

Additional Chitnis Branch , Mumbai Suburban District
(Land Matters, Kurla Taluka)

Right to information and Obligations of Public Authorities Information about section
4(b) I to XVII – July - 2017

S.No.	Para	Ramarks
I.	The particulars of its organization, functions and duties	<p>The Additional Chitnis Branch of the Collector office is headed by the Resident Deputy Collector, Mumbai Suburban District & he is assisted by the Additional Chitnis who is Tahsildar cadre officer. The Additional Chitnis Branch is comprised of Naib Tahsildar, Awal Karkauns, Clerks and Clerk-Typist. Their functions and duties are as under :</p> <ol style="list-style-type: none">1) Handling of grant of Govt. land proposals falls in Kurla Tahsil2) Non Agricultural permission proposal under section -44 of the Maharashtra Land Revenue Court 1966.3) Disposal of applications for permission of amalgamations & sub-division of lands falls in Kurla Tahsil.4) Development permission in respect of B-1 properties and recovery of unearned income if any transferred occurred in such properties.5) Passing the order in boundary & area correction proposal received under section 135 and 106 of M.L.R.C. 1966 from Superintendent of Land Record/City Survey Officer.6) Matter pertains to Record of Rights (RTS) /Tenancy /Tribal land/Forests land. 7) To decide the appeals under section 20(2) of M.L.R.C. 1966.8) Approval of membership of the co-operative societies land granted by the Govt.9) Grant of extension period for construction

		<p>of building of Co.-Op. societies land granted by the Govt.</p> <p>10) Permission to mortgage the flats,land granted to the C.H.S.</p> <p>11) Handling cases pertaining to the breach of conditions of land grant orders.</p> <p>12) Leave & license permission to rent out the flats.</p> <p>13) Issued of N.O.C. for SRA schemes on Govt. land.</p> <p>14) Preservation of Land Records in Huzur Record Room as per A,B,C,D list.</p> <p>15) Supply of certified copies</p> <p>16) Preparation of indent for various village forms and stationary .</p> <p>17) Submission of A,B,C,D statement to the Govt. showing recoveries of Govt. Taxes, dues and Land Revenue. Achievement of recovery target fixed by the Govt. and the commissioner.</p> <p>18) To make inquiries into applications for solvency certificates and after scrutinizing issue the same.</p>
II.	The powers and duties of its officers and employees	Exercise of Powers delegated under Maharashtra Land Revenue Court 1966 and rules framed there under as well as standing Orders/Circulars issued by the Govt.
III.	The procedure followed in decision making process including channels of supervision and accountability	<p>The procedure following in the decision making process including channels of supervision and accountability is as under-</p> <p>Collector (Chief of decision making Authority)</p> <p>Resident Deputy Collector (Key supervising Officer controlling the work of Addl. Chitnis Branch)</p>

		<p>Additional Chitnis</p> <p>(Supervising land matters & other important office work)</p> <p>Working staff (every staff member including the supervisory officer are responsible for decision making process.</p>
IV.	The norms set by it for the discharge of its functions	The specific norms for disposal of references is not fixed by Govt. However, since There are not 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 the conditions are concerned. These files needs more attention and requires details scrutiny. The officers, clerks/Awal Karkuns from the Revenue department also entrusted with duties like natural calamities work 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.	<p>Employees of Additional Chitnis Branch are discharging their functions according to instructions issued by Govt. in Revenue and Forests Department and according to the provisions as laid down in the following Acts and Rules their under .</p> <p>1) Maharashtra Land Revenue Code 1966 and Rules there under</p> <p>2) Bombay Tenancy agricultural land Act 1948 & Rules there under</p> <p>3) Maharashtra Private Forest Act, 1975.</p>
VI.	The statement of the categories of documents that are held by it or under its control	Not applicable
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 or	Not applicable

	implementation there of	
VIII.	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 to whether meetings 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 Govt. in Revenue and Forests dept. through the Divisional Commissioner, Konkan Division.
IX.	A directory of its officers and employees	<p>Collector Office, MSD Phone No. 26556806, 26556799</p> <ol style="list-style-type: none"> 1) Shri. Dr. Nitin Mahajan, Resident Deputy Collector, Mumbai Suburban District. 2) Shri. Vishwas Gujar, Addl. Chitnis to the Collector, M.S.D. 3) Shri. E. B. Jambhle, Awal Karkun 4) Shri. Pradip Bansode, Awal Karkun 5) Shri. M. G. Gawande, Awal Karkun 6) Shri. Amol Chopde, Awal Karkun 7) Shri. N. D. Chavan, Awal Karkun 8) Vacant Post, Clerk 9) Shri. Raju Dhasade, Clerk 10) Shri. Hanumant Khatal, Awal Karkun 11) Shri. D. K. Datir, Awal Karkun 12) Shri. Vyankati Gavane, Clerk Cum Typist 13) Shri. T. D. Dumbre, Hujur Abhilekh 14) Shri. V. J. Nangare, Clerk-cum-Typist

		<p>15) Shri. S. J. Mahala, Naib Tahsildar (Adhigrahan) RTI Branch</p> <p>16) Shri. R. L. Dagale, Awal Karkun</p> <p>17) Shri. Atish Sonune, Clerk-cum-Typist</p>
X.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	<p>As per the Govt. norms and rules each officer and employee is drawing the salaries in scale prescribed by the Govt. Details of their salaries is as under (Name/ Designation, Pay Scale)</p> <p>1) Shri. Dr. Nitin Mahajan, R.D.C. Pay : 15600-39100 Grade Pay - 6600</p> <p>2) Shri. Vishwas Gujar, Additional Chitnis Pay : 15600-39100 Grade Pay - 5000</p> <p>3) Shri. E. B. Jambhle, Awal Karkun Pay :- 9300-34800 Grade Pay - 4300</p> <p>4) Shri. Pradip Bansode, Awal Karkun Pay : 5200-20200 Grade Pay - 3500</p> <p>5) Shri. M. G. Gawande, Awal Karkun Pay : 5200-20200 Grade Pay - 3500</p> <p>6) Shri. Amol Chopde, Awal Karkun Pay : 5200-20200 Grade Pay 3500</p> <p>7) Shri. N. D. Chavan, Awal Karkun Pay : 5200-20200 Grade Pay 3500</p> <p>8) Vacant Post, Clerk Pay : 5200-20200 Grade Pay 1900</p> <p>9) Shri. Raju Dhasade, Clerk Pay : 5200-20200 Grade Pay 1900</p>

		<p>10) Shri. Hanumant Khatal, Awal Karkun Pay : 5200-20200 Grade Pay 3500</p> <p>11) Shri. D. K. Datir, Awal Karkun Pay : 5200-20200 Grade Pay 3500</p> <p>12) Shri. Vyankati Gavane, Clerk Cum Typist Pay : 5200-20200 Grade Pay 1900</p> <p>13) Shri. T. D. Dumbre, Hujur Abhilekh Pay : 9300-34800 Grade Pay 4300</p> <p>14) Shri. V. J. Nangare, Clerk-cum-Typist Pay : 5200-20200 Grade Pay 1900</p> <p>15) Shri. S. J. Mahala, Naib Tahsildar (Adhigrahan) RTI Branch Pay : 9300-34800 Grade Pay 4300</p> <p>16) Shri. R. L. Dagale, Awal Karkun Pay : 5200-20200 Grade Pay 3500</p> <p>17) Shri. Atish Sonune, Clerk-cum-Typist Pay : 5200-20200 Grade Pay 1900</p> <p>There is no provisions to pay the compensation to the Govt. Servant.</p>
XI.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Not applicable
XII.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such	Not applicable

	programmes :-	
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 form :	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 help the public members at the most possible extent. Govt. Forms are also issued to the public on demand. They 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:	<p>2) Shri. Vishwas Gujar, Addl. Chitnis to the Collector, M.S.D.- Appellate Authority</p> <p>3) Shri. E. B. Jambhle, Awal Karkun – Public Information Officer</p> <p>4) Shri. Pradip Bansode, Awal Karkun - Public Information Officer</p> <p>5) Shri. M. G. Gawande, Awal Karkun - Public Information Officer</p> <p>6) Shri. Amol Chopde, Awal Karkun – Public Information Officer</p> <p>7) Shri. N. D. Chavan, Awal Karkun – Public Information Officer</p> <p>8) Vacant Post, Clerk</p> <p>9) Shri. Raju Dhasade, Clerk - Public Information Officer</p> <p>10) Shri. Hanumant Khatal, Awal Karkun - Public Information Officer</p>

		<p>11) Shri. D. K. Datir, Awal Karkun - Public Information Officer</p> <p>12) Shri. Vyankati Gavane, Clerk Cum Typist Asst. Public Information Officer</p> <p>13) Shri. T. D. Dumbre, Hujur Abhilekh - Public Information Officer</p> <p>15) Shri. S. J. Mahala, Naib Tahsildar (Adhigrahan)- Co-ordinator</p> <p>16) Shri. R. L. Dagale, Awal Karkun - Public Information Officer</p> <p>17) Shri. Atish Sonune, Clerk-cum-Typist Asst. Public Information Officer</p>
XVII.	Such other information as may be prescribed	Not applicable.

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Additional Chitnis
Mumbai Suburban District