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BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of F/South Ward



ADMINISTRATIVE OFFICER (ESTATE)

Address -

Office of Administrative Officer (Estate),
2nd Floor, Room No 36,
F/South Ward Building,
Dr. B. A. Road, Parel,
Mumbai – 400 012

Index

Sr. No.	Section 4 (1) B Sub Clauses	Name of Manual	Page No.
1		INTRODUCTION	3
2	4 (1) (b) (i)	The particulars of functions & duties of the Public Authority:-	4
3	4 (1) (b) (ii)	The Powers of officers and employees in the office of A O Estate F/south Ward	7
4	4 (1) (b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability in the office of F/South ward.	9
5	4 (1) (b) (iv)	Norms set for discharges of its functions in the office of F/South ward	12
6	4 (1) (b) (v)	The rules/regulation related with the functions of F/south ward	19
7	4 (1) (b) (vi)	Statement of categories of documents held in the office of F/South ward at parel	20
8	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office	21
9	4 (1) (b) (viii)	Statement of Boards, Councils, Committees of other bodies F/South ward.	22
10	4 (1) (b) (ix)	Statement of Boards, Councils, Committees of other bodies F/South ward.	22
11	4 (1) (b) (x)	Directory of the officers and employees AO Estate of F/South Ward	23
12	4 (1) (b) (xi)	Details of remuneration of officers and employees in the office of AO Estate F/South ward	24
13	4 (1) (b) (xii)	Details of allocation of budget and disbursement made in the office of F/South at Parel for the year 2012-2013	25
14	4 (1) (b) (xiii)	Details of beneficiaries of subsidy program in the office of F/South at Parel for the year 2012-2013	26
15	4 (1) (b) (xiv)	Particulars of recipients of concessions, permits or	26

		authorizations granted in the office of F/South at Parel for the year 2012-2013	
16	4 (1) (b) (xv)	Details of information available in electronic form in the office of F/South Ward.	27
17	4 (1) (b) (xvi)	Particulars of facilities available for citizen for obtaining information in the office of F/South ward	28
18	4 (1) (b) (xvii)	Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority)	29
19		Appellate authority	

INTRODUCTION

ADMINISTRATIVE OFFICER (ESTATES)

In M.C.G.M. Estate Department is Independent Department and Assistant Commissioner (Estate) is Head of this Department. All the Estates belong to M.C.G.M. comes under the Jurisdiction of this Head of the Department and Protection and Maintenance of these properties are being looked after by Administrative Officer in the Wards.

Administrative Officers (estates) in the wards working under the control of Assistant Commissioner of the concerned ward for Administrative Work and Policy matters in the context of Right for Information Act and they (A.O.-Estates) work as per the direction of Assistant Commissioner (Estates).

The properties belong to M.C.G.M. in the F/south ward are being maintained and look after by (A.O. Estates) Eastern Suburbs.

There are outdoor staffs such as Rent Supervisor, Rent Collectors, and Indoor staff such as Head Clerk, Clerks, Peon etc. Is looking after the office work of Estate Department under control of (A.O. Estates).

The properties in F/S ward are maintained and protected by (A.O. Estates) City. Rent Supervisor, Rent Collector, the Outdoor staff and Head Clerk, Clerk, Peon the Indoor Staff working under (A.O. Estates). (A.O. Estates) has to keep control over the daily work of the above staff. He has to guide regarding the properties. The proposal for transfer of the tenancies of Municipal properties and their disposal, dispose the cases of disputes and Court cases of the Municipal properties redressal of complaints from Municipal Tenants and submit report to superiors and submit necessary information to concerned Assistant Commissioner and D.M.C. and the possession of tenements etc work regarding Municipal properties case to be done by (A.O. Estates). (A.O. Estates) has to take eviction action against any unauthorized work under section 105 B of Municipal Act.

Administrative Officer (Estates)
F/South Ward

Section 4 (1) (b) (i)

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

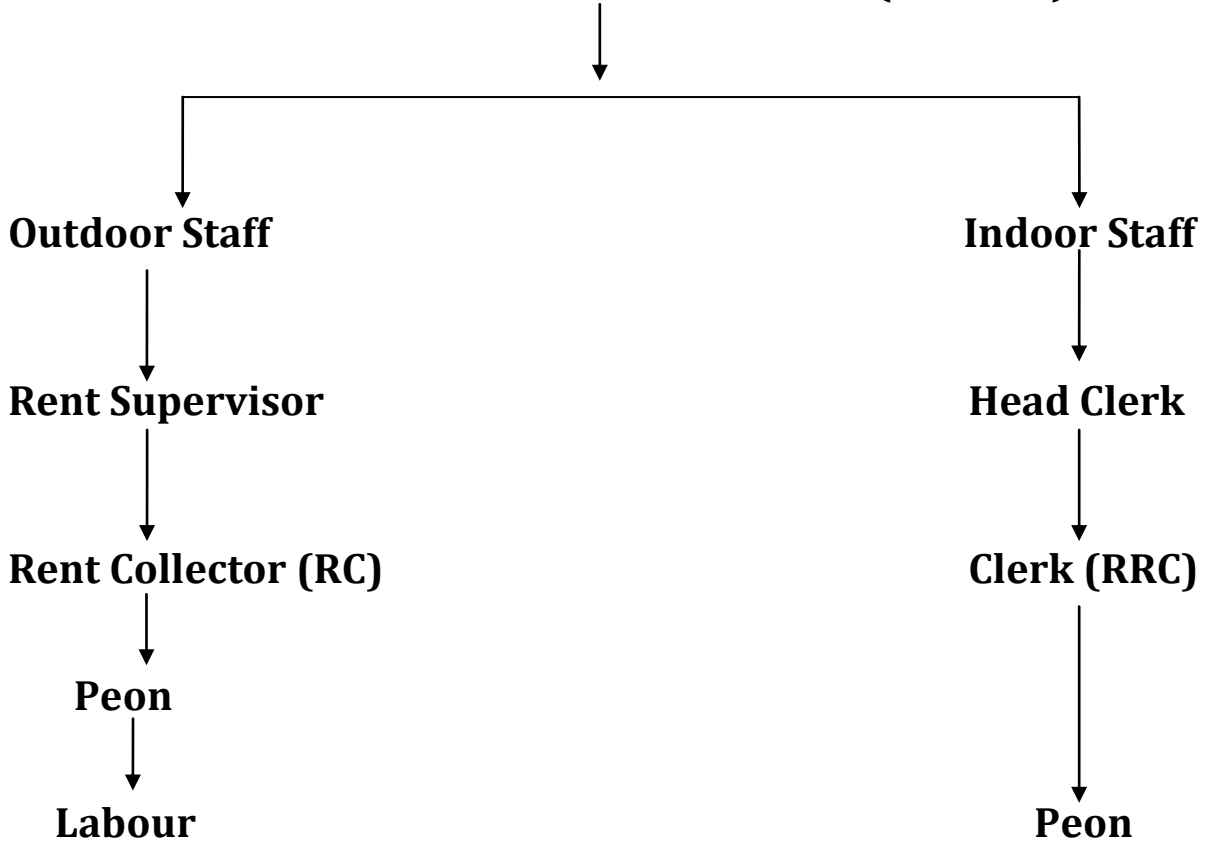
1	Name of the Section	Office of Administrative Officer (Estates)
2	Address	Room No. 36, 2 nd floor, F/South ward office Extension Building, Dr. B. A. Road, J. Bhatankar Marg, Parel, Mumbai- 400 012
3	Head of the Office	Administrative Officer (Estates)
4	Parent Govt. Dept.	Asst. Commissioner (Estates)
5	Office Timings	Monday to Saturday 9.00 a.m. to 5.30 p.m. 2 nd & 4 th Saturdays Holiday Visiting Hours - (Monday – Friday) 09.00 a.m. to 04.00 pm
6	Reporting to which office	Asst. Commissioner (Estates)
7	Contact Details	Telephone no : 24134560 Extn : 225 Email AO Estate - ao01est.fs@mcgm.gov.in Email RS Estate - rs01est.fs@mcgm.gov.in
8		Rent collection is done in Citizen Facility center in Morning 9.00am to 1.30 pm
9	Jurisdiction	F/South ward is bounded by the Thane creek on the East, central railway on West Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Marg on South side covering North Central portion of the city.
10	Vision-	To Rehabilitate Municipal tenants and provide them prompt services regarding tenancies.
	mission	
11	Objectives	Real Estate SAP Module give quick services to Tenants to pay their rent
12	Functions	1) Collection of Rent from Municipal Properties 2) Transfer of tenancies 3) Attornment of VLT tenants 4) Detection of u/a construction/extension and inform to A. C. F/south i. e to take action as per MCGM Rules. 5) Action taken under section 105 B against Tenants 6) To prepare Inventory regarding Redevelopment properties 7) Allotment of Rehab bldg.
13	Details of Services provided (In Brief)	1. Rent Collection fm tenant 2. Transfer of Tenancies 3. Allotment of Rehab bldg
14	Physical Assets- (Statement of lands & buildings and other assets)	List attached
15	Organisations's structural Chart (Orogonogram) at each level	As per separate sheet attached

16	Give linkage of jurisdiction & Address, Tel No. s & Office Timings	Telephone no : 24134560 Extn : 225 Email : ao01est.fs@mcgm.gov.in Monday to Saturday 9.00 a.m. to 5.30 p.m. 2 nd & 4 th Saturdays Holiday Visiting Hours - (Monday – Friday) 09.00 a.m. to 04.00 pm
17	Weekly Holidays	Sunday and Public Holidays.

BRIHANMUMBAI MAHANAGARPALIKA
Administrative Officer, (Estates) F/South Ward

Department – Estates				
Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Administrative Officer	1	1	-
2	Rent Supervisor	2	1	1
3	Rent Collector	10	8	2
4	Head Clerk	1	-	1
5	Real Estate Consultant (Working Arrangement)	-	1	1
6	Clerk	5	2	3
7	Peon	5	3	2
9		24	16	8

Administrative Officer (Estate)



Section 4(1) (b) (ii)

The Powers of officers and employees in the office of A O Estate F/south Ward

A

Sr. No.	Designation	Powers-Financial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Rs. 400/-		Misc. Expenditure
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

B

Sr. No.	Designation	Power-Administrative	Under which legislation / rules/orders/ GRs	Remarks
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

C

Sr. No.	Designation	Power-Magisterial	Under which legislation /rules/orders/ GRs	Remarks
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

D

Sr. No.	Designation	Power-Quasi judicial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

E

Sr. No.	Designation	Power-Judicial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

Section 4(1) (b) (ii)

The Duties of officers and employees in the office of AO (Estate) F/South Ward

A

Sr. No.	Designation	Duties-Financial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

B

Administrative Powers

Administrative Officer (Estates)

Administrative Officer (Estates) of the ward is assisted by Rent Supervisor, Head Clerk are assisted by respective Rent Collector, Clerk of the department to execute daily work.

Administrative Officer (Estates) of the Ward executes following duties/works from his staff working under his control:-

1. Day to day work, rent collection along with Redevelopment schemes
2. To conduct coordination and review meeting with rent supervisor and rent collector.
3. To scrutinize proposal of transfer of attornment case, Rent collection monthly reports.
4. To attend court cases regarding dispute matters of transfer cases and redevelopment cases.
5. To Reply RTI applications. Attending harrings at state Information of Maharashtra.

Rent Supervisor

1. To monitor collection of Rent.
2. To check rent Receipts
3. Inspection of unauthorized occupation, change of user & demolition of Unauthorised constructions & encroachment
4. To scrutiny the Casual Occupancy & Casual Vacancy reports submitted by Rent Collector
5. To scrutinize documentary evidences submitted by applicants for transfer of Tenancies
6. To attend court cases regarding dispute matters of transfer cases and redevelopment cases.

Rent collector

1. Rent collectors are directly working under Rent Supervisor.
2. To issue Demand Notices to the tenants for arrears of rent, dues etc.
3. To detect unauthorized occupation, change of user & demolition of unauthorized constructions, encroachment and submit the report to Rent Supervisor and Administrative Officer (Estate).
4. To take eviction action under section 105 B of MMC Act, take vacant possession of the Tenements of defaulter tenants.
5. To allots tenement to rehab tenants and submit transfer proposal along with complete documents to superiors.
6. To attend complaints of tenants and attend duties as per orders from Superiors.

Head Clerk

- 1) To supervise the work of clerks
- 2) To keep control monitor and guide to the clerk,
- 3) To scrutinize monthly and annual report of recovery of rent
- 4) Dispose of daily outward
- 5) Inward papers and to comply of Audit Notes & Follow up
- 6) Inspect Demand Register and submit Budgetary Report
- 7) Furnish information to Rent Collectors and Rent Supervisors as required
- 8) Submit report as per instructions from Superiors

Clerk

- 1) To Clerk are directly working under Head Clerk.
- 2) To check rent Receipt
- 3) To take entries in Demand register(DR) and update it.
- 4) To Submit monthly and annual report of recovery of rent
- 5) To furnish information to Rent Collectors and Rent Supervisors as required

C

Sr. No.	Designation	Duties- Magisterial	Under which legislation /rules/orders/GRs	Remarks
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

D

Sr. No.	Designation	Duties-Quasi judicial	Under which legislation /rules/orders/GRs	Remarks
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

E

Sr. No.	Designation	Duties-Judicial	Under which legislation /rules/orders/GRs	Remarks
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

Section 4(1) (b) (iii)

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

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

Related Provisions – **Circular No .**

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps Involved	Time Limit	Authority Role	Remarks
1	Transfer of Tenancy rights	a. Application received in dispatch section. b. Application received in Estates department. c. Site Inspection d. Tenancy particular. e. Recovery of transfer fee (* Papers forwarded to Ward Audit for receipt verification) f. Signature Verification of Principal Tenant as per Agreement recovery. g. Papers received in Ward (Estate Deptt.) h. Site Inspection i. Pre and Final Form verification j. Scrutiny of Papers & Preparation of transfer proposal k. Proposal forward for Audit l. Proposal forward for sanction m. Received in Ward (Estates deptt) n. Submitted for workout of dues if any o. Transfer effected p. C.O. & C.V. Report q. Posting of C.O. & C.V. Reports	1 day 1 day 2 day 1 day 7 day 7 day 4 day 2 day 4 day 4 day 2 day 7 day 2 day 2 day 7 day 2 day 3 day	a. Ward Head Clerk dispatch b. Rent Supervisor(RS) c. Rent Collector(RC) / RS d. Rent Recovery Clerk(RRC) e. RC f. Account Officer g. A.C.(Estates) h. H.C.(Dispatch) i. RC/RS j. RRC k. RC/RS/A.O. l. Dy.C.A.(Rev. III) m. DMC (Z-II) n. H.C. Dispatch o. RRC p. RC q. RC r. HC(Estates)	

Name of activity – **Recovery of Rent**

Related Provisions – **Circular No .**

Name of the Act/Acts – Nil

Rules –

Govt. Resolutions -

Circulars -

Office Orders –

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
2	Recovery of Rent	1. Preparation by Clerk 2. Calculation of Rent 3. Rent Recovery	15 minutes (All)	1. RC 2. RRC 3. CFC	

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

Related Provisions – **Circular No . (**

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders –

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
3	Action under Sec.105(b)	1. Site Inspection 2. Preparation of issue of notice 3. Preparation & Verification of Presentation for 4. Submission for action of presentation form 5. Service of notice 6. Enquiry process	1 day 3 day 3 day 1 day 3 day -	1. RC/RS 2. RC/RS/A.O. 3. RC/RS/RRC 4. Enquiry Officer 5. RC 6. Enquiry Officer	

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

Related Provisions – Circular No . Nil

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
4	Detection of unauthorized work	1. Site Inspection 2. Issue of Notice 3. Process of Demolition	2 day 3 day -	1. RC/RS 2. RC 3. RC/RS/AO/A.E. (B.F.) & Staff	

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

Related Provisions – **Circular No . (**

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders –

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
5	Recovery of Arrears of Rent	1. Site Inspection 2. Issue of notice 105 (b) 3. Preparation & verification of presentation form 4. Submitted for Enquiry	1 day 3 day 3 day 1 day	1. RC/RS 2. RC 3. RC/RS/HC(Estate) 4. Enquiry Officer	

Name of activity – **Attornment**

Related Provisions – **Circular No .**

(Name of the Act/Acts – Nil)

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
6	Attornment	1. Application received in dispatch section 2. Requirement of documents 3. Site Inspection 4. Scrutiny & proposal 5. Submission for sanction 6. Proposal received in dispatch 7. Calculation of dues if any 8. Recovery of dues 9. C.O.&C.V. Reports 10. Posting of C.O. & C.V. Report 11. Audit Report 12. Registration of Tenancy Agreement	1 day 7 days 1 day 3 day 7 day 2 day 2 day 2 day 2 day 2 day 2 day 7 day	1. HC Dispatch 2. RC/RS 3. RC/RS 4. RC./RS 5. AC/DMC (Zone) 6. HC(Dispatch 7. HC(Estates) 8. RC 9. RC 10. HC Estates 11. Account Officer 12. AC(Estates)	

Section 4(1) (b) (iv)

Norms means Day set for discharges of its functions in the office of F/South ward

Organizational Targets (Annual) – Nil

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

Section (1) (b) (v)

The rules/regulation related with the functions of F/south ward

No.	Subject	Cir. / G.R. / Office Orders . Rule no. Notification etc. date	Remarks
1.	Transfer of tenancy rights	Cir. No. . 1. AC/Estate/1159/Gen date d 27.05.2004 2. Estate/13554/Gen dated 28.11.2005 3. AC/Estate/6257/Gen dated 07.07.2010 4. Estate/Gen/58 dated 08.02.1999 5. Estate/XIV/129 dated 28.04.1967	
2.	Atterment of VLT tenants	Cir No 1. AC/Estate/2184/A/c date d 26.06.2009 2. AC/Estate/2184/A/c date d 10.02.2010 3. AC/Estate/2184/A/c date d 27.01.2010	
2.	Enquiry under 105(b) for arrears of Rent	MMC Act 105 (B)	
3.	Enquiry under 105(b) for unauthorized work	MMC Act is available on portal www.portal.mcgm.gov.in	
4.	Enquiry under 105(b) for unauthorized occupation		

Section 4 (1) (a) (vi)

Statement of categories of documents held in the office of F/South ward at parel

Sr. No	Subject	Type of documents	File no or Register no.	Particulars	Periodicity of preservation
1	Recovery of Rent	Register	Demand Register	Details of all properties i.e. P/T & VLTs record of recovery of rent, arrears of rent	Permanent record
2	Court Cases	A or B C1 C2	Court case Register	Details of record of Court cases & case date etc.	10 years
3	R.T.I.		R.T.I. Register	Details of RTI application subject & report submitted	5 Years
4	MCL		MCL Register	Detail information of letters/Complaints received for MC & action taken thereon.	5 Years
5	Deposit		Adopt Deposit Register	Details of the deposit amount recovered from the Tenants against Transfer cases.	5 Years
6	Property		Property Register	Details of Name of the properties Date of acquired properties.	Permanent record
7	Audit notes		Spot audit note Reg. Audit note Register	Details of audit objections raised by MCA staff while regular auditing.	Up to date of recovery
8	Tenancy agreement		T.A. Register Record Register	Contains T.A. No & Date Name & Address of Tenant contains details of recorded files.	Permanent

Section 4(1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office

Sr. No.	Consultation for	Details of the Mechanism	Under which act/rule/ circular	Periodicity
	Nil	Nil	Nil	Nil

1) Policy Formulation

2) Policy Implementation

Section 4(1) (b) (viii)

Statement of Boards, Councils, Committees of other bodies F/South ward.

Sr. No.	Name of the committee Board/ council/ other bodies	Composition of committee Board /council/ other bodies	Purpose of the committee Board/council/other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Section 4(1) (B) (IX)

Directory of the officers and employees AO Estate of F/South Ward

Sr. No.	Designation	Name of the officers/ employees	Cadre	Dt of Joining the post	Date of Joining in F/South	Contact Details Ph/Fax/E-mail
1	AO Estate	H. N. Ahire	B	niii	20.02.2014	
2	Rent Supervisor	Rajendra More	C	25.05.1992	04.01.2013	
3	Head Clerk	Vacant	C			
4	Rent collector	Kadam Vasant	C	24.11.1978	27.07.2013	
5	Rent collector	Ambetkar Anil	C	12.03.1996	29.06.2012	
6	Rent collector	Rathod Dayabhai	C	19.02.1983	07.01.2010	
7	Rent collector	Ghodke Arunkumar	C	30.03.1989	11.01.2010	
8	Rent collector	Pawar Vishwas	C	15.11.1991	27.07.2011	
9	Rent collector	Limje Ramesh	C	26.05.1993		
10	Rent collector	Jadhav Ashok	C	05.05.1992	28.07.2011	
11	Rent collector	Chavan Seetaram	C	06.03.1993	08.08.2011	
12	Rent collector	Kamble Sanjay	C	06.01.1990	30.08.2012	
13	Rent collector	Vacant	C			
14	Rent collector	Vacant	C			
15	Re Consultant	Nilima Humbre	C	01.09.1995	01.01.2013	
16	Clerk	Kamble Sanjay	C	17.10.1990	21.04.2010	
17	Clerk	Priya Bhosale	C	09.07.2008	09.07.2008	
18	Clerk	Jagtap Kamal	C	02.09.2008	07.01.2009	
19	Peon	Srinivas Vichare	D	15.10.1980	27.12.2011	
20	Peon	Vijay Jadhav	D	15.03.1993	01.08.2007	
21	Peon	Sunil Patil	D	08.08.1988	19.06.2011	

Section 4(1) (b) (X)

Details of remuneration of officers and employees in the office of AO Estate F/South ward

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	CCA	Special Allow. Trans Allows. Project Allows.	Total
1	H. N. Ahire	AO Estate	-----					
2	Rajendra More	Rent Supervisor	14520+4200	14976	5616	463		40575
3	Vacant	Head Clerk						
4	Kadam Vasant	Rent collector	13510+2000	12408	4653	463		33834
5	Ambetkar Anil	Rent collector	12460+2000	11568	4338	463		31629
6	Rathod Dayabhai	Rent collector	16830+2000	15064	5649	463		40639
7	Ghodke Arunkumar	Rent collector	15080+2000	13664	5124	463		37131
8	Pawar Vishwas	Rent collector	13900+4200	14480	5430	463		39273
9	Limje Ramesh	Rent collector						
10	Jadhav Ashok	Rent collector	10980+2000	10384	3894	463		32501
11	Chavan Seetaram	Rent collector	12920+2000	11936	4476	463		32595
12	Kamble Sanjay	Rent collector	12300+2000	11440	4290	463		31293
13	Vacant	Rent collector	-	-	-	-	-	-
14	Vacant	Rent collector	-	-	-	-	-	-
15	Nilima Humbre	Re Consultant	11750+2800	11100			750	31250
16	Kamble Sanjay	Clerk	9900+1900	9440	3540		880	26460
17	Jagtap Kamal	Clerk	7470+2000	7576	2841	-	-	20687
18	Vacant	-	-	-	-	-	-	-
19	Vacant	-	-	-	-	-	-	-
20	Vacant	-	-	-	-	-	-	-
21	Vacant	-	-	-	-	--	-	-
22	Priya Bhosale	Clerk	7470+2000	7576	2841	-	-	20687
23	Srinivas Vichare	Peon	11610+1850	10768	341	-	-	25484
24	Vijay Jadhav	Peon	10640+1850	9992	3747	-	656	27800
25	Sunil Patil	Peon	11190+1900	10472	3927	-	653	29057

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of F/South at Parel for the year 2012-2013

- ❖ Publish copy of the budget
- ❖ Publish copy of grant distribution –

Format A for Current year

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise of work wise in a separate from)	Remarks
	Nil	Nil	Nil	Nil

Format B for previous year

Sr. No.	Designation	Duties- Magisterial	Under which legislation /rules/orders/GRs	Remarks
		Nil	Nil	Nil

Section 4(1)(b)(xii)

Details of beneficiaries of subsidy program in the office of F/South at Parel for the year 2012-2013

Name of the Scheme/program

Sr. No.	Name and Address of Beneficiary	Amount of subsidy/concession sanctioned
	Nil	Nil

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of F/South at Parel for the year 2012-2013

Sr. No.	Name of the licensee	License No	Issued on	Valid up to	General conditions	Details of the license**
	Nil	Nil	Nil	Nil	Nil	Nil

**** Details of the license- The Subject matter of the license should be mentioned. In case of non agricultural use permission, survey no. or part thereof, will have to be mentioned.**

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of F/South Ward.

Sr. No.	Type of Document File/ Register	Sub Topic	In which electronic format it is kept	Person in charge
1		1) Eviction of non cooperative tenants of Bhoiwada Gaon and New Sewree Labour camp redevelopment scheme	CD	AO (Estate)
		2) Eviction of R No 12, C Block, Sewree Koliwada, Transits camp, M 15	CD	
		3) Eviction of tenants residing in dilapidated bldgs known as 112 T/s Madhav nagar,	CD	AO (Estate)
				AO (Estate)

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of F/South ward

Types of facilities –

- Information about visiting hrs.
- Information about interactive website
- Facilitation center
- Information about facilities for inspection of works
- Information about facilities for providing samples.
- Information about Notice boards
- Information about library
- Information about inquiry window or Reception etc.

Sr. No.	Type of facility	Timings	Procedure	Location	Person in charge
1	1. Payment or rent 2. Enquiry of transfer / attornment cases	9am to 1.30 pm	Give Challan to tenants Collection done in CFC. To provide status about their transfer proposals and other quarries.	AO Estate office	Concern Rent Collector
2	Information about interactive website	www.portal.mcgm.gov.in			
3	Facilitation center	9 to 2	1. Dispatch 2. Payment of rent	CFC	H.C. Dispatch CFC Supervisor
4	Information about facilities for inspection of works	-	-		
5	Information about facilities for providing samples.	-			
6	Information about library	-			
7	Information about Notice boards	-			
8	Information about inquiry window or Reception etc.	-			

Section 4(1)(b)(xvi)

Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority)

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No	Email ID for purpose of RTI	Appellate authority
1	Shri. H. N. Ahire	AO Estate	Estate Department , F/S ward	Office of the Asst. Commissioner F/South ward, Parel, Mumbai 12 Ph No. 24134560 ext 225	-	Asst. Commissioner F/S ward

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No
1	Shri. Rajendra E. More	Rent Supervisor	Estate Department , F/S ward. Ph No. 24134560 ext 226	Office of the Asst. Commissioner F/South ward, Parel, Mumbai 12

Section 4(1) (b) (xvii)

Appellate authority

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	Address/ Ph. No	Email ID for purpose of RTI
1	Shri. Sanjay Y. Kurhade	Asst. Commissioner F/South ward	F/south ward	Office of the Asst. Commissioner F/South ward, Parel, Mumbai 12 Ph No. 24134560 Ext 200	

Rent collector visiting on site
Others

Audit Records

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