



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act
2005 of G/South Ward

Administrative officer (Estate)
G/South ward

Address - Office of **Administrative officer(Estate) G/South ward**

Asst. Commissioner G/South Ward Office

3rd floor , Dhanmill Naka,

N.M.Joshi Marg,

Mumbai – 400 013

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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 G/south ward are being maintained and look after by (A.O. Estates)

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 G/S 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.

Section 4 (1) (b) (i)

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

Name of the Public Authority	➤ MCGM
Address	➤ AO (Estate), G/south ward office N.M.Joshi marg, Mumbai 13
Head of the Office	➤ Smt. Priya Salunkhe, Administrative Officer (Estate)
Parent Govt. Dept.	➤ Asst. Commissioner (Estate)
Reporting to which office	➤ Asst. Commissioner (Estate)
<i>Jurisdiction –</i> * Mission – Protection and Maintenance of MCGM Properties.	<i>Geographical –</i> G/South' Ward is bounded by the Western railway on the East, Arabian Sea on the West, Kakasaheb Gadgil Marg and Kashinath Dhuru Road on the North and Keshavrav Khade Marg on the South side.
** Vision- To give Tenants accurate services regarding payment of Rent	➤ Transfer of tenancies and other services related to Estate Department
Objectives	➤ RE Module give quick services to Tenants to pay their rent
Functions –	<ol style="list-style-type: none"> 1) Protection and Maintenance of MCGM Properties. 2) Transfer of tenancies 3) Attornment of VLT tenants 4) Collection of Rent from Tenants 5) Detection of u/a construction/extension and inform to A. C. G/south i.e to take action as per MCGM Rules. 6) Action taken under section 105 B against Tenants 7) To prepare Inventory regarding Redevelopment properties
Details of Services provided (In Brief)	➤ Give Tenants accurate services regarding payment of Rent, Transfer of tenancies and other services related to Estate Department.
Physical Assets- (Statement of lands & buildings and other	List attached

<p>assets)</p> <p>Organisations's structural Chart (Orogonogram) at each level</p>	<p style="text-align: center;">Administrative Officer (Estate)</p> <pre> graph TD AO[Administrative Officer (Estate)] --> OS[Outdoor Staff] AO --> IS[Indoor Staff] OS --> RS[Rent Supervisor] RS --> RC["Rent Collector (RC)"] RC --> P1[Peon] P1 --> L[Labour] IS --> HC[Head Clerk] HC --> C["Clerk (RRC)"] C --> P2[Peon] </pre>
<p>❖ Give linkage of jurisdiction & Address, Tel No. s & Office Timings</p>	<p>➤ Weekly holidays : 1) 2nd -4th Saturday, 2) Every Sunday</p> <p>➤ Specific Service Timings 1) 9 AM to 4 PM</p>

Section 4(1) (b) (ii)

The Powers of officers and employees in the office of A O Estate G/south Ward

A

Sr. No.	Designation	Powers-Financial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Rs. 500/-		Misc. Expenditure
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

B

Sr. No.	Designation	Power-Administrative	Under which legislation / rules/orders/ GRs	Remarks
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

C

Sr. No.	Designation	Power-Magisterial	Under which legislation /rules/orders/ GRs	Remarks
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

D

Sr. No.	Designation	Power-Quasi judicial	Under which legislation /rules/orders/GRs	Remarks
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

E

Sr. No.	Designation	Power-Judicial	Under which legislation /rules/orders/GRs	Remarks
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

Section 4(1) (b) (ii)

The Duties of officers and employees in the office of AO (Estate) G/South Ward

A

Sr. No.	Designation	Duties-Financial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

B

Sr. No.	Designation	Duties-Administrative	Under which legislation / rules/orders/ GRs	Remarks
1	AO Estate	Tenancy Transfer, Vacant Land Tenancies, Staff Quarters, etc. Attornment of Tenements, Receipt of cash Controlling over functions of all other subordinate staff .All other works		
2	Rent Supervisor	1) To see every R.C. Collection of rent 2) To check rent Receipt 3) Detection of unauthorized occupation, change of user 4) Detection & demolition of Unauthorised constructions & encroachment 5) To check the CO & CV reports submitted by RC 6) To check evidences submitted by applicants for transfer of Tenancies 7) Verify the list of acquired properties by EE (DP), EE (city) 8) To attend Court matters 9) To attend the Various meetings of AC(estate), AC G/South ward and Councilors		
3	Head Clerk	1) Head Clerk supervise the work of clerk working under them		

		<ol style="list-style-type: none"> 2) Keep control monitor and guide to the clerk, 3) Submit monthly and annual report of recovery of rent 4) Dispose of daily outward 5) Inward papers of verify Audit Notes & Follow up 6) Inspect Demand Register And fulfill discrepancies therein submit Budgetary Report 7) Furnish information to Rent Collectors and Rent Supervisors 8) Submit report as per instructions from Superiors 		
4	Rent collector	<ol style="list-style-type: none"> 1) Rent collectors are directly working under Rent Supervisor. 2) Recover rent of the properties assigned to them and remit the same to the Municipal Treasury. 3) R.C. have to issue Notices to the tenants for heavy arrears of rent, dues etc. 4) R.C. submit the report of u/a work and take action. 5) R.C. take eviction action under section 105 B of MMC Act, take vacant possession of the Tenements of defaulter tenants. 6) R.C. allots tenement, submit transfer proposal along with complete documents to superiors, attend complaints of tenants and attend duties as per orders from Superiors. 		
5	Clerk	<ol style="list-style-type: none"> 1) Clerk are directly working under Head Clerk. 2) To check rent Receipt 3) To take entries in Demand register(DR) and update it 		

C

Sr. No.	Designation	Duties-Magisterial	Under which legislation /rules/orders/GRs	Remarks
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

D

Sr. No.	Designation	Duties-Quasi judicial	Under which legislation /rules/orders/GRs	Remarks
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

E

Sr. No.	Designation	Duties-Judicial	Under which legislation /rules/orders/GRs	Remarks
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

Section (1) (b) (v)

The rules/regulation related with the functions of G/south ward

No.	Subject	Cir. / G.R. / Office Orders . Rule no. Notification etc. date	Remarks
1.	Transfer of tenancy rights	Cir. No. . 1. AC/Estate/1159/Gen date d 27.05.2004 2. Estate/13554/Gen dated 28.11.2005 3. AC/Estate/6257/Gen dated 07.07.2010 4. Estate/Gen/58 dated 08.02.1999 5. Estate/XIV/129 dated 28.04.1967	
2.	Atterment of VLT tenants	Cir No 1. AC/Estate/2184/A/c date d 26.06.2009 2. AC/Estate/2184/A/c date d 10.02.2010 3. AC/Estate/2184/A/c date d 27.01.2010	
2.	Enquiry under 105(b) for arrears of Rent		
3.	Enquiry under 105(b) for unauthorized work		
4.	Enquiry under 105(b) for unauthorized occupation		
5.	Demolition of unauthorized work		

Section 4 (1) (a) (vi)

Statement of categories of documents held in the office of G/South ward

Sr.No.	Subject	Type of documents	File no or Register no.	Particulars	Periodicity of preservation
1	Recovery of Rent	Register	Demand Register	Details of all properties i.e. P/T & VLTs record of recovery of rent, arrears of rent	Permanent record
2	Court Cases	Register	Court case Register	Details of record of Court cases & case date etc.	10 years
3	R.T.I.	Register	R.T.I. Register	Details of RTI application subject & report submitted	5 Years
4	MCL	Register	MCL Register	Detail information of letters/Complaints received for MC & action taken thereon.	5 Years
5	Deposit	Register	Adopt Deposit Register	Details of the deposit amount recovered from the Tenants against Transfer cases.	5 Years
6	Property	Register	Property Register	Details of Name of the properties Date of acquired properties.	Permanent record
7	Audit notes	Register	Spot audit note Reg. Audit note Register	Details of audit objections raised by MCA staff while regular auditing.	Up to date of recovery
8	Tenancy agreement	Documents	T.A. Register Record Register	Contains T.A. No & Date Name & Address of Tenant contains details of recorded files.	Permanent

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

Sr. No.	Consultation for	Details of the Mechanism	Under which act/rule/ circular	Periodicity
	Nil	Nil	Nil	Nil

- 1) Policy Formulation
- 2) Policy Implementation

A Statement of the Categories of the Documents that are Held by it or Under its control.

Nil

Section 4(1) (b) (viii)

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

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	Nil	Nil	Nil	Nil

Section 4(1)(b)(xvi)

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

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No	Email ID for purpose of RTI	Appellate authority
1	Smt. Priya Salunkhe	AO Estate	Estate Department , G/S ward	Office of the Asst. Commissioner G/South ward, Dhanmill Naka, N.M.Joshi Marg, Mumbai-400013 Ph No. 24305031 ext 300 & 301	-	Asst. Commissioner G/S ward

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No
1	Shri. Arunkumar Ghodke	Rent Supervisor	Estate Department , G/S ward. Ph No. 24305031 ext	Office of the Asst. Commissioner G/South ward, Dhanmill Naka, N.M.Joshi Marg, Mumbai 13

Section 4(1) (b) (xvii)

Appellate authority

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	Address/ Ph. No	Email ID for purpose of RTI
1	Dr. Bhagyashri Kapse	Asst. Commissioner G/South ward	G/south ward	Office of the Asst. Commissioner G/South ward, Dhanmill Naka, N.M.Joshi Marg, Mumbai 13 Ph No. 24305031 Ext -	

Section 4(1) (b) (iii)

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

Name of activity –

Related Provisions -

Name of the Act/Acts –

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps Involved	Time Limit	Authority Role	Remarks
1	Transfer of Tenancy rights	a. Application received in dispatch section. b. Application received in Estates	6 to 8 months	a. Ward Head Clerk dispatch b. Rent	

		department. c. Site Inspection d. Tenancy particular. e. Recovery of transfer fee (* Papers forwarded to Ward Audit for receipt verification) f. Signature Verification of Principal Tenant as per Agreement recovery. g. Papers received in Ward (Estate Deptt.) h. Site Inspection i. Pre and Final Form verification j. Scrutiny of Papers & Preparation of transfer proposal k. Proposal forward for Audit l. Proposal forward for sanction m. Received in Ward (Estates deptt) n. Submitted for workout of dues if any o. Transfer effected p. C.O. & C.V. Report q. Posting of C.O. & C.V. Reports		Supervisor(RS) c. Rent Collector(RC) / RS d. Rent Recovery Clerk(RRC) e. RC f. Account Officer g. A.C.(Estates) h. H.C.(Despatch) i. RC/RS j. RRC k. RC/RS/A.O. l. Dy.C.A.(Rev. III) m. DMC (Z-II) n. H.C. Dispatch o. RRC p. RC q. RC r. HC(Estates)	
2	Recovery of Rent	1. Preparation of Clerk 2. Calculation of Rent 3. Rent Recovery		1. RC 2. RRC 3. CFC	
3	Action under Sec.105(b)	1. Site Inspection 2. Preparation of issue of notice 3. Preparation & Verification of Presentation for 4. Submission for action of presentation form 5. Service of notice 6. Enquiry process		1. RC/RS 2. RC/RS/A.O. 3. RC/RS/RRC 4. Enquiry Officer 5. RC 6. Enquiry Officer	
4	Detection of unauthorized work	1. Site Inspection 2. Issue of Notice 3. Process of Demolition		1. RC/RS 2. RC 3. RC/RS/AO/A.E. (B.F.) & Staff	
5	Detection of unauthorized or Arrears of Rent	1. Site Inspection 2. Issue of notice 105 (b) 3. Preparation & verification of presentation form 4. Submitted for Enquiry		1. RC/RS 2. RC 3. RC/RS/HC(Estate e) 4. Enquiry Officer	
6	Attornment	1. Application received in dispatch section 2. Requirement of documents 3. Site Inspection 4. Scrutiny & proposal 5. Submission for sanction 6. Proposal received in dispatch 7. Calculation of dues if any 8. Recovery of dues 9. C.O.&C.V. Reports 10. Posting of C.O. & C.V. Report 11. Audit of	4 to 6 months	1. HC Dispatch 2. RC/RS 3. RC/RS 4. RC/RS 5. AC/DMC (Zone) 6. HC(Dispatch 7. HC(Estates) 8. RC 9. RC 10. HC Estates 11. Account Officer 12. AC(Estates)	

Section 4(1) (b) (viii)**Statement of Boards, Councils, Committees of other bodies G/South ward.**

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	Nil	Nil	Nil	Nil	Nil

Section 4(1) (B) (IX)**Directory of the officers and employees AO Estate of G/South Ward**

Sr. No.	Designation	Name of the officers/ employees	Cadre	Dt of Joining the post	Date of Joining in G/South	Contact Details Ph/Fax/Email
1	AO Estate	Priya Salunkhe	B	17.02.2014	17.02.2014	
2	Rent Supervisor	Arunkumar Ghodke	C		24.11.2015	
3	Rent Supervisor	Jyotiba Kurhade	C		31.03.2015	
4	Head Clerk	Vacant	C			
5	Rent collector	Ashok Pisal	C	15.05.2005	11.02.2010	
6	Rent collector	Vilas Sodye	C	14.04.2015	15.04.2015	
7	Rent collector	Rajendra Chavan	C		24.11.2009	
8	Rent collector	Vacant	C			
9	Rent collector	Vacant	C			
10	RE Consultant	Avinash Shirsat	C			
11	Clerk	Avinash Shirsat	C	27.08.2008	27.08.2008	
12	Clerk	Pallavi Galpalli	C	13.04.2012	13.04.2012	
13	Clerk	Balasaheb Bade	C	04.02.2013	04.02.2013	
14	Clerk	Vaccant	C			
15	Peon	Balkrishna Gosavi	D			
16	Peon	Shivaji Jadhav	D	11.12.1996	14.01.2013	
17	Peon	Pravin Lad	D			

Section 4(1) (b) (X)

Details of remuneration of officers and employees in the office of AO Estate G/South ward

Sr. No	Name	Designation Cadre	Basic Pay	DA	HR A	CC A	Special Allow. Trans Allows. Project Allows.	Total
1	Priya Salunkhe	AO Estate						
2	Arunkumar Ghodke	Rent Supervisor	18240+4200	28050	6732	463	600	58285
3	Jyotiba Kurhade	Rent Supervisor	15530+4200	24663	5919	463	600	51375
4	Vacant	Head Clerk						
5	Ashok Pisal	Rent collector	19210+2000	26513	6363	463	600	55149
6	Vilas Sodye	Rent collector	14270+2000	20338	4881	463	600	42552
7	Rajendra Chavan	Rent collector	15670+2000	22088	5301	463	600	46122
8	Vacant	Rent collector						
9	Vacant	Rent collector						
10	Avinash Shirsat	RE Consultant						
11	Avinash Shirsat	Clerk	10510+2000	15638	3753	-	600	32501
12	Pallavi Galpalli	Clerk	7540+2000	11925	2862	-	600	24927
13	Balasaheb Bade	Clerk	10220+2000	15275	3666	-	600	31761
14	Vaccant	Clerk						
15	Balkrishna Gosavi	Peon	8070+1850	12400	2976	115 (WC)	600	26011
16	Shivaji Jadhav	Peon	11410+1850	16575	3978	115 (WC)	600	34528
17	Pravin Lad	Peon	1280+1850	17413	4179	115 (WC)	600	36237

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of G/South at Lower Parel for the year 2012-2013

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

Format A for Current year

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise of work wise in a separate from)	Remarks
	Nil	Nil	Nil	Nil

Format B for previous year

Sr. No.	Designation	Duties-Magisterial	Under which legislation /rules/orders/GRs	Remarks
		Nil	Nil	Nil

Section 4(1)(b)(xii)

Details of beneficiaries of subsidy program in the office of G/South for the year 2016-2017

Name of the Scheme/program

Sr. No.	Name and Address of Beneficiary	Amount of subsidy/concession sanctioned
	Nil	Nil

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of G/South for the year 2016-2017

Sr. No.	Name of the licensee	License No	Issued on	Valid up to	General conditions	Details of the license**
	Nil	Nil	Nil	Nil	Nil	Nil

**** 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) (iv)

Norms set for discharges of its functions in the office of G/South ward

Organizational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
	Nil	Nil	Nil	Nil	Nil	Nil

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of G/South Ward.

Sr. No.	Type of Document File/ Register	Sub Topic	In which electronic format it is kept	Person in charge
1		1) Inventory of Gopal Nagar & Hanuman Nagar at Pandurang Budhakar Marg, Worli, Mumbai redevelopment scheme	No of CD's - 5 (2007-2008)	AO (Estate)

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of G/South 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.

Sr. No.	Type of facility	Timings	Procedure	Location	Person in charge
1	Information about visiting hrs	9 to 4	1. Payment or rent 2. Enquiry of transfer / attornment cases	AO Estate office	Concern RC
2	Information about interactive website	www.portal.mcgm.gov.in			
3	Facilitation center	9 to 2	1. Dispatch 2. Payment of rent	CFC	H.C. Dispatch CFC Supervisor
4	Information about facilities for inspection of works	-	-		
5	Information about facilities for providing samples.	-			
6	Information about library	-			
7	Information about Notice boards	-			
8	Information about inquiry window or Reception etc.	-			