

**ADDITIONAL TAHSILDAR (N.A.)**

**Andheri**

**Right to Information an obligations of**

**Public Authorities**

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

Name of the Office : Additional Tahsildar (N.A.) Andheri Right to information and obligation of Public Authorities Information about Section - 4 (i) (b) I to XVII.

Sr. No.	Para	Remarks
1.	Particulars of its organization functions and duties	Additional Tahsildar (NA) Andheri. Consists following staff.
		<p><b><u>1) Additional Tahsildar (N.A.) Smt. Asha. S. Tamkhade-Shendge.</u></b>            Additional Tahsildar (N.A.) <u>Andheri</u> post created for disposal of detected cases erected authorizely on the private land, as per Govt. R. and FD's Cr No. NAA/1076/36650/L-2 dt. 29.05.1958.</p> <p>1. Under section 45(!)of Maharashtra land Revenue Code 1966, the N.A,assessment &amp; fine is levied on the structure built on private land unauthorizely &amp; without obtaining N.A. order under section 44.</p> <p>2. If the structure holder do not get unauthorized non agricultural use regularized under section 47(b) of the said code within 6 months from the date of issue of unauthorized Non Agricultural use order. Then the occupant/holder is liable to pay addition penalty of 300/- &amp; also Rs. 30/- per day under section 45(2) of MLRC, 1966.</p> <p>He has to look after supervise the work of his employees.</p>

The following working under Addl. Tahsildar (N.A.)

Andheri.

**Awal Karkun – Shri. A. P. Chipar**

To look after the work as disposal of office Tapal etc. Preparation of monthly statement. To prepare order to levy of N.A. Asst. To Prepare Demand Notice to the unauthorized structure holders and the owner of the land under Sect. 45 of MLRC 1966 etc.

**Maintenance Surveyor - 2**

1) **Shri. G. B. Mhadalekar**

2) **Vacant.**

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.

**Bill Collector - 2**

1) **Smt. S. S. Gawade**

2) Vacant (Working in the office of the Additional Tahsildar Kurla – 3)

The recovery the amount shown in the N.A. Asst. order to maintained cheque and case Register etc. To keep up to date list of defaulters.

**Clerk - Typist - I**

**Shri. S.B. Lohakare**

To type a order of N. A., Inward & Outward work, Pay Bills.

Establishment work. The above work is for both Tahsildar (N.A.) i.e.

**Peon - 1**

		<p><b>Shri. S. D. Pawaskar.</b> To Serve the notice to the party concerned and to delivered office Tapal. He has to prepare a separated file for each N.A. Asst. order and kept filing up to date.</p>
II	The powers and duties of its Officers and Employees.	Exercise of power delegated under section 45(1) & 45 (2) of Maharashtra Land Revenue code 1966 and rules framed there under as well as standing orders / circulars issued by the Government.
III	The Procedure following of in making process	The procedure - follow OE in the decision making.
	Including channels of and accountability	<p>Decision making process including channels of supervision and accountability is as under :-</p> <p style="text-align: center;">Additional Tahsildar (N.A.) Andheri. Awal Karkun Bill Collector Clerk Maintenance Surveyor Working Staff (every staff members) 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 Codes 1966.
V	The rules regulations instruction manuals	1) Section 45, Sect. 168 (2) and provision of 180 and 181 of

	and records held by it or under its employs for discharging functions.	<p>Maharashtra Land Revenue Codes 1966.</p> <p>2) Govt. R. &amp; FDS Circular No. NAA/1079/56/I &amp; II of 7/79.</p> <p>3) Govt. R. &amp; FDS Circular No. NAA/1090/Pk-16/1-2 dt. 17.07.92</p> <p>4) Comm. K. Due order No. MS/K-2/L-2/P.A. 667 dt. 02.07.94</p> <p>5) Collector MSD's / Instructions contained in monthly meeting proceedings of 2/04.</p> <p>6) Collector MSD's D.O. letter NO. C/Desk-NAA/WS/391/91 dated 12.03.91.</p>
VI	The statement of the categories of documents that are held by it or under it or Control.	Not Applicable.
VIII	A statement of the Boards, Councils Committee and other bodies consisting of two or more persons constituted as its pat or for purpose of its advice and as whether meetings or those Boards Councils. Committees and other, bodies are	Not Applicable.

	open the public or the minutes of such meetings are accessible for public.	
IX	The directory of its Officers and employees.	<ol style="list-style-type: none"> <li>1) <b><u>Asha. S. Tamkhade-Shendge</u></b>, Addi. Tahildar (N.A.)Andheri,</li> <li>2)Shri. A.P.Chipkar Awal Karkun.</li> <li>3) Smt.S.S.Gawade Bill Collector.</li> <li>4.) Vacant Post Bill Collector.</li> <li>5)Shri.G.B.Mhadalekar Maintenance Surveyor.</li> <li>6) Vacant Post - Maintenance Surveyor.</li> <li>7) Shir. S.B.Lohakare – Clerck- Typist.</li> <li>8) Shri. S,D.Pawaskar- Peon</li> </ol>
X	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.	<p>As per the Government norms and rules each officers and employee is drawing the salaries in scale prescribed by the Government details of their salaries is as under :- (Name / Designation / Pay Scale)</p> <ol style="list-style-type: none"> <li>1) <b><u>Smt. Asha. S. Tamkhade-Shendge</u></b> - Addl. Tahsildar (N.A.) Andheri. Pay 15600-39100</li> <li>2) <b>Shri. A.P.Chikar</b> Awal Karkun Pay 5200-20200</li> <li>3)<b>Shri.G.B.Mhadalekar</b> Maintenance Surveyor. Pay 5200-20200</li> <li>4) Vacant Post - Maintenance</li> </ol>

		<p>Surveyor. Pay 5200-20200</p> <p>5) <b>Smt. S.S.Gawade</b>, Bill Collector Pay 5200-20200</p> <p>6) Vacant Post - Bill Collector</p> <p>7) Shri. S.B.Lohakare Clerck-Typist. Pay 5200-20200</p> <p>8) <b>Shri. S.D.Pawaskar - Peon</b> Pay 4440-7440.</p>
XI	The budget allocated to cash of its agency, indicating the particulars of all plan, proposed expenditures and reports and disbursement made.	Not Applicable.
XII	The manager of executes of subsidy programmers, eating the amount allocated and the details of beneficences of such programmers.	Not Applicable.
XIII	Particulars of receipts of concession, permits of authorization granted by its.	Not Applicable.
XIV	Details in respect of the information available to or held by it, reduced in on electrode 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.	Citizens are obtaining information orally or in the form of written letter from this office. There is no separate facilities available such as library or reading.
XVI	The names, designation and other particulars of the public information officers.	<b><u>1) Smt. Asha. S. Tamkhade-Shendge,</u></b> Addl. Tahsildar (N.A.) Andheri. Appealate Information Officer. 2) Shri. A.P.Chipkar – Awal Karkun Public Information Officer 3) Shri. S.B.Lohakare – Clerk Asstt. Public Information Officer.
XVII	Such other information as may be prescribed.	Not Applicable.

**ADDITIONAL TAHSILDAR  
(N.A.) Andheri**