

Tahsildar Kurla (Mulund) Office

Right to information and Obligations of Public Authorities

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

Name of the Office :- Tahsildar Kurla (Mulund)

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

S.No.	Para	Remarks
1	Particulars of its organization, functions and duties.	Tahsildar office Kurla (Mulund) Consists of following Staff.
	1) Tahsildar, Shri. S.S. More.	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 Talathies 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.
	2) i) Smt. V.V. Rane , RNT ii) Shri. S.M. Mangavkar, NT (Revenue)	Supervision of office staff.
	Aval Karkun	
	3) i) Shri. Sanjay J. Nalawade	
	ii) Post Vacant	
	iii) Shri. Y.B. Valvi.	
	1) Shri. K.S.Jadhav (Clerk) 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 Maharashtra Co-op. Act 1960. Organization and method system. Environment (Mangroves) matter, Work Sheet and drawing of Abstract.	2) Smt. S.D. Patil, (Clerk) Clerk for Land Matters. Submission of Reports in grant of Land cases, Lease matter, Occupancy matter, Natural Calamities and Zunka Bhakar.
	3) Smt. N.B. Vikey (Miscellaneous Clerk) Issue of Senior Citizen Certificate, Income Certificate 30% Ladies Reservation Certificate. Audit paras drawn by the A.G.Nagpur, Audit Para's Drawn by Commissioner, Collector and S.D.O's.	4) Shri. Sanjay Nalawade (Aval Karkun) Preparation of pay bills, Monthly expenditure statement & natural calamities expenditure statement. Preparation of Budget Estimates, preparation of pay bill of staff and Talathies and Circles Officers. Maintain of service books & establishment subject. Class iv GPF Account.

	<p>5) Shri. R.S. Ayarkar Clark / Cashier</p> <p>Acceptance of revenue recovery of Talathies and credit them into the Stat Bank. Issue of employees salary cheque. Write the taluka no.1 Write the cash book & Cheque register.</p>	<p>6) Shri. E.B.Jamble (Clerk Jamabandi)</p> <p>Matter related to Jamabandi and N.A. matter, preparation of Recovery Statement and other statement. Warrant of attachment. Balance sheet of government dues.</p>
	<p>7) Post Vacant (clerk)</p>	<p>8) Shri. H. L. Pawar (EDI Clerk)</p> <p>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.</p>
	<p>9) Shri. Kotian (Clerk)</p> <p>Inward Outward, acceptance of Tapal and Maintain Register, Postage Stamp Account, Government reference registers and references received from commissioner, Minister, MLA M.P. Maintenance of Assembly question register. Maintenance of Register of D.O. letter's and important letter's and important letter's received from the Sub-Divisional Officer and Collector's . Issue of Resident Certificate, Solvency certificate.</p>	<p>10) Shri. S. B. More, (Clerk) Record Keeper</p> <p>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, evaque property Maintenance of Office building. Issue of Caste Certificate and Non – Creamy layer of all categories acceptance of application under policy and making of due inquiry preparation of certificate and miscellaneous.</p>

Matter's relating to Public Right to Information Act.

Field Staff in Kurla Taluka :- Circle Officers.

Circle Officer	Talathi In Circle	Kotwal
Ghatkopar Shri. Sanjay Kirve	1) Shri. P.C. Angwalkar Talathi Pawai	1) D.G. Gharat
	2) Shri. R.K.Tare Talathi Mulund	2) S.S. Utekar
	3) Shri. Y.L. Dalvi Talathi Nahur	
	4) Shri. R.N. Rathod Talathi Kanjur	
	5) Shri. Y.L. Dalvi Talathi Hariyali	
	6) Shri. Dilip Kolgoankar Talathi Hariyali	
2) Circle Officer Kurla Shri. V.J. Kanhekar	1) Shri. S.T.Gawde Talathi Chembur	1)R.K.Jadhav
	2) Shri. Chopdekar Talathi Turbhe	2) K.T.Jadhav
	3) Shri. Dagle Talathi kurla	1) Bhagat 2) Patekar
	4) Shri. D.S. Pawar Talathi Asalfa	
	5) Shri. V.R.Nikam Talathi Mahul.	
	6) Shri. H.D. Worlikar TalathiMohili	
3)Circle Officer Shri. K.G. Maladkar		
Duties of Circle Officer		
<ol style="list-style-type: none"> 1) To Inspection of Record of Rights and Talathis Dapter, 2) To Assist the Talathis for maintaining upto date Record of Rights 3) To help the Talathis for recovery of Government dues and other dues. 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"> 1) To Submit reports about unauthorized extravation. 2) To make enquiry in the Cases, forwarded by the Tahasildar, for enquiry and reports. 3) Over Supervision of all Talathies whether they are carrying out Duties as per norm prescribed 		
Duties of Talathis		
<ol style="list-style-type: none"> 1)Maintain Record of Rights. 2)Submission of Administrative reports. 3)Recovery of land revenue and others dues. 4)Maintain Village Form No.8 and 8 B. 		

5) Preparation of Jambandi Statement and Compliance there of.

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 in 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. 2560 2386
		1) Shri. S.S. More, Tahsildar
		2) Shri. S. M. Mangavkar, N.T. (Revenue)
		3) Smt. V.V. Rane, R.N.T. (Residential)
		4) Shri. Sanjay Nalawade, A.K.
		5) Post Vacant, A.K.
		6) Shri. Y.B.Valvi, A.K.
		7) Shri. K.S.Jadhav, Clerk
		8) Shri. S.K. Chavan, Clerk
		9) Shri. More, Clerk
		10) Shri. Ayarkar, Clerk
		11) Shri. E.B. Jambhale, Clerk
		12) Post Vacant., Clerk
		13) Shri. Pawar , Clerk
		14) Shri. Kotian, Clerk
15) Shri. S.D. Patil, 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. S.S. More, Tahsildar Pay – 7450-225-11500
		2) Shri. S.M. Mangavkr, N.T (R) Pay – 5500-175-9000
		3) Smt. Nalawade , A.K. Pay – 4500-125-7000
		4) Post Vacant, A.K. Pay - 4500-125-7000
		5) Shri. Y.B.Valvi., A.K. Pay – 4500-125-7000
		6) Shri. K.S.Jadhav, Clerk Pay – 3050-75-3950-80-4590
		7) Shri. S.K. Chavan, Clerk

		Pay – 3050-75-3950-80-4590
		8) Shri. S.B. More , Clerk Pay – 3050-75-3950-80-4590
		9) Shri. E.B. Jamble, Clerk Pay – 3050-75-3950-80-4590
		10) Smt. S.D.Patil, Clerk Pay – 3050-75-3950-80-4590
		11) Shri. R.S. Ayarkar, Clerk Pay – 3050-75-3950-80-4590
		12) Shri. S. B. More, Clerk Pay – 3050-75-3950-80-4590
		13) Shri. D. A. Kotian, Clerk Pay – 3050-75-3950-80-4590
		Entertainment Duty Inspector
		1) Shri. I.L. Shinde. (EDI) Zone-11 Pay- 4500-125-7000
		2) Shri. R.L.Kamtekar, (EDI) Zone-8 Pay- 4500-125-7000
		3) Shri. C.N.Dumbre, (EDI) Zone-9 Pay- 4500-125-7000
		Circle Officers
		1)Shri. Sanjay Kirve
		2) Shri. S.G. Kanekar
		3) Shri. K.G. Maladkar
		Talathi
		1) Shri. M.V.Angwalkar, Talathi Pay – 4000-100-6000
		2) Shri. R.K. Tare , Talathi Pay – 4000-100-6000
		3) Shri. Y.L. Dalvi, Talathi Pay – 4000-100-6000
		4) Shri. R.N. Rathod, Talathi Pay – 4000-100-6000
		5) Shri. V.M. Kolgaonkar, Talathi Pay – 4000-100-6000
		6) Shri. S.T. Gawade, Talathi Pay – 4000-100-6000
		7) Shri. B.L. Chopadekar, Talathi Pay – 4000-100-6000
		8) Shri. R.L.Dagale, Talathi Pay – 4000-100-6000
		9) Shri. D.S. Pawar, Talathi Pay – 4000-100-6000
		10) Shri. A.N. Bhagat, Talathi Pay – 4000-100-6000
		11) Shri. N. A. Patekar, Talathi

		Pay – 4000-100-6000
		12) Shri. V.R. Nikam, Talathi Pay – 4000-100-6000
		13) Shri. H.D. Worlikar, Talathi Pay – 4000-100-6000
		There ar 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, available to or held by it, reduced in an electronic from.	Not 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.	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. Sarwade, Sub. Divisional Officer, M.S.D. Appellate Authority
		2) Shri. S.S. More, Executive Magistrate & Tahsildar Kurla Public Information Officer.
		3) Shri. S.M. Mangaokar, N.T.(R) Asstt. Public Information officer.
XVII	Such other information as may be prescribed.	Not applicable

Place : Kurla (Mulund)

Date : 5-4-2007

**Tahsildar – Kurla
(Mulund)**

