



BRIHANMUMBAI MAHANAGARPALIKA

Manuals as per provision under Section-4(1)(b) of
Central Right to Information ACT-2005 of

P-SOUTH WARD

ASSESSMENT DEPARTMENT

Address:-

**OFFICE OF THE ASSISTANT ASSESSOR AND
COLLECTOR P-SOUTH WARD OFFICE,**

**Room No.28, P-South Ward Office, 3rd Floor,
S.V.Road, Goregaon (W), Mumbai-400104.**

2016-2017

PREAMBLE

The right to information simplicity 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 recipient so 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 is from time to time under Section 4(1) b Sub clauses i to xvii(17Manuals).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/South Ward is here by 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 & record 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 up dated 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/South Ward whose office is situated at P-South Ward Office, RoomNo.28, 3rd floor, S.V. Road, Goregaon(W), Mumbai-400 104. The procedure and fees structure for getting information is as per the provisions of RTI Act-2005.

Information updated on 19-07-2017.

**Assistant Assessor & Collector,
P-South 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. Superintendents, Ward Inspectors, Head Clerks, Clerks etc. are working under his control. The administrative Wing of the Ward is divided in to 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 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 in general.

The Assessing authority maintains the list of buildings containing taxable premises which includes the Rateable 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, Summary or pasting etc. or call upon the Owner of the premises. The assessing authority may impose 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 occupation all 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 there of is recorded in the Books and subsequently rectifies, correct, modify or amend the Bills accordingly.

The property tax has been charge done 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 Property Tax based on Capital value with effect from 01-04-2010 vide Resolution No.1091 of 27-01-2010.

The Capital Value System came into force with effect from 01-04-2010 and will be revised after every 5 years. The calculation in C.V. Tax System is done by the formula-

$$\text{Yearly Tax} = \text{Rate of Tax} \times \text{Area} \times \text{Market Value as per Stamp Duty Ready Recknor} \times \text{User Factor} \times \text{Building Factor} \times \text{Age Factor}$$

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% There is no increase in the Taxes for residential area less than 500 sq. feet in the initial 5years
i.e. 01-04-2010. There after 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 building or parts thereof flooring 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 buildings 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 there of 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.

Property Tax

- 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 office all year under Section-167 of the Act.

xiii) Collection of Property Taxes :

- i) To serve the Property Tax Bill under Section- 200 of the Act.
- ii) To Levy 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/South Ward

1	Name of the Public Authority	Asst. Assessor & Collector, Assessment Department.
2	Address	MCGM P-South Ward Office , C.T.S No. 746, Village Pahadi, Swami Vivekanand Marg, Goregaon (west) Mumbai 400 104.
3	Head of the Office	Asst. Assessor & Collector P-South Ward
4	Parent Government Department	Assessor & Collector, Head Office
5	Reporting to which office	Deputy Assessor & Collector (W.Subs).
6	Jurisdiction-Geographical	East –Filmcity Road & Arey colony, West- Creek South-Oshiwara River, North- Chincholi Bunder road
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 the 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 Tax and MTOB Bills 2) Issuing Inspection Extract 3) Issuing N.O.C. for O.C., P-Form after clearance of outstanding dues 4) Issuing Category Certificate in respect of Ceased Property.
12	Organization's structural Chart	As per separate sheet attached at page No.31
13	Tel. Nos. & Office Timings	Telephone No : 28720051 Email : aac.wardps@gmail.com Office timing : 10.30a.m. to 05.30p.m.
14	Weekly Holidays	Sunday & 2 nd , 4 th Saturday and Public Holidays.

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office
of Assistant Assessor & Collector P-South Ward
A– Financial Powers**

Sr. No	Designation	Powers-Financial	Under which Legislation/ Rules /Orders/ GRs	Remarks
1	Assistant Assessor & Collector	Rs.5000/-	---	
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-South 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 dept.</p> <p>2) To attend the meetings with Higher Authorities/D.M.C./A.&C./Asst.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 or implementation of directives of the Dept. for achievement of Target &Collection.</p> <p>6) Preparing & submitting various reports.</p> <p>7) To attend the grievances of Public.</p>	<p>1. General Administration, Supervision & control over the function of Ward in relation to the working of the Assessment of Properties & Collection of Property Taxes & Government Taxes.</p> <p>2. To discharge the duties and powers delegated to Asst. Assessor& Collector by the Municipal Commissioner under the Acting the context of the Assessment of the Properties Collection of Property Taxes and Government Taxes Date of Effect: From 01.04.2010 onwards.</p> <p>Sections of MMC Act 1888 :</p> <p>143(1)(a), 144(B)(C)(E), 144(D),149, 155(1)&(3), 162(1),162(2),163, 164,165,166,167, 167(1),169,174,176, 177,179, 195G,203,206(1)(2),208, 219(2),517(1)(d),525(1)</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./A. & C. Asst. Mun. Commissioner/ Prabhag Committee.</p> <p>3) To discharge the Duties & Powers delegated under the Act.</p> <p>4) Holding conferences of the staff or implementation of directives of the Dept. for achievement of Target & Collection.</p> <p>5) Preparing & Submitting various periodical reports of Compliances, Administrative & Statistical information,</p> <p>6) To attend the grievances of Public.</p>	N.A.	
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. / Asst. Mun. 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 & Statistical information.</p> <p>5) Authorisation of Cheques in C.V. For Part Payment</p> <p>6) To attend the grievances of Public.</p>	N.A.	

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector P/South Ward
C–Magisterial Powers**

Sr. No	Designation	Powers-Magisterial	Under which Legislation/ Rules /Orders/ GRs	Remarks
1	Assistant Assessor & Collector	<p>1) To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer.</p> <p>2) Public information Officer related to references of RTI-2005 of Ward Office</p>	N.A.	
2	Superintendent	To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer.	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-South 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).	M.M.C.ACT	
2	Superintendent	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-South Ward
E–Judicial Powers**

Sr. No.	Designation	Powers-Judicial	Under which Legislation/ Rules /Orders/ GRs	Remarks
1	Assistant Assessor & Collector	NIL	N.A.	
2	Superintendent	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-South Ward

NAME OF ACTIVITY - Assessment and Collection of Property Tax Related Provisions

- Chapter VIII

Name of the Acts/Acts` - M.M.C. Act 1888
 Rules]
 Govt. Resolutions] INFORMATION AVAILABLE ON M.C.G.M.'S OFFICIAL PORTAL
 Circulars] [www//http/portal/mcgm.gov.in](http://portal/mcgm.gov.in)
 Office Orders] Refer 'Department Manual' of Assessment and collection under Heading 'About Us' and also under 'Citizen'

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	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.	Yearly	A.A.&C.(P/South)	
2	Inspection	Site Visit, To measure, To enquire, To serve the bills, Notices, Summons etc.	Sunrise to Sunset	Inspector/ Surveyor/Dy.Supt./ Supt./A.A.& C.	
3	Assessment Proposals/TWR	To scrutinize and to sanction the Proposals in Capital Value.	Office Hours	Inspector/Dy. Supt. /Supt./A.A.&C.	
4	Bills/Spl. Notice	To Serve the bills & Special 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. / Supt./A.A.&C.	
6	Recovery	Follow up, For Collection and completion of Target.	Six Months	Inspector/ Dy.Supt. /Supt.	

7	To levy or to delete WT/ST	To scrutinize and to sanction the proposals in Capital Value.	Office Hours	Inspector/Dy.Suptd./Supdt./A.A.&C.	
8	Refund	To scrutinize and to sanction the proposals in Capital Value.	Office Hours	Clerks, Typist, Head Clerk, Inspector, Dy.Suptd., Supdt., A.A. & C.	
9	Attachment	Service of Warrant of Attachment & Statement of Outstanding. To seek legal Action for Non-payment of Taxes in time for	After Six Months	Inspector/ Surveyor/Dy.Suptd/ Suptd/A.A.&C.	
10	Auction	The last resort by putting the property into Auction Sale to recover the Municipal Dues.	After Six Months	A.A. & C.(P/South), Liaison Officer	
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, Head Clerk, Inspector, Dy.Suptd., Supdt, A.A.&C.	

Section4 (1) (b)(iv)

**Norms set for discharge of its functions in the office of
Assistant Assessor & Collector P-South 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 Amendment 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 give from time to time
2.	DY.SUPDT.	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendment in C.V. to levy and to collect the property tax. To authorise the payment made by taxpayer	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 Amendment in C.V. to levy and to collect the property tax. To authorise the payment made by taxpayer Overall supervision, co-ordination among staff To monitor the Section wise collection to achieve 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	Nil	Nil	To accomplish the target of collection given from time to time
5.	HEAD CLERK	Over all supervision on regular office work and co-ordination among staff.	Nil	Nil	Nil

Section4 (1) (b)(v)

**The rules / regulation related with the functions of
Assistant Assessor & Collector P/South Ward**

Note: Please refer 'Department Manual' of Assessment and Collection 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-32dated 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 based on Capital Value of property w.e.f.01-04-2010 vide ResolutionNo.1091of 27-01-2010.	C. V. implemented w.e.f. 01-04-2010 www//http/portal.mcgm.gov.in and website http://wdc.mcgm.gov.in

Section 4 (1) (b)(vi)

Statement of Categories of documents held in the office of Assistant Assessor & Collector, P-South Ward

Note : Classification of records and periodicity of preservation is as under

Sr. No.	Subject	Type of Document / File or Register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
'A' Class Record					
NIL					
'C2' Class Record					
1	FORM1 ASSESSMENT BOOK	Register	FORM1	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					
NIL					
'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	Deposit Register	Register	Deposit Register	Party wise/ SAC wise Deposit to be adjusted against each Year	05 Years
8	Register of Dishonoured Cheque	Register	Dis-Cheque Register	Details of 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 Deposit to be adjusted period wise	05 years
12	Inward Outward	Register	Dispatch book	Details of correspondence	05 Years

Section4 (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/South Ward

Sr. No.	Consultationfor	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.

Section4 (1) (b)(viii)

Statement of Boards, Councils, Committees or Other bodies

Sr. No.	Name of the Committee Board /Council /Other Bodies	Composition of the 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)(ix) Directory of Officers & Employees

Sr. No.	Name of the Employee	Designation	Date of Joining the post	Phone No.
1	Smt. Tanuja S.Potdar	A.A.&C.(P/S)	24-02-2015	28720051
2	Shri.Sanjay H. Parve	Supdt.(P/S)	16-06-2013	28720051
3	Shri.Jayesh J. Savjiyani	Dy.Supdt. (P/S)	16-06-2013	28720051
4	Shri.Vivek A. Raul.	Dy.Supdt. (P/S)	01-08-2015	28720051
5	Smt.Madhvi U. Hatankar	H.C.(P/S)	30-05-2013	28720051
6	Smt.Madhuri M. Bhide.	H.C.(P/S)	27-08-2015	28720051
7	Smt. Uma V. Deshmukh	W.I.(P/S)	17-02-2009	28720051
8	Shri.Laxmikant N. Mhatre.	W.I.(P/S)	26-07-2011	28720051
9	Shri Santosh H. Naik	W.I.(P/S)	20-10-2007	28720051
10	Shri.Anil T. Vengurlekar	W.I.(P/S)	17-06-2008	28720051
11	Smt.Manali M.Mahapadi	W.I.(P/S)	16-10-2010	28720051
12	Shri .Namdeo. V. Nalawade.	W.I.(P/S)	02-07-1996	28720051
13	Smt.Kavita S. Bhavsar	W.I.(P/S)	09-06-2009	28720051
14	Shri.Sandip M.Shah	W.I.(P/S)	19-07-2011	28720051
15	Smt Anisha V.Naik	W.I.(P/S)	18-06-2008	28720051
16	Smt.Tejal S. Desai	W.I.(P/S))	23-03-2011	28720051
17	Shri Momin M.A.E .A.	W.I.(P/S)	25-2-2004	28720051
18	Shri Dattatrya. S. Pujari	W.I.(P/S)	15-11-2016	28720051
17	Smt. Samira.S. Manjarekar	Clerk(P/S)	04-01-1995	28720051
18	Smt.Seema A. Virkar	Clerk(P/S)	04-12-1989	28720051
19	Smt.Manju B.Malgimani	Clerk(P/S)	21-05-1990	28720051
20	Smt Asavari A. Raut	Clerk(P/S)	11-06-2009	28720051
21	Smt.Maya D. Mestry	Clerk(P/S)	21-05-1990	28720051
22	Shri Sunil D. Aaglave	Clerk(P/S)	4-8-2006	28720051
23	Shri.Nitin R. Chaudhary	Peon	13-09-1989	28720051
24	Shri Raju H. Sawant	Peon	06-06-1991	28720051
25	Shri.Chandrakant T. Rawate	Peon	05-04-1986	28720051
26	Smt Smita S. Bhowad	Peon	22-11-2006	28720051
27	Smt. Mahima A. Lad	Peon	24-03-2013	28720051
28	Shri. Dinesh D. Adivarekar	Peon	24-03-2013	28720051

Section4 (1) (b)(x)

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

Sr. No	Name	Designation /Cadre	Basic Pay	GRP	DA	HRA	Sp. Allowane, Transport allowane Etc.	Total
1	Smt. Tanuja S.Potdar	A.A.&C.(P-South)	24130	4800	39345	8679	463	77417
2	Shri.Sanjay H. Parve	Supdt.(P/S)	22600	4600	36992	8160	463	74015
3	Shri.Jayesh J. Savjiyani	Dy.Supdt.(P/S)	22840	4200	36774	8112	600	72989
4	Shri.Vivek A. Raul	Dy.Supdt.(P/S)	20520	4200	33619	7416	-	66355
5	Smt.Madhvi U. Hatankar	H.C.(P/S)	22390	4200	36162	7977	600	71329
6	Smt. Madhuri M. Bhide	H.C.(P/S)	19810	4200	32654	7203	600	64467
7	Smt. Uma V. Deshmukh	W.I.(P/S)	18600	2800	29104	6420	463	57987
8	Shri.Laxmikant N. Mhatre.	W.I.(P/S)	14050	2800	22916	5555	600	45884
9	Shri Santosh H. Naik	W.I.(P/S)	19910	4200	31825	7233	600	63768
10	Shri.Anil T. Vengurlekar	W.I.(P/S)	18770	2800	29335	6471	600	58439
11	Smt.Manali M. Mahapadi	W.I.(P/S)	16530	2800	26289	5799	463	51881
12	Shri .Namdeo. V. Nalawade.	W.I.(P/S)	20720	2800	29400	7056	600	60516
13	Smt.Kavita S. Bhavsar	W.I.(P/S)	16790	2800	26642	5877	600	53172
14	Shri.Sandip M.Shah	W.I.(P/S)	16320	2800	26003	5736	463	51322
15	Smt Anisha V.Naik	W.I.(P/S)	18140	2800	28478	6282	600	56763

Sr. No	Name	Designation /Cadre	Basic Pay	GRP	DA	HRA	Sp. Allowane, Transport allowane Etc.	Total
16	Smt.Tejal S. Desai	W.I.(P/S))	15610	2800	25038	5523	600	50034
17	Shri Momin M.A.E .A.	W.I.(P/S)	18850	2800	29444	6495	600	58652
18	Shri Dattatrya. S. Pujari	W.I.(P/S)	11750	2800	13788	4365	463	39766
19	Smt. Samira.S. Manjarekar	Clerk(P/S)	15140	2000	23310	5142	600	46192
20	Smt.Seema A. Virkar	Clerk(P/S)	18540	2000	25675	6162	600	52977
21	Smt.Manju B.Malgimani	Clerk(P/S)	17520	2000	26547	5856	600	52523
22	Smt Asavari A. Raut	Clerk(P/S)	9787	2000	16021	3534	600	31935
23	Smt.Maya D. Mestry	Clerk(P/S)	19140	4200	31742	7002	600	62684
24	Shri Sunil D. Aaglave	Clerk(P/S)	10140	2000	16510	3642	600	32892
25	Shri.Nitin R. Chaudhary	Peon	12570	1900	19679	4341	600	39205
26	Shri. Raju H. Sawant	Peon	12570	1900	19679	4341	600	39208
27	Smt Smita S. Bhowad	Peon	8070	1850	13491	2976	600	26987
28	Smt. Mahima A. Lad	Peon	4990	1350	8622	1902	600	17464
29	Shri. Dinesh D. Adivarekar	Peon	5950	1850	9282	2340	600	20022
30	Shri. Shashikant P. Nakte	Peon	12850	1900	20060	4425	600	39960

Section 4 (1) (b)(xi)

**Details of allocation of budget and disbursement made in the office of
Assistant Assessor & Collector P/South Ward
For the year 2016-17.**

Format B for previous year (2015-16)

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 (2015-16)

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/South Ward**

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy / Concession sanctioned
	NIL	NIL

Section4 (1) (b)(xii)

**Details of Beneficiaries of subsidy program in the office of
Assistant Assessor & Collector P/South Ward**

Sr. No	Name and Address of Beneficiary	Amount of Subsidy/ Concession Sanctioned
	NIL	NIL

Section4 (1) (b) (xiii)

**Particulars of recipients of concessions, permits or authorizations granted in the office of
Assistant Assessor & Collector P/South Ward**

Sr. No	Name of the License	License No.	Issued on	Valid up to	General Conditions	Details of the License
	Nil					

Section4 (1) (b)(xiv)

Details of information available in electronic form in the office of

Assistant Assessor &Collector P/South Ward

Sr. No.	Type of Documents File/Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	www.mcgm.gov.in	Property Tax (New)	Website	A.A.&C.(P/S)
2	https://prcvs.mcgm.gov.in/	Capital Value System	Website	A.A.&C.(P/S)

***Please refer Section 4(1)(a)(vi)**

Section4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Assistant Assessor & Collector P/South Ward

Sr. No.	Type of Facility	Timings	Procedure	Location	Person InCharge
1	Information about visiting hours	3.00 p.m To 5.30pm	In person	Ward P/South	A.A.& C. P/ SOUTH
2	Information about interactive website	Round the Clock	www.portal/mcgm.gov.in Citizen official Portal: https://prcvs.mcgm.gov.in/	Internet	----
3	Facilitation Center	8.00 am To 8.00 pm	In person / On written application / on payment of schedule fees	Ward P/South	A.A.& C P-SOUTH
4	Information about facilities for inspection of record	10.30 am To 5.30pm	In person/ on written application /on payment of schedule fees with prior intimation	Ward P/South	A.A.& C P/SOUTH
5	Information about facilities for inspection of work	10.30 am To 5.30pm	In person/ on written application /on payment of schedule fees with prior intimation	Ward P/South	A.A.& C. P/ SOUTH
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.30 am To 5.30pm	In person	Ward P/South	Displayed at P/South Ward
8	Information about library	Not Available			
1	Information about Inquiry Window or Reception etc.	3.00 pm To 5.30pm	In person / on written application/ on payment of schedule fees	Ward P/South	A.A.& C. P/SOUTH

Section4 (1) (b)(xvi)

Details of public information officers / APIO's/ appellate authority in the jurisdiction of (Public Authority) in the office of

Assistant Assessor & Collect or P-South Ward

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Phone No.	E mail ID for purpose of RTI	Appellate Authority
1	Shri Ram S. Chavan (upto 30-4-17) Shri Sudhakar Tadge (1-5-2017 to 20-5-2017) Smt. Tanuja S. Potdar	Asst .A.&C. (P-SOUTH)	Head of the Department at Ward level	P- South Ward Office 3 rd floor Room No.28 Tel.No.28737000 Extn.106 28720051	aac.wardps@gmail.com	Asst. Commissioner P/South Ward

Section 4 (1) (b)(xvii)

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail ID for purpose of RTI
1	Shri Santoshkumar S. Dhonde (upto 03-04-2017) Smt. Chanda R. Jadhav	Asstt. Commissioner /P- South Ward	CRTI Act 2005	Asstt. A.& C. P/South	ac.ps@mcbgm.gov.in

Details of public information officers / APIO's/Appellate Authority in the jurisdiction of (Public Authority) in the office of Assistant Assessor & Collector P-South Ward

Section 4(1)(b)(xvii)– Others

Such other information as may be prescribed

WORK- OF FLOW CHART OF ASSESSMENT AND COLLECTION DEPT.

