



## **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals Act as per provision of RTI 2005 of  
'S' Ward

### **ASSESSMENT DEPARTMENT**

Address -

Asstt. Assessor and collector /S-

Ward Assessment & Collection Dept.

'S' ward Municipal Office Bldg.

2<sup>nd</sup> floor, Near Mangatram Petrol

Pump, L.B.S. Marg, Bhandup (West),

Mumbai-400 078.

## **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, S 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, S Ward whose office is situated at S Ward Office , Asstt.Assessor and collector /S- Ward, S Ward Municipal Office Bldg., 2<sup>nd</sup> Floor, Near Mangatram Petrol Pump, L.B.S. Marg, Bhandup (West), Mumbai-400078. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

**Assistant Assessor & Collector,  
S 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 S 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, Ward Inspectors, outdoor Clerks 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 rectifies, 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

***Tax = Rate of Tax x Area x Market Value as per Stamp Duty Ready Recknor x user Factor x Building Factor x 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.

### Property Tax

- 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 S Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	Asstt.Assessor and collector /S-Ward 'S'Ward Municipal office Bldg., 2 <sup>nd</sup> floor, Near Mangatram Petrol Pump, L.B.S.Marg, Bhandup(W), Mumbai 400 078.
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 (ES) Ghatkopat(E)
6	Jurisdiction -Geographical	East      Creek West      Saki Vihar Rd/Vihar Lake South      Vikhroli Stn Rd-east n west up to LBS marg North      Mulund Goregaon Rd
	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 MTOB Bills, Annexures 2) Issuing Inspection Extract, FDA 3) Issuing NOC, P Form after clearance of outstanding dues
12	Physical Assets (Statement of lands & Buildings and other Assets)	Nil
13	Organization's structural Chart	As per separate sheet attached at page no.
14	Tel. No.s & Office Timings	Telephone no : 022-25947570 Email : <a href="mailto:aac.wards@gmail.com">aac.wards@gmail.com</a> Office timing : 10.30 a.m. to 05.30 p.m.
15	Weekly Holidays	Sunday & 2 <sup>nd</sup> , 4 <sup>th</sup> Saturday and Public Holidays.

**SECTION 4 (1) (b) (ii)**

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

<b>Sr. No</b>	<b>Designation</b>	<b>Powers-Financial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	Rs.5000/ -	---	
2	Superintendent	Up to Rs 500/-	-	
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 S Ward  
B - Administrative Powers**

Sr. No	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	<ol style="list-style-type: none"> <li>1) General Administration, Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; collection of Property / Govt. Taxes.</li> <li>2) To attend the meeting with Higher Authorities / D.M.C. / Asstt. Mun. Commissioner/ Prabhag Committee. Assessor &amp; Collector/Dy A&amp;C etc</li> <li>3) To discharge the Duties &amp; Power deligated by Mun. Commissioner under the Act. To Dispose off Complaints, To Sanction the proposal for Revision, Modification, Cancellation of Capital Value</li> <li>4) Holding conferences of the staff for implementation of directives of the Deptt .for achievement of Target &amp; Collection.</li> <li>5) Preparing &amp; Submitting various reports.</li> <li>6) To attend the grievances of Public.</li> </ol>		
2	Superintendent	<ol style="list-style-type: none"> <li>1) General Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; collection of Property/ Govt. Taxes.</li> <li>2) To attend the meeting with Higher Authorities/ D.M.C./ Asstt.Mun. Commissioner / Prabhag Committee.</li> <li>3) To discharge the Duties &amp; Powers deligated under the Act.</li> <li>4) Holding conferences of the staff for implementation of directives of the Deptt.for achivment of Target &amp; Collection.</li> <li>5), Preparing &amp; Submitting various periodical reports of Compliance, Administrative &amp; Statical information</li> <li>6) To attend the grievances of Public</li> </ol>		
3	Dy. Supdt.	<ol style="list-style-type: none"> <li>1) General Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; collection of Property/ Govt. Taxes.</li> <li>2) To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</li> </ol>		



- 3) To discharge the Duties & Powers delegated under the Act.
- 4) Preparing & Submitting various periodical reports of Compliances , Administrative & Statical information.
- 5) Authorisation of Cheques in C.V. For Part Payment
- 6) To attend the grievances of Public.

**SECTION 4 (1) (b) (ii)**

**The powers of officers and employees in the office of  
Assistant Assessor & Collector S Ward  
C – Magisterial Powers**

<b>Sr. No</b>	<b>Designation</b>	<b>Powers -Magisterial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
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 of RTI 2005 of Assessment dept of S 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	
6	Clerk	NIL	N.A	

**SECTION 4 (1) (b) (ii)**

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

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers- Quasi Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	To investigate & Dispose 1) off Complaints against Capital Value, To investigate & Dispose off Complaints against 2) 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 S Ward**

**E – Judicial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers -Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
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 S Ward**

NAME OF ACTIVITY - Assessment and Collection of property tax

Related Provisions - Chapter VIII

Name of the Acts/Acts - MMC Act 1888

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(S)	
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 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	Twenty one Days	Inspector	
5	Complaint Disposals	To attend & to hear the Complainants grievance and rectify the incorrect Data.	Quisi judicial process	Inspector/ Dy.Supt / Supdt / AA&C	
6	Recovery	Follow up, For collection and completion of Target	Six months	Inspector / Dy.Suptd / Suptd	
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, LA(ES)	
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, Head Clerk, Inspectors, Dy.Supts, Supdt, AA&C	

**Section 4 (1) (b) (iv)**

**Norms set for discharge of its functions in the office of  
Assistant Assessor & Collector S Ward  
Organizational Targets (Annual)**

<b>Sr. No</b>	<b>Designation</b>	<b>Activity</b>	<b>Financial Targets in Rs.</b>	<b>Time Limit</b>	<b>Remark</b>
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.as per act	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.	Superintendent	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.	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 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 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.Process CV Refund Claims and Put up proposal under sec.525 (1), 517(1)(D), 143(1),144,217.n other work as per order of AA&C	Nil	Nil	Nil

**Section 4 (1) (b) (v)**

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

Note: Please refer Annexure for G.R. /Circular / Office order Rule no/. Notification etc. mentioned below.

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remarks if any</b>
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 S 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.

<b>Sr No</b>	<b>Subject</b>	<b>Type of Document/ file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation (Proposed)</b>
<b>'A' Class Record</b>					
<b>'C2' Class Record</b>					
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
<b>'C1' Class Record</b>					
<b>'C' Class Record</b>					
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 therof	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 tobe adjusted periodwise	05 years
12	Inward Outward Register	Register	Despatch book	Details of correspondence	05 Years
<b>'D' Class Record</b>					



**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 S Ward**

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of Mechanism</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Periodicity</b>
	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**

<b>Sr. No.</b>	<b>Name of the committee board / council / other bodies</b>	<b>Composition of committee Board council other bodies</b>	<b>Purpose of the committee Board/ Council/ other bodies</b>	<b>Freque ncy of meetin gs</b>	<b>Whether meeting open to public or not</b>	<b>Whether Minutes are available to public or not</b>	<b>Minutes available at.</b>
	NIL	NIL	NIL	N.A.	N.A.	N.A.	N.A.

**Section 4 (1) (b) (ix) Directory of Officers & Employees**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Date of joining on post</b>	<b>Phone number</b>	<b>Address of the Employee</b>
1.	Shri. Dhone Dnyandev Shankarrao	AA&C (S)	24.06.2014	25947570 9004445140	Nalasopara
2.	Shri. Javkar Ramkrishna N.	Supdt.(S)	14.09.2014	25947570	Goregaon
3.	Smt.Nashikar Nima	Dy.Supdt.(S)	09.03.2012	‘	Thane
4.	Smt. Khedekar Sayli S	HC-1(S)	25.08.2014	‘	Thane
5.	Smt. Shingare Sneha Dilip	HC-2(S)	24.05.2011	‘	Thane
6.	Shri. Choudhary Chandrashekhar	W.I.(S)	26.06.1996	‘	Kalyan
7.	Smt. Chavan Sukhada	W.I.(S)	20.05.2015	‘	Thane
8.	Smt. More Varsha V.	W.I.(S)	07.06.2011	‘	Badlapur
9.	Shri. Undre Pradip	W.I.(S)	09.08.2011	‘	Dombivali
10.	Shri. Chavan Dashrath K.	W.I.(S)	16.07.2011	‘	Kalwa
11.	Smt.Devyani Dinesh Hadkar	W.I.(S)	19.06.2008	‘	Bhandup
12.	Shri. Rane Milind W	W.I.(S)	28.08.1994	‘	Mulund
13.	Smt. Shinde Aarti A	W.I.(S)	16.11.2010	‘	Mulund
14.	Shri. Kapadi Ajit L.	W.I.(S)	27.02.2004	‘	Kalyan
15.	Shri. Misal Pravin	W.I.(S)	31.05.2005	‘	Kalwa
16.	Shri. Bhandare Bhagwan V	W.I.(S)	01.07.2011	‘	Kalyan
17.	Smt. Chavan Sanjini S.	W.I.(S)	25.03.2011	‘	Kalwa
18.	Shri. Kolhe Laxman D	W.I.(S)	13.05.2005	‘	Kalyan
19.	Shri. Jagushte Rajesh J	W.I.(S)	19.11.2010	‘	Thane
20.	Shri. Salunkhe Rajeev N.	W.I.(S)	16.02.2009	‘	Mulund
21.	Smt. Kamat Anita P.	W.I.(S)	15.07.2011	‘	Thane
22.	Smt. Adhikari Rekha M.	Clerk(S)	26.11.1986	‘	Bhandup
23.	Smt. Koyande Kavita S.	Clerk(S)	14.08.2006	‘	Thane
24.	Smt. Dhavale Vaishali H.	Clerk(S)	04.07.2008	‘	Kalyan
25.	Smt. Shinde Shravani S..	Clerk(S)	03.07.2008	‘	Bhandup
26.	Shri. Patil Dilip G.	Clerk(S)	05.01.2015	‘	Bhiwandi
27.	Shri. Pawar Milind B.	Clerk(S)	09.06.2009	‘	Badlapur
28.	Shri. Haldankar Nandakumar D.	Peon	27.11.1991	‘	Bhandup
29.	Shri. Pashte Kailash B.	Peon	01.02.2011	‘	Murbad
30.	Shri. Kharat Yashwant L.	Peon	01.07.1988	‘	Ghatkopar
31.	Shri. Bambale Gorakshanath L.	Peon	07.09.1994	‘	Thane

32.	Shri. Dombe Dattatraya K.	Peon	13.04.1998	'	Kalyan
33.	Shri. Salunkhe Atmaram S.	Peon	26.08.1986	'	Bhandup

**Section 4 (1) (b) (x)**

**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Pay Scale</b>	<b>Date of joining on post</b>
1.	Shri. Dhone Dnyandev Shankarrao	AA&C (S)	9300-34800+4800	24.06.2014
2.	Shri. Javkar Ramkrishna N.	Supdt.(S)	9300-34800+4600	14.09.2014
3.	Smt.Nashikar Nima	Dy.Supdt.(S)	9300-34800+4200	09.03.2012
4.	Smt. Khedekar Sayli S	HC-1(S)	5200-20200+4200	25.08.2014
5.	Smt. Shingare Sneha Dilip	HC-2(S)	5200-20200+4200	24.05.2011
6.	Shri. Choudhary Chandrashekhar	W.I.(S)	5200-20200+4200	26.06.1996
7.	Smt. Chavan Sukhada	W.I.(S)	5200-20200+4200	20.05.2015
8.	Smt. More Varsha V.	W.I.(S)	5200-20200+4200	07.06.2011
9.	Shri. Undre Pradip	W.I.(S)	5200-20200+4200	09.08.2011
10.	Shri. Chavan Dashrath K.	W.I.(S)	5200-20200+4200	16.07.2011
11.	Smt.Devyani Dinesh Hadkar	W.I.(S)	5200-20200+4200	19.06.2008
12.	Shri. Rane Milind W	W.I.(S)	5200-20200+4200	28.08.1994
13.	Smt. Shinde Aarti A	W.I.(S)	5200-20200+4200	16.11.2010
14.	Shri. Kapadi Ajit L.	W.I.(S)	5200-20200+4200	27.02.2004
15.	Shri. Misal Pravin	W.I.(S)	5200-20200+4200	31.05.2005
16.	Shri. Bhandare Bhagwan V	W.I.(S)	5200-20200+4200	01.07.2011
17.	Smt. Chavan Sanjini S.	W.I.(S)	5200-20200+4200	25.03.2011
18.	Shri. Kolhe Laxman D	W.I.(S)	5200-20200+4200	13.05.2005
19.	Shri. Jagushte Rajesh J	W.I.(S)	5200-20200+4200	19.11.2010
20.	Shri. Salunkhe Rajeev N.	W.I.(S)	5200-20200+4200	16.02.2009
21.	Smt. Kamat Anita P.	W.I.(S)	5200-20200+4200	15.07.2011
22.	Smt. Adhikari Rekha M.	Clerk(S)	5200-20200+2000	26.11.1986
23.	Smt. Koyande Kavita S.	Clerk(S)	5200-20200+2000	14.08.2006
24.	Smt. Dhavale Vaishali H.	Clerk(S)	5200-20200+2000	04.07.2008
25.	Smt. Shinde Shravani S..	Clerk(S)	5200-20200+2000	03.07.2008
26.	Shri. Patil Dilip G.	Clerk(S)	5200-20200+2000	05.01.2015
27.	Shri. Pawar Milind B.	Clerk(S)	5200-20200+2000	09.06.2009

28.	Shri. Haldankar Nandakumar D.	Peon	5200-20200+1850 27.11.1991
29.	Shri. Pashte Kailash B.	Peon	5200-20200+1850 01.02.2011
30.	Shri. Kharat Yashwant L.	Peon	5200-20200+1850 01.07.1988
31.	Shri. Bambale Gorakshanath L.	Peon	5200-20200+1850 07.09.1994
32.	Shri. Dombe Dattatraya K.	Peon	5200-20200+1850 13.04.1998
33.	Shri. Salunkhe Atmaram S.	Peon	5200-20200+1850 26.08.1986

**Section 4 (1) (b) (xi)**

**Details of allocation of budget and disbursement made in the office of  
Assistant Assessor & Collector S Ward  
for the year 2015-16**

**Format B for previous year (2014-15)**

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

**Format B for previous year (2014-15)**

<b>Sr. No</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Grant utilized</b>	<b>Grant Surrendered</b>	<b>Result</b>
	Nil	Nil	Nil	Nil	

**Section 4 (1) (b) (xii)**

**Manner of execution of subsidy program in the office of  
Assistant Assessor & Collector S Ward**

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

**Section 4 (1) (b) (xii)**

**Details of Beneficiaries of subsidy program in the office of  
Assistant Assessor & Collector S Ward**

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

**Section 4 (1) (b) (xiii)**

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

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

**Section 4 (1) (b) (xiv)**

**Details of information available in electronic form in the office of  
Assistant Assessor & Collector S Ward**

<b>Sr. No.</b>	<b>Type of Documents File/ Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person In Charge</b>
1	<a href="http://portal/mcgm.gov.in">//http/portal/mcgm.gov.in</a>	Capital Value System	Web site	AA&C/S
2	<a href="http://portal/mcgm.gov.in">//http/portal/mcgm.gov.in</a>	Capital Value System	Web site	AA&C/S

- 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 S Ward**

<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person In Charge</b>
1	Information about visiting hours	10.30am To 5.30pm	In person	Ward /S	AA&C /S
2	Information about interactive website	Round the clock	Access to Internet	Internet	----
3	Facilitation Center	8am To 8pm	In person / on written application / on payment of schedule fees	Ward /S	AA&C /S
4	Information about facilities for inspection of record	10.30am To 5.30pm	In person / on written application / on payment of schedule fees	Ward S	AA&C S
5	Information about facilities for inspection of work	10.30am To 5.30pm	In person / on written application / on payment of schedule fees	Ward S	AA&C S
6	Information about providing	Not Applicable			
7	Information about Notice Board	10.30am To 5.30pm	In person	Ward S	Displayed at S 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 A	AA&C S



**.Section 4 (1) (b) (xvi)**

**Details of public information officers / APIO's / appellate authority in the jurisdiction  
of (Public authority) in the office of**

**Assistant Assessor & Collector S Ward**

<b>Sr. No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Ph. No.</b>	<b>E mail id for purpose of RTI</b>	<b>Appellate authority</b>
1	Shri. Dynandev S. Dhone	Asstt. A&C (S)	Head of the Department at Ward level	Asstt.Assessor and collector /S Ward S Ward Municipal Offices, 2 <sup>nd</sup> floor Nr Mangatram petrol pump, LBS Marg,Bhandup(w)-78.	aac.ward S	Asstt. Municipal Commissioner S Ward

**Section 4 (1) (b) (xvi)**

**Details of public information officers / APIO's / appellate authority in the jurisdiction of  
(Public authority) in the office of**

**Assistant Assessor & Collector S Ward**

<b>Sr. No.</b>	<b>Name of APIO</b>	<b>Designation</b>	<b>Jurisdiction as APIO under RTI</b>	<b>Address / Ph no.</b>
1	Shri. R. N. Javkar	Suprintendent	Incharge outdoor section at Ward level	Asstt.Assessor and collector /S Ward S Ward Municipal Offices, 2 nd floor Nr Mangatram petrol pump, LBS Marg,Bhandup(w)-78

**Section 4 (1) (b) (xvi)**

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

<b>Sr. No.</b>	<b>Name of Appellate Authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate Authority</b>	<b>PIO Reporting</b>	<b>E mail ID for purpose of RTI</b>
1.	Smt. Chanda Jadhav	Asstt. Municipal Commissioner / S Ward	RTI Act	Asstt. A&C S	

**Section 4 (1) (b) (xvii) – Others**

**Such other information as may be prescribed**