

**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 July - 2017

Sr.No.	Para	Ramarks
I.	The particulars of its organization, functions and duties	<p>The Tahsildar (Revenue) Branch of the Collector office is headed by the Resident Deputy Collector, Mumbai Suburban District &amp; he is assisted by the Tahsildar (Revenue), a Tahsildar cadre officer. The Branch is dealt with by Awal Karkuns and Clerks.</p> <p>Their functions and duties are as under:</p> <ol style="list-style-type: none"> <li>1) Grant of Govt. land proposals in Andheri Tahsil.</li> <li>2) Non Agricultural permission proposals under section 44 and 47 (b) of the Maharashtra Land Revenue Code 1966.</li> <li>3) Disposal of applications for permission of amalgamations &amp; sub-division of land.</li> <li>4) Court cases pertaining to the land in Andheri Tahsil.</li> <li>5) Approval of membership in the societies standing on Govt. land.</li> <li>6) Grant of extension period or construction of building of Co.-Op societies.</li> <li>7) Grant of permission to mortgage the land / flat to the C.H.S.</li> <li>8) The cases pertaining to the breach of conditions of grant of land.</li> <li>9) Leave &amp; license permission.</li> <li>10) N.O.C. to SRA schemes on Govt. land.</li> <li>11) To submit the proposals of pension cases to Govt. through Gaurav Samiti.</li> <li>12) To transfer the pension to the freedom fighter's wife after death of freedom fighter.</li> <li>13) To sanction financial assistance to the heirs of deceased freedom fighters.</li> <li>14) To arrange meeting of Gaurav Samiti.</li> <li>15) To sanction various financial assistance as per Govt. Resolution. M:\Right to information.doc 2</li> <li>16) To submit the budget, proposals, reconciliation statement of grant.</li> <li>17) To issue of Identity Card &amp; Sanman</li> </ol>

		<p>Patra and obtain nomination from freedom fighters.</p> <p>18) To maintain the registers of freedom fighters.</p> <p>19) Pension cases.</p> <p>20) Departmental Enquiry cases.</p> <p>21) To conduct the S.S.D and R.Q. Examination.</p> <p>22) To conduct MHT-CET Exam.</p>
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	<p>The procedure follows in the decision making process including channels of supervision and accountability is as under.</p> <ul style="list-style-type: none"> <li>- Collector (Chief of decision making process)</li> <li>- Residential Deputy Collector (Supervisor key officer conducting of the Tahsildar (Revenue) Branch)</li> <li>- Tahsildar (Revenue) (Supervising land matters of Andheri Taluka &amp; other important work)</li> <li>- Suitable staff (every staff member including the supervisory officer and responsible in decision making and process.</li> </ul>
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 used by its employees for discharging it functions.	<p>The rules, regulations, instructions, manuals and records held by it or under its control or</p> <p>Employees of Tahsildar (Revenue) Branch is discharging their functions according to instructions of the Revenue and Forest Department and according to it following M:\Right to information.doc 3 used by its employees for discharging it functions.</p> <p>provisions are laid down in the Act and rules</p>

		<p>their under:</p> <p>1) Maharashtra Land Revenue Code 1966 and rules there under.</p> <p>2) The action in the Freedom Fighters cases is being taken as per Govt. Resolution issued by the General Administrative Department.</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 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	<p>Collector Office, MSD Phone No. 26556806, 26556799</p> <p>1) Shri. Dr. Nitin Mahajan, Resident Deputy Collector, Mumbai Suburban District.</p> <p>2) Shri. Pavan Chandak, Tahsildar (Revenue), Mumbai Suburban District.</p> <p>3) Shri. Sandip Jadhav, Awal Karkun</p> <p>4) Shri. Shailesh Kamble, Awal Karkun</p> <p>5) Shri. Milind Gurav, Awal Karkun</p> <p>6) Smt. Medha Deshpande, Clerk</p>

		<p>7) Shri. Sunil Salunke, Clerk</p> <p>8) Shri. Gopal Kadam, Clerk</p> <p>9) Shri. S. S. Dhone, Awal Karkun</p> <p>10) Shri. H. T. Chavan, Awal Karkun</p> <p>11) Smt. A. A. Lele, Awal Karkun</p> <p>12) Smt. Neha Tawade, Awal Karkun</p> <p>13) Shri. S. L. Dhuri, Awal Karkun</p> <p>14) Shri. Sanjivni Pawar, Clerk</p> <p>15) Smt. Shital Lande, Clerk-Cum-Typist</p> <p>16) Shri. Devendra Pise, Clerk-cum-Typist</p> <p>17) Shri. Ganesh Yadav, Clerk-cum-Typist</p> <p>18) Shri. Dilip Kashte, Awal Karkun</p> <p>19) Shri. Vinod Naik, Clerk</p> <p>20) Smt. Karishma Gulhane, Clerk</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, Resident Deputy Collector, Mumbai Suburban District. <b>Pay : 15600-39100 Grade Pay - 6600</b></p> <p>2) Shri. Pavan Chandak, Tahsildar (Revenue), Mumbai Suburban District. <b>Pay : 15600-39100 Grade Pay - 5000</b></p> <p>3) Shri. Sandip Jadhav, Awal Karkun <b>Pay : 5200-20200 Grade Pay - 3500</b></p> <p>4) Shri. Shailesh Kamble, Awal Karkun <b>Pay : 5200-20200 Grade Pay - 3500</b></p>

		<p>5) Shri. Milind Gurav, Awal Karkun <b>Pay : 9300-34800 Grade Pay - 4300</b></p> <p>6) Smt. Medha Deshpande, Clerk <b>Pay : 5200-20200 Grade Pay - 1900</b></p> <p>7) Shri. Sunil Salunke, Clerk <b>Pay : 5200-20200 Grade Pay - 1900</b></p> <p>8) Shri. Gopal Kadam, Clerk <b>Pay : 5200-20200 Grade Pay - 1900</b></p> <p>9) Shri. S. S. Dhone, Awal Karkun <b>Pay : 9300-34800 Grade Pay - 4300</b></p> <p>10) Shri. H. T. Chavan, Awal Karkun <b>Pay : 5200-20200 Grade Pay - 3500</b></p> <p>11) Smt. A. A. Lele, Awal Karkun <b>Pay : 9300-34800 Grade Pay - 4300</b></p> <p>12) Smt. Neha Tawade, Awal Karkun <b>Pay : 5200-20200 Grade Pay - 3500</b></p> <p>13) Shri. S. L. Dhuri, Awal Karkun <b>Pay : 9300-34800 Grade Pay - 4300</b></p> <p>14) Shri. Sanjivni Pawar, Clerk <b>Pay : 5200-20200 Grade Pay - 1900</b></p> <p>15) Smt. Shital Lande, Clerk-Cum-Typist <b>Pay : 5200-20200 Grade Pay - 1900</b></p> <p>16) Shri. Devendra Pise, Clerk-cum-Typist</p>
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XI.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	<p>Grant sanctioned from General Administrative Department under the Head of Account :</p> <p>Demand No. A-5</p> <p>2235 Social security and welfare</p> <p>60-other social security and welfare programme</p> <p>Pension under the scheme</p> <p>102-Pension under the scheme</p> <p>Social security</p> <p>(00) (01) Pension to Freedom Fighter their dependence etc. 22350015</p>
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	Not applicable

	held by it, reduced in an electronic form :	
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:	The particulars of Every public member has right to inspect the M:\Right to information.doc 7 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 allofficers 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:	<p>1) Shri. Dr. Nitin Mahajan, Resident Deputy Collector, Mumbai Suburban District.</p> <p>2) Shri. Pavan Chandak, Tahsildar (Revenue), Mumbai Suburban District. Appellate Authority</p> <p>3) Shri. Sandip Jadhav, Awal Karkun Public Information Officer</p> <p>4) Shri. Shailesh Kamble, Awal Karkun Public Information Officer</p> <p>5) Shri. Milind Gurav, Awal Karkun Public Information Officer</p> <p>6) Smt. Medha Deshpande, Clerk Public Information Officer</p> <p>7) Shri. Sunil Salunke, Clerk Asst.Public Information Officer</p> <p>8) Shri. Gopal Kadam, Clerk Public Information Officer</p> <p>9) Shri. S. S. Dhone, Awal Karkun Public Information Officer</p> <p>10) Shri. H. T. Chavan, Awal Karkun</p>

		<p>Public Information Officer</p> <p>11) Smt. A. A. Lele, Awal Karkun Public Information Officer</p> <p>12) Smt. Neha Tawade, Awal Karkun Public Information Officer</p> <p>13) Shri. S. L. Dhuri, Awal Karkun Public Information Officer</p> <p>14) Shri. Sanjivni Pawar, Clerk Public Information Officer</p> <p>15) Smt. Shital Lande, Clerk-Cum-Typist Asst.Public Information Officer</p> <p>16) Shri. Devendra Pise, Clerk-cum-Typist Asst.Public Information Officer</p> <p>17) Shri. Ganesh Yadav, Clerk-cum-Typist Asst.Public Information Officer</p> <p>18) Shri. Dilip Kashte, Awal Karkun Public Information Officer</p> <p>19) Shri. Vinod Naik, Clerk Asst.Public Information Officer</p> <p>20) Smt. Karishma Gulhane, Clerk Asst.Public Information Officer</p>
XVII.	Such other information as may be prescribed	Not applicable.

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**Tahsildar (Revenue)**  
**Mumbai Suburban District**