Tahsildar (Revenue) Branch, Mumbai Suburban District
(Andheri Taluka land matters and other work)

Right to information and Obligations of Public Authorities Information about section 4 (b)

I to XVII

Sr. No.	Para	Remarks
I.	The particulars of its organization, functions and duties.	The Tahsildar (Revenue) Branch of the Collector office is headed by the Resident Deputy Collector, Mumbai Suburban District & he is assisted by the Tahsildar (Revenue), a Tahsildar cadre officer. The Branch is dealt with by 8 Awal Karkuns and 3 Clerks. Their functions and duties are as under: 1) Grant of Govt. land proposals in Andheri Tahsil. 2) Non Agricultural permission proposals under section 44 and 47 (b) of the Maharashtra Land Revenue Code 1966. 3) Disposal of applications for permission of amalgamations & sub-division of land. 4) Court cases pertaining to the land in Andheri Tahsil. 5) Approval of membership in the societies standing on Govt. land. 6) Grant of extension period or construction of building of Co.-Op societies. 7) Grant of permission to mortgage the land / flat to the C.H.S. 8) The cases pertaining to the breach of conditions of grant of land. 9) Leave & license permission. 10) N.O.C. to SRA schemes on Govt. land. 11) To submit the proposals of pension cases to Govt. through Gaurav Samiti. 12) To transfer the pension to the freedom fighter's wife after death of freedom fighter. 13) To sanction financial assistance to the heirs of deceased freedom fighters. 14) To arrange meeting of Gaurav Samiti. 15) To sanction various financial assistance as per Govt. Resolution.

		16) To submit the budget, proposals, reconciliation statement of grant. 17) To issue of Identity Card & Sanman Patra and obtain nomination from freedom fighters. 18) To maintain the registers of freedom fighters. 19) Pension cases. 20) Departmental Enquiry cases. 21) To conduct the S.S.D and R.Q. Examination. 22) To conduct MHT-CET Exam.
II.	The powers and duties of its officers and employees.	Maharashtra Land Revenue Code, 1966 and rules framed there under as well as standing Orders/Circulars issued by the Govt. from time to time.
III.	The procedure followed in decision making process including channels of supervision and accountability.	The procedure follows in the decision making process including channels of supervision and accountability is as under. - Collector (Chief of decision making process) - Residential Deputy Collector (Supervisor key officer conducting of the Tahsildar (Revenue) Branch) - Tahsildar (Revenue) (Supervising land matters of Andheri Taluka & other important work) - Suitable staff (every staff member including the supervisory officer and responsible in decision making and process.
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 the clerk is dealing with old land matters and most of the cases are complicated, so far as the breach of the condition is concern, the file needs more attention and requires details scrutiny at clerical level. Besides, the Clerk/Awal Karkun in the Revenue department normally founds engaged in multifarious duties like natural calamities, election etc.
V.	The rules, regulations, instructions, manuals and records held by it or under its control or	Employees of Tahsildar (Revenue) Branch is discharging their functions according to instructions of the Revenue and Forest Department and according to it following

	used by its employees for discharging it functions.	provisions are laid down in the Act and rules their under: 1) Maharashtra Land Revenue Code 1966 and rules there under. 2) The action in the Freedom Fighters cases is being taken as per Govt.Resolution issued by the General Administrative Department.
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 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 relating to the policy decision are referred to the Govt. in Revenue and Forests dept. through the Divisional Commissioner, Konkan Division, New Mumbai.
IX.	A directory of its officers and employees.	Office Phone No. 26556806, 26556799 **TAHSILDAR (REVENUE) BRANCH (ESTABLISHMENT)** 1) Dr.Shivaji Patil, Resident Deputy

		Collector, Mumbai Suburban District. 2) Shri.Krishna Jadhav, Tahsildar (Revenue) 3) Shri.V.T.Padvi, Awal Karkun 4) Shri.P.G.Patil, Awal Karkun 5) Smt.T.V.Aachrekar, Awal Karkun 6) Smt.A.A.Lele, Awal Karkun 7) Shri.R.B.Sawant, Awal Karkun 8) Shri.D.K.Datir, Clerk-Typist **TAHSILDAR (REVENUE) BRANCH (FREEDOM FRIGHTER)** 1) Smt. S.M.Murudkar, Clerk **TAHSILDAR (REVENUE) BRANCH (LAND MATTERS)** 1) Dr.Shivaji Patil, Resident Deputy Collector, Mumbai Suburban District. 2) Shri.Krishna Jadhav, Tahsildar (Revenue) 3) Shri.G.A.Sawant, Awal Karkun 4) Shri.S.V.Jadhav, Awal Karkun 5) Shri.U.B.Panchras, Awal Karkun 6) Smt.S.N.Sawant, Clerk-Typist
X.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its	As per the Govt. norms and rules each officer and employee is drawing the salaries. The salary as under Name/Designation, Pay Scale: **TAHSILDAR (REVENUE) BRANCH (ESTABLISHMENT)**

	regulations.	1) Dr.Shivaji Patil, Resident Deputy Collector, Mumbai Suburban District. PB-3 15600-39100 Grade Pay 5400 2) Shri.Krishna Jadhav, Tahsildar (Revenue) PB-3 15600-39100 Grade Pay 5000 3) Shri.V.T.Padvi, Awal Karkun PB-1 5200-20200 Grade Pay 2800 4) Shri.P.G.Patil, Awal Karkun PB-1 5200-20200 Grade Pay 2800 5) Smt.T.V.Aachrekar, Awal Karkun PB-1 5200-20200 Grade Pay 2800 6) Smt.A.A.Lele, Awal Karkun PB-1 5200-20200 Grade Pay 2800 7) Shri.R.B.Sawant, Awal Karkun PB-1 5200-20200 Grade Pay 2800 8) Smt. S.M.Murudkar, Clerk PB-1 5200-20200 Grade Pay 1900 9) Shri.D.K.Datir, Clerk-Typist PB-1 5200-20200 Grade Pay 1900 **TAHSILDAR (REVENUE) BRANCH (LAND MATTERS)** 1) Dr.Shivaji Patil, Resident Deputy Collector, Mumbai Suburban District. PB-3 15600-39100 Grade Pay 5400 2) Shri.Krishna Jadhav, Tahsildar (Revenue) PB-3 15600-39100 Grade Pay 5000 3) Shri.G.A.Sawant, Awal Karkun PB-1 5200-20200 Grade Pay 2800 4) Shri.S.V.Jadhav, Awal Karkun PB-1 5200-20200 Grade Pay 2800

		5) Shri.U.B.Panchras, Awal Karkun PB-1 5200-20200 Grade Pay 2800 6) Smt.S.N.Sawant, Clerk-Typist PB-1 5200-20200 Grade Pay 1900 There is no system to pay compensation to Govt. Servant
XI.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Grant sanctioned from General Administrative Department under the Head of Account : Demand No. A-5 2235 Social security and welfare 60-other social security and welfare programme Pension under the scheme 102-Pension under the scheme Social security (00) (01) Pension to Freedom Fighter their dependence etc. 22350015 Sanctioned grant For 2012-2013 (Mumbai City & Mumbai Suburban District) — Expenditure upto September-2012 Rs.5,77,72,000/- — Rs.1,40,29,124/-
XII.	The manner of execution of subsidy programmes, 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	Every public member has right to inspect the

	facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:	file 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 to the at most possible extent. Forms are also available to the public on demand. They also guided properly to fill up the forms and make application.
XVI.	The names, designations and other particulars of the Public Information Officers :	1) Shri.Krishna Jadhav, Tahsildar (Revenue) - Appellate Authority 2) Shri.P.M.Samant, Naib Tahsildar Public Information Officer 3) Shri.V.T.Padvi, Awal Karkun Public Information Officer 4) Shri.P.G.Patil, Awal Karkun Public Information Officer 5) Smt.T.V.Aachrekar, Awal Karkun Public Information Officer 6) Smt.A.A.Lele, Awal Karkun Public Information Officer 7) Shri.R.B.Sawant, Awal Karkun Public Information Officer 8) Shri.G.A.Sawant, Awal Karkun Public Information Officer 9) Shri.S.V.Jadhav, Awal Karkun Public Information Officer 10) Shri.U.B.Panchras, Awal Karkun Public Information Officer 11) Smt. S.M.Murudkar, Clerk Asstt.Public Information Officer
XVII.	Such other information as may be prescribed.	Not Applicable

Tahsildar (Revenue)
Mumbai Suburban District