



BRIHANMUMBAI MAHANAGARPALIKA

Section-4 Manuals Act as per provision of RTI ACT-
2005 of R-North Ward

ASSESSMENT DEPARTMENT

Address:-

OFFICE OF THE ASSISTANT ASSESSOR AND
COLLECTOR R-NORTH WARD OFFICE, ROOM
No.28, BELOW SUDHIR PHADKE FLYOVER
BRIDGE, DAHISAR (WEST) MUMBAI – 400 068

2019-2020

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, R-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, R-North Ward whose office is situated at R-North Ward Office, Room No.28, below Sudhir Phadke Fly-over Bridge, J.S. Marg, Dahisar (West), Mumbai-400068. The procedure and fees structure for getting information is as per the provisions of RTI Act-2005.

**Assistant Assessor & Collector,
R-NORTH**

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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 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 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 Ratable Value/Capital Value and the other details of property viz. Age, User etc. The assessing authority or any of these officer may enter into and inspect any building or premises or part thereof and make such enquiries as it thinks fit under the provision of M.M.C. Act for collecting particulars relating thereto or for taking measurement or for services of Bills, Notices, Summaries or pasting etc. or call upon the Owner of the premises. The assessing authority may impose a penalty for Non-payment of property tax in time and can also take the further legal actions i.e. attachment, or resort to action of auction to recover the said taxes under the provisions of the act.

The assessing authorities, after due inspection may make necessary modification or amendment in the assessment list on account of cancellation, extension, alteration, addition, demolition, change in user etc. warranting revision in Capital Value, where any occupational or structural changes occur from time to time and keep the records updated from which the general public can call for information after payment of certain prescribed / scheduled fees. The Assessing Authorities investigate and dispose of the objections, after allowing reasonable opportunity to the complaint and the result thereof is recorded in the Books and subsequently rectifies, 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 01-04-2010 and will be revised after every 5 years. The calculation in C. V. Tax System is done by the formula-

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

Protected measures in Capital Value System

- 1) The increase in the taxes for residential zone is restricted up to double limit of existing tax amount.
- 2) The increase in Non-residential zone is restricted up to triple limit of existing tax amount.
- 3) The rise in tax rate after revision of 5 years is up to maximum rate of 40%

- 4) There is no increase in the Taxes for residential area less than 500 sq.feet in the initial 5 years i.e. 01-04-2010. Thereafter the maximum increase of rate is up to 40%

Maharashtra Tax on Buildings (with Larger Residential Premises) Act, 1979.

Under the provision of Section-3 (a) of the Maharashtra Tax on Buildings (with Larger Residential Premises) (Re-enacted) Act, 1979, the Maharashtra Tax is levied and collected every year on all buildings or parts thereof of floorage of such a premises which is more than 125 square meters and the Ratable Value thereof is more than rupees one thousand and five hundred.

The tax is leviable at 10% of Ratable Value / Capital Value of each residential premises per annum.

Exemption from Tax:

Under the provision of Section-143 (1) (a)(b)(c) of M.M.C. Act, the following 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 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.

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 official year under Section-167 of the Act.

Collection of Property Taxes :

- i) To serve the Property Tax Bill under Section-200 of the Act.
- ii) To Levy 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 R-North Ward**

1	Name of the Public Authority	Asst. Assessor & Collector, Assessment Department.
2	Address	Assistant Assessor & Collector, R-North Ward Office, Room No.28, below Sudhir Phadke Fly-over Bridge , J. S. Marg, Dahisar (West), Mumbai-400068.
3	Head of the Office	Asst. Assessor & Collector R-North Ward (Shri. SUKHADEV KONDIBA BANGAR)
4	Parent Government Department	Assessor & Collector, Head Office
5	Reporting to which office	Deputy Assessor & Collector (W-Subs).
6	Jurisdiction -Geographical	R-North Ward is bounded by the East – “T” Ward Boundry , West – Dahisar Crick, North – Check Naka , South – R-Central Ward Boundry.
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	Physical Assets (Statement of lands & Buildings and other Assets)	East – “T” Ward Boundry , West – Dahisar Khadi, North – Check Naka , South – R/Central Boundry
13	Organization’s structural Chart	As per separate sheet attached at page No.
14	Tel. Nos. & Office Timings	Telephone No. : 28924911 Extn : 248 Email aacrn.ac@mcbgm.gov.in Office timing : 10.30 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 R-North Ward
A – Financial Powers**

Sr. No	Designation	Powers-Financial	Under which Legislation / Rules / Orders / GRs	Remarks
1	Assistant Assessor & Collector	Rs.5000/-	---	
2	Superintendent	500	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 R-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 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 for 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 his 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 Act in the context of the Assessment of the properties & Collection of Property Taxes and Government Taxes Date of Effect : From 01.04.2010 onwards Sections : 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,</p>	

			195 G, 203, 206 (1) (2), 208, 219 (2), 517 (1) (d), 525 (1)	
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 for 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 & Statical 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 R-North 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 R/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).	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 R-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	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 R-North 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 - _____

Circulars - _____
Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Sending Yearly Bills of Property Tax, MTOB	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	A.A.& C.(R-North)	
2	Inspection	Site Visit, To measure, To enquire, To serve the bills, Notices, Summons etc.	Sunrise to Sunset	Inspector / Surveyor / Dy. Supdt. /Supdt. / A.A.& C.	
3	Assessment Proposals/TWR	To scrutinize and to sanction the Proposals in Capital Value.	Office Hours	Inspector/ Dy. Supdt. /Supdt. / 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	Fifteen Days	Inspector/ Dy. Supdt. / Supdt./ A.A.& C.	

		Data.			
6	Recovery	Follow up, For collection and completion of Target.	Six Months	Inspector / Dy.Supt. /Supdt.	
7	To levy or to delete WT/ST	To scrutinize and to sanction the proposals in Capital Value.	Office Hours	Inspector/ Dy. Supdt. /Supdt. / A.A.& C.	
8	Refund	To scrutinize and to sanction the proposals in Capital Value.	Office Hours	Clerks, , Head Clerk, Inspector, Dy. Supdt., 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 collection	After Six Months	Inspector / Surveyor/ Dy. Suptd/ Suptd/A.A.& C.	
10	Auction	The last report by putting the property into Auction Sale to recover the Municipal Dues.	After Six Months	A.A.& C.(R-North), Liaison Officer	
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, , Head Clerk, Inspector, Dy.Supt, Supdt, A.A.& C.	

Section 4 (1) (b) (iv)

**Norms set for discharge of its functions in the office of
Assistant Assessor & Collector R-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 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 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 Amendment in C.V. to levy and to collect the property tax. To authorise the payment made by tax payer Overall supervision, co-ordination among staff	Nil	Nil	To accomplish the target of collection given from time to time
3.	SUPRITENDENT	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendment in C.V. to levy and to collect the property tax. To authorise the payment made by tax payer Overall supervision, co-ordination among staff To monitor the Sectionwise collection to 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 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 R-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 R-North Ward**

Note : Classification of records 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	Party wise/SAC wise Deposit to be adjusted against each Year	05 Years
8	Register of Dishonour Cheque	Register	Dis-Cheque Register	Cheques dishonoured and recovery thereof	05 Years
9	Refund Register	Register	Refund Register	Details of Refund Cases	05 years
10	Attachment Register	Register	Attachment Register	Details of attached properties & statement of outstanding & further action of recovery.	05 Years
11	Adjustment Register	Register	Intimation / Adjustment Register	Details of Deposit to be adjusted period wise	05 years

12	Inward Outward	Register	Dispatch book	Details of correspondence	05 Years
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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 R-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 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 on Post	Phone Number	Address of the Employee
1	Shri.Sukhadev K. Bangar	A.A.& C.(R-North)	2013	9004445135	Bhandup
2	Shri. Mukund D. Ghakar	Supdt.(R/N)	17.08.2014	28959707	Mahim (W)
3	Shri Ganesh Jadhav	Dy. Supdt. (R/N)	25.007.2015	28959707	Dombivali(W)
4	Smt.Nilam C. Zore	H. C.(R/N)	28.09.2011	28959707	Nallasopara (W).
5	Shri.Mohan V.Mohite	W.I.(R/N)	16.02.2009	28959707	Ghatkopar(W)
6	Shri.Mahendra D. Kamble	W.I.(R/N)		28959707	Badlapur(W)
7	Shri.Jorden J.Perira	W.I.(R/N)	30.06.2008	28959707	Nallasopara(W)
8	Shri Mahendra M.Jadhav	W. I.(R/N)	16.07.2011	28959707	Panvel
9	Shri Ramesh S. Juwale	W. I.(R/N)	10.02.2009	28959707	Bhayander(E)
10	Shri Naresh T.Kadam	W. I.(R/N)		28959707	Borivali(W)
11	Shri. Sudhakar Gosavi	W. I.(R/N)		28959707	Santacruz(W)
12	Shri.Suhas S.Rane	W. I.(R/N)	28.06.2008	28959707	Thane(w)
13	Shri Sandeep Kokam	W. I.(R/N)	17.06.2001	28959707	Borivali(w)
14	Shri. Kunal Pradeep Bhole	Clerk(R/N)	11.09.2011	28959707	Vasai(W) Mira Road (E)
15	Smt.Sulekha A. Kambli	Clerk(R/N)		28959707	
16	Smt. Hemangi Kale	Clerk(R/N)	31.02.2015	28959707	Bhayander(E)
17	Shri.Rajkurmar S.Jadhav	Clerk(R/N)		28959707	Virar(E)
18	Smt. Sujata R. Nikam	Peon	24.05.2010	28959707	Borivali (W), Mumbai
19	Shri. Kamalakar M. Bhoir	Peon	24.01.2004	28959707	Nallasopara (W)
20	Shri. Manohar G. Shelar	Peon	24.01.2004	28959707	Nallasopara (E)
21	Shri. Nathubhai D. Bariya	Peon	28.08.1991	28959707	Nallasopara (W)

Section 4 (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. Allowance, Transport allowance Etc.	Total
1	Shri. Sukhadev K. Bangar	ASST. A. & C.	22760	4800	40789	8268	1200	77817
2	Shri. Mukund D. Ghakar	SUPDT.	23420	4600	41470	8406	2400	80296
3	Shri Ganesh Jadhav	DY. SUPDT.						
4	Smt. Nilam C. Zore	HEAD CLERK	25810	4200	44415	9003	1200	84628
5	Shri.Mohan V.Mohite	WARD INSPECTOR	19020	2800	32294	6546	600	61260
6	Shri.Mahendra D. Kamble	WARD INSPECTOR	18530	2800	31568	6399	600	59897
7	Shri.Jorden J.Perira	WARD INSPECTOR	20090	2800	33877	6867	600	64234
8	Shri Mahendra M.Jadhav	WARD INSPECTOR	14600	2800	25841	4964	600	48805
9	Shri Ramesh S. Juwale	WARD INSPECTOR	21320	2800	35698	7236	600	67654
10	Shri Naresh T.Kadam	WARD INSPECTOR	17340	2800	29807	6042	600	56589
11	Shri. Sudhakar Gosavi	WARD INSPECTOR	20850	2800	35002	7095	600	66347
12	Shri.Suhas S. Rane	WARD INSPECTOR	19860	2800	33537	6798	600	63595
13	Shri.Sandeep Kokam	WARD INSPECTOR	17880	2800	36606	6204	600	58090
14	Shri. Kunal Pradeep Bhole	CLERK	8580	2000	15658	3174	600	30012
15	Smt.Sulekha A. Kambli	CLERK	11680	2000	20246	4104	600	38630
16	Smt. Hemangi Kale	CLERK	7260	2000	13705	2778	600	26343

17	Shri.Rajkurmar S.Jadhav	CLERK	11200	2000	19654	3984	600	37438
18	Smt. Sujata R. Nikam	PEON	7500	1850	13838	2805	600	26593
19	Shri. Kamalakar M. Bhoir	PEON	13940	1900	23443	4752	600	44635
20	Shri. Manohar G. Shelar	PEON	13390	1900	22629	4587	600	43106
21	Shri. Nathubhai D. Bariya	PEON	13260	1850	22363	4533	600	42606

**Details of allocation of budget and disbursement made in the office of
Assistant Assessor & Collector R-North Ward
for the year 2014-15.**

Format B for previous year (2013-14)

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 (2013-14)

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 R-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 R-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 R-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 R-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	A.A.& C.(R/N)
2	//http/portal/mcgm.gov.in	Capital Value System	Web site	A.A.& C.(R/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 R-North Ward

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Information about visiting hours	10.30 am To 5.30 pm	In person	Ward R/NORTH	A.A.& C. R-NORTH
2	Information about interactive website	Round the Clock	Access to Internet	Internet	----
3	Facilitation Center	8.00 am To 8.00 pm	In person / on written application / on payment of schedule fees	Ward R/NORTH	A.A.& C. R-NORTH
4	Information about facilities for inspection of record	10.30 am To 5.30 pm	In person / on written application /on payment of schedule fees	Ward R/NORTH	A.A.& C. R-NORTH
5	Information about facilities for inspection of work	10.30 am To 5.30 pm	In person / on written application /on payment of schedule fees	Ward R/NORTH	A.A.& C. R-NORTH
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.30 am To 5.30 pm	In person	Ward R-North	Displayed at R-North Ward
8	Information about library	Not Available			
1	Information about Inquiry Window or Reception etc.	10.30 am To 5.30 pm	In person / on written application/ on payment of schedule fees	Ward R/NORTH	A.A.& C. R-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 R-North 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. Sukhadev Kondiba Bangar	Asst. A.& C. (R-NORTH)	Head of the Department at Ward level	R-North Ward Office Room No.28, Below Sudhir Phadke Flyover Bridge, J. S. Marg, Dahisar (W), Mumbai-400 068. Tel.No.28936000 Extn.248	aac.wardrn@gmail.com	Asst. Commissioner R-North Ward

Section 4 (1) (b) (xvi)

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail ID for purpose of RTI
1	Smt. Sandhya L. Nandedkar	Asstt. Commissioner / R-North Ward	RTI Act	Asstt. A.& C. R-North	ac.rn@mcgm.gov.in

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

Section 4 (1) (b) (xvii) – Others

Such other information as may be prescribed