

**Tahsildar Kurla (Mulund) Office**

**Right to Information and Obligations of Public  
Authorities**

**July 2014**

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

**Name of the Office :-Tahsildar Kurla (Mulund)**  
**Right to Information and Obligations of Public Authorities Information**  
**about section 4 (i) (b) I to xvii.**

Sr. No.	Para	Remarks
1	<b>Particulars of its organization, function and duties</b>	<b>Tahsildar office Kurla (Mulund) Consists of following Staff.</b>
	<b>Tahsildar</b>	
1	Smt. J. V. Wagh	Disposal of cases of Land matter's Disposal Disputed Mutation and Mutation, entry Deciding matters under Maharashtra land Revenue code 1966. Inspection of Talathis and Circles Officers. For land revenue recovery, and all other Govt. dues, and certificate received from various Department for recovery as arrears of land revenue, Supervision of office, inspection if Cinema theater. Maining inspection.
	<b>Naib Tahsildar</b>	
2	Shri. S. M. Jadhav (R.N.T.)	<b>Supervision of office staff.</b> Verification & approval of Domicile, Income, NCL, & other types of Certificates, Land matters, Est matters, Court matters, Excavation Cases, I. P. matters,
3	Mr. V. H. Ghugare (Revenue Naib Tahsildar) Additional Charge	<b>Supervision of office staff.</b> Verification & approval of Caste, Residence, heirship, Senior Citizen, Solvancy certificate, Account matters, Audit paras, Inward/Outward, Misc. matter, Natural Calamities, I.P. matters,
	<b>Awal Karkun</b>	
1	Shri. A.B.Shinde	Supervision of work of Income Certificates, Lokshahi Din, Legal heirship Certificate, Reporting of Accident Cases.
2	Shri. P.S.More	Supervision of work of Caste Certificates, Non Creamy Layer Certificate, 15 years Residence Certificate & Record.
3	Shri. A. S. Surve	Establishment, Budget, Pension Cases, Pay Fixation, Increment, Departmental Enquiry.

Sr. No.	Para	Remarks
	<b>Clerk</b>	
1	Shri. S.B.More	Report in grant of Land on lease / occupancy under M.L.R.C. 1996., Caste Certificate, 15 Years Residential Certificate, Solvency Certificate , Certified Copies, Dead Stock Register, Preparation for Celebration of National festival 26 <sup>th</sup> Jan. 15 <sup>th</sup> Aug. & 1 <sup>st</sup> May.
2	Shri. V.V.Konarde	RTS, Certificate of Agriculture etc., Office Diary, Dafter Inspection Programme, Dieing Declaration, Identification Parade, Vasuli Statement, Audit Para.
3	Shri. G.B.Bhere	Matters related to Jamabandi
4	Shri. S. K. Jangale	Domicile Certificates
5	Smt. Gautami Bhosale	Inward, Outward, Receiving Tapal, Maintainence of Registers, Postage Stamp Account, Matter related to Monthly P.A.R., Report/ Information related to Right to Information Act, 2005.
6	Smt. Neha Tawade	Preparation of Pay Bill & Office Expenditure Bills. Issue of Form No. 16
7	Shri. U.K.Gawade	Income Certificates Miscellaneous
8	Shri. P. C. Hirlekar (Deputation)	Work related to Natural Calamities Rehliblation of persons affected by Natural Calamities, Non Criminal Certificates, 30 % Ladies Reservation Certificate.
9	Smt. S.L. Ukidave	Acceptance of Revenue Recovery from Talathis and credit it into State Bank Reconciliation. Writing of Taluka from No.1 & Cash Book.
10	Smt. S.S. Shinde	Establishment.

## Matters related to Right to Information Act,2005

### Field Staff in Kurla Taluka :- Circle Officers / Talathis / Kotwal

Circle Officer	Talathi	Kotwal
1) Shri. Suryakant Jadhav (Circle Ghatkopar )	1) Shri.Nilesh Patekar Talati Mulund	1) Shri Suresh Utekar
	2) Smt. Sujata Kale Talathi Nahur	
	3) Smt. Ranjana Rathod Talathi Bhandup	2) Shri. Jayram Walve
	4) Smt. Suvarna Ahirrao Talathi Kanjur	
	5) Shri.A.A.Patil Talathi Pawai	3) Shri. Subhash Jadhav
2) Shri. Sudhir More ( Circle Kurla )	1) Shri. Amol Sawant Talathi Ghatkopar	1) Shri. Dinesh Gharat
	2) Shri. Pawade, Talathi Hariyali	
	3) Madhumati Masne Talathi Kurla - A	2) Shri. K. T. Sawant
	4) Sunita Tale Talathi Kurla - B	
	5) Madhumati Masne Talathi Kurla - C	
	6) Shri. S. M. Bhagwat Talathi Mohili	
	7) Vandana Bhurkunde Talathi Aslphe	
3) Shri.V. V. Gavai (Circle Chembur)	1)Smt. Ankush Chougule Talathi Chembur	
	2)Smt. Madhura Taralkar Talathi Turbhe	1) Shri. Ramesh Jadhav
	3)Shri.R.N.Rathod Talathi Mahul, Borla, Devnar, Marvali.	
	1) Nanda Mukane, Talathi	
	2) Nilesh Bhagare, Talathi	

#### **Duties of Circle Officer**

- 1) To inspect Record of Rights and Talathis Daphter,
- 2) To assist the Talathis for maintaining upto date Record of Rights
- 3) To help the Talathis for recovery of Governement dues and other dues.
- 4) To verify Mutation Entry effected by the Talathis in Village Form No. 6 and keep a note about Discrepancy Notice.
  - 1) To submit reports about unauthorized excavation.
  - 2) To make enquiry in the cases, received form Ttahsildar and to submit reports.
  - 3) Supervision over of all Talathies whether they are doing their duties as per norms prescribed.

<p><b>Duties of Talathis</b></p> <ol style="list-style-type: none"> <li>1) To maintain Record of Rights.</li> <li>2) Submission of reports.</li> <li>3) Recovery of land revenue and other dues.</li> <li>4) To maintain Village Form No. 8 and 8 B.</li> <li>5) Preparation of Jambandi Statement and compliance thereof.</li> </ol>		
II	The powers and duties of its Officers and employees.	To exercise the powers delegated under Maharashtra Land Revenue Code 1966 and Rules framed thereunder as well as standing Orders/Circulars issued by the Government.
III	The procedure followed in decision making process including channels of supervision and accountability.	The procedure followed in the decision making process including channels of supervision and accountability is as under. Tahsildar  N.T.  Awal Karkun Working staff (every staff member) including the supervisory Officers are responsible for decision making process.
IV	The norms set by it for the discharge of its functions.	The specific norms regarding disposal of references is not fixed by Government. The officers, clerks/Aval karkuns from the Revenue Department are also entrusted with duties during natural calamities and election work. etc. in addition to their regular works.
V	The Rules, Regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging it function.	Employees of Tahsildar Kurla are discharging their function according to instructions issued by Government in Revenue and Forests Department and according to the provisions as laid down in the following Acts and Rules theirunder. 1) Maharashtra Land Revenue Code, 1966. 2) 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 of and 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 meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	The matter is related to the policy decision and is required to be referred to the Government in Revenue and Forests Department through the Divisional Commissioner, Kokan Division.
XI	A directory of its officers and employees.	Office phone No. 25602386
		1) Smt. J. V. Wagh, Tahsildar
		2) Shri. S. M. Jadhav,R.N.T.
		3)Mr.V. H. Ghugare (Revenue Naib Tahsildar) Additional Charge
		4) Smt. A. S. Surve, A.K.
		5) Shri.P.S.More,A.K.
		6) Shri. A.B. Shinde.A.K.
		7) Shri. U.K.Gawde,Clerk
		8) Shri. Shashi More,Clerk
		9) Shri. S. K. Jangale,Clerk
		10) Smt. N.R.Tawde,Clerk
		11) Smt. S. S. Shinde,Clerk
		12) Shri.V.V.Konarde,Clerk
		13) Shri. G.B.Bhere.Clerk
		14) Smt. Gautami Bhosale
		15) Smt. S.L. Ukidave
		16) Post Vacant
		17) P. C. Hirlekar (Deputation)
X	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in regulations	As per the Government norms and rules, each officer and employee is drawing the salaries in the scale prescribed by the Government. Details of their salaries is as under : (Name/Designation pay Scale)
		1) Smt. J. V. Wagh, Tahsildar Pay-15600-39100 Grade Pay 5000
		2) Mr.V. H. Ghugare(RevenueNaib Tahsildar)Additional Charge Pay -9300-34800 G.P. 4300
		3) Shri. S. M.Jadhav, RNT Pay -9300-34800 G.P. 4300

		<b>Awal Karkun</b>
		1) Shri.P.S.More Pay- 9300-34800 G.P. 4300
		2) Shri. A.B.Shinde. Pay- 5200-20200 G.P. 3500
		3) Smt. A. S. Surve Pay- 5200-20200 G.P. 3500
		<b>Clerk</b>
		1)Shri. U.K. Gawade Pay- 5200-20200 G.P. 1900
		2) Shri. G.B.Bhere Pay- 5200-20200 G.P. 1900
		3)Smt. S. S. Shinde Pay- 5200-20200 G.P. 1900
		4) Shri. Shashi More. Pay- 5200-20200 G.P. 3500
		5) Shri. V.V.Konarde Pay- 5200-20200 G.P. 1900
		6) Smt. N.R.Tawde Pay- 5200-20200 G.P. 1900
		7) Smt. G. Bhosale Pay- 5200-20200 G.P. 1900
		8) Smt. S.L. Ukidave Pay- 5200-20200 G.P. 3500
		9) Shri. S. K. Jangale Pay- 5200-20200 G.P. 1900
		10) Shri. P. C. Hirlekar (Deputation) Pay- 5200-20200 G.P. 1900

		<b>Circle Officers</b>
		1) Shri. S.A.Jadhav Pay -9300-34800 G.P. 4300
		2) Shri. S. D. More Pay- 5200-20200 G.P. 3500
		3) Shri. V. V. Gavai Pay- 5200-20200 G.P. 3500
		4) Shri. K.B. Surve Pay -9300-34800 G.P. 4300
		<b>Talathi</b>
		1) Nilesh Patekar Pay- 5200-20200-G.P. 2400
		2) Smt. Sujata Kale Pay- 5200-20200-G.P. 2400
		3)Smt. Ranjana Rathod Pay- 5200-20200-G.P. 2400
		4) Smt. Suvarna Ahirrao Pay- 5200-20200-G.P. 2400
		5) Shri. A.A.Patil Pay- 5200-20200-G.P. 2400
		6) Shri.A.V.Sawant Pay- 5200-20200-G.P. 2400
		7) Smt. Savita Pawade Pay- 5200-20200-G.P. 2400
		8) Kum. Madhumati Masne Pay- 5200-20200-G.P. 2400
		9) Smt.Sunita Tale Pay- 5200-20200-G.P. 2400
		10) Kum. Madhumati Masne Pay- 5200-20200-G.P. 2400
		11) Shri. S. M. Bhagawat Pay- 5200-20200-G.P. 2400
		12) Smt. V.D.Bhurkunde Pay- 5200-20200-G.P. 2400
		13) Shri.A.A. Chougale Pay- 5200-20200-G.P. 2400
		14) Smt. Madhura Taralkar Pay- 5200-20200-G.P. 2400
		15) Shri.R. N. Rathod Pay- 5200-20200-G.P. 2400
		1) Smt. Nanda Mukane, Talathi Pay-5200-20200-G.P. 2400
		1) Shri. Nilesh Bhagare, Talathi Pay-5200-20200-G.P. 2400
		There is no provision to pay the compensation to the Government Servant.



XI	The budget allocated to cash of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Not applicable
XII	The manner of execution of subsidy programmes, including 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 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.	Every public member has right to inspect the files on payment of fees as prescribed in the M.L.R.C. Rules and to get the certified copies of the documents if any required. Besides all Officers are ready to clear up their doubts and to the most possible extent. Government Forms are also issued to the public on demand. They are also guided properly to fill up such forms and to make an application.
XVI	The names, designations and other particulars of the Public Information Officers	1) Shri.P.S.More Awal karkun
		2) Shri. A.B.Shinde. Awal karkun
		3) Smt. A. S. Surve Awal karkun
XVII	Such other information as may be prescribed	Not applicable.

**Tahsildar Kurla  
(Mulund)**



'ÖÖ×ÆüÿÖß“μÖÖ πüÖê-Ö ÃÖß>üß ¾Ö πüÖê-Ö ÃÖÓ Ö Öß éüÿÖ ”ûÖ-Öß»Ö -ÖÿÖß

ÃÖÖê²ÖÿÖ ÃÖÖπü,ü éü»μÖÖ †ÖÆéüÿÖ.

†Ö-Ö»Öß

×¾ÖÀ¾ÖÖÃÖæ,

ÿÖÆü×ÃÖ»ÖπüÖ,ü

ãü»ÖÖÖ

(Öã»ÖãÓü)