



BRIHANMUMBAI MAHANAGARPALIKA

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



ADMINISTRATIVE OFFICER (ESTATE)

Address -

Office of Administrative Officer (Estate),
4th Floor, N Ward Building,
Jawahar Road, Ghatkopar
Mumbai – 400 077

Index

Sr. No.	Section 4 (1) B Sub Clauses	Name of Manual	Page No.
1		INTRODUCTION	3
2	4 (1) (b) (i)	The particulars of functions & duties of the Public Authority:-	4
3	4 (1) (b) (ii)	The Powers of officers and employees in the office of A O Estate N Ward	7
4	4 (1) (b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability in the office of N ward.	9
5	4 (1) (b) (iv)	Norms set for discharges of its functions in the office of N ward	12
6	4 (1) (b) (v)	The rules/regulation related with the functions of N ward	19
7	4 (1) (b) (vi)	Statement of categories of documents held in the office of N Ward at Ghatkopar	20
8	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	21
9	4 (1) (b) (viii)	Statement of Boards, Councils, Committees of other bodies N ward.	22
10	4 (1) (b) (ix)	Statement of Boards, Councils, Committees of other bodies N ward.	22
11	4 (1) (b) (x)	Directory of the officers and employees AO Estate of N Ward	23
12	4 (1) (b) (xi)	Details of remuneration of officers and employees in the office of AO Estate N ward	24
13	4 (1) (b) (xii)	Details of allocation of budget and disbursement made in the office of N Ward for the year 2014-2015	25
14	4 (1) (b) (xiii)	Details of beneficiaries of subsidy program in the office of N Wara at Ghatkopar for the year 2014-2015	26

15	4 (1) (b) (xiv)	Particulars of recipients of concessions, permits or authorizations granted in the office of N ward at Ghatkopar for the year 2014 -2015	26
16	4 (1) (b) (xv)	Details of information available in electronic form in the office of N Ward.	27
17	4 (1) (b) (xvi)	Particulars of facilities available for citizen for obtaining information in the office of N ward	28
18	4 (1) (b) (xvii)	Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority)	29
19		Appellate authority	

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 N 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 N ward are maintained and protected by (A.O. Estates) E.S. 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)
N Ward

Section 4 (1) (b) (i)

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

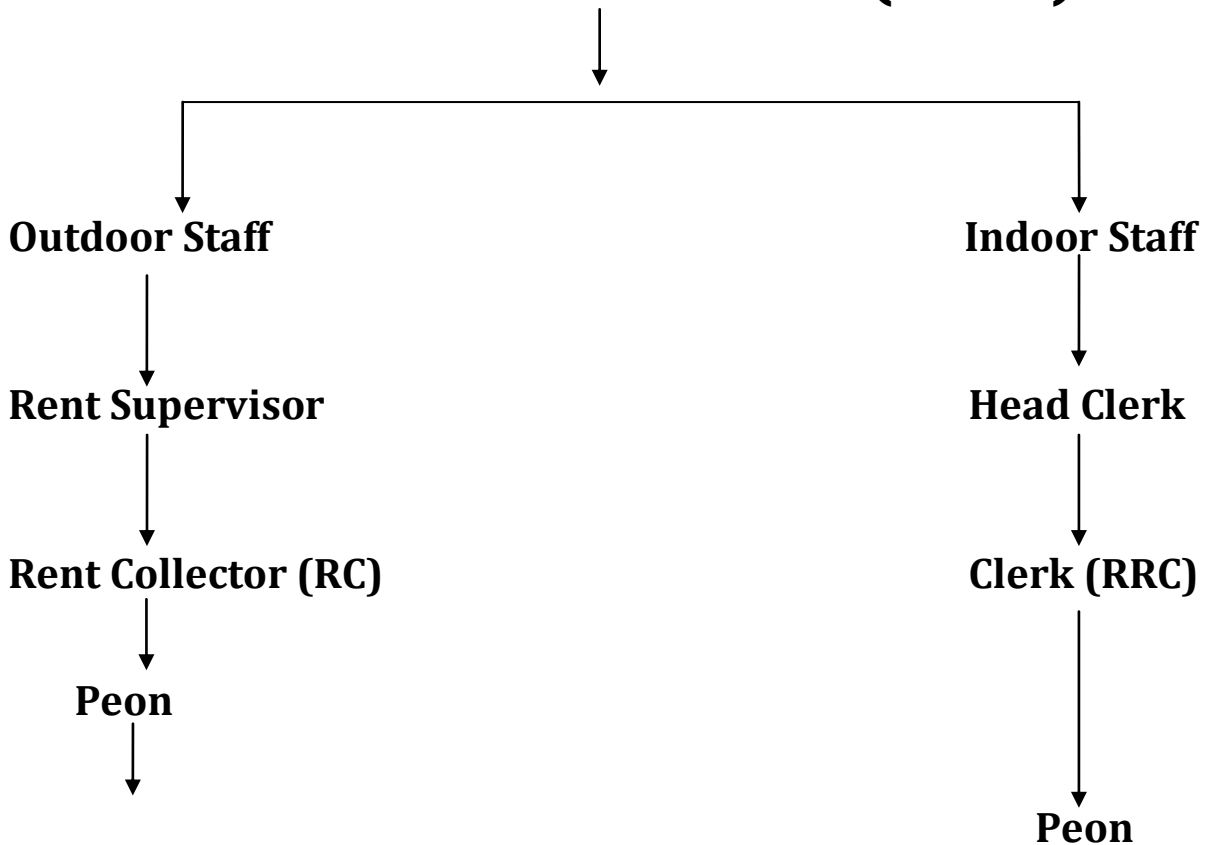
1	Name of the Section	Office of Administrative Officer (Estates)
2	Address	4 th Floor ,N Ward building Jawahar Road, Ghatkopar Mumbai 400077
3	Head of the Office	Administrative Officer (Estates)
4	Parent Govt. Dept.	Asst. Commissioner (Estates)
5	Office Timings	Monday to Saturday 9.00 a.m. to 5.30 p.m. 2 nd & 4 th Saturdays Holiday Visiting Hours - (Monday – Friday) 09.00 a.m. to 04.00 pm
6	Reporting to which office	Asst. Commissioner (Estates)
7	Contact Details	Telephone no : 25010161 Extn : 407 Email AO Estate - ao01est.n@mcgm.gov.in
8		Rent collection is done in Citizen Facility center in Morning 8.00am to 8.00 pm
9	Jurisdiction	N ward is bounded by the Thane creek on the East, 'K/E' Boundary - Airport Mithi River on West ,Vikhroli Park site Road No.17, 'S'-Ward Boundary on North and 'L' Ward & 'M/W' Ward Boundary - M.G.Road (East). on South side
10	Vision-	To Rehabilitate Municipal tenants and provide them prompt
	mission	services regarding tenancies.
11	Objectives	Real Estate SAP Module give quick services to Tenants to pay their rent
12	Functions	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. N Ward 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.
13	Details of Services provided (In Brief)	1. Rent Collection from tenant 2. Transfer of Tenancies 3. Allotment of Rehab bldg
14	Physical Assets- (Statement of lands & buildings and other assets)	List attached
15	Organisations's structural Chart (Orogonogram) at each level	As per separate sheet attached

16	Give linkage of jurisdiction & Address, Tel No. s & Office Timings	Telephone no : 25010161 Extn : 407 Email : ao01est.n@mcgm.gov.in Monday to Saturday 9.00 a.m. to 5.30 p.m. 2 nd & 4 th Saturdays Holiday Visiting Hours - (Tuesday,Thursday,Saturda) 09.00 a.m. to 04.00 pm
17	Weekly Holidays	Sunday and Public Holidays.

BRIHANMUMBAI MAHANAGARPALIKA
Administrative Officer, (Estates) N Ward

Department – Estates				
Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Administrative Officer	1	1	-
2	Rent Supervisor	2	-	2
3	Rent Collector	6	4	2
4	Head Clerk	1	1	-
5	Real Estate Consultant (Working Arrangement)	-	1	-
6	Clerk	6	2	4
7	Peon	2	2	-
9		18+1	11	8

Administrative Officer (Estate)



Section 4(1) (b) (ii)

The Powers of officers and employees in the office of A O Estate N Ward

A

Sr. No.	Designation	Powers-Financial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Rs. 400/-		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
1	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
1	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
1	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) N 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

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 unauthorised 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

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 4(1) (b) (iii)

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

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

Related Provisions – **Circular No .**

Name of the Act/Acts – Nil ()

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 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	1 day 1 day 2 day 1 day 7 day 7 day 4 day 2 day 4 day 4 day 2 day 7 day 2 day 2 day 7 day 2 day 3 day	a. Ward Head Clerk dispatch b. Rent Supervisor(RS) c. Rent Collector(RC) / RS d. Rent Recovery Clerk(RRC) e. RC f. Account Officer A.C.(Estates) g. H.C.(Dispatch) h. RC/RS i. RRC j. RC/RS/A.O. k. Dy.C.A.(Rev. III) l. DMC (Z-VI) m. H.C. Dispatch n. RRC o. RC p. RC q. HC(Estates)	

Name of activity – **Recovery of Rent**

Related Provisions – **Circular No .**

Name of the Act/Acts – Nil

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
2	Recovery of Rent	<ol style="list-style-type: none"> 1. Preparation by Clerk 2. Calculation of Rent 3. Rent Recovery 	15 minutes (All)	<ol style="list-style-type: none"> 1. RC 2. RRC 3. CFC 	

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

Related Provisions – **Circular No . (**

Name of the Act/Acts – Nil ()

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
3	Action under Sec.105(b)	<ol style="list-style-type: none"> 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 day 3 day 3 day 1 day 3 day -	<ol style="list-style-type: none"> 1. RC/RS 2. RC/RS/A.O. 3. RC/RS/RRC 4. Enquiry Officer 5. RC 6. Enquiry Officer 	

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

Related Provisions – Circular No . Nil

Name of the Act/Acts – Nil ()

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
<u>4</u>	Detection of unauthorized work	<ol style="list-style-type: none"> 1. Site Inspection 2. Issue of Notice 3. Process of Demolition 	2 day 3 day -	<ol style="list-style-type: none"> 1. RC/RS 2. RC 3. RC/RS/AO/A. E. (B.F.) & Staff 	

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

Related Provisions – **Circular No . (**

Name of the Act/Acts – Nil ()

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
5	Recovery of Arrears of Rent	<ol style="list-style-type: none"> 1. Site Inspection 2. Issue of notice 105 (b) 3. Preparation & verification of presentation form 4. Submitted for Enquiry 	1 day 3 day 3 day 1 day	<ol style="list-style-type: none"> 1. RC/RS 2. RC 3. RC/RS/HC(Estate) 4. Enquiry Officer 	

Name of activity – **Attornment**

Related Provisions – **Circular No .**

(Name of the Act/Acts – Nil)

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
6	Attornment	<ol style="list-style-type: none">1. Application received in dispatch section2. Requirement of documents3. Site Inspection4. Scrutiny & proposal5. Submission for sanction6. Proposal received in dispatch7. Calculation of dues if any8. Recovery of dues9. C.O.&C.V. Reports10. Posting of C.O. & C.V. Report11. Audit Report12. Registration of Tenancy Agreement	<ol style="list-style-type: none">1 day7 days1 day3 day7 day2 day2 day2 day2 day2 day2 day2 day7 day	<ol style="list-style-type: none">1. HC Dispatch2. RC/RS3. RC/RS4. RC./RS5. AC/DMC (Zone)6. HC(Dispatch7. HC(Estates)8. RC9. RC10. HC Estates11. Account Officer12. AC(Estates)	

Section 4(1) (b) (iv)

Norms means Day set for discharges of its functions in the office of N ward

Organizational Targets (Annual) – Nil

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

Section (1) (b) (v)

The rules/regulation related with the functions of N 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	MMC Act 105 (B)	
3.	Enquiry under 105(b) for unauthorized work	MMC Act is available on portal www.portal.mcgm.gov.in	
4.	Enquiry under 105(b) for unauthorized occupation		

Section 4 (1) (a) (vi)

Statement of categories of documents held in the office of N ward at Ghatkopar

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	A or B C1 C2	Court case Register	Details of record of Court cases & case date etc.	10 years
3	R.T.I.		R.T.I. Register	Details of RTI application subject & report submitted	5 Years
4	MCL		MCL Register	Detail information of letters/Complaints received for MC & action taken thereon.	5 Years
5	Deposit		Adopt Deposit Register	Details of the deposit amount recovered from the Tenants against Transfer cases.	5 Years
6	Property		Property Register	Details of Name of the properties Date of acquired properties.	Permanent record
7	Audit notes		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		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

Section 4(1) (b) (viii)

Statement of Boards, Councils, Committees of other bodies N 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) (IX)

Directory of the officers and employees AO Estate of N Ward

Sr. No.	Designation	Name of the officers/ employees	Cadre	Dt of Joining the post	Date of Joining in N ward	Contact Details Ph/Fax/ E-mail
1	AO Estate	Ramesh N. Madke	B	20.09.2014	10.01. 2015	
2	Rent Supervisor	Vacant	C	-	-	
3	Rent Supervisor	Vacant	C	-		
4	Head Clerk	Vidya S.Gurjar	C	10.6.2002	10.06.2009	
5	Rent collector	Baban P. Hulavle	C	10.03.2010	10.03.2010	
6	Rent collector	Hemant K.Rane	C	28.09.0998	19.03.2010	
7	Rent collector	Mohmad F Shaikh	C	01.07.2005	15.07.2010	
468	Rent collector	Supriya S. Mirashi	C	01.07.2010	01.07.2010	
9	Rent Collector	Vacant	C			
10	Rent Collector	Vacant	C			
11	Re Consultant	Vinaya Naik	C	28.01.2013	30.01.2013	
12	Clerk	Bharati C.Farande	C	21.10.1988	10.04.1997	
13	Clerk	Divya D.Chavhan	C	01.08.2009	April2012	
14	Clerk	Vacant	C			
15	Clerk	Vacant	C			
16	Clerk	Vacant	C			
17	Clerk	Vacant	C			
18	Peon	Tulshiram Bhoir	D	03.10.1994	10.10.2010	
19	Peon	Popat Talapade	D	01.04.1993	2010	

Section 4(1) (b) (X)

Details of remuneration of officers and employees in the office of AO Estate N ward

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	CA	Special Allow. Trans Allows. Project Allows.	Total
1	Ramesh N. Madke	AO Estate	16260+4600	22320	6258			49438
2	Vacant	Rent Supervisor						
3	Vacant	Rent Supervisor						
4	Vidya S.Gurjar	Head Clerk	20330+4200	26247	7359			53936
5	Baban P. Hulavle	Rent collector	14450+2000	17602	4935	463		39450
6	Hemant K.Rane	Rent collector	18360+2000	21785	6108	463		48716
7	Mohmad F Shaikh	Rent collector	12590+2000	15611	4377	463		35041
8	Supriya S. Mirashi	Rent collector	13180+2000	16243	4554	463		36440
9	Vacant	Rent collector						
10	Vacant	Rent collector						
11	Vinaya Naik	Re Consultant	7830+2000	10518	2949			23297
12	Bharti C.Farande	Clerk	16810+2400	20555	5763			43128
13	Divya D.Chavhan	Clerk	7020+2000	9651	2706			21377
14		Clerk						
15		Clerk						
16		Clerk						
17		Clerk						
18	Tulshiram Bhoir	Peon	11410+1900	14242	3993			31545
19	Popat Talapade	Peon	11350+1900	14178	3975			31403

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of N ward at Ghatkopar 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 N ward at Ghatkopar for the year 2014-2015

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 N ward Ghatkopar for the year 2014-2015

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)(xiv)

Details of information available in electronic form in the office NWard.

Sr. No.	Type of Document File/ Register	Sub Topic	In which electronic format it is kept	Person in charge
	Nil		1	
			2	

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of

N 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	1. Payment or rent 2. Enquiry of transfer / attornment cases	9am to 1.30 pm	Give Challan to tenants Collection done in CFC. To provide status about their transfer proposals and other quarries.	AO Estate office	Concern Rent Collector
2	Information about interactive website	www.portal.mcgm.gov.in			
3	Facilitation center	8 to 8	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.	-			

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	Shri. Ramesh N Madke	AO Estate	Estate Department , N ward	Office of the Asst. Commissioner N ward, Ghatkopar Mumbai 77 Ph No. 25010161 ext 408	-	Asst. Commissioner N ward

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No
1				

Appellate authority

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	Address/ Ph. No	Email ID for purpose of RTI
1	Shri. Ajitkumar Aambi	Asst. Commissioner N ward	N ward	Office of the Asst. Commissioner N ward, Ghatkopar Mumbai 77 Ph No. 25010161 Ext 200	

Section 4(1) (b) (xvii)

Rent collector visiting on site

Others

Audit Records

- | | | |
|----------------|---|--------------------|
| a) MCA Audit | – | Spot Audit |
| | | Audit Note |
| b) Tahvo Audit | – | Spot Audit |
| c) State Audit | – | Audit Note |
| d) CAG Audit | – | Central Government |