

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/West 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/West Ward whose office is situated at M/West Ward Office, Room No. 7 & 8, Ground Floor, Sharad bhau Acharya Marg, Chembur, Mumbai - 400 071. The procedure and

fee structure for getting information is as per the provisions of RTI Act, 2005.

Assistant
Assessor & Collector,
M/West Ward

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INTRODUCTION

ASSESSMENT AND 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 the in charge of and responsible for outdoor section and Dy. Superintendent, Asst. Superintendent, Ward Inspectors 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 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 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 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

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

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%

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.

Imporant 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) Action against property is to be taken as per circular No. AC/2283/NTC/335/16-17

Dt. 04.08.2016

iv) To issue distress and attachment warrants under section 203 of the Act.

v) To sale the property in public auction under Section 206 of the Act.

vi) To file a suit in the Court of Competent Jurisdiction against the defaulter under section 211 of the Act.

ASSTT. ASSESSOR & COLLECTOR / M-WEST

HEAD CLERK

(Indoor Section)

CLERKS

SUPERINTENDENT

(Outdoor Section)

SUPDT. (II)

i) Inward Clerk
(Complaint Clerk / TWR Proposals)

ii) Dispatch Clerk

iii) WT/ST Deletion / Levy Clerk, Discheque

ii) WARD INSPECTOR

iv) Amendment Clerk/ Attachment Clerk

v) Refund Clerk

DY. SUPDT. (I)

DY.

i) WARD INSPECTOR

vi) MCA Audit Note/Exemption Clerk
(SEC- 6 TO 12)

(SEC- 1 TO 5)

vii) FDA/Inspection Extract/Deposit Adjustment Clerk

viii) General Clerk (MTOB, SRA/SRD, RTI etc.)
PEONS (-)

i) OUTWARD CLERKS (1 nos.)
PEONS (3 nos.)

SECTION 4 (1) (b) (i)

The particulars of functions & duties of the office of

Assistant Assessor & Collector M/West Ward

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	Room No.02, Ground floor, M/West ward office Building, Sharadbhau Acharya Marg, Chembur, Mumbai- 400 071
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/West ward is bounded by the W.T. Patil Marg, G.M. Link Road on the East, Tansa Pipe Lines (2 nos.) on West Mumbai Sommaiya Nalla on North and Mahul Creek on South side .
7	Mission	1) To achive 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 Bills 2) Issuing Inspection Extract 3) Issuing NOC for OC, P Form after clearance of outstanding dues 4) Issuing Category Certificate in respect

		of Cessed 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 : 022-25225000 Extn : 151, 153 Email : aacmw.ac@mcgm.gov.in Office timing : 10.00 a.m. to 06.00 p.m.
15	Weekly Holidays	Sunday & Saturday and Public Hodidays.

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of

Assistant Assessor & Collector M/West Ward

A - Financial Powers

Sr. No	Designation	Powers- Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor &	Rs.500/	---	

	Collector	-		
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 M/West Ward

B - Administrative Powers

Sr. No	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	1) General Administration, Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes.		

		<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</p>		

		<p>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 & Statistical information,</p> <p>6) To attend the grievances of Public.</p>		
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</p>		

		<p>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) 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 M/West 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	Superintende nt	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	

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of

Assistant Assessor & Collector M/West Ward

D - Quasi Judicial Powers

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
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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 M/West 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 M/WestWard**

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 Delevery	Yearly	AA&C (M/West)	
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.	Twenty One Days	Inspector/ Dy.Supt / Supdt / AA&C	
6	Recovery	Follow up, For collection and	Six months	Inspector / Dy.Suptd /Suptd	

		completion of Target			
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 (M/West), 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 M/West 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.	SUPRITENDENT	<p>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.</p>	Nil	Nil	To accomplish the target of collection given from time to time
4.	ASSISTANT ASSESSOR & COLLECTOR	<p>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</p>	Nil	Nil	To accomplish the target of collection given from time to time

		Assessment of Property and collection of Property Taxes.			
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 M/West 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 M/West 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 M/West 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)

Section 4 (1) (b) (ix) Directory of Officers & Employees
Assistant A. & C. of M/West Ward

Sr. No.	Name	Designation	Cadre	Date of joining the post	Phone	Fax	Address
1	Shri Pandurang Hari Bhatkar	Asstt. A & C.		25-11-2019	022-25280795		
2	Shri Ramesh Kisan Lashkare	Supdt.		25-11-2019			
3	Shri Prakash Morye	Dy. Supdt.		09-03-2012			
4	Smt. Uma Mhamunkar	Dy. Supdt.		25-11-2019			
5	Shri Vivek Harlikar	Dy. Supdt.		25-11-2019			
6	Smt. Yogini Rajan Gurav	Head Clerk		25-11-2019			
7	Shri Mangesh Ghodke	Ward Inspector		25-11-2019			
8	Shri Prasad Kulkarni	Ward Inspector		25-11-2019			
9	Smt. Suvarna Rikibe	Ward Inspector		25-11-2019			
10	Smt. Rajeshree Adsule	Ward Inspector		25-11-2019			
11	Shri Sanjay Jadhav	Ward Inspector		25-11-2019			
12	Shri Nilkanth Parab	Ward Inspector		25-11-2019			

13	Smt	Supriya Deokule	Ward Inspector		25-11- 2019			
14	Shr i	Kiran Naik	Ward Inspector		25-11- 2019			
15	Smt	Asha Kadam	Ward Inspector		25-11- 2019			
16	Shr i	Rajaram Narayankar	Ward Inspector		25-11- 2019			
17	Shr i	Raghunandan Samant	Ward Inspector		25-11- 2019			
18	Shr i	Shrivardhan Matkar	Ward Inspector		25-11- 2019			
19	Shr i	Suvarnasingh Gaud	Ward Inspector		12-02- 2020			
20	Shr i	Sandeep Karande (Suspend from 15-10-2015)	Ward Inspector		01-09- 2015			
21	Shr i.	Arjun Mayappa Vithoba	Clerk		06/02/201 4			
22	Shr i.	Jadhav Chandrakant Govandi	Clerk		16/09/201 1			
23	Smt .	Katare Harshala Subhash	Clerk		15/05/200 6			
24	Shr i.	Patole Vijay Balkrishna	Clerk		14/11/201 1			
25	Smt	Mandakini Chaudhari	Clerk		29-05- 2017			
26	Smt .	Shaha Shama Halim	Clerk		29/04/200 8			
27	Shr i.	Desai Manoj Shivram	Clerk		27/06/201 6			
28	Smt .	Lad Pooja Pandarinath	Peon		02/05/201 4			

Section 4(1) (b) (x) Monthly Remuneration of Officers & Employees

Sr. No	Name	Designation / Cadre	Basic Pay	D.A	HRA	Sp. Allowance	Transport allowance Etc.	Other Allowance	Total
1	Shri Pandurang Hari Bhatkar	Asstt. A & C.	91400	15538	21936	0	1200	0	130974
2	Shri Ramesh Kisan Lashkare	Supdt.	78800	13396	18912	0	1200	0	112307
3	Shri Prakash G. Morye	Dy. Supdt.	68000	11560	16320	0	600	0	96479
4	Smt Uma C. Mhamunkar	Dy. Supdt.	88700	15079	21288	0	600	0	126130
5	Shri Vivek Harlikar	Dy. Supdt.	74300	12631	17832	0	600	0	105363
6	Smt Yogini Rajan Gurav	Head Clerk	72100	12257	17304	0	600	0	102261
7	Shri Mangesh Ghodke	Ward Inspector	48200	8194	11568	0	600	463	69025
8	Shri Prasad Kulkarni	Ward Inspector	68600	11662	16464	0	600	463	97788
9	Smt Suvarna Rikibe	Ward Inspector	54200	9214	13008	0	600	463	77485
10	Smt Rajeshree Adsule	Ward Inspector	62800	10676	15072	0	600	463	89610
11	Shri Sanjay Jadhav	Ward Inspector	57500	9775	13800	0	600	0	81675
12	Shri Nilkanth Parab	Ward Inspector	55800	9486	13392	0	600	0	79278
13	Smt Supriya Deokule	Ward Inspector	57500	9775	13800	0	600	463	82137
14	Shri Kiran Naik	Ward Inspector	46800	7956	11232	0	600	463	67050
15	Smt Asha Kadam	Ward Inspector	68600	11662	16464	0	600	0	97326
16	Shri Rajaram Narayankar	Ward Inspector	61000	10370	14640	0	600	0	86609
17	Shri Raghunandan Samant	Ward Inspector	62800	10676	15072	0	600	0	89148

18	Shri	Matkar	Ward Inspector	62800	10676	15072	0	600	0	89148
19	Shri	Suvarnasingh Gaud	Ward Inspector	52600	8942	12624	0	600	0	74765
20	Shri	Sandeep C. Karande (suspend from 15-10-2015)	Ward Inspector	21430+2800	30288	7269	-	600	463	62850
21	Shri	Arjun Mayappa Vithoba	Clerk	32000	5440	7680	0	600	0	45720
22	Shri	Chandrakant Govind Jadhav	Clerk	41800	7106	10032	0	600	0	59538
23	Smt	Katara Harshala Subhash	Clerk	37200	6324	8928	0	600	0	53051
24	Shri	Patole Vijay Balkrishna	Clerk	33000	5610	7920	210	600	0	47340
25	Smt	Mandakini Chaudhari	Clerk	60300	10251	14472	0	600	0	85622
26	Smt	Shama Shaha	Clerk	53000	9010	12720	0	600	0	75329
27	Shri	Manoj Desai	Clerk	43100	7327	10344	0	600	0	61370
28	Smt	Pooja P. Lad	Peon	29300	4981	7032	0	600	115	42027

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of

Assistant Assessor & Collector M/West Ward

for the year 2019-20.

Format B for previous year (2018-19)

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

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of

Assistant Assessor & Collector M/West Ward

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

	NIL	NIL
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Section 4 (1) (b) (xii)

**Details of Beneficiaries of subsidy program in the office of
Assistant Assessor & Collector M/West 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 M/West 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 M/West 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/W)

2	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C (M/W)
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*** 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 M/West Ward**

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Information about visiting hours	10.00 am To 06.00 pm	In person	Ward M/West Ground Floor	AA&C M/West
2	Information about interactive website	Round the clock	Access to Internet	Internet	----

3	Facilitation Center	08.30 am To 05.30 pm	In person / on written application / on payment of schedule fees	Ward M/West Ground Floor	AA&C M/West
4	Information about facilities for inspection of record	10.00am To 06.00 pm	In person / on written aplacation /on payment of schedule fees	Ward M/West Ground Floor	AA&C M/West
5	Information about facilities for inspection of work	10.00am To 06.00pm	In person / on written aplacation /on payment of schedule fees	Ward M/West Ground Floor	AA&C M/West
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.00 am To 06.00 pm	In person	Ward M/West Ground Floor	Displayed on Ground floor M/West Ward
8	Information about liabrary	Not Available			
1	Information about Inquiry window or Reception etc.	10.00 am To 06.00 pm	In person / on written application/ on payment of	Ward M/West Ground Floor	AA&C M/West

			schedule fees		
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Section 4(1)(b)(xvi)

Details of Public Information Officers / APIOs / Appellate authority

in the jurisdiction of (public authority) -----

AA&C/MW at Ward M/West

A

P I O

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. Pandurang Hari Bhatkar	Asstt. A&C (M/West)	Head of the Department at Ward level	M/West ward office Building, Sharadbhau Acharya Marg, Chembur, Mumbai- 400 071 Telephone no : 02225225000 Extn : 151, 153	aac.wardmw@gmail.com	Asstt. Municipal Commissioner / M-West Ward

B**A P I O**

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under-RTI	Address / Ph. No.
1	Shri. Rajeshkumar R. Singh	Suprintenden t (M/West)	Incharge outdoor section at Ward level	M/West ward office Building, Sharadbhau Acharya Marg, Chembur, Mumbai- 400 071 Telephone no : 02225225000 Extn : 151, 153

C

**APPELLATE
AUTHORITY**

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
1	Shri. Prithviraj Chouhan	Asstt. Municipal Commissioner / M/West Ward	RTI Act	Asstt. A&C (M/West)	ac.mw@mcgm.gov.in

Appellate authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Prithviraj Chouhan	Asstt. Municipal Commissioner / M/W Ward	RTI Act	Asstt. A&C (M/West)	ac.mw@mcgm.gov.in

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