

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, N-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, **N- Ward** whose office is situated at **N- Ward Office, 3rd Floor, Jawahar Road, Ghatkopar(East) Mumbai – 400 077**. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Assistant Assessor & Collector,

N- 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, 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, Cash Receiving Clerk and outdoor clerk etc. are working under his control. The administrative Wing of the Ward is divided into various sub-sections known as ward sections. Ward Inspector looks after the work of ward section allotted to him. The work of Ward Inspectors is supervised and control by Dy. Superintendent and Superintendent.

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

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

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

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

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

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

Exemption from tax:

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

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

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) To issue distress and attachment warrants under section 203 of the Act.
- iv) To sale the property in public auction under Section 206 of the Act.
- v) To file a suit in the Court of Competent Jurisdiction against the defaulter under section 211 of the Act.

SECTION 4 (1) (b) (i)

**The particulars of functions & duties of the office of
Assistant Assessor & Collector N - Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	3 rd floor, N- ward office Building, Jawahar Road, Ghatkopar(East), Mumbai- 400 077
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.S.).
6	Jurisdiction -Geographical	N-ward is bounded by the Eastern Express Highway Creek on the East, Park site Hill on West, Boundry of S Ward & Vikhroli Church on North and Boundry of L & M Ward 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 Tax 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 : 25011781 Extn : 365 Email : aac.wardn@gmail.com Office timing : 10.30 a.m. to 05.30 p.m.
15	Weekly Holidays	Sunday & 2 nd , 4 th Saturday and Public Holidays.

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector N- Ward
A – Financial Powers**

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

SECTION 4 (1) (b) (ii)

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

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

		Compliances , Administrative & Statical information. 5)Authorisation of Cheques in C.V. For Part Payment 6)To attend the grievances of Public.		
4	Asstt. Supdt.	1)Overall incharge & supervision of day to day function of CFC Counters/ One window System. 2) Maintaining Dis-cheque Register, 3) To Maintain Imprest , 4) To Prepare reports of receipts 5) To Co-ordinate between various Deptt. 6) To attend the grievances of Public.		
5	Head Clerk	1) Overall supervision & Co-ordination between staff & Administration in ref. to the assessment & Collection of Property Tax. 2) To dispose the correspondence & information required under RTI. 3) To prepare statistical reports required for monthly conference.		

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector N - 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 references of RTI 2005 of Ward Office		
2	Superintendent	To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer.		
3	Dy. Supdt.	NIL	N.A	
4	Head Clerk	NIL	N.A	
5	Ward Inspector	NIL	N.A	
	Clerk	NIL	N.A	

SECTION 4 (1) (b) (ii)

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

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

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector N 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 N - 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(N-Ward)	
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 Proposals/TWR	To scrutinize and to sanction the Proposals in Capital Value	Office Hours	Inspector/Dy.Supt / Supdt / AA&C	
4	Bills/Sp. Notice	To Serve the bills& Sp notice to the Party	Fifteen Days	Inspector	
5	Complaint Disposals	To attend & to hear the Complainants grievance and rectify the incorrect Data.	Fifteen Days	Inspector/ Dy.Supt / Supdt / AA&C	
6	Recovery	Follow up, For collection and completion of Target	Six months	Inspector / Dy.Supt / Supdt	
7	To levy or to delete WT/ST	To scrutinize and to sanction the Proposals in Capital Value	Office Hours	Inspector/Dy.Supt / Supdt / AA&C	
8	Refund	To scrutinize 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.Supt/ 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(N), Liaison 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 N- 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 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	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 authorise 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 and co-ordination among staff.	Nil	Nil	Nil

Section 4 (1) (b) (v)

**The rules / regulation related with the functions of
Assistant Assessor & Collector N - 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 N- Ward**

Note : Classification of record and periodicity of preservation is as proposed by this office. subject to approval from the office of HOD.

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					
	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	DEPOSIT 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 their of	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
	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 N- 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 Officers & Employees

Sr. No.	Name	Designation	Cadre	Date of joining the post	Phone	Fax	Address
1	Shri Arun Govind Jadhav	Asstt. A & C.		26.05.2014	9004445139		Mulund
2	Shri Vijay Vishnu Shirsat	Supdt.		01.04.2013	9821275925		Kalyan
3	Shri Kamlakar Mahadev Patil	Dy. Supdt.		15.04.2011	9869934009		Thane
4	Shri.Sanjay Prabhakar Kulkarni	Dy. Supdt.		11-06-2013	9820438402		Dombivali
5	Smt.Sharada Rajendra Ranaware	Head Clerk		08.06.2006	022-25010161 Ext. No. 311		Vikhroli
6	Smt.Manali M. Rane	Ward Inspector		22.11.2010	9869009748		Mulund
7	Smt.Mansi M. Joshi	Ward Inspector		25.06.2008	9967914022		Dombivali

8	Shri.	Mohan V. Mohite	Ward Inspector		16.02.2009	9967528219		Ghatkopar
9	Shri.	Pravin D. Misal	Ward Inspector		31.02.2005	9869423945		Kalva
10	Shri.	Sunil V. Jadhav	Ward Inspector		31.12.2013	8452849050		Kamothe
11	Smt.	Kanchan A. Koli	Ward Inspector		19.07.2011	9892275866		Thane
12	Smt.	Ganga A. Kayarkar	Ward Inspector		10.05.2005	9892711330		Chembur
13	Shri.	Anil D. Keni	Ward Inspector		14.08.2000	9821289282		Thane
14	Smt.	Shubhada S. Sandanshiv	Ward Inspector		25-02-2004	9867624968		Ghatkopar
15	Smt.	Asha S. Dudhane	Ward Inspector		14.08.2000	9022390088		Thane
16	Smt.	Ela S. Garude	Ward Inspector		03.02.1995	9819815554		Bhandup
17	Shri.	Subodh T. Kachare	Ward Inspector		29.03.2011	9869008065		Kalyan
18	Shri.	Tushar R. Divekar	Ward Inspector		09.08.2000	9096308880		Karjat
19	Smt.	Shubhangi S. Prasade	Typist		01.12.1987	022-25010161 Ext. No. 311		Badlapur
20	Smt.	Medha S. Godbole	Clerk		22.05.1990	022-25010161 Ext. No. 311		Kalyan
21	Shri.	Laxman B. Panchal	Clerk		15.09.2008	022-25010161 Ext. No. 311		Divi
22	Smt.	Archana G. Bhoir	Clerk		18.04.2012	022-25010161 Ext. No. 311		Vasind
23	Smt.	Sunita B. Dhadwad	Clerk		05-07-2008	022-25010161 Ext. No. 311		Kalyan
24	Smt.	Darshana N. Tawade	Clerk		04.07.2008	022-25010161 Ext. No. 311		Dombivali
25	Smt.	Sonali S. Zemse	Clerk		08.07.2008	022-25010161 Ext. No. 311		Thane
26	Smt.	Pramila P. Waje	Clerk		04.07.2008	022-25010161 Ext. No. 311		Thane
27	Shri.	Gajanan N. Dhangare	Clerk		04.08.2008	022-25010161 Ext. No. 311		Titwala
28	Shri.	Rajaram B. Parbalkar	Peon		19.05.1986	022-25010161 Ext. No. 311		Badlapur
29	Shri.	Shri. Ganpat B. Jawale	Peon		15.04.1986	022-25010161 Ext. No. 311		Vikhroli
30	Shri.	Shabbir A.M.H. Londhe	Peon		03.11.1997	022-25010161 Ext. No. 311		Mumbra
31	Smt.	Rekha V. Khade	Peon		08.08.2008	022-25010161 Ext. No. 311		Ghatkopar
32	Shri.	Anil B. Shelke	Peon		27.02.2013	022-25010161 Ext. No. 311		Dombivali

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

Sr. No	Name	Designation / Cadre	Basic Pay	GR P	DA	HR A	Sp. Allowance, Transport Allowance Etc.	Total
1	Shri Arun Govind Jadhav	Asstt. A & C.	20800	4800	27392	7680	1200	61872
2	Shri Vijay Vishnu Shirsat	Supdt.	22240	4600	28719	8052	1200	64811
3	Shri Kamlakar Mahadev Patil	Dy. Supdt.	21820	4200	27841	7806	600	62267
4	Shri Sanjay Prabhakar Kulkarni	Dy. Supdt.	22290	4200	28344	7947	600	63381

5	Smt .	Sharada Rajendra Rananaware	Head Clerk	18530	4200	24321	6819	600	54470
6	Smt .	Manali M. Rane	Ward Inspector	18760	2800	23069	6468	600	51697
7	Smt .	Mansi M. Joshi	Ward Inspector	18340	2800	22620	6342	600	50702
8	Shri .	Mohan V. Mohite	Ward Inspector	16960	2800	21143	5928	600	47431
9	Shri .	Pravin D. Misal	Ward Inspector	17600	2800	21828	6120	600	48948
10	Shri .	Sunil V. Jadhav	Ward Inspector	14000	2800	17976	5040	600	40416
11	Smt .	Kanchan A. Koli	Ward Inspector	17920	2800	22170	6216	600	49706
12	Smt .	Ganga A. Kayarkar	Ward Inspector	20030	2800	24428	6849	600	54707
13	Shri .	Anil D. Keni	Ward Inspector	17760	2800	21999	6168	600	49327
14	Smt .	Shubhada S. Sandanshiv	Ward Inspector	15610	2800	19699	5523	600	44232
15	Smt .	Asha S. Dudhane	Ward Inspector	20270	2800	24685	6921	600	55276
16	Smt .	Ela S. Garude	Ward Inspector	21930	2800	26461	7419	600	59210
17	Shri .	Subodh T. Kachare	Ward Inspector	13570	2800	17516	4911	600	39397
18	Shri .	Tushar R. Divekar	Ward Inspector	18210	2800	22481	6303	600	50394
19	Smt .	Shubhangi S. Prasade	Typist	17340	2000	20694	5802	600	46436
20	Smt .	Medha S. Godbole	Clerk	17520	2000	20886	5856	600	46862
21	Shri .	Laxman B. Panchal	Clerk	8130	2000	10839	3039	1200	25208
22	Smt .	Archana G. Bhoir	Clerk	6990	2000	9619	2697	600	21906
23	Smt .	Sunita B. Dhadwad	Clerk	8130	2000	10839	3039	600	24608
24	Smt .	Darshana N. Tawade	Clerk	8440	2000	11171	3132	600	25343
25	Smt .	Sonali S. Zemse	Clerk	8130	2000	10839	3039	600	24608
26	Smt .	Pramila P. Waje	Clerk	8130	2000	10839	3039	600	24608
27	Shri .	Gajanan N. Dhangare	Clerk	8760	2000	11513	3228	600	26101
28	Shri .	Rajaram B. Parbalkar	Peon	12000	1900	14873	4170	600	33543
29	Shri .	Shri. Ganpat B. Jawale	Peon	12000	1900	14873	4170	600	33543
30	Shri .	Shabbir A.M.H. Londhe	Peon	10286	1808	13600	3813	542	30049
31	Smt .	Rekha V. Khade	Peon	6950	1850	9416	2640	600	21456
32	Shri .	Anil B. Shelke	Peon	4620	1350	6388	1791	600	14749

Section 4 (1) (b) (xi)

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

Format B for previous year (2012-13)

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

Format B for previous year (2012-13)

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

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of

Assistant Assessor & Collector N- Ward

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

Section 4 (1) (b) (xii)

Details of Beneficiaries of subsidy program in the office of

Assistant Assessor & Collector N - 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 AA&C/N at Ward N

Type of license/ permission/concession

Licensing Authority :

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

Section 4(1)(b)(xiv)

Details of information available in electronic form in respect of AA&C/N at Ward N

Sr. No.	Type of Document File/Register	Sub Topic	In which electronic format it is kept	Person in charge
1	prcvs.mcgm.gov.in:8080/ cvsWeb/	Capital Value System	Web site	AA&C(N)
2	aac.wardn@gmail.com		Email ID	AA&C(N)

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of AA&C/N at Ward N

Sr. No	Type of facility	Timing	Procedure	Location	Person in Charge
1	Information about visiting hours	10.30am To 5.30pm	In person	Ward N 3 rd Floor	AA&C N
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 N 3 rd Floor	AA&C N
4	information about facilities for inspection of record	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward N 3 rd Floor	AA&C N
5	Information about facilities for inspection of work	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward N 3 rd Floor	AA&C N
6	Information about providing samples			Not Applicable	
7	Information about Notice Board	10.30am To 5.30pm	In person	Ward N 3 rd Floor	Displayed on 1st floor N Ward
8	Information about liabrary			Not available	
9	Information about Inquiry window or Reception etc.	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward N 3 rd Floor	AA&C N

Section 4(1)(b)(xvi)

Details of Public Information Officers / APIOs /
Appellate authority
in the jurisdiction of (public authority) ----- **AA&C/N at Ward N**

P I O

A

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. Arun Govind Jadhav	Asstt. A&C (N)	Head of the Department at Ward level	3 rd Floor, N Ward Office, Jawahar Road Ghatkopar(EastMumbai - 400 077 .Direct Line Ph.No.022-25011781 Ph.No.022-025010161 Ext. No. 310		Asstt. Municipal Commissioner / N Ward

A P I O

B

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under-RTI	Address / Ph. No.
1	Shri. Vijay Vishnu Shirsat	Supintendent (N)	Incharge outdoor section at Ward level	3 rd Floor, N Ward Office, Jawahar Road Ghatkopar(EastMumbai - 400 077 .Direct Line Ph.No.022-25011781 Ph.No.022-025010161 Ext. No. 309

APPELLATE AUTHORITY

C

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
1	Shri. Ajitkumar B. Ambi	Asstt. Municipal Commissioner / N Ward	RTI Act	Asstt. A&C (N)	