

BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals Act as per provision of RTI 2005 of F/North Ward

ASSESSMENT DEPARTMENT

Address –

**Office of Assistant Assessor and Collector
F/North, 4th Floor, F/North Ward Office, 96 Bhau Daji
Road, Matunga, Mumbai - 400 019.**

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, F/North 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, F/North Ward whose office is situated at F/North Ward Office, Room No. 7 & 8, 1st Floor, Jn. J. B. Road & Dr. B. A. Road, Matunga, Mumbai – 400 012. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Assistant Assessor & Collector,

F/North 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.

Repair Cess

Bombay Building Repair And Reconstruction Board Act, 1969.

The Repairs Cess is levied on residential building situated in the City Zone only. For the purpose of levy of Repairs Cess, all the buildings have been classified into three categories considering the age of building such as

Category A :- The Buildings are erected before the 1st day of Sept. 1940.

Category B :- The Buildings are erected between the period from 1st day of Sept. 1940 to 31st day of Dec. 1950

(Both inclusive)

Category C :- The Buildings are erected between the period from 1st day of Jan. 1951 to 31st Dec. 1969

(Both inclusive)

N.B. :- No Repairs Cess is leviable on the building erected on or after 1st Jan. 1970.

Under Sec. 82 (2) of Maharashtra Housing & Area Development Act, 1976, the Repair Cess is collected by initiating recovery action such as issuing Notice of Demand, Penalty and Attachment & Sale of the property by Mumbai Municipal Corporation in the same manner in which the property tax is collected under the provision of Act.

Repair Cess bill is issued twice in every year i.e. on 1st April & 1st October for the period of 6 months completed.

Under Section 83 of Maharashtra Housing & Area Development Act, 1976, Repairs Cess is exempted in respect of properties belonging to Foreign Diplomatic Missions, Central Government, State Government, Municipal Corporation, MHADA, Charitable Trust registered under Bombay Public Trust Act, 1950 and exclusively occupied for public worship or for educational purposes, Co-op. Housing Society exclusively occupied by the owner and other buildings exclusively occupied and used for non-residential purposes and also all the open lands which are not built upon.

The rates of the cess leviable in respect thereof 87%, 63%, 39% of the Ratable Value of the building where a building is not structurally repaired by the Board, 195%, 132% and 75% of the Ratable Value, where the board has contributed upto Rs. 300/- per Sq. Meter for structural repairs, 390%, 270% and 150% of the Ratable Value, where the board has contributed from Rs. 300/- to 500/- per Sq. Meter for structural repairs and 585%, 405% & 225% of the Ratable Value, where the board has contributed above Rs. 500/- to Rs. 750/- per Sq. Meter for structural repairs of residential properties. Where the board has contributed above Rs. 750/- to Rs. 1000/- & above Rs. 1000/- to Rs. 1200/- & above Rs. 1200/- up to Rs. 2000/- per sq. mtr. for structural repairs, the rates of Repair Cess leviable are not yet fixed by the State Government.

The Rate pamphlet furnishing the Rates of Repairs Cess from 1-1-1970 onwards is shown in Annexure E.

Where any part or parts of the building is or are used for non-residential purposes, the rates of cess to be levied and paid in respect of such part or parts shall be double the rates of cess payable for that part or those parts if they were for residential purpose.

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 F/North Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	4th Floor, F/North Ward Office, 96 Bhau Daji, Road, Matunga, Mumbai - 400 019.
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	F/North ward is bounded by the Thane creek, central railway on West, Mumbai Marathi Granth Sangrahalaya Marg on South and N.S.Mankikar Marg on North side.
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 Repair Cess Bills 2) Issuing Inspection Extract 3) Issuing NOC for OC, P Form after clearance of outstanding dues 4) Issuing Category Certificate in respect of Cessed Propety.
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 : 24025243 Extn : 404 Email : aacfn.ac@mcgm.gov.in Office timing : 10.00 a.m. to 05.30 p.m.
15	Weekly Holidays	Sunday & 2 nd , 4 th Saturday and Public Hodidays.

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector F/North 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 F/North 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 achivment 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>		

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

SECTION 4 (1) (b) (ii)**The powers of officers and employees in the office of
Assistant Assessor & Collector F/North Ward
C – Magisterial Powers**

Sr. No	Designation	Powers -Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	1)To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer. 2)Public information Officer related to reerances of RTI 2005 of Ward Office		
2	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 F/North 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 F/North 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 F/North 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, Repair Cess	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(F/North)	
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 scrutinise and to sanction the Proposals in Capital Value	Office Hours	Clerks, Typist, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	
9	Attachment	Serviceof 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(F/North), Lioson Officer	
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, Typist, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	

Section 4 (1) (b) (iv)

**Norms set for discharge of its functions in the office of
Assistant Assessor & Collector F/North Ward**

Organizational Targets (Annual)

Sr. No	Designation	Activity	Financial Targets in Rs.	Time Limit	Remark
1	INSPECTOR	To Inspect all the property every year for the confirmation of assessment and to report New Assessment, Revision Modification or Amendmend in C.V. to levy and to collect the property tax and to initiat legal action of recovery for non payment.	Nil	Nil	To accomplish the target of collection given from time to time
2.	DY. SUPDT	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendmend in C.V. to levy and to collect the property tax. To authorise the payment made by tax payer Overall supervision, co-ordination among staff	Nil	Nil	To accomplish the target of collection given from time to time
3.	SUPRITENDENT	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	Nil	Nil	To accomplish the target of collection given from time to time

		Property and collection of Property Taxes.			
5.	HEAD CLERK	Overall supervision on regular office work and co-ordination among staff.	Nil	Nil	Nil

Section 4 (1) (b) (v)

**The rules / regulation related with the functions of
Assistant Assessor & Collector F/North 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 F/North 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 F/North 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) (xi)

Details of allocation of budget and disbursement made in the office of
Assistant Assessor & Collector F/North 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 F/North 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 F/North Ward

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

Section 4 (1) (b) (xiii)

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

*** 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 F/North Ward**

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Information about visiting hours	10.30am To 5.30pm	In person	Ward F/North 4thFloor	AA&C F/North
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 F/North 4th Floor	AA&C F/North
4	Information about facilities for inspection of record	10.30am To 5.30pm	In person / on written aplacation /on payment of schedule fees	Ward F/North 4th Floor	AA&C F/North
5	Information about facilities for inspection of work	10.30am To 5.30pm	In person / on written aplacation /on payment of schedule fees	Ward F/North 4 th floor	AA&C F/North
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.30am To 5.30pm	In person	Ward F/North 4 th Floor	Displayed on 1st floor F/N Ward
8	Information about liabrary	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 F/North 4 th Floor	AA&C F/North

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 F/North 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. Nanabhau N. Muthe	Asstt. A&C (F/North)	Head of the Department at Ward level	4th Floor, F/North Ward Office, 96 Bhau Daji Road, Matunga, Mumbai - 400 019. Direct Line Phone No.022-24025243 Ph.No.022-24024353 Ext. No. 404		Asstt. Municipal Commissioner / F-North 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 F/North Ward

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	Shri. Abdullatif A. Kazi	Suprintendent (F/North)	Incharge outdoor section at Ward level	4th Floor, F/North Ward Office, 96 Bhau Daji Road, Matunga, Mumbai - 400 019. Direct Line Phone No.022-24025243 Ph.No.022-24024353 Ext. No. 419

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 F/North Ward

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Ubale Keshav	Asstt. Municipal Commissioner / F-North Ward	RTI Act	Asstt. A&C (F/North)	

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

Sr. No.	Name	Designation	Cadre	Date of joining the post	Phone	Fax	Address
1	Shri Nanabhau N. Muthe	Asstt. A & C.		26.05.2014	9867622047		Kalwa west
2	Shri Abdul latif A. Kazi	Supdt.		30.08.2016	9867189594		Jogeshwari west
3	Post Empty	Dy. Supdt.					
4	Shri Ashok R. Sutar	Dy. Supdt.		11.06.2013	9860668582		New panvel
5	Shri. Mukund Karnik	Dy. Supdt.		20.06.2014	9029556092		Thane
6	Smt. Manasi Kulkarni	Dy. Supdt		26.05.1986	9223252830		Bandra west
7	Shri Ganesh S. Chavan	Head Cleak		15.03.2017	9890171762		Badlapur
8	Post Empty	Head Cleak					
9	Shri Hemant Dhanmehar	Ward Inspector		05.12.1995	9869156738		Borivali
10	Post Empty	Ward Inspector					
11	Shri Ajinath T. Shinde	Ward Inspector		21.04.2011	8879656405		Thane
12	Smt. Damini Velankar	Ward Inspector		05.01.1992	9820555395		Virar east
13	Shri Devdas U. Gunde	Ward Inspector		16.11.2010	9869001565		Wadala
14	Shri Sudhakar B. Vasaikar	Ward Inspector		05.12.1989	9619082969		kalyan
15	Shri Yamin U. Karol	Ward Inspector		03.01.1994	9833105257		Ambernath west
16	Shri Santosh J. Bhogle	Ward Inspector		16.11.2010	9819130192		Matunga
17	Shri Sudhir A. Toraskar	Ward Inspector		16.12.2010	9820918692		Jacob circle
18	Shri Sandeep B. Sawant	Ward Inspector		15.07.2011	9892607657		Tardeo
19	Shri Shaligram E. Nagvekar	Ward Inspector		16.11.2010	9821880752		Malad east
20	Shri Ajit R. Kadam	Ward Inspector		16.11.2010	7208000200		Badlapur
21	Shri Nandkishor Y. Durve	Ward Inspector		01.04.2012	9969035146		Kalyan

22	Shri	Sachin V. Prabhu	Ward Inspector		11.08.2011	9821957216		Mahim
23	Shri	Pratap C. Patil	Ward Inspector		20.09.2007	9987068761		Dadar east
24	Smt.	Anita P. Kamat	Usanwari Clerk/W.I		25.11.1987	9969114188		Thane
25	Smt.	Ahilya N. Done	Usanwari Clerk/O.I		17.04.2012	9699557444		Wadala
26	Shri	Balasaheb Puri	Usanwari Clerk/O.I		06.08.2009	9004529680		Badlapur
27	Shri	Amajad A. Gorikhan	Clerk		08.07.2008	9821883971		Ambarnath
28	Shri.	Shashikant V. Naik	Clerk		07.07.2008	9004441999		Titwala
29	Shri.	Somnath Swami	Clerk		26.04.2012	8080234422		Curry road
30	Smt.	Supriya N. Kadam	Clerk		01.06.2015	8291719025		Kalyan
31	Shri.	Arun D. Pangerkar	Peon		11.09.1995	9833180557		Navi Mumbai
32	Smt.	Ashwini A. Velonde	Peon		14.08.2008	8692880186		Ghatkopar
33	Smt.	Rasika R. Manjrekar	Peon		29.03.2010	9833199364		Mahim
34	Smt.	Mangal T. Lad	Peon		22.10.2007	9769749328		Parel
35	Smt	Kaustubh S. Kajrolkar	Peon		05.03.2014	9773570826		Kanjurmarg
36	Smt	Amish A. Pawar	Peon		14.10.2013	9869241687		Sion koliwada
37	Shri	Amit Goregaonkar	Peon		24.05.2010	7039420554		Byculla
38	Smt	Atul P. Gosavi	Peon		06.11.2012	9869577650		walkeshwar

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

Sr. No		Name	Designation / Cadre	Basic Pay	GRP	DA	HRA	Sp. Allowance , Transport allow- ance Etc.	Total	Under which regulation
1	Shri	Nanabhau N. Muthe	Asstt. A & C.	24820	4800	43838	8886	1200	84007	
2	Shri	Abdul latif A. Kazi	Supdt.	26050	4600	43523	9195	1200	84568	
3		Post Empty	Dy. Supdt.							
4	Shri	Ashok R. Sutar	Dy. Supdt.	25670	4200	42415	8961	600	81846	
5	Shri.	Mukund Karnik	Dy. Supdt.	23180	4200	38880	8214	600	75074	
6	Smt.	Manasi Kulkarni	Dy. Supdt	20960	4200	35727	7548	600	69035	
7	Shri	Ganesh S. Chavan	Head Cleak	10890	4200	21428	4527	600	41645	
8		Post Empty	Head Cleak							
9	Shri	Hemant Dhanmehar	Ward Inspector	16740	2800	27747	5862	600	53749	
10		Post Empty	Ward Inspector							
11	Shri	Ajinath T. Shinde	Ward Inspector	16740	2800	27747	5862	600	53749	
12	Smt.	Damini Velankar	Ward Inspector	20890	2800	32929	7107	600	64326	
13	Shri	Devdas U. Gunde	Ward Inspector	13630	2800	23331	4929	600	45290	
14	Shri	Sudhakar B. Vasaikar	Ward Inspector	20120	2800	31859	6876	600	62255	
15	Shri	Yamin U. Karol	Ward Inspector	14450	2800	24495	5175	600	47520	
16	Shri	Santosh J. Bhogle	Ward Inspector	15290	2800	25688	5427	600	49805	
17	Shri	Sudhir A. Toraskar	Ward Inspector	14660	2800	24793	5238	600	48091	
18	Shri	Sandeep B. Sawant	Ward Inspector	18080	2800	29650	6264	600	57394	
19	Shri	Shaligram E. Nagvekar	Ward Inspector	14370	2800	24381	5151	600	47765	
20	Shri	Ajit R. Kadam	Ward Inspector	14310	2800	24296	5133	600	47139	
21	Shri	Nandkishor Y. Durve	Ward Inspector	19590	2800	31794	6717	600	61501	

22	Shri	Sachin V. Prabhu	Ward Inspector	14210	2800	23644	5103	600	46357
23	Shri	Pratap C. Patil	Ward Inspector	19800	2800	32092	6780	600	62072
24	Smt.	Anita P. Kamat	Usanwari Clerk/W.I	20060	2800	32461	6858	600	62279
25	Smt.	Ahilya N. Done	Usanwari Clerk/O.I	8900	2800	16263	3510	600	32073
26	Shri	Balasaheb Puri	Usanwari Clerk/O.I	9110	2800	16912	3513	600	32935
27	Shri	Amajad A. Gorikhan	Clerk	9090	2000	15747	3327	600	30764
28	Shri.	Shashikant V. Naik	Clerk	8439	2000	14825	3132	600	28996
29	Shri.	Somnath Swami	Clerk	7830	2000	13959	2949	600	27338
30	Smt.	Supriya N. Kadam	Clerk	6690	2000	12766	2697	600	24753
31	Shri.	Arun D. Pangerkar	Peon	12370	1900	20263	4281	600	39414
32	Smt.	Ashwini A. Velonde	Peon	7780	1850	13386	2889	600	26505
33	Smt.	Rasika R. Manjrekar	Peon	7220	1850	12879	2721	600	25270
34	Smt.	Mangal T. Lad	Peon	8070	1850	14086	2976	600	27582
35	Shri	Kaustubh S. Kajrolkar	Peon	6190	1850	11417	2412	600	22469
36	Shri	Amish A. Pawar	Peon	6440	1850	1772	2487	600	13149
37	Shri	Amit Goregaonkar	Peon	7500	1850	13838	2805	600	26593
38	Shri	Atul P. Gosavi	Peon	5379	1850	9557	2019	600	18905