

**Tahsildar Borivali Office**

**Right to information and Obligations of Public Authorities**

**Information about section 4(i) (b) I to XVII**

**Name of the Office :- Tahsildar Borivali**

**Right to information and Obligations of Public Authorities Information about section 4 (i) (b) I to xvii.**

<b>S.No.</b>	<b>Para</b>	<b>Remarks</b>
<b>1</b>	<b>Pparticulars of its organization, functions and duties.</b>	Tahsildar office Borivali Consists of following Staff.
	<b>1) Tahsildar, Shri. B.V. Sankhe.</b>	Disposal of cases of Land matter's Disposal Disputed Mutation and Mutation, entry Deciding matters under B.T. and AI Act. 1948 that is under section 32 G, And 70 (B). Inspection of Talathis and Circles Officers, for Land revenue recovery, Recovery of Entertainment dues, and all other Govt. dues, and certificate received from various Department for recovery as arrears of Land revenue Supervision of office, inspection if Cinema theater, mailing inspection.
	<b>2) i) Shri. S.M. Shinde, RNT ii) Shri. I.A. Patel, NT (Revenue)</b>	Supervision of office staff.
	<b>Aval Karkun</b>	<b>Aval Karkun</b>
	<b>3) i) Shri. L.Y. Vaidya</b>	<b>ii) Shri. R.S. Sankulkar</b>
	<b>Supervision</b>	<b>Supervision</b>
	<b>1) Shri. S.V. Bendkhale, (Clerk)</b> RTS, Pik Pahani, Computerization 7/12, Land matter case, Certificate of Agriculture etc., Accident cases, Tahsildar's dairy, circle officer's dairy. The matter related to sec 80(2) of the Mahrastra Co-op. Act 1960. Organization and method system. Environment (Mangroves) matter, Work Sheet and drawing of Abstract, Riot Cases maharashtra marine Fishing Regulations Act, 1981.	<b>2) Shri. S.K. Waghmare, (Clerk)</b> Acceptance of Entertainment Duty Tax and Cheques, Maintenance of Cash Books, Credit of money in Banks. Disposal of Tapals in related Entertainment and Disposal of Audit Paras drawn by the Audit squads of A.G. Office, Commissioner and Collector Office.
	<b>3) Shri. R.J. Khair, Clerk</b> Land Revenue matters, submission of Reports in Grant of Land Cases, preparation of Recovery Statement and other statements pertaining to B.T. Act, N.A. Matter, Audit Paras, drawn by A.G. Nagpur and Matters related to Tribal, Jamabandhi, and Lease Matter, Occupancy Prices, Inquest Panchnama and mailing.	<b>4) Shri. G.N. Kadam, Clerk</b> Issue of Caste Certificate and Non Crimeliar of all Categories, Acceptance of Applications under policy of 30 % Ladies Reservation and making of due inquiry preparation of certificate and miscellaneous.

	<p><b>5) Shri. Deorukhkar, Clerk</b> Inward, Outward Acceptance of Tapal, Maintenance Register, Postage Stamp Account,</p>	<p><b>6) Shri. A.E. Sondekar, Cashier</b> Preparation of pay bills, Monthly expenditure statement &amp; natural calamities expenditure statement. Preparation of Budget Estimates, preparation of pay bill of staff and Talathies and Circles Officers. Acceptance of Revenue Recovery of Talathies and Cheques received from Land Lords, and credit them into the Bank.</p>
	<p><b>7) Shri. N.B. Shinde, Clerk.</b> <b>Govt. Ref. Registers, Commnr. Ref, Minister, MLA, M.P. Maintenance of Assembly Question, D.O. Letter and letters recd. from S.D.O. and Collector Office, Issue Senior Citizen Certificate, Solvency Certificate.</b></p>	<p><b>8) Shri. T.G. Shinde Record Keeper</b> Maintenance of office records, issue of certified copies, Maintenance of Dead Stock register, purchase of stationery articles and maintenance of records, maintenance of Vehicle records, miscellaneous records, Flag Hoisting, Zunka Bhakar, Enquiry of fast foods, Environment (Mangroves) matter, evaue property Maintenance of Office building. Audit Paras. of Commissioner Office and S.D.O.</p>
	<p><b>9) Shri. C.R. Pawar, Clerk</b>  Record of Rights, Riot Claims, Lease Legal Hiers aLand Matters and Farmers Certificates</p>	

**Matter's relating to Public Right to Information Act.**

**Field Staff in Kurla Taluka :- Circle Officers.**

<b>Circle Officer</b>	<b>Talathi In Circle</b>	<b>Kotwal</b>
<b>Borivali Shri. S.G. Kamble</b>	1) Shri. B.S. Dumbre Talathi Dahisar	1) P.K. Mhatre
	2) Shri. P.S. Kachare Talathi Eksar	2) S.B. Kamble
	3) ShriK.N. Pawar Talathi Kandivali	3) K.A. Chavan
	4) Smt. N.A. Naik Talathi Borivali	4) P.R. Chavatekar
<b>2) Circle Officer Kurar Shri. P.S. Jadhav</b>	1) Shri. P.C. Shinde Talathi Kurar	5) S.S., Sondkar
	2) Shri. S.M. Bhagvat Talathi Gorai	
<b>3) Circle Officer,Goregaon Shri. B.S. Jadhav</b>	1) Shri. A.P. Jadhav Talathi Malvani	6) A.N. Patel
	4) Shri. A.P. Jadhav (Addl.Charge) Talathi Goregaon	7) J.S. Bamne
	5) Shri. V.R.Nikam Talathi Mahul.	
<b>Duties of Circle Officer</b>		
<ol style="list-style-type: none"> <li>1) To Inspection of Record of Rights and Talathis Dapter,</li> <li>2) To Assist the Talathis for maintaining upto date Record of Rights</li> <li>3) To help the Talathis for recovery of Government dues and other dues.</li> <li>4) To verify Mutation Entry effected by the Talathis in Village Form No.6 and keep a note about Discrepancy Notice. <ol style="list-style-type: none"> <li>1) To Submit reports about unauthorized extravation.</li> <li>2) To make enquiry in the Cases, forwarded by the Tahasildar, for enquiry and reports.</li> <li>3) Over Supervision of all Talathies whether they are carrying out Duties as per norm prescribed</li> </ol> </li> </ol>		
<b>Duties of Talathis</b>		
<ol style="list-style-type: none"> <li>1)Maintain Record of Rights.</li> <li>2)Submission of Administrative reports.</li> <li>3)Recovery of land revenue and others dues.</li> <li>4)Maintain Village Form No.8 and 8 B.</li> <li>5) Preparation of Jambandi Statement and Compliance there of.</li> </ol>		

II	The powers and duties of its Officers and employees.	Exercise of powers delegated under Maharashtra Land Revenue Code 1966 and Rules framed there under as well as standing Orders/ Circulars issued by the Government.
III	The procedure followed in decision making process including channels of supervision and accountability.	The procedure followed in the decision making process including channels of supervision and accountability is as under Tahsildar  N.T.  Aval Karkun  Working staff (every staff member) including the supervisory Officers are responsible for decision making process.
IV	The norms set by it for the discharge of its functions.	The specific norms disposal of references is not fixed by Government. However, since there are no new land grant cases, the clerks are dealing with old land cases and most of these cases are complicated, so far as the breach of conditions are concerned. These files needs more attention and required details scrutiny. The officers, clerks /Aval karkuns from the Revenue department are also entrusted with duties during natural calamities and election work etc.in addition to their regular works.
V	The Rules, Regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging it functions.	Employees of Tahsildar Kurla are discharging their functions according to instructions issued by Government in Revenue and Forests Department and according to the provisions as laid down idn the following Acts and Rules their under. 14) Maharashtra Land Revenue Code 1966 and Rules there under. 2) Maharashtra Private Forest Act. 1975
VI.	The statement of the categories of documents that are held by it or under its control.	Not applicable
VII.	The particulars of and arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation there of.	Not applicable

VIII	A statement of the boards, councils, committees and other bodies consisting of two or more person constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	The matter is related to the policy decision and is required to be referred to the Government in Revenue and Forests department through the Divisional Commissioner, Kokan Division.
XI	A directory of its officers and employees	Office phone No. 28075034 1) Shri. B.V. Sankhe Tahsildar 2) Shri. S. M. Shinde,R.N.T 3) Shri. L.Y. Vaidya A.K. 4) Shri. R.S. Sankulkar , A.K. 5) Shri. P.D. Jadhav, A.K. 6) Shri. R.J. Khair, Clerk .K. 7) Shri. N.B. Shinde , Clerk 8) Shri. A.E. Sondekar, Clerk 9) Shri. G.N. Kadam , Clerk 10) Shri. S.K. Waghmare, Clerk 11) Shri. D.R. More, Clerk 12) Shri. S.D. Deorukhar Clerk
X	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in regulations.	As per the Government norms and rules each officer and employee is drawing the salaries in scale prescribed by the Government. Details of their salaries is as under : (Name / Designation Pay Scale)
		1) Shri. B.V. Sankhe , Tahsildar Pay – 7450-225-11500
		2) Shri. S.M. Shinde, R.N.T. Pay – 5500-175-9000
		3) Shri. R.S. Sankulkar, A.K. Pay – 4500-125-7000
		4) Shri. L.Y. Vaidya, A.K. Pay - 4500-125-7000
		5) Shri. P.D. Jadhav, A.K. Pay – 4500-125-7000
		6) Shri. R.J. Khair , Clerk Pay – 3050-75-3950-80-4590
		7) Shri. N.B. Shinde , Clerk Pay – 3050-75-3950-80-4590
		8) Shri. . A.E. Sondekar , Clerk Pay – 3050-75-3950-80-4590
		9) Shri. S.N. Kadam, Clerk Pay – 3050-75-3950-80-4590
		10) Shri. S.K. Waghmare, Clerk Pay – 3050-75-3950-80-4590
		11) Shri. D.R. More, Clerk Pay – 3050-75-3950-80-4590

		12) Shri. S.D. Deorukhar, Clerk Pay – 3050-75-3950-80-4590
		<b>Entertainment Duty Inspector</b>
		1) Shri. A.I. Maingade. (EDI) Zone-6 Pay- 4500-125-7000
		2) Shri. Ochani , (EDI) Zone-5 Pay- 4500-125-7000
		3) Post Vacant (EDI) Zone-7 Pay- 4500-125-7000
		4)Shri. Santosh Achrekar ( EDI) Zone 7-A Pay- 4500-125-7000
		<b>Circle Officers</b>
		1) Shri. S.G. Kamble 5000-150-8000
		2) Shri. P.S. Jadhav 5000-150-8000
		3) Shri. B.S. Jadhav 5000-150-8000
		<b>Talathi</b>
		1) Shri. B.S. Dumbre, Talathi Pay – 4000-100-6000
		2) Shri. R.S. Kachare, Talathi Pay – 4000-100-6000
		3) Shri. K.N. Pawar, Talathi Pay – 4000-100-6000
		4) Smt. N.A. Naik, Talathi Pay – 4000-100-6000
		5) Shri. P.C. Shinde, Talathi Pay – 4000-100-6000
		6) Shri. S.M. Bhagwat, Talathi Pay – 4000-100-6000
		7) Shri. A.P. Jadhav, Talathi Pay – 4000-100-6000
		8) Shri. A.P. Jadhav, Talathi Pay – 4000-100-6000
		There are no provisions to pay the compensation to the Government Servant.
XI	The budget allocated to cash of its agency, indicating the particulars of all plans, proposed expenditures and repots on disbursements made.	Not applicable
XII	The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable
XIII	Particulars of recipients of concession, permits or authorizations granted by it.	Not applicable
XIV	Details in respect of the information,	Not applicable

	available to or held by it, reduced in an electronic form.	
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.	Every public member has right to inspect the files on payment of fees as prescribed in the M.L.R.C. Rule and get the certified copies of the documents if any required. Besides all Officers are ready to clear up their doubts and to the most possible extent. Government Forms are also issued to the public on demand. They are also guided properly to fill up such forms and to make an application.
XVI	The names, designations and other particulars of the Public information Officers	1) Shri. Sanjay Sarwade, Sub. Divisional Officer, M.S.D. Appellate Authority
		2) Shri. B.V. Sankhe, ,Executive Magistrate & Tahsildar Kurla Public Information Officer.
		3) Shri. S.M. Shinde, R N.T. Asstt. Public Information officer.
XVII	Such other information as may be prescribed.	Not applicable

**Place : Borivali**

**Date : 5-4-2007**

**Tahsildar – Borivali**