

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

Assistant Assessor & Collector,

P/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

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.

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 P/North Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	Grd Floor, Trimurti Apt, Trimurti Road, Malad – West, Mumbai – 400064
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	P/North ward is bounded by the Arabian Sea on the East, central railway on West, Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad 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 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 : 28823928 Email : aac.wardpn@gmail.com 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 P/North Ward**

A – Financial Powers

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	Rs.7000/-	---	
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 P/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 discharge the Duties & Power delegated by Mun. Commissioner under the Act.</p> <p>4) To Dispose off Complaints, To Sanction the proposal for Revision, Modification. Cancellation of Capital Value .</p> <p>5) Holding conferences of the staff for implementation of directives of the Deptt. for achievement 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 discharge the Duties & Powers delegated under the Act.</p> <p>4) Holding conferences of the staff for implementation of directives of the Deptt. for achievement of Target & Collection.</p> <p>5) Preparing & Submitting various periodical reports of Compliances, Administrative & Statical information,</p> <p>6) To attend the grievances of Public.</p>		
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.</p>		

		<p>Commissioner/ Prabhag Committee.</p> <p>3) To discharge the Duties & Powers delegated under the Act.</p> <p>4) Preparing & Submitting various periodical reports of Compliances, Administrative & Statically information.</p> <p>5) Authorization of Cheques in C.V. For Part Payment</p> <p>6) To attend the grievances of Public.</p>		
4	Head Clerk	<p>1) To prepare various type of proposal as per MMC Act i.e 525, 167, 219(2), 517(1D) 144 & 143(1A) etc.</p> <p>2) Overall supervision & Co-ordination between staff & Administration in ref. to the assessment & Collection of Property Tax.</p> <p>3) To dispose the correspondence & information required under RTI.</p> <p>4) To prepare statically reports required for monthly conference.</p>		

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector P/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 & to submit report to H.O. to remitt Govt. taxes to the Govt. Exchequer. 2)Public information Officer related to references of RTI 2005 of Ward Office		
2	Superintendent	To See the Govt. Taxes are levied & recovered under the provision of Act		
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 P/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 P/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 P/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,	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 Delivery	Yearly	AA&C(P/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 TWR Proposals/	To scrutinize 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 scrutinize and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy.Supt /Supdt / AA&C	
8	Refund	To scrutinize and to sanction the Proposals in Capital Value	Office Hours	Clerks, 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	Clerks, Head Clerk, Inspector / 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), Liaison 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 P/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 Amendmends in C.V. to levy and to collect the property tax and to initiate 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 Amendments in C.V. to levy and to collect the property tax. To authorize 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 Amendments in C.V. to levy and to collect the property tax. To authorize 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 authenticate all the entries in the Assessment Books every year. To implement 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 respect 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 P/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 P/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 Dishonor 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
13	CFC Sheets	Sheets	Daily Collection Statement	Details of Daily collection	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 P/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 P/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 P/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 P/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 P/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 P/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(P/N)
2	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C(P/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 P/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 P/North Grd Floor	AA&C P/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 P/North Grd Floor	AA&C P/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 P/North Grd Floor	AA&C P/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 P/North Grd Floor	AA&C P/North
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.30am To 5.30pm	In person	Ward P/North Grd Floor	Displayed on Grd floor P/N Ward
8	Information about liabrary	Not Available			
1. 9	Information about Inquiry window or Reception etc.	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward P/North Grd Floor	AA&C P/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 P/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. Sanjay N Maske	Asstt. A&C (P/North)	Head of the Department at Ward level	Grd Floor, Trimurti Apt, Trimurti Road, Opp. Dayanand High school, Malad-West Mumbai- 400 064 Direct Line Phone No.022-28823928 Ph.No.9004445132		Asstt. Municipal Commissioner / P/North Ward

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

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	Shri. Bharat Janu Mandavkar	Suprintendent (P/North)	Incharge outdoor section at Ward level	Grd Floor, Trimurti Apt, Trimurti Road, Opp. Dayanand High school, Malad- West Mumbai- 400 064 Direct Line Phone No.022-28823928

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 P/North Ward

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

Sr. No.	Name	Designation	Ca dre	Date of join- ing the post	Phone	Fax	Address
1	Shri	SANJAY N MASKE			9004445132		Grd Floor, Trimurti Apt, Trimurti Road, Opp. Dayanand High school, Malad- West Mumbai- 400 064
2	Shri	BHARAT JANU MANDAVKAR		14.03.1986	--		--
3	Shri	GANESH D KENI		31.12.1999	--		--
4	Shri.	SUNIL KESHAV SAWANT		08-04-1981	--		--
5	Smt.	NANDA BHARAT CHOUDHARI		21-02-1987	--		--
6	Smt	KARUNA JAYWANT SHIRODKAR		28.07.1981	--		--
7	Shri.	SATISH .S. PATANKAR		24.10.1986	--		--

8	Shri.	YASHWANT G. KAMBLE	Ward Inspector		22.02.1988	--		--
9	Smt.	PUSHPA .G. SANGLE	Ward Inspector		03.01.2000	--		--
10	Shri.	VICTOR. A. FERNANDES	Ward Inspector		23.02.1981	--		--
11	Smt.	PRADNYA .P. LADI	Ward Inspector		22.05.1992	--		--
12	Shri.	PRAKASH V. CHOUDHARI	Ward Inspector		02.01.1985	--		--
13	Shri.	JITENDRA .K. RANE	Ward Inspector		01.01.1991	--		--
14	Shri.	BAPU .R. SABLE	Ward Inspector		12.04.1993	--		--

15	Smt.	SANJAY .R. DANDEKAR	Ward Inspector	26.04.1986	--		--
16	Shri.	ASHOK .S. YESWARE	Ward Inspector	22.05.1990	--		--
17	Smt.	PRASHANT. D. KOMBE	Ward Inspector	05.01.1990	--		--
18	Shri.	VIJAY .F. SALUNKE	Ward Inspector	10.12.1991	--		--
19	Smt.	SWATI .D. PARAB	Ward Inspector	01.04.2005	--		--
20	Shri.	SURESH. N.JADHAV	Ward Inspector	01.02.1994	--		--
21	Shri.	VISHAL PRABHAKAR PAWAR	Clerk	06.06.2009	--		--

22	Shri.	ROHIT SHANTARAM DHOLE	Clerk		22.06.2006	--		--
23	Smt.	CHITRA VIKAS ATHAVALE	Clerk		01.08.1988	--		--
24	Smt	MADHAVI M BHIDE	Clerk		20.04.1981	--		--
25	Smt.	SIMRAN SANDEEP BANDIVDEKAR	Clerk		01-04-2005	--		--
26	Shri.	SOMNATH NARAYAN SWAMI	Clerk		26.04.2012	--		--
27	Shri	SHASHIKANT P NAKATE	Peon		05-04-1986	--		--
28	Smt.	SANJAY L. GAWDE	Peon		03.09.1995	--		--

29	Smt.	PRAKASH B. KAMBLE	Peon	01.09.1986	--		--
30	Smt.	YESHWANT V. TAMBE	Peon		--		--
31	Smt.	RAJASHREE NAGVEKAR	Peon	29.12.1997	--		--
32	Smt.	APARNA A. MANE	Peon	05.07.1999	--		--
33		MEERA R. BORADE	Peon	01.06.2009	--		--

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

Sr. No	Name	Designation / Cadre	Basic Pay	GRP	DA	HRA	Sp. Allowance , Transport allowance Etc.	Total	Under which regulation
1	Shri. Adesh Vithal Bhangle	Asstt. A & C.							
2	Shri. Sakharam Nana Patil	Supdt.	THIS RECORD MAINTAIN BY ESTABLISHMENT DEPARTMENT. SO PLEASE CONTACT DY. A & C (W.S) ESTABLISHMENT						
3	Shri. Jayesh Jagjivan Savajiyani	Dy. Supdt.							
4	Shri. Vijay Ganpat Shinde	Dy. Supdt.							
5	Shri. Sanap Sanjay Nakuji	Dy. Supdt.							
6	Shri. Vijay Mahadev Latake	Asstt. Supdt.							
7	Smt. Snehal Subhash Satam	Head Cleak							
8	Shri. Shankar Bhikaji Parab	Ward Inspector							
9	Smt. Rashmi Sunil Barve	Ward Inspector							
10	Shri. Anil Devram Bhangle	Ward Inspector							
11	Smt. Bhagyashree Sandip Karkhanis	Ward Inspector							
12	Shri. Sudhir Shantram Gurav	Ward Inspector							
13	Smt. Vidya Avinash Rangnekar	Ward Inspector							
14	Shri. Samir Vitthal Munj.	Ward Inspector							
15	Smt. Sheela Ajit Mahadik	Ward Inspector							
16	Shri. Shivaji Baba Deshmukh	Ward Inspector							

17	Shri.	Amar mansingh Sakunde	Ward Inspector
18	Shri.	Yashwant Baburao Sakore	Ward Inspector
19	Shri.	Pramod Pandurang Yewle	Ward Inspector
20	Smt.	Jagruti Jayawant Gangan	Ward Inspector
21	Shri.	Yayati Dattatray Gholatkar	Ward Inspector
22	Shri.	Shashank Chandrakant Gavand	Ward Inspector
23	Shri.	Ramkrishna Barku Gade	Ward Inspector
24	Shri.	Vivek Ganpat Sawant	Ward Inspector
25	Shri.	Dilip Pandurang Gurav	Ward Inspector
26	Shri.	Mangesh Dinkar Shiralkar	Ward Inspector
27	Smt.	Vaijayanti Ravindra Chalke	Ward Inspector
28	Smt.	Sangeeta Shantaram Bhambhale	Clerk
29	Smt.	Kavita Abhimanu Bhabal	Clerk
30	Smt.	Savita Vinayak Joshi	Clerk
31	Shri.	Dinesh Ramdas Madavi	Clerk
32	Smt.	Prashant R Nagpure	Clerk
33	Smt.	Ruta Ravindra Varekar	Clerk
34	Smt.	Niketa Rajan Patil	Clerk
35	Smt.	Smita Dipak Sathe	Clerk
36	Smt.	Siddhi Ashok Lad	Clerk
37	Smt.	Anagha Balakrishna Suvare	Clerk
38	Smt.	Prarabhdha Pradeep Manjrekar	Clerk
39	Shri.	Sanjay Ganpat Kelji	Clerk
40	Shri.	Milind Bhaguram Pawar	Clerk
41	Shri.	Vijay Jayram Dhangar	Clerk
42	Shri.	Tanaji Vekatrao Naik	CRC
43	Shri.	Laxman Shivaji Thakre	CRC
44	Shri.	Shashikant Ramnath Yadav	CRC
45	Shri.	Mohan Rajabhai Chavan	Peon

46	Shri.	Sandhaya Arun Mane	Peon
47	Shri.	Prashant Pundalik Shardul	Peon
48	Smt.	Paoravi Ravindra Pawar	Peon
49	Shri.	Kishan Bhudha Rongate	Peon
50	Shri.	Balasaheb Maruti Shingale	Peon
51	Shri.	Ravindra Laxman Jadhav	Peon
52	Smt.	Asmita Vijay Koyande	Peon
53		Vacant	Peon

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of AA&C/PN at Ward P/N

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
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	NIL	NIL	NIL	NIL	NIL	NIL
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Section 4(1)(b)(xiv)

Details of information available in electronic form in respect of AA&C/P-North at Ward P/N

Sr. No.	Type of Document 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(P/N)
2	Mcgm.anc@gmail.com		Email ID	AA&C(P/N)

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of AA&C/PN at Ward P/N

Sr. No.	Type of facility	Timing	Procedure	Location	Person in Charge
1	Information about visiting hours	10.30am To 5.30pm	In person	WardP/North Grd Floor	AA&C P/North
2	Information about interactive web-site	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	WardP/North Grd Floor	AA&C P/North
4	information about facilities for inspection of record	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	WardP/North Grd Floor	AA&C P/North
5	Information about facilities for inspection of work	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	WardP/North Grd Floor	AA&C P/North
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.30am To 5.30pm	In person	WardP/North Grd Floor	Displayed on Grd floor P/N Ward
8	Information about liabrary	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	WardP/North Grd Floor	Displayed on Grd floor P/N Ward

Section 4(1)(b)(xvi)

Details of Public Information Officers / APIOs / Appellate authority

in the jurisdiction of (public authority) ----- **AA&C/FS at Ward F/S**

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 Sanjay N Maske	Asstt. A&C (PN)	Head of the Department at Ward level	Grd Floor, Trimurti Apt, Trimurti Road, Opp. Dayanand High school, Malad- West Mumbai- 400 064 Direct Line Phone No.022-28823928 Ph.No.9004445132		Asstt. Municipal Commissioner / P- North Ward

A P I O **B**

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under-RTI	Address / Ph. No.
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1	Shri. Bharat Janu Mandavkar	Suprintendent (P/North)	Incharge outdoor section at Ward level	Grd Floor, Trimurti Apt, Trimurti Road, Opp. Dayanand High school, Malad- West Mumbai- 400 064 Direct Line Phone No.022-28823928 Ph.No.9004445132
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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. Devendrakumar Jain	Asstt. Municipal Commissioner / P-North Ward	RTI Act	Asstt. A&C (P/North)	