

BRIHANMUMBAI MAHANAGARPALIKA

MANUAL NO. XVII

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

18.1 Frequently Asked Questions and other Answers by public:

- A) Information about municipal tenements allotted to general public on tenancy basis.

In this respect, information about municipal tenements is to be given by Estate Section of respective Ward Offices. Administrative Officer (Estates)/Assistant Commissioner of respective of ward are answerable to the question. The Tenancy Agreements are kept in safe custody of Assistant Commissioner (Estate)'s Office.

- B) Information about vacant land tenancies allotted to public.

In this respect, information about vacant land tenancies is to be given by Estate Section of respective ward offices. Administrative officer (Estates)/Assistant Commissioner of respective ward are answerable to the question. The vacant Land Tenancy Agreements are kept in safe custody of Assistant Commissioner (Estate)' Office.

-
- C) Information about Municipal Staff Quarters allotted to Municipal Employees.

In this respect Assistant Commissioner (Estates) Department is allotting the Municipal Staff Quarters to municipal employees as per the norms prescribed by the Administration. After due scrutiny and sanction of competent authority the quarters are allotted to the employees who have applied for the same. The detailed information is available with Estate Section of respective ward offices. Administrative Officer (Estates) & Assistant Commissioner of respective ward are answerable to the question. Agreements of Staff Quarters are kept in safe custody of Assistant Commissioner (Estate)'s Office.

-
- D) Information about plots leased to Municipal Employees Co-operative Housing Society.

In this respect, Assistant Commissioner (Estates) has provided the plots to Municipal Employees Co-operative Housing Society for construction of the building thereon with due sanction of competent authority. Administrative Officer (Society) & Assistant Commissioner (Estates) are answerable for the question related to this issue.

E) Information about schemes of redevelopment of municipal tenanted properties under D.C.R. 33 (7) and 33(9) of 1991 of Greater Mumbai.

In this respect municipal properties are undertaken for redevelopment under D.C.R. 33(7) and 33(9) of 1991 of Greater Mumbai. Administrative Officer (Society) and Administrative Officer (Estates) of respective ward and Assistant Commissioner (Estates) & Assistant Commissioner of respective ward are answerable to the questions as the case may be.

F) Information about leasehold plots leased to public for various purposes.

In this respect information of leasehold plots allotted to the public for various purposes, are answerable by Administrative Officer (Lease Branch) Assistant Engineer (Improvements) I and II and Assistant Commissioner (Estates) are answerable to the questions related to this issue.

18.2 = Related to seeking information

A]: Application Form:

Application under Rule 6(1) of The Right to Information Act, 2005		
To: Assistant Municipal Commissioner Estates and Land Management Chatrapati Shivaji Maharaj Market Building 2 nd Floor, Palton Road Mumbai – 400 001.		Court Fee Stamp Of Rs.10/=
1.	Full name of the Applicant	
2.	Address	
3.	Particulars of information required	
i)	Subject matter of information	
ii)	The period to which the information relates	
iii)	Description of the information is required	
iv)	Whether information is required by post or in person	
v)	In case by post (Ordinary, Regd. Or Speed)	
vi)	Purpose for which the information is required	
Place:		
Date:		Signature of Applicant

B) **Fee**

As prescribed by the Government

C) **How to write a precise information request**

As per prescribed application form as stated above.

D) **Right of the Citizen in case of denial of information and procedure to appeal**

As per clause No. 19 of The Right to Information Act, 2005, any person who does not received a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of Section (7) may within 30 days from the expiry of such period or from the receipt of such a decision prefer to an appeal to Department Appellate Authority Dr. Shri Satish Bhide, Joint Municipal Commissioner (Improvements), Municipal Head Office, Annexe Bldg., 3rd Floor, Mahapalika Marg, Mumbai – 400 001.

18.3 **With relation to training imported to public by public Authority:**

- Not Applicable

18.4 **With relation to certificate, No Objection Certificate etc. issued by the public authority not included in Manual 13.**

- Not Applicable

18.5 **With relation to registration process**

- Not Applicable

18.6 With relation to collection of Tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)

- Not Applicable

18.7 Details of any other public services provided by the public Authority.

- Not Applicable.