



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals Act as per provision of RTI 2005 of
D Ward

ASSESSMENT DEPARTMENT

Address -

Asstt.Assessor and collector /D-Ward
D ward Municipal Offices, 4th floor,
Joban Putra Compound, Nana Chowk
Grant Road (W), Mumbai-400007.

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, D 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, D Ward whose office is situated at D Ward Office , Asstt.Assessor and collector /D-Ward D ward Municipal Offices, 4th floor, Jobanputra Compound, Nana Chowk, Grant Road (W), Mumbai-400007. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

**Assistant Assessor & Collector,
D 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 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 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.f. from 01-04-2010 vide Resolution No. 1091 of 27-01-2010.

The Capital Value System came into force w.e.f. 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 D Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	Asstt.Assessor and collector /D-Ward D Ward Municipal Offices, 4 th floor,Joban Putra Compound, Nana Chowk Grant Road (W), Mumbai-400007.
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 (City).
6	Jurisdiction -Geographical	East-V.P.Marg, Ardeshir Dadi Street, Trimbak Parshuram Marg, Sukhalaji Street. West-Netaji Subhash Marg upto Govt.Printing Press, Dr.purandare Marg, Band Stand, Walkeshwar Marg, Bhagwandas Indrajit Marg, Bhulabhai Desai Marg uptp Haji Ali. South-Along Dr.Babasahed Jaykar Marg from Bhuleshwar Junction to sea Shore beyond Maharshi Karve Marg Crossing. North-Jehangir Boman Behram Marg, Sane Guruji Marg (Aurther Road), Tardeo Marg, Keshavrao Khadye Marg upto Haji Ali.
7	Mission	1) To achieve the given Collection target. 2) To maximize the revenue of MCGM.
8	Vision	Implementation of Capital Value System Successfully.
9	Objectives	To augment the revenue of Corporation from Properties assessed in Ward and taking on record the measurement and other details.
10	Functions	1)To maintain the record of Inspection details of property; 2)Serving Property tax bills and recovery thereof; 3) Implementation of Capital Value System.
11	Details of Services provided (In Brief)	1) Issuing the Property and MTOB Bills, R.Cess bills 2) Issuing Inspection Extract, FDA 3) Issuing NOC for OC, P Form after clearance of outstanding dues 4) Issuing Category Certificate in respect of Ceased Property.
12	Physical Assets (Statement of lands & Buildings and other Assets)	Nil
13	Organization's structural Chart	As per separate sheet attached at page no.34
14	Tel. No.s & Office Timings	Telephone no : 022-23861426 Email : aac.wardd@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 D Ward
A – Financial Powers**

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	Rs.5000/-	---	
2	Superintendent	NIL	N.A	
3	Deputy Superintendent	NIL	N.A.	
4	Head Clerk	NIL	N.A.	
5	Ward Inspector	NIL	N.A.	
6	Clerk	NIL	N.A.	

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector D 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"> 1) General Administration, Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes. 2) To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee. 3) To discharge the Duties & Power delegated by Mun. Commissioner under the Act. 4) To Dispose off Complaints, To Sanction 5) the proposal for Revision , Modification , Cancellation of Capital Value 6) Holding conferences of the staff for 7) implementation of directives of the Deptt .for achievement of Target & Collection. 6) Preparing & Submitting various reports. 7) To attend the grievances of Public. 		
2	Superintendent	<ol style="list-style-type: none"> 1) General Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes. 2) To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee. 3) To discharge the Duties & Powers delegated under the Act. 4) Holding conferences of the staff for implementation of directives of the Deptt.for achivement of Target & Collection. 5) Preparing & Submitting various periodical reports of Compliance , Administrative & Statical information, 6) To attend the grievances of Public. 		
3	Dy. Supdt.	<ol style="list-style-type: none"> 1) General Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes. 		

		<ol style="list-style-type: none"> 2) To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee. 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. 		
4	Asstt. Supdt.	<ol style="list-style-type: none"> 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. 		

SECTION 4 (1) (b) (ii)

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

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

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector D 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 D 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 D 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 Delevary	Yearly	AA&C(D)	
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.	Fifteen Days	Inspector/ Dy.Supt / Supdt / AA&C	
6	Recovery	Follow up, For collection and complition 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 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.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(D ward), Lioson Officer	
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, 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 D 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.	SUPRITENDE NT	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.	Nil	Nil	Nil

Section 4 (1) (b) (v)

**The rules / regulation related with the functions of
Assistant Assessor & Collector D 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 D 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 Deposit 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 D 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 of the Employee	Designation	Date of joining on post	Phone number	Address of the Employee
1	Shri.BHAGWAT NAGESH GAURIHAR	AA&C(D)	03/06/2014	9004445151	MULUND(W)
2	SHRI.GOSAVI SATYAVAN DHAKU	Supdt.(D)	01/04/2013	9930201121	MULUND(W)
3	SHRI.UDWADIA RONNIE EARUCH	Dy.Supdt.(D)	01/07/2013	9820380485	Malad (w)
4	SHRI.CHAWAN VINAY B.	Dy.Supdt.(D)	26/06/2013	9821640100	Govandi
5	SHRI. SAWANT SANJAY MARUTI	Dy.Supdt.(D)	26/05/2011	9821115251	Kurla(E)
6	SHRI.DHOLE SHRAWAN BHAGA	Dy.Supdt.(D)	30/07/2013	9967329266	Virar(W)
7	SMT. DHARASHIVKAR MADHURI NITIN	HC-1(D)	27/12/2010	9869372123	KHAR(W)
8	SHRI. BHOPLE SURESH ANANT	W.I.(D)	08/12/2008	9869013267	Malbar Hill
9	SHRI. GOLATKAR YADVENDRA LAXMAN	W.I.(D)	27/12/2010	9819120123	BORIVALI(E)
10	SHRI. NARSULE ARVIND GANPAT	W.I.(D)	16/08/2000	9820846923	Malad(E)
11	SHRI. BANDEKAR DEEPAK ARVIND	W.I.(D)	March/2009	9869343745	Andheri(E)
12	SHRI. SAMANT CHINMAY PRABHAKAR	W.I.(D)	26/11/2010	986908887	Charni Road
13	SHRI. TAWDE RAVINDRA YASHAWANT	W.I.(D)	04/03/2004	9820763557	Mumbai centre
14	SMT. PARAB MADHURI MILIND	W.I.(D)	29/03/2007	9769690489	Prabhadevi
15	SMT. VELANKAR DAMINI DEEPAK	W.I.(D)	29/11/2010	9820555395	Girgaon
16	SHRI. JAGDALE GORAKHANATH JAGANNATH	W.I.(D)	02/02/2012		Malad
17	SHRI. KHANIVADEKAR KIRAN ANANT	W.I.(D)	15/09/2000	8879508188	Virar(w)
18	SHRI. JADHAV MAHESH RAMBHAV	W.I.(D)	20/11/2012	8446126971	Nalasopara(w)
19	SMT. PENDURKAR SUCHITA MANOHAR	W.I.(D)	31/03/2008	9869225402	Mumbai Centre
20	SMT. SAYAD SHAHIDABANU ASIF	W.I.(D)	21/11/2010	9820643034	Malad(w)
21	SHRI. SAWANT SANDEEP BAPU	W.I.(D)	15/07/2011	9892607657	Tardeo

22	SHRI. KARGUTKAR MAKARAND SUDHAKAR	W.I.(D)	26/07/2011	9004874345	Malad(E)
23	SHRI. PARKAR SABAH SALAHUDDIN	W.I.(D)	16/11/2010	9967475263	Andheri (W)
24	SHRI. TAMBE SADANAND PANDURANG	W.I.(D)	27/12/2013	9224689691	Sion, Pratiksha Nagar.
25	SHRI. MHATRE LAXMIKANT HARICHANDRA	W.I.(D)	26/07/2011	9619815225	Malad(w)
26	SHRI. LATKE SUSHIL RAJARAM	W.I.(D)	19/11/2010	9869432447	Andheri(E)
27	SHRI, MANE ATUL GANPAT	W.I.(D)	19/11/2010	96646430793	Kurla(E)
28	SHRI.POTDAR JITESH BHASKAR	W.I.(D)	31/03/2012	9892148948	Borivali(w)
29	SHRI.TORASKAR SUDHIR ANANT	W.I.(D)	16/12/2010	9820918692	Mahalaxmi(E) Jacob circle
30	SHRI. NAGVEKAR SHALIGRAM EKNATH	W.I.(D)	19/10/2010	9821880752	Malad(E)
31	SHRI. JADHAV SUNIL MAHADEV	CLERK(D)	12/01/2012	9967247572	Lower Parel (w)
32	SHRI. BARASKAR MANGESH KRISHNA	CLERK(D)	01/02/1989	9322708567	Nalasopara(w)
33	SHRI. BIRWADKAR RAJENDRA SAHDEV	CLERK(D)	16/09/2011	8082040274	Agripada-11
34	SMT. DEVASTHALI ANUJA SUNIL	CLERK(D)	10/05/1990	9819122042	Borivali(E)
35	SHRI. MANE SANTOSH HANUMANT	CLERK(D)	10/06/2009	9773187446	Lalbaug
36	SHRI. SANAP SOMNATH PUNDLIK	CLERK(D)	14/09/2011	9870432110	Byculla(E)
37	SHRI. DINDE PANDURANG NARAYAN	CLERK(D)	29/09/2008	9769392219	Mumbai centre
38	SMT. SINGH NEETU PRADEEP	CLERK(D)	15/06/2009	9920056684	Goregaon(W)
39	SMT. DHUMAL MANJIRI MANISH	CLERK(D)	18/06/2000	7738147037	Chinchpokali(E)
40	SHRI. KAJALE RAJESH RAMESH	CLERK(D)	13/04/2012	9767920093	Vasai(E)
41	SHRI. KASAR PRASAD SHARAD	CLERK(D)	18 / 04 /2012	9967447789	Dombivali(E)
42	SHRI. PAWAR PRAKASH DHONDU	Peon	21/04/1986	9221721599	Kandavali(w)
43	SHRI. SONAVANE RAJAN POPAT	Peon	16/06/1988	9833260685	Goregaon(E)
44	SHRI. MOHITE SHYAM SHANKAR	Peon	23/11/1989	8655303321	Malad(w)
45	SHRI. PAWAR LAXMAN TUKARAM	Peon	29/08/1996	9964124224	Khar(E)

46	SMT. ARDE MADHURI MADHUKAR	Peon	04/10/2006	--	Khar(w)
47	SHRI.MAINE SACHIN RAMCHANDRA	Peon	24/05/2010	8454884773	Andheri(w)
48	SHRI.GIRKAR SAIPRASAD NARENDRA	Peon	23/03/2013	9870965452	Chinchpokali
49	SHRI. RUPVATE ROHIT VISHWAS	Peon	01/01/2014	9619480890	Chembur(E)
50	SMT. SOLANKI AARTI RAJENDRA	Peon	04/07/2014	9800737759	Malad(w)
51	SMT. KUNDHADIYA MANISHA MOHAN	Peon	27/10/2014	9833141069	Chinch bunder
52	SMT. GOSAVI RESHMA RITESH	Peon	16/12/2014	9930768762	Tardeo

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.

Sr. No.	Name of the Employee	Designation	Pay Scale	Date of joining on post
1	Shri.BHAGWAT NAGESH GAURIHAR	AA&C(D)	9300-34800+4600	03/06/2014
2	SHRI.GOSAVI SATYAVAN DHAKU	Supdt.(D)	9300-34800+4600	01/04/2013
3	SHRI.UDWADIA RONNIE EARUCH	Dy.Supdt.(D)	9300-34800+4200	01/07/2013
4	SHRI.CHAWAN VINAY B.	Dy.Supdt.(D)	9300-34800+4200	26/06/2013
5	SHRI.SAWANT SANJAY MARUTI	Dy.Supdt.(D)	9300-34800+4200	26/05/2011
6	SHRI.DHOLE SHRAWAN BHAGA	Dy.Supdt.(D)	9300-34800+4200	30/07/2013
7	SMT. DHARASHIVKAR MADHURI NITIN	HC(D)	9300-34800+4200	27/12/2010
8	SHRI. BHOPLE SURESH ANANT	W.I.(D)	5200-20200+2800	08/12/2008
9	SHRI.GOLATKAR YADVENDRA LAXMAN	W.I.(D)	5200-20200+2800	27/12/2010
10	SHRI.NARSULE ARVIND GANPAT	W.I.(D)	5200-20200+2800	16/08/2000
11	SHRI.BANDEKAR DEEPAK ARVIND	W.I.(D)	5200-20200+2800	March/2009
12	SHRI.SAMANT CHINMAY PRABHAKAR	W.I.(D)	5200-20200+2800	26/11/2010
13	SHRI.TAWDE RAVINDRA YASHAWANT	W.I.(D)	5200-20200+2800	04/03/2004
14	SMT. PARAB MADHURI MILIND	W.I.(D)	5200-20200+2800	29/03/2007
15	SMT. VELANKAR DAMINI DEEPAK	W.I.(D)	5200-20200+2800	29/11/2010
16	SHRI. JAGDALE GORAKHANATH JAGANNATH	W.I.(D)	5200-20200+2800	02/05/2012
17	SHRI.KHANIWADEKAR KIRAN ANANT	W.I.(D)	5200-20200+2800	15/09/2000
18	SHRI. JADHAV MAHESH RAMBHAV	W.I.(D)	5200-20200+2800	20/11/2012
19	SMT. PENDURKAR SUCHITA MANOHAR	W.I.(D)	5200-20200+2800	31/03/2008
20	SMT. SAYAD SHAHIDABANU ASIF	W.I.(D)	5200-20200+2800	21/11/2010
21	SHRI. SAWANT SANDEEP BAPU	W.I.(D)	5200-20200+2800	15/07/2011
22	SHRI. KARGUTKAR MAKARAND SUDHAKAR	W.I.(D)	5200-20200+2800	26/07/2011

23	SHRI. PARKAR SABAH SALAHUDDIN	W.I.(D)	5200-20200+2800	16/11/2010
24	SHRI. TAMBE SADANAND PANDURANG	W.I.(D)	5200-20200+2800	27/12/2013
25	SHRI. MHATRE LAXMIKANT HARICHANDRA	W.I.(D)	5200-20200+2800	26/07/2011
26	SHRI. LATKE SUSHIL RAJARAM	W.I.(D)	5200-20200+2800	19/11/2010
27	SHRI. MANE ATUL GANPAT	W.I.(D)	5200-20200+2800	19/11/2010
28	SHRI.POTDAR JITESH BHASKAR	W.I.(D)	5200-20200+2800	31/03/2012
29	SHRI.TORASKAR SUDHIR ANANT	W.I.(D)	5200-20200+2800	16/12/2010
30	SHRI.NAGVEKAR SHALIGRAM EKNATH	W.I.(D)	5200-20200+2800	19/10/2010
31	SHRI.JADHAV SUNIL MAHADEV	CLERK	5200-20200+2000	12/01/2012
32	SHRI. BARASKAR MANGESH KRISHNA	CLERK	5200-20200+2000	01/02/1989
33	SHRI.BIRWADKAR RAJENDRA SAHDEV	CLERK	5200-20200+2000	16/09/2011
34	SMT.DEVASTHALI ANUJA SUNIL	CLERK	5200-20200+2000	10/05/1990
35	SHRI.MANE SANTOSH HANUMANT	CLERK	5200-20200+2000	10/06/2009
36	SHRI.SANAP SOMNATH PUNDLIK	CLERK	5200-20200+2000	14/09/2011
37	SHRI.DINDE PANDURANG NARAYAN	CLERK	5200-20200+2000	29/09/2008
38	SMT. SINGH NEETU PRADEEP	CLERK	5200-20200+2000	15/06/2009
39	SMT. DHUMAL MANJIRI MANISH	CLERK	5200-20200+2000	18/06/2000
40	SHRI. KAJALE RAJESH RAMESH	CLERK	5200-20200+2000	13/04/2012
41	SHRI. KASAR PRASAD SHARAD	CLERK	5200-20200+2000	18 / 04 / 2012
42	SHRI.PAWAR PRAKASH DHONDU	Peon	5200-20200+1900	21/04/1986
43	SHRI.SONAVANE RAJAN POPAT	Peon	5200-20200+1900	16/06/1988

44	SHRI.MOHITE SHYAM SHANKAR	Peon	5200-20200+1900	23/11/1989
45	SHRI.PAWAR LAXMAN TUKARAM	Peon	5200-20200+1900	29/08/1996
46	SMT.ARDE MADHURI MADHUKAR	Peon	5200-20200+1850	04/10/2006
47	SHRI. MAINE SACHIN RAMCHANDRA	Peon	5200-20200+1850	24/05/2010
48	SHRI.GIRKAR SAIPRASAD NARENDRA	Peon	5200-20200+1850	23/03/2013
49	SHRI.RUPVATE ROHIT VISHWAS	Peon	5200-20200+1850	01/01/2014
50	SMT.SOLANKI AARTI RAJENDRA	Peon	5200-20200+1850	04/07/2014
51	SMT. KUNDHADIYA MANISHA MOHAN	Peon	5200-20200+1850	27/10/2014
52	SMT.GOSAVI RESHMA RITESH	Peon	5200-20200+1350	16/12/2014

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Section 4 (1) (b) (xi)

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

Format B for previous year (2014-15)

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 (2014-15)

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 D 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 D Ward**

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

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Section 4 (1) (b) (xiii)

**Particulars of recipients of concessions, permits or authorizations granted in the office
of Assistant Assessor & Collector D 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 D 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(D)
2	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C(D)

- **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 D Ward**

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Information about visiting hours	10.30a m To 5.30pm	In person	Ward D	AA&C D
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 D	AA&C D
4	Information about facilities for inspection of record	10.30a m To 5.30pm	In person / on written application /on payment of schedule fees	Ward D	AA&C D
5	Information about facilities for inspection of work	10.30a m To 5.30pm	In person / on written application /on payment of schedule fees	Ward D	AA&C D
6	Information about providing	Not Applicable			
7	Information about Notice Board	10.30a m To 5.30pm	In person	Ward D	Displayed at D Ward
8	Information about liabrary	Not Available			
1	Information about Inquiry window or Reception etc.	10.30a m To 5.30pm	In person / on written application/ on payment of schedule fees	Ward D	AA&C D

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 D Ward

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.BHAGWAT NAGESH GAURIHAR	Asstt. A&C (D)	Head of the Department at Ward level	Asstt.Assessor and collector /D-Ward D ward Municipal Offices, 4 th floor, Joban Putra Compound, Nana Chowk Grant Road (W), Mumbai- 400007.	aac.wardd	Asstt. Municipal Commissioner D 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 D Ward

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	SHRI. GOSAVI SATYAWAN DHAKU	Suprintendent (D)	Incharge outdoor section at Ward level	Asstt.Assessor and collector /D-Ward D ward Municipal Offices, 4 th floor,Joban Putra Compound, Nana Chowk Grant Road (W), Mumbai-400007.

Section 4 (1) (b) (xvii)

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

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri Devidas S.Shirsagar	Asstt. Municipal Commissioner / D Ward	RTI Act	Asstt. A&C D	

Section 4 (1) (b) (xvii) – Others

Such other information as may be prescribed

सहाय्यक करनिर्धारक व संकलक

