati S.	Clerk	5200-20200+2400	29.07.1986
21	Shri Katker Tanaji A.	Clerk	5200-20200+2000	01.09.1981
22	Smt Dahivalker Shubhangi S.	Peon	5200-20200+1850	16.07.1998
23	Shri Gade Anil S.	Peon	5200-20200+1850	19.05.2014
24	Shri Pawar Rahul V.	Peon	5200-20200+1850	05.06.1995
25	Shri Shaikh Irfan I.	Peon	5200-20200+1850	23.05.1988

Section 4(1) (b) (x)

Details of remuneration of officers and employees in the office of Asstt. A&C M/East Ward

Sr. No	Name	Designation	Basci+ GRP	DA	HRA	SPA	TA	Other Allown	Total
1	Shri Mandhar Manish N.	Asstt. Assessor & Collector	18460+4400	23040	6912		1200	663	54855
2	Shri Gosavi Ravindra G.	Supdt.	22570+4300	26870	8061		600	663	63064
3	Shri Nagweker Durgadas K.	Dy. Supdt.	22740+4200	26940	8082		600	663	63225
4	Shri Deshmukh Kalidas S.	Asstt. Supdt.	21910+4200	26110	7833		600	650	61303
5	Smt. Gadne Shgrupta H.	Head Clerk	19560+4200	23760	7128		600	200	55448
6	Shri Zemse Sanjay B.	Ward Inspector	17590+2800	20390	6117		600	663	48160
7	Shri Korleker Tukaram N.	Ward Inspector	20800+4200	25000	7500		600	663	58763
8	Shri Ghadge Malhari T.	Ward Inspector	15020+2800	17820	5346		1200	663	42849
9	Shri Thakur Suresh M.	Ward Inspector	19360+2800	22160	6648		600	663	52231
10	Shri Patil Mohan S.	Ward Inspector	15800+2800	18600	5580		600	663	44043
11	Shri Roy Rushikesh R.	Ward Inspector	14700+2800	17500	5250		600	663	41513
12	Smt. Khade Parvati V.	Ward Inspector	13530+2800	16330	4899		600	663	38822
13	Shri Mishra Vijayshanker N.	Ward Inspector	12360+2800	15160	4548		600	663	36131
14	Smt. Parab Bhagyashri N.	Typist	16810+4200	21010	6303	150	600	200	49273
15	Smt. Kasbe Shaila V.	Clerk	16770+2000	18770	5631		600	200	43971
16	Smt. Chari Madhavi K.	Clerk	18090+2000	20490	6147		600	200	47921
17	Shri Satpute Pratap H.	Clerk	8190+2000	10190	3057		600	200	24237

Sr. No.	Name	Designation	Basic+ GRP	DA	HRA	SPA	TA	Other Allown	Total
18	Smt. Hake Muktabai S.	Clerk	8440+2000	10440	3132	210	600	200	25022
19	Smt. Bhalerao Supriya S.	Clerk	17650+4200	21850	6555		600	200	51055
20	Smt. Lad Swati S.	Clerk	18090+2400	20490	6147		600	200	47927
21	Shri Katker Tanaji A.	Clerk	14320+2000	16320	4896		600	200	38336
22	Smt. Dahivalker Shubhangi S. .	Peon	10460+1900	12360	3708		600	315	29343
23	Shri Gade Anil S.	Peon	11050+1900	12950	3885		600	325	30710
24	Shri Pawar Rahul V.	Peon	10960+1900	12860	3858		600	1018	31196
25	Shri Shaikh Irfan I.	Peon	12000+1900	13900	4170		600	1044	33614

Section 4 (1) (b) (xi)

**Details of allocation of budget and disbursement made in the office of
Assistant Assessor & Collector M/East Ward
for the year 2014-15.**

Format B for previous year (2013-14)

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 (2013-14)

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 M/East Ward**

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

**Details of Beneficiaries of subsidy program in the office of
Assistant Assessor & Collector M/East Ward**

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

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

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

**Details of information available in electronic form in the office of
Assistant Assessor & Collector M/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(M/E)
2	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C(M/E)

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

Particulars of facilities available for citizen for obtaining information in the office of Assistant Assessor & Collector M/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	Ward M/East 3rd Floor	AA&C M/East
2	Information about interactive website	Round the clock	Access to Internet	Internet	----
3	Facilitation Center	10.30am To 5.30pm	In person / on written application / on payment of schedule fees	Ward M/East 3rd Floor	AA&C M/East
4	Information about facilities for inspection of record	10.30am To 5.30pm	In person / on written application / on payment of schedule fees	Ward M/East 3rd Floor	AA&C M/East
5	Information about facilities for inspection of work	10.30am To 5.30pm	In person / on written application / on payment of schedule fees	Ward M/East 3rd Floor	AA&C M/East
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.30am To 5.30pm	In person	Ward M/East 3rd Floor	Displayed on 3rd Floor M/E Ward
8	Information about library	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 M/East 3rd Floor	AA&C M/East

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

Public Information Officer

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. Manish Nathuram Mandhari.	Asstt. A&C (M/East)	Head of the Department at Ward level	3rd Floor, M/East Ward Office, Room No. 307, 3rd Floor, Late Madhukar Kadam Marg, Govandi, Mumbai – 400 043. Direct Line Phone No.022-25559049 Ph.No. 022-25502270Ext. No. 310, 313	aac.wardme@gmail.com.	Asstt. Municipal Commissioner / M-East Ward

APIO

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	Shri. Ravindra Ganu Gosavi.	Suprintendent (M/East)	In charge outdoor section at Ward level	3rd Floor, M/East Ward Office, Dr. B. A. Road, Govandi, Mumbai - 400 012. Direct Line Ph.No. 022-25559049 Ph.No.24134560 25502270Ext. No.310,313

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

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Kiran Dighavkar	Asstt. Municipal Commissioner / M-East Ward	RTI Act	Asstt. A&C (M/East)	