

Name of the Office : Additional Tahsildar (N.A.) Kurla – III, Chembur.

Right to information and obligations of public Authorities Information about section 4 (i) (b) I to XVII

S. No	Para	Remarks
I	Particulars of its organization, functions and duties	Additional Tahsildar (N.A.) Kurla III Chembur Consists following staff.
	Smt.Satwashila Shinde	<p>1) Additional Tahsildar (N.A.) Smt. Satwashila Shinde, Kurla III Chembur.</p> <p>Additional Tahsildar (N.A.) post created for disposal of detected cases erected authority on the private land, as per Got. R and FD's G.R. No. NAA / 1076 / 36650/L-2 dt. 29-05-1958.</p> <p>To pass the orders of N.A. Asstt. Under sec. of M.L.R.C. 1966 for the structures erected on Pvt Land after giving show cause notice 10 days before to issue of N.A. orders to the owner of land as well as structure holder of owner refuses to pay the payment of N.A. Asstt. Which is levied with fine, the Addl. Tahsildar (N.A.) has power recover the same from structure holder under section 168 (2) of M.L.R.C. 1966.</p> <p>He has to look after supervise the work of his employees.</p> <p>He has to visit at least five sites in a month personally.</p> <p>The following staff is working under Addl. Tahsildar (N.A.) Kurla III Chembur.</p>

		<p>Awal Karkun – 1. Shri R.L.Dagale, To look after the work as disposal of office Tapal etc. Preparation of monthly statement. To prepare order of levy of N.A. Asstt. To prepare Demand Notices to the unauthorised structure holders and the owner of the land under sec. 45 of MLRC 1966. etc.</p> <p>Maintenance Surveyor - 2 Shri. J.E.Ghase , Shri. P.L.Puralkar As per target given every M.S. has to detect 150 cases of unauthorized N.A. Use in the month along with his detailed report and site plan.</p> <p>Bill Collector – 1 Shri. M.A.Wajid Momin The recover the amount shown in the N.A. Asstt. Order, to maintained cheque and cash Register etc. To keep upto date list of defaulters.</p> <p>Peon – 1 1) Shri. P.S.More, Peon. To serve the notices to the party concerned and to delivered office tapal. He has to prepare a separated file for each N.A. Asstt. Order and keep filling upto date.</p>
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II	The powers and duties of its officers and Employees	Exercise of power 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 and accountability	<p>The Procedure follow OE in the decision making process including channels of supervision and accountability is as under.</p> <p style="text-align: center;">Additional Tahsildar (N.A.) Kurla-III, Chembur</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Awal Karkun</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Bill Collector</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Maintenance Surveyor</p> <p>Working staff (every staff member) including the supervisory officer and responsible for decision making process.</p>
IV	The norms set by it for the discharge of its functions.	Section 45, section 168 (2) and provisions of 180 and 181 of Maharashtra land revenue code 1966.
V)	The rules regulations instruction manuals and records held by it or under its employees for discharging it functions.	<ol style="list-style-type: none"> 1) Section 45, section 168 (2) and provisions of 180 and 181 of Maharashtra Land Revenue code 1966. 2) Govt. R & F. DS circular No. NAA/1079/56/I & II of 7/79. 3) Govt. R and F. DS' circular No. NAA/1090/PK-16/1-2 dt. 17-7-92. 4) Commr. K. Due order No. MS/K-2/L-2/P.A-667 dt. 27-07-94. 5) Collector M.S.D's / instructions contained

		in monthly meeting proceedings of 2/04. 6) Collector M.S.D's D.O. letter No. C/Desk – 2/NAA/WS/391/91 dt. 12-3-91.
VI	The statement of the categories of documents that are held by it or under it or Control	Not Applicable
VII	The particulars of any arrangement that exists for consolation 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, committee and other bodies consisting of two or more persons constituted as its part or for purpose of its advice and as 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.	Not Applicable
IX	The directory of its officers and employees	1) Smt.Satwashila Shinde, Additional Tahsildar (N.A.) Kurla III Chembur. 2) Shri R.L.Dagale, Awal Karkun. 3) Shri. M.A.Wajid Momin, Bill Collector. 4) Shri. J.E.Ghase – Maintenance Surveyor. 5) Shri. P.L.Puralkar– Maintenance Surveyor. 6) Shri. P.S.More , Peon.

X	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation .	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) 2) Smt. Satwashila Shinde, Additional Tahsildar (N.A.) Kurla III Chembur. Pay – 15600-39100 3) Shri R.L.Dagale (Awal Kakun) 4) Shri M.A.Wajid Momin, Bill Collector, Pay 5200-20200 5) Shri. J.E.Ghase – Maint. Surveyor. Pay – 5200-20200 6) Shri. P.L.Puralkar – Maint. Surveyor. Pay – 5200-20200 7) Shri. P.S.More, Peon. Pay – 4440-7440
XI	The budget allocated to cash of its agency, indicating the particulars of all plans, proposed expenditures and reports and disbursement made.	Not Applicable
XII	The manner of execution of subsidy programmers, including the amount allocated and the details of beneficiaries of such programmers	Not Applicable
XIII	Particulars of recipients of concession, permits of authorization granted by it.	Not Applicable
XIV	Details in respect of the information available to or held by it, reduced in on 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.	Citizens are obtaining information orally or in the form of written letter from this office. There is no separate facility available such as library or Reading.
XVI	The names, designations and other particulars of the Public information Officers.	Shri. R.L.Dagale , Awal Karkun.
XVIII	Such other information as may be prescribed.	Not Applicable

ADDITIONAL TAHSILDAR (N.A.)

Kurla – III, Chembur

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