

Additional District Deputy Collector, Mumbai Suburban District

Right to information and obligations of Public Authorities. Information about Section 4(b) 1 to XVII.

I	The Particular of its Organization, function and duties.	This Organization is headed by Additional District Deputy Collector and he is assisted by the Awal Karkun. The Additional District Deputy Collector branch consists of A.K., 5 clerks, 1 Surveyor and 1-Draftsman their function and duties are as under. This office is performing duties to increase and Create land revenue through defecation of cases of unauthorised . Non-Agricultural use. It also does the Supervising work on 5 Additional Tahsildar (Non-Agriculture) offices. ADDC is the appellate authority on orders issued by Additional Tahsildar (N.A.). It is undertaking work of penalising unauthorised non-agriculture use of the land in Khoti-Villages under Section 45 of Maharashtra Land Revenue Code-1966. It is issuing Certified copies of created record to citizens.
II	The Powers and duties of its officers and employees.	1.The appeal cases against the orders issued by Additional Tahsildar (N.A.) in M.S.D. 2 .to issue the order of penalty and N.A. Assessment in unauthorised non-agricultural use of the land in M.S.D. 3.To hold inquiry in police firing cases under the control of Collector. All office employees are performing the duties related to administration and under taking a office work of clerical and supervision cadre.
III	The procedure followed in the decision making process including channels of supervision and accountability.	The Procedure followed in the decision making process through including channels is supervision and accountability is as under ADDCS decision in making procedure of authorized . N.A. use report are through surveyor of this office. In the cases of reports received by City Survey Offices, Show cause Notices are issued in and hearing is held and after given opportunity to be heard , the order is issued of imposing the N.A. assessment and penalty. In appeals notices for hearing are issued and sufficient opportunities are given to be heard then the final order is issued. All the office work is supervised by the Awal Karkun. (Shirastedar)
IV	The norms set by it for the discharge of its function.	This office is given the target of recovery of the land revenue throw authorized. N.A. used . N.A. Norms are prescribed as per Maharashtra land Revenue Code.
V	The rules, regulations. instruction, manuals and records held by it or under its control or used by its employees for discharging its function.	The additional District Deputy Collector, and his Staff discharges their function according to instructions from Revenue and Forest Department and under the provision of M.L.R.C. 1966 and Rules their under.
VI	A statement of the categories of documents that are held by its or under its Control.	This office is holding record of the orders of N.A. assessment in Khoti-village issued up to 1990. From onwards this office is issuing unauthorised non agriculture use, penalty orders in Khoti Villages of M.S.D. This office is holding the record of all decided cases and appeals heard by it.

VII	The Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy for implementation there of	Not-applicable.		
VII	A Statement of the boards , Councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as whether meetings of those boards, councils, committees and other bodies are open to the public, or the duties of such meetings are accessible for public.	Not-applicable.		
IX	A directory of its officer's and employees.	Address: Additional Distract Deputy Collector, Mumbai Suburban District 9 th Floor, Administrative building opp. Chetna College, Bandra (E) Mumbai		
		Sr.No	Name	Designation
		1	Smt. Farogh Mukadam	Additional District Deputy Collector
		2	Shri D.B. Hedao	Awal Karkun
		3	Smt. V.A. David	Clerk
		4	Shri R.K. Patole	Clerk
		5	Smt. S.A.Yadhav	Clerk
		6	Smt.P.P. Kandalgaonkar	Clerk
		7	Post Vacant	Clerk
		8	Shri V.B. Rane	Draughtstman
		9	Post Vacant	Surveyor
		10	Shri L.R. Jadhav	Peon
		11	Smt. S.R. Devkate	Peon
		12	Ajit K. Mayekar	Peon
		13	Shri R. V. Gangavane	Peon
		14	Shri S.B.Desai	Peon
		15	Post Vacant	Peon
		16	Post Vacant	Peon
		17	Shri S. L. Dalvi	Naik

		Name	Designation	Payscale
		Smt.Farogh Mukadam	A.D.D.C.	15600-39100
		Shri Dilip Hedaoo	Awal Karkun	5200-20200
		Smt. V.A.David	Clerk	5200-20200
		Shri R. K.Patole	Clerk	5200-20200
		Smt. S.A.Yadhav	Clerk	5200-20200
		Smt.P.P.Kandlgaonkar	Clerk	5200-20200
		Post Vacant	Clerk	5200-20200
		Shri V. B. Rane	Draughtstman	5200-20200
		Post Vacant	Surveyors	5200-20200
		Shri R. V. Gangavane	Peon	4440-7440
		Shri Ajit K Mayekar	Peon	4440-7440
		Smt. S. R. Devkate	Peon	4440-7440
		Shri L.R. Jadhav	Peon	4440-7440
		Shri S.B.Desai	Peon	4440-7440
		Post Vacant	Peon	4440-7440
		Post Vacant	Peon	4440-7440
		Shri S.L.Dalvi	Naik	4440-7440
XI	The budget allocated to each of its agency, indicating the particulars of all plans, Proposed expenditures and reports on disbursement made.	The amount of the budget allocated for office salary, Office expenditures and traveling allowances is Rs. 28,24,252 Expenditure Incurred is Rs. 1,84,388		
XII	The manner of execution subsidy Programmes including the amount allocated and details of beneficiaries of such programmers.	Non- applicable.		
XIII	Particular recipients of concession, Permits of authorization granted by it.	Non- applicable		
XIV	Details in respect of the information, available to or held by it, reduced in an electronic form.	Non-applicable		

XV	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	This office can give certified copy of the orders asked for by applicant with in 15 days this is deputed to one clerk who is many of the works and duties relapse to the record Working hours of the office is 9.45 A.M. to 5.30 P.M. Library or reading room is not maintained.
XVI	The names, designations and other particulars of public Information Officers.	Smt. Farogh Mukadam – Additional District Deputy Collector. P.I.O. <u>Office Address -</u> Administrative Building, 9 th flower Govt. Colony, Bandra (E), Mumbai 400051. Phone No. 26513744. Shri D. B. Hedo A.K. - A.P.I <u>Office Address -</u> Administrative Building, 9 th flower Govt. Colony, Bandra (E), Mumbai 400051. Phone No. 26513744.
XVII	Such other information as may be prescribed.	- -

**Additional District Dy. Collector
Mumbai Suburban District**