



BRIHANMUMBAI MAHANAGARPALIKA

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

ADMINISTRATIVE OFFICER (ESTATES) 'C' Ward

Address - Office of ADMINISTRATIVE OFFICER
(ESTATES) 'C' Ward,
C Ward Building,
76, Shrikant Palekar Marg,
Chandanwadi, Marine Lines (E),
Mumbai – 400 002

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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 'C' ward are being maintained and look after by (A.O. Estates) City.

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 'C' 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.

Section 4 (1) (b) (i)

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

Name of the Public Authority	➤ MCGM
Address	➤ AO (Estate), C ward office Bldg, 76.Shrikant Palekar Marg, Chandanwadi, Mumbai -400002
Head of the Office	➤ Shri. Abhay Ichharam Mukadam Administrative Officer (Estate)
Parent Govt. Dept.	➤ Asst. Commissioner (Estate)
Reporting to which office	➤ Asst. Commissioner (Estate)
<p><i>Jurisdiction -</i></p> <p>* Mission - Protection and Maintenance of MCGM Properties.</p>	<p><i>Geographical -</i> 1) C ward, 1.78 Sq. KM</p> <p>2) South Border- Anandilal Poddar Marg, Lok Manya Tilak Marg</p> <p>3) North border :Maulana Shaukat Ali Road, Trimbak Parshuram Street, Ardeshir Dadi Street, Vitthal Bhai Pate Road and Baba Saheb Jaykar Marg.</p> <p>4) East Border : Ibrahim Rahimtulla marg, Abdul Rehman Street</p> <p>5) West Border : Sea Strip between F Road and Jugilala Poddar Marg</p>
** Vision- To give Tenants accurate services regarding payment of Rent	➤ Transfer of tenancies and other services related to Estate Department
Objectives	➤ RE Module give quick services to Tenants to pay their rent
Functions -	1) Protection and Maintenance of MCGM Properties. 2) Transfer of tenancies

	<p>3) Attornment of VLT tenants 4) Collection of Rent from Tenants 5) Detection of u/a construction/extension and inform to A. C. C. i. e to take action as per MCGM Rules. 6) Action taken under section 105 B against Tenants 7) To prepare Inventory regarding Redevelopment properties</p>
<p>Details of Services provided (In Brief)</p>	<p>➤ Give Tenants accurate services regarding payment of Rent, Transfer of tenancies and other services related to Estate Department.</p>
<p>Physical Assets- (Statement of lands & buildings and other assets)</p>	<p>List attached</p>
<p>Organisations's structural Chart (Orogonogram) at each level</p>	<p style="text-align: center;">Administrative Officer (Estate)</p> <pre> graph TD AO[Administrative Officer (Estate)] OS[Outdoor Staff] IS[Indoor Staff] RS[Rent Supervisor] RC[Rent Collector (RC)] P1[Peon] L[Labour] HC[Head Clerk] C[RCC (Clerk (RRC))] P2[Peon] OS --- RS OS --- RC OS --- P1 OS --- L IS --- HC IS --- C IS --- P2 RS --- AO RC --- AO P1 --- AO L --- AO HC --- AO C --- AO P2 --- AO </pre>
<p>❖ Give linkage of jurisdiction & Address, Tel No. s & Office Timings</p>	<p>➤ Weekly holidays : 1) 2nd -4th Saturday, 2) Every Sunday ➤ Specific Service Timings 1) 9 AM to 4 PM</p>

Section 4(1) (b) (ii)

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

A

Sr. No.	Designation	Powers-Financial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Rs. 500/-		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		

C

Sr. No.	Designation	Power-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	Power-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	Power-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) (ii)

The Duties of officers and employees in the office of AO (Estate) 'C' 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

Sr. No.	Designation	Duties-Administrative	Under which legislation /rules / orders/GRs	Remarks
1	AO Estate	Tenancy Transfer, Vacant Land Tenancies, Staff Quarters, etc. Attornment of Tenements, Receipt of cash Controlling over functions of all other subordinate staff . All other works		
2	Rent Supervisor	1) To see every R.C. Collection of rent 2) To check rent Receipt 3) Detection of unauthorized occupation, change of user 4) Detection & demolition of Unauthorised constructions & encroachment 5) To check the CO & CV reports submitted by RC 6) To check evidences submitted by applicants for transfer of Tenancies 7) Verify the list of acquired properties by EE (DP), EE (city) 8) To attend Court matters 9) To attend the Various meetings of AC(estate), AC 'C' ward and Councilors		
3	Head Clerk	1) Head Clerk supervise the work of clerk working under them 2) Keep control monitor and guide to the clerk, 3) Submit monthly and annual report		

		<p>of recovery of rent</p> <ol style="list-style-type: none"> 4) Dispose of daily outward 5) Inward papers of verify Audit Notes & Follow up 6) Inspect Demand Register <p>And fulfill discrepancies therein submit Budgetary Report</p> <ol style="list-style-type: none"> 7) Furnish information to Rent Collectors and Rent Supervisors 8) Submit report as per instructions from Superiors 		
4	Rent collector	<ol style="list-style-type: none"> 1) Rent collectors are directly working under Rent Supervisor. 2) Recover rent of the properties assigned to them and remit the same to the Municipal Treasury. 3) R.C. have to issue Notices to the tenants for heavy arrears of rent, dues etc. 4) R.C. submit the report of u/a work and take action. 5) R.C. take eviction action under section 105 B of MMC Act, take vacant possession of the Tenements of defaulter tenants. 6) R.C. allots tenement, submit transfer proposal along with complete documents to superiors, attend complaints of tenants and attend duties as per orders from Superiors. 		
5	Clerk	<ol style="list-style-type: none"> 1) Clerk are directly working under Head Clerk. 2) To check rent Receipt 3) To take entries in Demand register(DR) and update it 		

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 'C' ward.

Name of activity –

Related Provisions -

Name of the Act/Acts –

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	6 to 8 months	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.(Despatch) 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)	

		p. C.O. & C.V. Report q. Posting of C.O. & C.V. Reports			
2	Recovery of Rent	1. Preparation of Clerk 2. Calculation of Rent 3. Rent Recovery		1. RC 2. RRC 3. CFC	
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. RC/RS 2. RC/RS/A.O. 3. RC/RS/RRC 4. Enquiry Officer 5. RC 6. Enquiry Officer	
4	Detection of unauthorized work	1. Site Inspection 2. Issue of Notice 3. Process of Demolition		1. RC/RS 2. RC 3. RC/RS/AO/A.E. (B.F.) & Staff	
5	Detection of unauthorized or Arrears of Rent	1. Site Inspection 2. Issue of notice 105 (b) 3. Preparation & verification of presentation form 4. Submitted for Enquiry		1. RC/RS 2. RC 3. RC/RS/HC(Estate) 4. Enquiry Officer	
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 of 12. Registration of T.A.	4 to 6 months	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 set for discharges of its functions in the office of 'C' ward

Organisational Targets (Annual)

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 'C' 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		
3.	Enquiry under 105(b) for unauthorized work		
4.	Enquiry under 105(b) for unauthorized occupation		
5.	Demolition of unauthorized work		

Section 4 (1) (a) (vi)

Statement of categories of documents held in the office of 'C' ward at Chandanwadi

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	Register	Court case Register	Details of record of Court cases & case date etc.	10 years
3	R.T.I.	Register	R.T.I. Register	Details of RTI application subject & report submitted	5 Years
4	MCL	Register	MCL Register	Detail information of letters/Complaints received for MC & action taken thereon.	5 Years
5	Deposit	Register	Adopt Deposit Register	Details of the deposit amount recovered from the Tenants against Transfer cases.	5 Years
6	Property	Register	Property Register	Details of Name of the properties Date of acquired properties.	Permanent record
7	Audit notes	Register	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	Documents	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 'C' 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 'C' Ward

Sr. No.	Designation	Name of the officers/ employees	Cadre	Dt of Joining the post	Date of Joining in ward C	Contact Details Ph/Fax/E-mail
1	AO Estate	Shri. Abhay Ichharam Mukadam	B	20.01.2016	20.01.2016	
2	Rent Supervisor	Shri Khimji Kamabhai Koli	C	03.03.2015	07.03.2015	
3	Head Clerk	Smt. Uma M. Kasbekar	C	27.10.1987	11.12.2015	
4	Rent collector	Shri. Pawar Anil Pandurang	C	18.09.2011	17.04.2015	
5	Rent collector	Shri. Bhuvad Ravindra P.	C	29.03.2010	29.03.2010	
6	Clerk	Shri. Lungare Raju	C	16.08.2008	16.08.2008	
7	Clerk	Shri Sandesh S. Jadhav	C	27.10.2009	27.10.2009	
8	Peon	Shri. Shetty Udaykumar B.	D	01.08.1995	18.06.2012	
9	Peon	Shri. Tandel Arvind Sukhadev	D	01.07.1991	10.07.2015	
10	Labour	Vacant	D			

Section 4(1) (b) (X)

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

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	CCA	Special Allow. Trans Allows • Project Allows	Total
1	Shri. Abhay Ichharam Mukadam	AO Estate	20540/ - + GRP 4600/-	29916/ -	7542/ -	1200/ -		63798/ -
2	Shri Khimji Kamabhai Koli	Rent Supervisor	16360/ - + GRP 4200/-	24466/ -	6168/ -	463/-		51657/ -
3	Smt. Uma M. Kasbekar	Head Clerk	17940/ - + GRP 4200/-	26347/ -	6642/ -	600/-		55729/ -
4	Shri. Pawar Anil Pandurang	Rent collector	15160/ - + GRP 2000/-	20420/ -	5148/ -	463/-		43191/ -
5	Shri. Bhuvad Ravindra Pandurang	Rent collector	13320/ - + GRP 2000/-	18231/ -	4596/ -			38147/ -
6	Shri. Lungare Raju	Clerk	8840/- + GRP 2000/-	12424/ -	3132/ -	600/-		26596/ -
7	Shri Sandesh S. Jadhav	Clerk	8130/- + GRP 2000/-	12055/ -	3039/ -	600/-		25824/ -
8	Shri. Shetty Udaykumar	Peon	11540/ - + GRP 1900/-	15994/ -	358/-	600/-	115/-	30517/ -
9	Shri.	Peon	11670/ -	16089/ -	4456/ -	600/-	115/-	34380/ -

	Tandel Arvind Sukhadev		- + GRP 1850/-	-	-			-
10	Vacant	Labour						

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of 'C' ward for the year 2013-2014

- ❖ 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 'C' at Chandanwadil for the year 2013-2014

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 'C' Ward at Chandanwadi for the year 2013-2014

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 C Ward.

Sr. No.	Type of Document File/ Register	Sub Topic	In which electronic format it is kept	Person in charge
1		1) Eviction of tenants residing in dilapidated bldgs known as B.I.T. Chawl No.1 to 6 at Chandanwadi, Mumbai-400002	1) CD	AO (Estate)
		2) Eviction of tenants residing in dilapidated bldgs known as Ismail Curty Road, Mumbai-400003	CD	AO (Estate)
		3) Eviction of tenants residing in dilapidated bldgs known as 380B -380C , J.S.S.Road, Mumbai-400002	CD	AO (Estate)

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of 'C' 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	Information about visiting hrs	9 to 4	1. Payment or rent 2. Enquiry of transfer / attornment Cases	AO Estate office	Concern RC
2	Information about interactive website	www.portal.mcgm.gov.in			
3	Facilitation center	8am.to	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. Abhay Ichharam Mukadam	AO Estate	Estate Department , 'C'ward	Office of the Asst. Commissioner 'C' ward, 76, Shrikant Palekar Marg, Chandanwadi, Mumbai-400002 Ph No. 22014022 Ext 300	-	Asst. Commissioner 'C' ward

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No
1	Shri Khimji Kamabhai Koli	Rent Supervisor	Estate Department , 'C' ward. Ph No. 22014022 ext 242	Office of the Asst. Commissioner 'C' ward, 76, Shrikant Palekar Marg, Chandanwadi, Mumbai-400002 Ph No. 22014022 Ext 300

Appellate authority

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	Address/ Ph. No	Email ID for purpose of RTI
1	Shri Satyaprakash Singh	Asst. Commissioner 'C' ward	'C' ward	Office of the Asst. Commissioner 'C' ward, 76, Shrikant Palekar Marg, Chandanwadi, Mumbai-400002 Ph No. 22014022 Ext 300	

Section 4(1) (b) (xvii)

Other information if any.

Nil