

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

Right to Information and Obligation of Public Authorities Information about Section 4 (b) I to XVII

Sr. No.	Para	Remarks
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 1-N.T., 7- Awal Karkun, 7- Clerks, and 1 – Clerk – Typist. Their functions and duties are as under :</p> <ol style="list-style-type: none">1) Handling of grant of Govt. land proposals <u>falls in Kurla Tahsil.</u>2) Non Agricultural permission proposals under section - 44 of the Maharashtra Land Revenue Code 1966.3) Disposal of application for permission of amalgamation & Sub Division of lands falls in Kurla Tahsil.4) Develpoment permission in respect of B -1 properties and recovery of unearned income if any transferred occurred in such properties.5) Passing the order in boundry & area correction proposal received under section 135 and 106 of M.L.R.C. 1966 from Superitendent 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 of building of Co-Op. societies land granted by the Govt.10) Permission to mortgage the flats, land granted to the C.H.S.11) Handling cases pertaining to the breach of conditions of land grant orders.

		<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 scutinizing issue the same.</p>
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 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 M.S.D. (Chief of the decision and making process)</p> <p>Resident Deputy. Collector (Key Supervising Officer Controlling the work of Addl. Chitnis Branch)</p> <p>Additional Chitnis (Supervisory key land matters & other important office work)</p> <p>Working Staff Suitable Staff (every staff member) including the supervisory officer are responsible in decision making process.</p>
IV.	The norms set by it for the discharge of its functions	The specific norms of 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 required 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 record held by it or under its control or used by its employees for discharging functions.`	Forests Department and according to the provisions as laid down in the following Acts and Rules their under : 1) Maharashtra Land Revenue Code 1966 and Rules there under. 2) Bombay Tenancy Agricultural land Act 1948 & Rules there under 3) 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 if any 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 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 matters is related to the policy decision and is required to be referred to the Govt. in Revenue and Forests Dept. through the Divisional Commissioner, Kokan Division, New Mumbai.
IX.	A directory of this officers and employees	Collector Office, M.S.D Phone No. 26556799/ 26557807 1) Shri. Shivaji Patil, Resident Deputy. Colletor Collector, Mumbai Suburban District. 2) Smt. V.S.Lambhate, Addl. Chitnis to the Collector, Mumbai Suburban District. 3) Shri.P.M.Samant Naib Tahsildar 4) Shri. V.M. Navghare, Awal Karkun 5)Shri. D. B. Hedao, Awal Karkun 6) Shri. S.A. Mitter Awal Karkun

		<p>7) Smt. M.A. Shinde Awal Karkun</p> <p>8) Shri. M. V. Acharekar Awal Karkun</p> <p>9) Shri. A.B.Salvi Awal Karkun</p> <p>10) Shri. V.Padvi, Awal Karkun</p> <p>11) Shri. D.T.Jadhav Awal Karkun</p> <p>12) Shri.Ashish Chavan Clerk</p> <p>13) Shri. V. B. Rathod Clerk/Typist</p> <p>14) Shri. S.B. Bhalekar Clerk/Typist</p> <p>15) Kum. M.V. Pawar Clerk/Typist</p> <p>16) Smt. B.D.Nigale Clerk/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 employees 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. Shivaji Patil, Resident Deputy. Colletor Pay : PB-3 15600-39100 Grade Pay 5000</p> <p>2) Smt. V.S.Lambhate, Addl. Chitnis to the Collector, Pay : PB-3 15600-39100 Grade Pay 5000</p> <p>3) Shri. P.M.Samant Naib Tahsildar Pay : PB-2 9300 – 34800 Grade Pay 4300</p> <p>4) Shri. V.M. Navghare, Awal Karkun Pay : PB-1 5200-20200 Grade Pay 2800</p> <p>5) Shri. D. B. Hedao, Awal Karkun Pay : PB-1 5200-20200 Grade Pay 2800</p> <p>6) Shri. S.A. Mitter Awal Karkun Pay : PB-1 5200-20200 Grade Pay 2800</p> <p>7) Smt. M.A. Shinde Awal Karkun Pay : PB-1 5200-20200 Grade Pay 2800</p> <p>8) Shri. M. V. Acharekar Awal Karkun Pay : PB-1 5200-20200 Grade Pay 2800</p> <p>9) Shri. A.B.Salvi Awal Karkun Pay : PB-1 5200-20200 Grade Pay 1900</p>

		<p>10) Shri.V.Padvi, Awal Karkun Pay : PB-1 5200-20200 Grade Pay 2800</p> <p>11) Shri. D.T.Jadhav Awal Karkun Pay : PB-1 5200-20200 Grade Pay 1900</p> <p>12) Smt. R.R. Chipkar Clerk Pay : PB-1 5200-20200 Grade Pay 1900</p> <p>13) Shri. V. B. Rathod Clerk/Typist Pay : PB-1 5200-20200 Grade Pay 1900</p> <p>14) Shri. S.B. Bhalekar Clerk/Typist Pay : PB-1 5200-20200 Grade Pay 1900</p> <p>15) Kum. M.V. Pawar Clerk/Typist Pay : PB-1 5200-20200 Grade Pay 1900</p> <p>16) Smt. B.D.Nigale Clerk/Typist Pay : PB-1 5200-20200 Grade Pay 1900</p> <p>There is no provisions to pay the compensation to the Govt. Servant.</p>
XI.	The buget allotted 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 subside programmes, including the amounts allocated and the details of beneficiaries of such programmes :-	Not applicable
XIII.	Particulars of recipants of concession, permits or authorizations granted by it :	Not applicable
XIV.	Details in respect of the information, available to or held but 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 the 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 make an application.
XVI.	The names, designations and other particulars of the Public Information Officers	<p>Smt. V.S.Lambhate (Addl. Chitnis) Collector, Mumbai Suburban District Appellate Authority</p> <p>Shri. Samant, Naib Tahsildar Co-ordinator</p> <p>Shri. V.M.Navghare, A.K. Public Information Officer</p> <p>Shri. D.B.Hedao, A.K. Public Information Officer</p> <p>Shri. S.A. Mitter, A.K. Public Information Officer</p> <p>Smt. M.A. Shinde, A.K. Public Information Officer</p> <p>Shri. M.V. Acharekar, A.K. Public Information Officer</p> <p>Shri. V.Padvi, A.K. Public Information Officer</p> <p>Shri. A.B.Salvi, A.K. Public Information Officer</p>
XVII.	Such other information as may be prescribed	Not applicable