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INTRODUCTION

ADMINISTRATIVE OFFICER (ESTATES)

In M.C.G.M. Estate Department is Independent Department and Assistant Commissioner (Estate) is Head of this Department. All the Estates belong to M.C.G.M. comes under the Jurisdiction of this Head of the Department and Protection and Maintenance of these properties are being looked after by Administrative Officer in the Wards.

Administrative Officers (estates) in the wards working under the control of Assistant Commissioner of the concerned ward for Administrative Work and Policy matters in the context of Right for Information Act and they (A.O.-Estates) work as per the direction of Assistant Commissioner (Estates).

The properties belong to M.C.G.M. in the F/North ward are being maintained and look after by (A.O. Estates) Eastern Suburbs.

There are outdoor staffs such as Rent Supervisor, Rent Collectors, and Indoor staff such as Head Clerk, Clerks, Peon etc. Is looking after the office work of Estate Department under control of (A.O. Estates).

The properties in F/N ward are maintained and protected by (A.O. Estates) City. Rent Supervisor, Rent Collector, the Outdoor staff and Head Clerk, Clerk, Peon the Indoor Staff working under (A.O. Estates). (A.O. Estates) has to keep control over the daily work of the above staff. He has to guide regarding the properties. The proposal for transfer of the tenancies of Municipal properties and their disposal, dispose the cases of disputes and Court cases of the Municipal properties redressal of complaints from Municipal Tenants and submit report to superiors and submit necessary information to concerned Assistant Commissioner and D.M.C. and the possession of tenements etc work regarding Municipal properties case to be done by (A.O. Estates). (A.O. Estates) has to take eviction action against any unauthorized work under section 105 B of Municipal Act.

Administrative Officer (Estates)
F/North Ward

Section 4 (1) (b) (i)

The particulars of functions & duties of the Public Authority:-

Office of Administrative Officer (Estates)

Room No. 1, Ground floor, F/North ward office 96, Bhau Daji Road, Matunga, Mumbai- 400 012
Administrative Officer (Estates)

Asst. Commissioner (Estates)

Monday to Saturday

9.00 a.m. to 5.30 p.m.

2nd & 4th Saturdays Holiday

Visiting Hours - (Monday – Friday)

09.00 a.m. to 04.00 pm

Asst. Commissioner (Estates)

Telephone no : 24024353 Extn : 123

Email AO Estate –

Email RS Estate -

Rent collection is done in Citizen Facility center in Morning 8.00am to 20.00 pm

F/North ward is bounded by the Thane creek on the East, central railway on West, Mumbai Marathi Granth Sangrahalaya Marg on South and M.M.Mankikar Marg on North side

To Rehabilitate Municipal tenants and provide them prompt services regarding tenancies.

Real Estate SAP Module give quick services to Tenants to pay their rent

- 1) Collection of Rent from Municipal Properties
- 2) Transfer of tenancies
- 3) Attornment of VLT tenants
- 4) Detection of u/a construction/extension and inform to A. C. F/North i. e to take action as per MCGM Rules.
- 5) Action taken under section 105 B against Tenants
- 6) To prepare Inventory regarding Redevelopment properties
- 7) Allotment of Rehab bldg.

1. Rent Collection from tenant

2. Transfer of Tenancies

3. Allotment of Rehab bldg

List attached

As per separate sheet attached

Administrative Officer (Estate)

Outdoor Staff

Indoor Staff

Rent Supervisor

Head Clerk

Rent Collector (RC)

Clerk (RRC)

Peon

Labour

Peon

Section 4(1) (b) (ii)

The Powers of officers and employees in the office of A O Estate F/North Ward

A

B

C

D

E

Section 4(1) (b) (ii)

The Duties of officers and employees in the office of AO (Estate) F/North Ward

A

B

Administrative Powers

Administrative Officer (Estates)

Administrative Officer (Estates) of the ward is assisted by Rent Supervisor, Head Clerk are assisted by respective Rent Collector, Clerk of the department to execute daily work.

Administrative Officer (Estates) of the Ward executes following duties/works from his staff working under his control:-

1. Day to day work, rent collection along with Redevelopment schemes
2. To conduct coordination and review meeting with rent supervisor and rent collector.
3. To scrutinize proposal of transfer of attornment case, Rent collection monthly reports.
4. To attend court cases regarding dispute matters of transfer cases and redevelopment cases.
5. To Reply RTI applications. Attending harrings at state Information of Maharashtra.

Rent Supervisor

1. To monitor collection of Rent.
2. To check rent Receipts
3. Inspection of unauthorized occupation, change of user & demolition of Unauthorised constructions & encroachment
4. To scrutiny the Casual Occupancy & Casual Vacancy reports submitted by Rent Collector
5. To scrutinize documentary evidences submitted by applicants for transfer of Tenancies
6. To attend court cases regarding dispute matters of transfer cases and redevelopment cases.

Rent collector

1. Rent collectors are directly working under Rent Supervisor.
2. To issue Demand Notices to the tenants for arrears of rent, dues etc.
3. To detect unauthorized occupation, change of user & demolition of unauthorized constructions, encroachment and submit the report to Rent Supervisor and Administrative Officer (Estate).
4. To take eviction action under section 105 B of MMC Act, take vacant possession of the Tenements of defaulter tenants.
5. To allots tenement to rehab tenants and submit transfer proposal along with complete documents to superiors.
6. To attend complaints of tenants and attend duties as per orders from Superiors.

Head Clerk

- 1) To supervise the work of clerks
- 2) To keep control monitor and guide to the clerk,
- 3) To scrutinize monthly and annual report of recovery of rent
- 4) Dispose of daily outward
- 5) Inward papers and to comply of Audit Notes & Follow up
- 6) Inspect Demand Register and submit Budgetary Report
- 7) Furnish information to Rent Collectors and Rent Supervisors as required
- 8) Submit report as per instructions from Superiors

Clerk

- 1) To Clerk are directly working under Head Clerk.
- 2) To check rent Receipt
- 3) To take entries in Demand register(DR) and update it.
- 4) To Submit monthly and annual report of recovery of rent
- 5) To furnish information to Rent Collectors and Rent Supervisors as required

C

D

E

Section 4(1) (b) (iii)

The procedure followed in the decision making process, including channels of supervision and accountability in the office of F/North ward.

Name of activity – **Transfer of Tenancy rights**

Related Provisions – Circular No .

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions

-Circulars -

Office Orders -

Name of activity – **Recovery of Rent**

Related Provisions – Circular No .

Name of the Act/Acts – Nil

Rules –

Govt. Resolutions

-Circulars -

Office Orders –

Name of activity – **Action under Sec.105(b)**

Related Provisions – Circular No . (

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions

-Circulars -

Office Orders –

Name of activity – **Detection of unauthorized work**

Related Provisions – Circular No . Nil

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions

-Circulars -

Office Orders -

Name of activity – **Recovery of Arrears of Rent**

Related Provisions – Circular No . (

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions

-Circulars -

Office Orders –

Name of activity – **Attornment**

Related Provisions – Circular No .

(Name of the Act/Acts – Nil)

Rules –

Govt. Resolutions

-Circulars -

Office Orders -

Section 4(1) (b) (iv)

Norms means Day set for discharges of its functions in the office of F/North ward

Organizational Targets (Annual) – Nil

Section (1) (b) (v)

The rules/regulation related with the functions of F/North ward

Section 4 (1) (a) (vi)

Statement of categories of documents held in the office of F/North ward at Matunga

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

1) Policy Formulation

2) Policy Implementation

Section 4(1) (b) (viii)

Statement of Boards, Councils, Committees of other bodies F/South ward.

Section 4(1) (B) (IX)

Directory of the officers and employees AO Estate of F/North Ward

Section 4(1) (b) (X)

Details of remuneration of officers and employees in the office of AO Estate F/North ward

Please refer the Manual No.9 in Administrative Officer F/North Ward

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of F/North at Matunga.

- ❖ **Publish copy of the budget**
- ❖ **Publish copy of grant distribution –**

Format A for Current year

Format B for previous year

Section 4(1)(b)(xii)

Details of beneficiaries of subsidy program in the office of F/North at Matunga .

Name of the Scheme/program

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of F/North at Matunga

**** Details of the license- The Subject matter of the license should be mentioned. In case of non agricultural use permission, survey no. or part thereof, will have to be mentioned.**

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of F/North Ward.

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of F/North ward

Types of facilities –

- Information about visiting hrs.
- Information about interactive website
- Facilitation center
- Information about facilities for inspection of works
- Information about facilities for providing samples.
- Information about Notice boards
- Information about library
- Information about inquiry window or Reception etc.

Section 4(1)(b)(xvi)

Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority)

PIO

A

APIOs

B

Section 4(1) (b) (xvii)

Appellate authority