



## **BRIHANMUMBAI MAHANAGARPALIKA**

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

**Assistant Assessor & Collector, 'L' Ward**

**Address:- Office of the Assistant Assessor & Collector, 'L' Ward**  
Municipal L.Y.Market Bldg.,  
2<sup>nd</sup> floor, S.G.Barve Marg,  
Kurla (W), Mumbai- 400 070.

## **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, 'L' 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, 'L' Ward whose office is situated at 'L' Ward Office, 2<sup>nd</sup> Floor, Lakshmanrao Yadav Market, S.G. Barve Marg, Kurla (W), Mumbai – 400 070. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

**Assistant Assessor & Collector,**

**'L' 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, Summaries 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 2nd day of Sept. 1940.

**Category B** :- The Buildings are erected between the period from 2nd day of Sept. 1940 to 32nd day of Dec. 1950  
(Both inclusive)

**Category C** :- The Buildings are erected between the period from 2nd day of Jan. 1951 to 32nd Dec. 1969  
(Both inclusive)

**N.B.** :- No Repairs Cess is leviable on the building erected on or after 2nd 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 2nd April & 2nd 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.

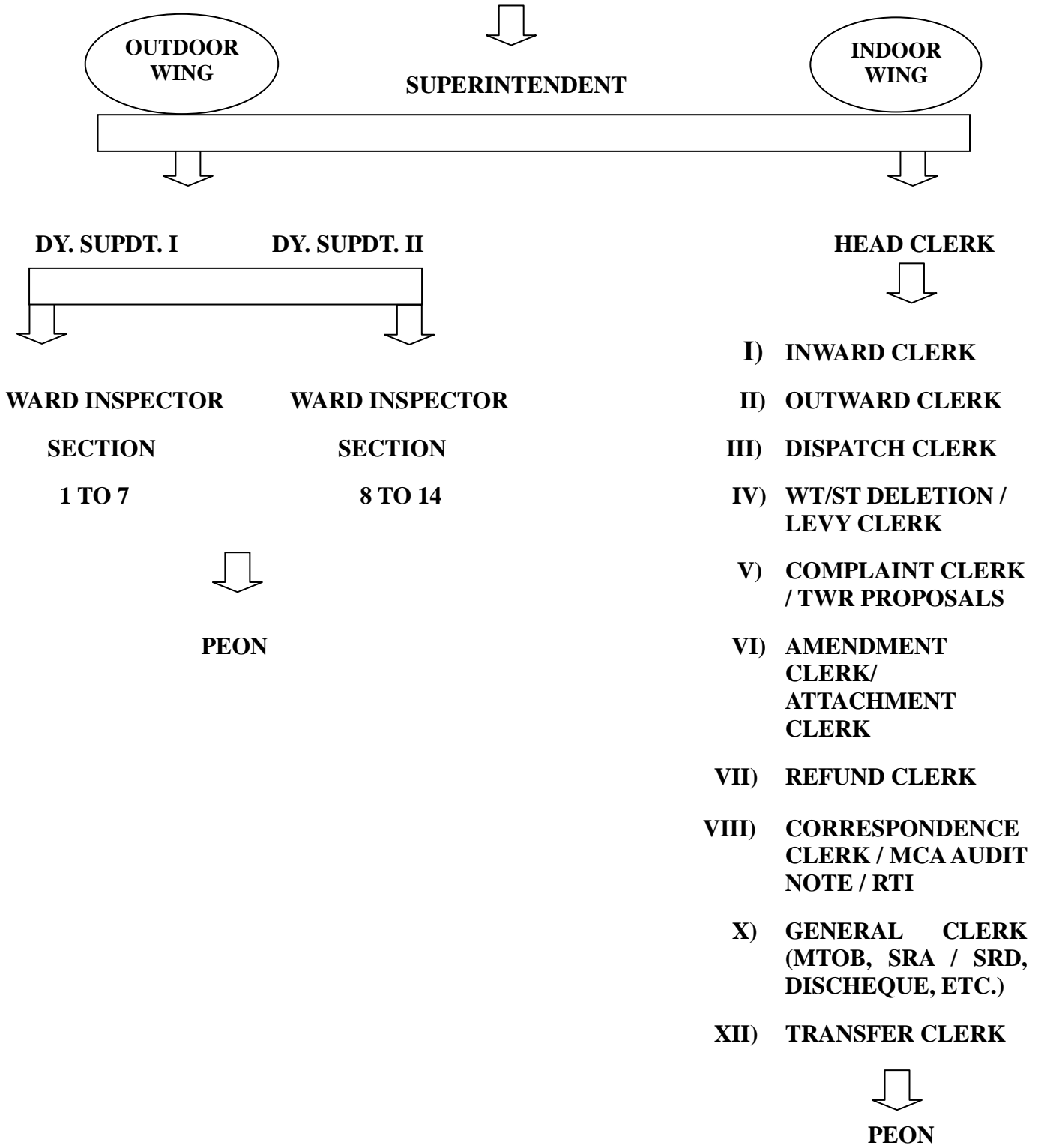
Important stages in the process of assessment & collection of Property Taxes are as below - Inspection of Properties:

- 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.

**ASSTT. ASSESSOR & COLLECTOR / 'L' WARD**



**SECTION 4 (1) (b) (i)****The particulars of functions & duties of the office of  
Assistant Assessor & Collector 'L' Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	'L' Ward Office, 2 <sup>nd</sup> Floor, Lakshmanrao Yadav Market, S.G. Barve Marg, Kurla (W), Mumbai – 400 070
3	Head of the Office	Assessor & Collector, Municipal Printing Press, N.M. Joshi Marg, Byculla (W), Mumbai – 400 011
4	Parent Government Department	Assessor & Collector, Municipal Printing Press, N.M. Joshi Marg, Byculla (W), Mumbai – 400 011
5	Reporting to which office	Deputy Assessor & Collector (Eastern Suburb.)
6	Jurisdiction -Geographical	'L' ward is bounded by M/West ward & N ward on the East, H/East ward & K/East ward on West, F/North ward on South and S ward 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 Property.
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. Nos & Office Timings	Telephone no : 26503183 Email : <a href="mailto:aac.wardl@gmail.com">aac.wardl@gmail.com</a> Office timing : 10.00 a.m. to 05.30 p.m.
15	Weekly Holidays	Sunday & 2 <sup>nd</sup> , 4 <sup>th</sup> Saturday and Public Holidays.



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

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

<b>Sr. No</b>	<b>Designation</b>	<b>Powers- Financial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	Rs.500/-	---	
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 'L' Ward  
B - Administrative Powers**

<b>Sr. No</b>	<b>Designation</b>	<b>Powers –Administrative</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	<p>1)General Administration, Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; 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 &amp; 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 &amp; Collection.</p> <p>6) Preparing &amp; Submitting various reports.</p> <p>7)To attend the grievances of Public.</p>		
2	Superintendent	<p>1)General Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; 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 &amp; Powers deligated under the Act.</p> <p>4)Holding conferances of the staff for implementation of directives of the Deptt.for achivment of Target &amp; Collection.</p> <p>5)Preparing &amp; Submitting various periodical reports of Compliances , Administrative &amp; Statical information,</p> <p>6)To attend the grievances of Public.</p>		
3	Dy. Supdt.	<p>1)General Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; 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 &amp; Powers deligated under the Act.</p> <p>4) Preparing &amp; Submitting various periodical reports of Compliances , Administrative &amp; 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 &amp; 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 &amp; Co-ordination between staff &amp; Administration in ref. to the assessment &amp; Collection of Property Tax.</p> <p>2) To dispose the correspondence &amp; 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 'L' Ward  
C – Magisterial Powers**

<b>Sr. No</b>	<b>Designation</b>	<b>Powers -Magisterial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	1)To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer.  2)Public information Officer 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 'L' Ward  
D - Quasi Judicial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers- Quasi Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	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 'L' Ward  
E – Judicial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers – Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	NIL	N.A	
2	Supritendent	NIL	N.A	
3	Dy. Supdt.	NIL	N.A	
4	Head Clerk	NIL	N.A	
5	Ward Inspector	NIL	N.A	
6	Clerk	NIL	N.A	

**Section 4 (1) (b) (iii)**

**The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Assessor & Collector 'L' 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 Delevery	Yearly	AA&C('L')	
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 completion of Target	Six months	Inspector / Dy.Suptd /Suptd	
7	To levy or to delete WT/ST	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy.Supt /Supdt / AA&C	
8	Refund	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Clerks, Typist, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	
9	Attachment	Service of Warrant of Attachment & Statement of Outstanding. To seek legal Action for Non payment of Taxes in time for collection	after six months	Inspector / Surveyor/ Dy.Suptd/ Suptd/AA&C	
10	Auction	The last resort by putting the property into Auction Sale to recover the Municipal Dues.	after six months	AA&C('L'), 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 'L' 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 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.	Nil	Nil	Nil



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

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

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

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remarks if any</b>
1	CAPITAL VALUE	Govt. Notification No. BMC-1005 / 185 /CR24 /2005 /UD-32 dated 31-03-2010, the provisions of M.M.C. Act-1888 are amended to levy the Capital Value w.e.f. 01-04-2010. The Corporation also sanctioned the proposal to levy the P.Tax on C.V. w.e.f. 01-04-2010 vide Resolution No. 1091 of 27-01-2010.	C. V. implemented w.e.f. 01-04-2010

**Section 4 (1) (b) (vi)**

**Statement of Categories of documents held in the office of  
Assessor & Collector 'L' Ward**

**Assistant**

Note : Classification of record and periodicity of preservation is as proposed by this office vide letter under no. 'L'/26601/BF/OS, Dated : 08/11/2012 and subject to approval from the office of city engineer.

<b>Sr No</b>	<b>Subject</b>	<b>Type of Document/ file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation (Proposed)</b>
<b>'A' Class Record</b>					
<b>'C2' Class Record</b>					
1	FORM 1 ASSESSMENT BOOK	Binding	FORM 1	Details of Property, Owner & First Date of assessment	15 Years
2	FORM 12 INSPECTION BOOK	Binding	FORM 12	Inspection Details	15 Years
3	TWR REGISTER / PROPOSALS	Batch	TWR REGISTER	Change in R.V /C.V	15 Years
<b>'C1' Class Record</b>					
<b>'C' Class Record</b>					
4	BILL BOOK	Register	BILL BOOK	Periodical Bills	05 Years
5	COMPLAINT REGISTER	Register	COMPLAINT REGISTER	Proceeding of Hearing	05 Years
6	DAY BOOK	Register	REGISTER	Daily Collection Report	05 Years
7	DEPOSITE REGISTER	Register	DEPOSITE REGISTER	Partywise/SAC wise Deposit to be adjusted against each Year	05 Years
8	Register of Dishonour Cheque	Register	Dis-Cheque Register	Cheques dishonoured and recovery 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 Deposite to be adjusted periodwise	05 years
12	Inward Outward Register	Register	Despatch book	Details of correspondence	05 Years
<b>'D' Class Record</b>					

**Section 4 (1) (b) (vii)**

**Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of Assistant Assessor & Collector 'L' Ward**

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

1) Policy formulation – Nil

2) Policy implantation – At Ward Level

N.B. :No Separate arrangement exists at present for consultation or by representation by the members of public in relation to the formulation of Department's policy or implementation thereof.

**Section 4 (1) (b) (viii)**

**Statement of Boards, Councils, Committees or Other bodies**

<b>Sr. No.</b>	<b>Name of Appellate Authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>PIO Reporting</b>	<b>E mail id for purpose of RTI</b>
1	Shri. Prashant Sapkale	Asstt. Municipal Commissioner / 'L' Ward	RTI Act	Asstt. A&C ('L' Ward)	

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

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

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Basic Pay + GRP.</b>		<b>Gross</b>
1	Shri. Bhatkar Pandurang Hari	Asstt. A & C.	24610	4800	71565
2	Shri. Gosavi Gajanan Ramchandra	Supdt.	21180	4600	62962
3	Shri. Hable Vijay Sudam	Dy. Supdt. 1	22980	4200	65680
4	Smt. Bhanji Manisha Vishal	Dy. Supdt.2	14880	4200	46483
6	Shri. Angre Narayan Rajaram	Asstt. Supdt.	20550	4200	53043
7	Smt. Vaidya Manasi Suhas	Head Cleak	21190	4200	60974
8	Shri. Singh Dinesh Ramdeo	Ward Inspector	16800	2800	47715
9	Shri. Patil Ganesh Dinkar	Ward Inspector	20280	2800	55963
10	Shri. Patil Hindurao Baburao	Ward Inspector	19830	2800	54896
11	Shri. Desai Nitin Purushottam	Ward Inspector	18670	2800	52147
12	Shri. Neve Satish Rajaram	Ward Inspector	21300	4200	61698
13	Shri. Momin Mohiuddin Ahmed Iqbal A	Ward Inspector	17600	2800	49611
14	Shri. Tamhankar Dattaram K.	Ward Inspector	18670	2800	52147
15	Shri. Shrip Kapadi Ajit Laxman	Ward Inspector	17160	2800	48568
16	Shri. Nikam Bhimrao Damu	Ward Inspector	19600	2800	54351
17	Shri. Deshpande Mahendra V.	Ward Inspector	18040	2800	50654
18	Shri. Navarkar Chandrakant Giri	Ward Inspector	19400	2800	53877
19	Shri. Kharat Gautam Krushna	Ward Inspector	17980	2800	50512
20	Shri. Madhe Dilip Bahiru	Ward Inspector	16400	2800	47367

21	Shri. Ghodke Mangesh D.	Ward Inspector	13220	2800	39230
22	Smt. Rikibe Suvarna Shrish	Ward Inspector	14700	2800	42738
23	Shri. Kamble Nandkishor Chandu	Ward Inspector	13710	2800	40392
24	Shri. Pardhi Vinod Gopal	Ward Inspector	11330	2800	35297
25	Shri. Sonawane Anurup Anupam	Clerk	17800	4200	52740
26	Shri. Rathod Maheshkumar R.	Clerk	9430	2000	27889
27	Smt. Kate Vaishali Sudhir	Clerk	7790	2000	24002
28	Shri. Burud Vijay Damodar	Clerk	8760	2000	26301
29	Shri. Mahabale Vishal Narayan	Clerk	7390	2000	23054
30	Smt. Dhanavi Poonam Gopinath	Clerk	8930	2000	26704
31	Smt. Sanap Shital Ganesh	Clerk	8130	2000	24208
32	Smt. Chavan Anita Sanjay	Clerk	8760	2000	26301
33	Shri. Pawar Raja Pandurang	Clerk	8760	2000	26301
34	Shri. Zanjad Ravi Govind	Clerk	6990	2000	22106
35	Shri. Medhekar Rajendra R.	Peon	11730	1900	33221
36	Shri. Utekar Sudhir Maruti	Peon	11540	1900	32772
37	Shri. Tambe Rajesh Narayan	Peon	10960	1900	31393
38	Shri. Tare Abhijeet Ramakant	Peon	5950	1850	19286
39	Shri. Salve Sanjay Shivaji	Peon	5950	1850	19286
40	Smt. Choukekar Suman Mahadeo	Peon	4620	1350	14949

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

**Details of allocation of budget and disbursement made in the office of  
Assistant Assessor & Collector 'L' Ward  
for the year 2013-14.**

**Format B for previous year (2012-13)**

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

**Format B for previous year (2012-13)**

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

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

**Manner of execution of subsidy program in the office of  
Assistant Assessor & Collector 'L' 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 'L' 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 authorisations granted in the office of AA&C/'L' at Ward 'L'

Type of license/ permission/concession

Licensing Authority :

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

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

**Details of information available in electronic form in the office of**

**Assistant Assessor & Collector 'L' Ward**

<b>Sr. No.</b>	<b>Type of Documents File/ Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person In Charge</b>
1	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C('L')
2	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C('L')

\* 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 AA&C/'L' at Ward 'L'

<b>Sr. No.</b>	<b>Type of facility</b>	<b>Timing</b>	<b>Procedure</b>	<b>Location</b>	<b>Person in Charge</b>
1	Information about visiting hours	10.30am To 5.30pm	In person	Ward 'L' 2nd Floor	AA&C 'L'
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 'L' 2nd Floor	AA&C 'L'
4	information about facilities for inspection of record	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward 'L' 2nd Floor	AA&C 'L'
5	Information about facilities for inspection of work	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward 'L' 2nd Floor	AA&C 'L'
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.30am To 5.30pm	In person	Ward 'L' 2nd Floor	Displayed on 2nd floor 'L' Ward
8	Information about library	Not available			
9	Information about Inquiry window or Reception etc.	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward 'L' 2nd Floor	AA&C 'L'



**Section 4 (1) (b) (xv)**

**Particulars of facilities available for citizen for obtaining information in the office of Assistant Assessor & Collector 'L' Ward**

<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person In Charge</b>
1	Information about visiting hours	10.30am To 5.30pm	In person	Ward 'L' 2nd Floor	AA&C 'L'
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 'L' 2nd Floor	AA&C 'L'
4	Information about facilities for inspection of record	10.30am To 5.30pm	In person / on written application / on payment of schedule fees	Ward 'L' 2nd Floor	AA&C 'L'
5	Information about facilities for inspection of work	10.30am To 5.30pm	In person / on written application / on payment of schedule fees	Ward 'L' 2nd Floor	AA&C 'L'
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.30am To 5.30pm	In person	Ward 'L' 2nd Floor	Displayed on 2nd floor 'L' Ward
8	Information about library	Not Available			
1	Information about Inquiry window or Reception etc.	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward 'L' 2nd Floor	AA&C 'L'

## Section 4(1)(b)(xvi)

Details of Public Information Officers / APIOs /  
Appellate authority  
in the jurisdiction of (public authority) ----- AA&C/'L' at  
Ward 'L'

### P I O

### A

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. Bhatkar Pandurang Hari	Asstt. A&C ('L')	Head of the Department at Ward level	'L' Ward Office, 2 <sup>nd</sup> Floor, Lakshmanrao Yadav Market, S.G. Barve Marg, Kurla (W), Mumbai – 400 070		Asstt. Municipal Commissioner / 'L' WARD Ward

### A P I O

### B

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under-RTI	Address / Ph. No.
1	Shri. Gosavi Gajanan Ramchandra	Suprintendent ('L')	Incharge outdoor section at Ward level	'L' Ward Office, 2 <sup>nd</sup> Floor, Lakshmanrao Yadav Market, S.G. Barve Marg, Kurla (W), Mumbai – 400 070

### APPELLATE AUTHORITY

### C

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
1	Shri. Prashant Sapkale	Asstt. Municipal Commissioner / 'L' WARD Ward	RTI Act	Asstt. A&C ('L')	

**Section 4(1)(b)(xvii)**

**Other information**

**Nil**