



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals Act as per provision of RTI
2005 of H/E Ward

ASSESSMENT DEPARTMENT

Address- ASST. ASSESSOR & COLLECTOR
(H/EAST WARD)

MUNICIPAL OFFICE PLOT NO. 137,
T.P.S 2ND, PRABHAT COLONY,
SANTACRUZ(EAST), MUMBAI-55

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, H/east 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, H/east Ward whose office is situated at H/east Ward Office ,Municipal Office Plot no. 137,T.P.S 2 nd Road, Prabhat Colony,Santacruz (East), Mumbai-400 055, The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

**Assistant Assessor & Collector,
H/EAST**

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INTRODUCTION

ASSESSMENT & COLLECTION DEPARTMENT

All the activities of this Department are performed under the provisions in the chapter VIII of Mumbai Municipal Corporation Act, 1888. Property taxes and octroi are the main sources of revenue of the corporation contributing about 60% of municipal revenue to enable the corporation to render better services to the citizen.

In a Ward, at administrative level, Asst. Assessor & Collector is the overall in-charge of the ward. There are two sections in each administrative ward, viz. Indoor & Outdoor. Ward Superintendent is the in charge of and responsible for outdoor section and Dy. Superintendent, Asst. Superintendent, Ward Inspectors, Cash Receiving Clerk and outdoor clerk etc. are working under his control. The administrative Wing of the Ward is divided into various sub-sections known as ward sections. Ward Inspector looks after the work of ward section allotted to him. The work of Ward Inspectors is supervised and control by Dy. Superintendent and Superintendent.

In Indoor Section, staff consisting of Head Clerks, Clerks and Typists are working under the Control, Supervision and guidance of the Asst. Assessor and Collector of the Ward. Asst. Assessor and Collector of the ward is responsible for all the activities, functions, performance related to the work of Indoor Section in particular and outdoor work in general.

The Assessing authority maintains the list of buildings containing taxable premises which includes the Ratable Value/Capital Value and the other details of property viz. Age, User etc. The assessing authority or any of these officer may enter into and inspect any building or premises or part thereof and make such enquiries as it thinks fit under the provision of M.M.C.Act for collecting particulars relating thereto or for taking measurement or for services of Bills, Notices, 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 01-04-10 and will be revised after every 5 years. The calculation in C. V. Tax System is done by the formula

Tax = Rate of Tax x Area x Market Value as per Stamp Duty Ready Recknor x

user Factor x Building Factor x 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 building are exempted from payment of the Tax.

- a) Buildings vesting in or belonging to the Central or State Government.
- b) Buildings vesting in any other Government or belonging to any purpose and not use or intended to be used for purpose of profit.
- c) Buildings vesting in the Board of Trustees of the Port of Mumbai and not used or intended to be used for the purpose of profit.
- d) Buildings or parts thereof vesting in or in occupation of consulates of foreign States or of any members of the staff of such officials and such buildings or parts not used or intended to be used for the purpose of profit.

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 to penalty on unpaid amount of Bill @ 2% p.m. as per section 202 of the Act.
- iii) To issue distress and attachment warrants under section 203 of the Act.
- iv) To sale the property in public auction under Section 206 of the Act.
- v) To file a suit in the Court of Competent Jurisdiction against the defaulter under section 211 of the Act.

SECTION 4 (1) (b) (i)

**The particulars of functions & duties of the office of
Assistant Assessor & Collector H/EAST Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	Assistant Assessor & Collector, H/EAST Ward Office , Municipal Office Plot no. 137, T.P.S 2 nd Road, Prabhat Colony, Santacruz (East), Mumbai-400 055
3	Head of the Office	Asstt. Assessor & Collector H/east (Shri Sanjay R. More)
4	Parent Government Department	Assessor & Collector, Head Office
5	Reporting to which office	Deputy Assessor & Collector (ws).
6	Jurisdiction -Geographical	H/EAST Ward is bounded by the
7	Mission	1) To achieve the given Collection target. 2) To maximize the revenue of MCGM.
8	Vision	Implementation of Capital Value System Successfully.
9	Objectives	To augment the revenue of Corporation from Properties assessed in Ward and taking on record the measurement and other details.
10	Functions	1) To maintain the record of Inspection details of property; 2) Serving Property tax bills and recovery thereof; 3) Implementation of Capital Value System.
11	Details of Services provided (In Brief)	1) Issuing the Property and MTOB Bills 2) Issuing Inspection Extract 3) Issuing NOC for OC, 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 – "L" Ward Boundry , West – 'H' West ward, North – K-east, South – G- North Boundry
13	Organization's structural Chart	As per separate sheet attached at page no.
14	Tel. No.s & Office Timings	Telephone no : 26173198 Email : aac.wardhe@gmail 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 H/East Ward**

A – Financial Powers

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	Rs.2500/-	---	
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 H/EAST Ward
B - Administrative Powers**

Sr. No	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	<p>1)General Administration, Supervision & Control over the function of the Ward in respect of Assessment & collection of Property/ Govt. Taxes.</p> <p>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</p> <p>3)To discharge the Duties & Power delegated by Mun. Commissioner under the Act.</p> <p>4) To Dispose off Complaints, To Sanction the proposal for Revision , Modification , Cancellation of Capital Value</p> <p>5) Holding conferences of the staff for implementation of directives of the Deptt.for achievement of Target & Collection.</p> <p>6) Preparing & Submitting various reports.</p> <p>7)To attend the grievances of Public.</p>	<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 Asstt. 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</p> <p>Date of Effect : From 01.04.2010 onwards</p> <p>Sections : 143 (1) (a), 144 (B) (C) (E), 144 (D), 149, 155 (1) and (3), 162 (1), 162 (2), 163,</p>	

			164, 165, 166, 167, 167 (1), 169, 174, 176, 177, 179, 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./ Asstt. Mun. Commissioner/ Prabhag Committee.</p> <p>3)To discharge the Duties & Powers deligated under the Act.</p> <p>4)Holding conferences of the staff for implementation of directives of the Deptt.for achievment 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./ Asstt. Mun.Commissioner/ Prabhag Committee.</p> <p>3) To discharge the Duties & Powers deligated 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 H/EAST Ward
C – Magisterial Powers**

Sr. No	Designation	Powers -Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	1)To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer. 2)Public information Officer related to reerances of RTI 2005 of Ward Office	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 H/EAST 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).	MMC ACT	
2	Supritendent	NIL	N.A	
3	Dy. Supdt.	NIL	N.A	
4	Head Clerk	NIL	N.A	
5	Ward Inspector	NIL	N.A	
6	Clerk	NIL	N.A	

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of
Assistant Assessor & Collector H/EAST Ward
E – Judicial Powers**

Sr. No.	Designation	Powers - Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Assessor & Collector	NIL	N.A	
2	Supritendent	NIL	N.A	
3	Dy. Supdt.	NIL	N.A	
4	Head Clerk	NIL	N.A	
5	Ward Inspector	NIL	N.A	
6	Clerk	NIL	N.A	

Section 4 (1) (b) (iii)

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Assessor & Collector H/EAST Ward

NAME OF ACTIVITY - Assessment and Collection of property tax

Related Provisions - Chapter VIII

Name of the Acts/Acts- MMC 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	AA&C(H/EAST)	
2	Inspection	Site Visit To measure, To enquire, To serve the bills, notices, summons etc.	Sunrise to Sunset	Inspector / Surveyor / Dy.Supt /Supdt / AA&C	
3	Assessment Proposals/TWR	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy.Supt /Supdt / AA&C	
4	Bills/Sp. Notice	To Serve the bills& Sp notice to the Party	Fifteen Days	Inspector	
5	Complaint Disposals	To attend & to hear the Complainants grievance and rectify the incorrect Data.	Fifteen Days	Inspector/ Dy.Supt / Supdt / AA&C	

6	Recovery	Follow up, For collection and completion of Target	Six months	Inspector / Dy.Suptd /Suptd	
7	To levy or to delete WT/ST	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy.Supt /Supdt / AA&C	
8	Refund	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Clerks, Typist, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	
9	Attachment	Service of Warrant of Attachment & Statement of Outstanding. To seek legal Action for Non payment of Taxes in time for collection	after six months	Inspector / Surveyor/ Dy.Suptd/ Suptd/AA&C	
10	Auction	The last resort by putting the property into Auction Sale to recover the Municipal Dues.	after six months	AA&C(H/east), Liason Officer	
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, Typist, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	

Section 4 (1) (b) (iv)

**Norms set for discharge of its functions in the office of
Assistant Assessor & Collector H/EAST 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 Amendmend in C.V. to levy and to collect the property tax and to initiat 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 Amendmend 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 Amendmend 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 achive the given periodical target.	Nil	Nil	To accomplish the target of collection given from time to time
4.	ASSISTANT ASSESSOR & COLLECTOR	To issue property tax bills once in the year containing to six monthly bills To authenticate all the entries in the Assessment Books every year. To implement the Capital Value System by sanctioning, rejecting, the proposals and subsequently billing for collection. To execute Distress Warrant, Attachment, Auction, sue the defaulters for recovery. Overall supervision, co-ordination,	Nil	Nil	To accomplish the target of collection given from time to time

		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.			
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 H/EAST 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 H/EAST Ward**

Note : Classification of record and periodicity of preservation is as proposed by this office vide letter under no. FS/26601/BF/OS, Dated : 08/11/2012 and subject to approval from the office of city engineer.

Sr No	Subject	Type of Document/ file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
'A' Class Record					
'C2' Class Record					
1	FORM 1 ASSESSMENT BOOK	Binding	FORM 1	Details of Property, Owner & First Date of assessment	15 Years
2	FORM 12 INSPECTION BOOK	Binding	FORM 12	Inspection Details	15 Years
3	TWR REGISTER / PROPOSALS	Batch	TWR REGISTER	Change in R.V /C.V	15 Years
'C1' Class Record					
'C' Class Record					
4	BILL BOOK	Register	BILL BOOK	Periodical Bills	05 Years
5	COMPLAINT REGISTER	Register	COMPLAINT REGISTER	Proceeding of Hearing	05 Years
6	DAY BOOK	Register	REGISTER	Daily Collection Report	05 Years
7	DEPOSITE REGISTER	Register	DEPOSITE REGISTER	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

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 H/EAST Ward

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
	NIL	NIL	NIL	NIL

1) Policy formulation – Nil

2) Policy implantation – At Ward Level

N.B. :No Separate arrangement exists at present for consultation or by representation by the members of public in relation to the formulation of Department's policy or implementation thereof.

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies

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

Section 4 (1) (b) (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 Sanjay R. More	AA&C	01.08.2014	26173198	J-2/13,Jal Mangal Deep chs,Bangur Nagar,Link rd.Goregaon(w),Mumbai-104
2	Shri Suhas M. Gosavi	Supdt	16.09.2014	26173198	A-3/504,Shree Laxmi Mata chs.,Nr. Voltas House,Dr. B.A Road,Mumbai-400033
3	Smt Darshani More	Dy.Supdt.	22.08.2014	26173198	Flat no.4,B-wing ,Sugat Niwas, Chabildas rd.,Dadar(w),Mumbai-400028
4	Shri Sandeep Temkar	Dy.Supdt	27.04.2015	26173198	301, Yashwant Apt.Chittaranjan Road, Vile Parle (E), Mumbai – 400 057.
5	Smt.Asha Mane	Head clerk	23.02.2015	26173198	703, Eksar Heights, Bhaskar Ganpat Mhatre Road, Eksar, Borivli (W), Mumbai – 400 090.
6	Shri Tushar Tamore	Head Clerk	03.09.2015	26173198	C-301, Meru Hsg. Complex, Manvel Pada Road, Virar (E)

7	Shri Jordan Peraira	Ward Inspector	30.06.2008	26173198	At -Gass, Fatima Mata Shejal, Post-Sopara, Tal.Vasai, Dist.-Thane Nallasopara (W) – 401203.
8	Shri Patilba Wagh	Ward Inspector	17.10.2011	26173198	3/A/13, Nishigandh CHS.,Nagri Nivara Parishad, Plot no.5, Goregaon (E), Mumbai – 400 065
9	Shri Sunil B. More	Ward Inspector	21.02.2011	26173198	B-304, AkruTI CHS Ltd., New Link Rd., Borivali (W), Mumbai – 400 091.
10	Shri Kamlesh P. Madaye	Ward Inspector	19.07.2011	26173198	23,A, Pushparaj, Pandurangwadi, 6 th Gali, Goregaon (E), Mumbai – 400 063.
11	Smt. Dolly Shah	Ward Inspector	16.11.2010	26173198	4 Dnyanda Shastri Nagar, S.V.Road, Borivli (W), Mumbai – 400 092.
12	Smt. Madhuri Parab	Ward Inspector	29.03.2007	26173198	210 , Mangalmurthi CHS. Rajabhau Desai Marg, Prabhadevi, Mumbai – 400 025.
13	Shri Prashant Kamble	Ward Inspector	14.12.2010	26173198	142/43, Shishmahal, Sane Guruji Marg, Chinchpokli, Mumbai - 11
14	Shri Laxman Patkar	Ward Inspector	18.06.2009	26173198	B-303, Sundarvan, Building No.19, R.J.Nagar, Phoolpada Road, Near Swastik Garden, Virar(E), Takulka Vasai Dist. Palghar – 401 305
15	Smt. Parnika Shelar	Ward Inspector	08.06.2015	26173198	Shankar Apt., A wing, 502, Yashwant Nagar, Vakola, Santacruz (E), Mumbai-55
16	Shri Chandrakant Vaykole	Ward Inspector	16.11.2010	26173198	B/1101, Shree Mangalmurti Complex CHS Ltd. Balaji Nagar, New Thakurli Road, Cholegaon, Thakurli (E) 421 201.
17	Smt. Shahidabanu Asif Sayed	Ward Inspector	23.11.2010	26173198	A/502, Madina Tower CHS Ltd., Opp. Sunder Nagar Gate No.1, Near flyover bridge, S.V.Road, Malad (W) Mumbai - 400 064
18	Shri Prashant Jadhav	Ward Inspector	16.11.2010	26173198	Room No.6, Bldg. No.3, 112 , Tenaments Municipal Colony, Sasmira Road, Worli, Mumbai – 400 030.
19	Smt. Suchita S. Gawde	clerk	14.07.2008	26173198	Narmda -1, 208, First floor, Ramnagar, Chincholi Bunder Rd., Near to Bhujali Talav, Malad (W), Mumbai – 400 064

20	Shri Vishnu Jadhav	Clerk	23.10.1996	26173198	Bhagat Singh nagar no. 2.link road,Tambe galli no. A/7,Goregaon (w),Mumbai-104
21	Shri Vijay J. Dalvi	Clerk	16.06.2009	26173198	A/602, Shri Ganesh Tower, Near Guru Datta Nagar, Swami Samartha Nagar, Virar (E), Palghar – 401305.
22	Shri Kesarinath V. Vaity	Peon	15.11.1989	26173198	130/Vithal Smruti,Vazira Village,L.T Road,Borivali (w),Mumbai-400091
23	Shri Shobha N. Vhanmane	Peon	13.02.2007	26173198	Vishwa Karma Chawl, Room No. 33 Akurli Road, Vadar Pada, Road No.1, Kandivli (East), Mumbai – 400 101.
24	Smt. Laxmi Shinde	Peon	07.08.1989	26173198	82/651 Motilal Nagr,No-1,D.B More Marg,Goregaon(w),Mumbai 400104
25	Smt. Veena Yadav	Peon	06.03.2013	26173198	Shri Ram Samarth Welfare Secy.,Marve Rd. Rathodi village,Malvani, Malad (w),Mumbai -400095
26	Smt. Jayshri Bansode	Peon	24.05.2010	26173198	Bldg.no.5/163, Nirmal Nagar, 2 nd floor, Bandra (E), Mumbai – 400 051.
27	Shri Rajendra Sawant	Peon	19.10.1989	26173198	Sahkar Ram Nagar,Sawant chawl no. 2143,CSM, Santacruz(E) Mumbai-400055

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 Sanjay R. More	AA&C(H/E)	21740	4800	28398	7962	1253	64153
2	Shri Suhas M. Gosavi	Supdt(H/E))	21490	4600	27916	7827	1400	63233
3	Smt Darshani More	Dy.Supdt.(H/E)	22090	4200	28130	7887	800	63107
4	Shri Sandeep Temkar	Dy.Supdt.(H/E)	24800	4200	34510	8700	1263	73473
5	Smt.Asha Mane	Head clerk (H/E)	15950	4200	21561	6045	800	48556
6	Shri Tushar Tamore	Head clerk (H/E)	14460	4200	22205	5598	600	47063
7	Shri Jordan Peraira	Ward Inspector	17530	2800	21753	6099	1263	49445
8	Shri Patilba Wagh	Ward Inspector	15230	2800	19292	5409	1263	43994
9	Shri Sunil B. More	Ward Inspector	16050	2800	20170	5655	1263	45938
10	Shri Kamlesh P. Madaye	Ward Inspector	15550	2800	19635	1263	5505	44753
11	Shri. Prashant Jadhav	Ward Inspector	16150	2800	23688	0	1482	44120
12	Smt. Shahidabanu A. Sayed	Ward Inspector	17710	2800	25638	6153	1063	53364
13	Smt. Parnika Shelar	Ward Inspector	11850	2800	17434	4395	1063	37542
14	Shri Laxman Patkar	Ward Inspector	16790	2800	23312	5877	1063	49482
15	Shri Prashant Kamble	Ward Inspector	14810	2800	20956	5283	1063	44912
16	Smt. Madhuri Parab	Ward Inspector	19490	2800	26525	6687	1063	56565
17	Smt. Dolly Shah	Ward Inspector	16130	2800	22527	5679	1063	48199
18	Shri Chandrakant Yaykole	Ward Inspector	17310	2800	25138	6496	600	52344
19	Smt. Suchita Gawde(charging bandra Dy A & C(ws)	Clerk	8440	2000	11171	800	3132	25543
20	Shri Vishnu Jadhav	Clerk	13980	2000	17099	4794	800	38673
21	Shri Vijay J. Dalvi	Clerk	13370	2000	19213	4611	600	39794
22	Shri Kesarinath V. Vaity	Peon	11730	1900	14584	4089	919	33222
23	Smt.Shobha Vhanmane	Peon	7780	1850	12038	2889	600	25157
24	Smt. Laxmi Shinde	Peon	11730	1900	14584	4089	919	33222
25	Smt. Veena Yadav	Peon	4620	1350	6388	1791	800	14949
26	Smt. Jayshri Bansode	Peon	6440	1850	8870	2487	950	20597
27	Shri Rajendra Sawant	Peon	11270	1850	14038	3936	919	32013

**Details of allocation of budget and disbursement made in the office of
Assistant Assessor & Collector H/East Ward
for the year 2015-16.**

Format B for previous year (2014-15)

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 (2014-15)

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 H/East 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 H/East 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 H/East 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 H/East Ward**

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C(H/E)
2	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C(H/E)

*** 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 H/East Ward

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Information about visiting hours	10.30a m To 5.30pm	In person	Ward H/east	AA&C H/East
2	Information about interactive website	Round the clock	Access to Internet	Internet	----
3	Facilitation Center	8am To 8pm	In person / on written application / on payment of schedule fees	Ward H/east	AA&C H/East
4	Information about facilities for inspection of record	10.30a m To 5.30pm	In person / on written application /on payment of schedule fees	Ward H/east	AA&C H/East
5	Information about facilities for inspection of work	10.30a m To 5.30pm	In person / on written application /on payment of schedule fees	Ward H/east	AA&C H/East
6	Information about providing samples	Not Applicable			
7	Information about Notice Board	10.30a m To 5.30pm	In person	Ward H/east	Displayed at H/East Ward

8	Information about library	Not Available			
1	Information about Inquiry window or Reception etc.	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward H/east	AA&C H/East

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 H/East Ward

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Shri.Sanjay More	Asstt. A&C H/East	Head of the Department at Ward level	H/East Ward Municipal Office Plot no. 137, T.P.S 2 nd Road, Prabhat Colony, Santacruz (East), Mumbai-400 055	aac.wardhe@gmail.com	Asstt. Municipal Commissioner H/East

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 H/East 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	Shri Prashant N. Gaikwad	Asstt. Municipal Commissioner / H/East- Ward	RTI Act	Asstt. A&C H-East	aac.wardhe@gmail.com

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etails of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Assistant Assessor & Collector H/East Ward

Section 4 (1) (b) (xvii) – Others

- NIL -