

Name of the Office/Branch:- Collector Mumbai Suburban District.

(Lease Breach)

Right to Information and Obligations of Public Authorities:
Information about section 4(b) i to xii.

Sr. No.	Para	Remarks
I	The particulars of its organization, functions and duties	<p>The lease branch of the Collector office is headed by the Resident Deputy Collector, and he is assisted by the Naib Tahsildar. The lease branch is dealt with by 3 Senior clerks and 1 Clerk. Their functions and duties are as under.</p> <ol style="list-style-type: none">1) Grant of new leases on Govt. land in the Mumbai Suburban District.2) Renewal of expired lease cases, find the breach of condition cases, & issue notices to the lessee3) Fixation of Unearned Income in illegal lease transfer cases. (under breach of Condition cases)4) Fixation of lease rent.
II	The powers and duties of its officers and employees	As given in the Maharashtra Land Revenue Code 1966 and Maharashtra Land (Disposal of Government land) Rule-1971 Govt. Resolutions passed by the Govt. of Maharashtra.
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> <p style="text-align: center;">Collector (Chief of decision making process)</p> <p style="text-align: center;">O</p> <p style="text-align: center;">Residential Deputy Collector (Supervisor key officer conducting of the Lease Branch)</p> <p style="text-align: center;">O</p> <p style="text-align: center;">Naib Tahsildar(land) (Supervising lease matters & other important work)</p> <p style="text-align: center;">O</p> <p style="text-align: center;">Suitable Staff (every staff member including the</p>

		<p>supervisory officer and responsible in decision making and process)</p> <ol style="list-style-type: none"> 1) On receipt of application along-with 7/12 extract, Property Card, CTSO Plans, D.P. Remarks, and site report of the Tahsildar and City Survey Office, detailed report is submitted to Govt. Revenue and Forest Department through Commissioner for further action. 2) In case of expired leases enquiry through Tahsildar / CTSO regarding breach of the conditions is made and thereafter, report submitted to the Govt. In case, if leasee found in breach of condition, action for resumption/ regularization with penalty is taken after giving an opportunity to be heard. 3) Prior to August 2004 lease rent was calculated as per G.R. dated 5/10/1999. Now lease rent is fixed as per prime Landing Rate fixed by RBI.
IV	The norms set by it for the discharge of its functions	--
V	The rules, regulations, instructions, manuals and records held by it or under its employees for discharging it functions.	<ol style="list-style-type: none"> 1) Maharashtra Land Revenue Code 1966 and Rules framed their under. 2) Maharashtra Land Revenue(Disposal of Govt. Land) Rules 1971. 3) Govt. Resolutions/ Standing orders issued from time to time.
VI	The statement of the categories of documents that are held by it or under its control.	As above.
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,	Not applicable.

	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.															
IX	A directory of its officers and employees	Office phone No. 26556806, 26556799,														
		<table border="1"> <thead> <tr> <th>Name of Employees</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td>1) Shri. Shivaji Patil</td> <td>R.D.C.</td> </tr> <tr> <td>2) Smt. S. S. Chavan</td> <td>NaibTahsildar</td> </tr> <tr> <td>3) Shri. Manoj Kedar</td> <td>S.C.</td> </tr> <tr> <td>4) Shri V.B. Salvi</td> <td>S.C.</td> </tr> <tr> <td>5) Shri P.D.Bansode</td> <td>S.C.</td> </tr> <tr> <td>6) Shri. D. R. Deshmukh</td> <td>Cleark</td> </tr> </tbody> </table>	Name of Employees	Designation	1) Shri. Shivaji Patil	R.D.C.	2) Smt. S. S. Chavan	NaibTahsildar	3) Shri. Manoj Kedar	S.C.	4) Shri V.B. Salvi	S.C.	5) Shri P.D.Bansode	S.C.	6) Shri. D. R. Deshmukh	Cleark
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X	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	Shri. Shivaji Patil, R.D.C. Pay –														
		Smt. S. S. Chavan, NaibTahsildar Pay – 9500-34800 Grade pay 4300														
		Shri V.B. Salvi S.C. Pay- 5200-20200 Grade pay 3500														
		Shri Manoj Kedar S.C. Pay-5200-20200 Grade pay 3500														
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		Shri. D.R. Deshmukh, Cleark Pay – 5200-20200 Grade pay 1900														
XI	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.	Not applicable.														
XII	The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmes:-	Not applicable.														
XIII	Particulars of recipients of concession, permits or	Not applicable.														

	authorizations granted by it:-	
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:	----
XVI	The names, designations and other particulars of the Public Information Officers:	1) Appellate Officer Additional Chitnis Collector, M.S.D. 2) Information Officer Smt. S. S. Chavan (Naib Tahsildar) 3) Asstt. Information Officer Shri. Vilas Salvi, S.C.
XVII	Such other information as may be prescribed	Nil