

Leave Reserve Tahsildar Mumbai Suburban District

Right of Information and Obligation of Public Authorities Information about Section 4 (b) I to XVII

S. No.	Para	Remarks
I.	The particulars of its organization, functions and duties.	<p>The Leave Reserve Tahsildar Branch of the Collector Office is headed by the Dy. Collector, Mumbai Suburban District & he is assisted by the Leave Reserve Tahsildar a Tahsildar Cadre officer : The Leave Reserve Tahsildar Branch is dealt with by 1 Tahsildar. 3 Awal Karkuns and 7 Clerks. Their functions and duties are as under :</p> <ol style="list-style-type: none">1) Grant of land proposals in Borivali Tahsil Properties.2) N.A. permission proposals u/s 44 of the M.L.R.C. 1966 in Borivali Tahsil.3) Disposal of application for permission of amalgamation & Sub Division in Borivali Tahsil.4) To arrange Lokshahi Din in every month and dispose off the reference received from Govt/Divisional Commissioner.5) To arrange Bhrashtachar Nirmulan Committee meetings and dispose off the reference received from Govt/Divisional Commissioner other Govt. Department.6) To dealt with bonded Labout Cases.7) To dispose off Citizen ship references.8) To issued orders of requisition of vehicles9) Natural Calmities when required to give assistance to the affected persons as per directives by the Govt.10) To deal with administration matter of the district.11) To carry out inspection of Sub-ordinate offices.12) To control over the encroachment machinery in the district and dispose off encroachment reference of the district.13) To fix standard rates of N.A. Astd.14) To dealt with miscellaneous subjects15) To conduct inquiry in police firing16) To conduct inquiry in custodial death.

<p>II.</p>	<p>The powers and duties of its officers and employees</p>	<ol style="list-style-type: none"> 1) Maharashtra Land Reserve Code 1966 and rules framed thereunder as well as standing orders/circulars issued by the Govt. 2) Bombay Police Act 3) I.P.C. 4) Cr. P.C. 5) And others Acts as per requirement.
<p>III.</p>	<p>The procedure followed in decision making process including channels of supervision and accountability</p>	<p>The procedure following in the decision making process including channels of supervision and accountability is as under</p> <p>Collector M.S.D. (Chief of the decision and making process)</p> <p>Dy. Collector (G.A.D.) (Supervisory key officer controlling of Leave Reserve Tahsildar Branch)</p> <p>Leave Reserve Tahsildar (Supervising Land matters of Borivali Taluka other important work)</p> <p>Staff Suitable Staff (every staff member) including the supervisory officer are responsible in decision making and process.</p>
<p>IV.</p>	<p>The norms set by it for the discharge of its functions</p>	<p>The specific of disposal of references is fixed by Govt., Since the clerk is dealing with old land matters and most of the cases are complicated the file needs more attention and detailed scrutiny at clerical level. Besides, the Clerk/Awal Karkun in the Department normally found engaged in multifarious duties like Natural Calamities, Election etc.</p>
<p>V.</p>	<p>The rules, regulations, instructions, manuals and record held by it or under its control or used by its employees for discharging functions.</p>	<p>Employees of Leave Reserve Tahsildar Branch is discharging their functions according to the instructions issued by the Revenue and Forest Department and the provisions laid down in the Act and Rules their under :</p> <ol style="list-style-type: none"> 1) Maharashtra Land Revenue Code 1966 and rules there under 2) Bombay Police Act 1951 3) Criminal Procedure Code 1973 4) Other relevant Acts.

VI.	The statement of the categories of documents that are held by it or under its control	Not applicable	
VII.	The particulars if 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 no 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, New Mumbai.	
IX.	A directory of this officers and employees	Collector Office, M.S.D Phone No. 26556799/ 26557807	
		Name 1) Shri. Bharat Shitole 2) Smt. Anjali Bhosale 3) Smt. P.P. Satam 4) Shri. P.F. Kannake 5) Shri. R.D. Barai 6) Shri. P.N. Lavekar 7) Shri. J. S. Jadhav 8) Shri. Mahesh Vispute 9) Shri. H.L. Kubal 10) Shri. K.S.Gadikar 11) Shri. S.T. Kamble 12) Smt. M.A. Deshpande	Designation Dy. Colletor (G.A.D.) Leave Reserve Tahsildar A.K. A.K. A.K. Clerk Clerk Clerk Clerk Clerk Clerk/Typist

<p>X.</p>	<p>The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.</p>	<p>As per the Govt. norms and rules each officer and employees is drawing the salaries. There is no system to pay compensation to the Government Servant.</p> <table border="1" data-bbox="800 310 1513 1514"> <thead> <tr> <th data-bbox="800 310 1133 342">Name</th> <th data-bbox="1133 310 1513 342">Designation</th> </tr> </thead> <tbody> <tr> <td data-bbox="800 342 1133 415">1) Shri. Bharat Shitole Pay : 15600-39100-GP 5400</td> <td data-bbox="1133 342 1513 415">Dy. Colletor (G.A.D.)</td> </tr> <tr> <td data-bbox="800 453 1133 527">2) Smt. Anjali Bhosale Pay : 15600-39100-GP 5000</td> <td data-bbox="1133 453 1513 527">Leave Reserve Tahsildar</td> </tr> <tr> <td data-bbox="800 564 1133 638">3) Smt. P.P. Satam Pay : 5200- 20200-GP 2800</td> <td data-bbox="1133 564 1513 638">A.K.</td> </tr> <tr> <td data-bbox="800 676 1133 749">4) Shri. P.F. Kannake Pay : 5200- 20200- GP 2800</td> <td data-bbox="1133 676 1513 749">A.K.</td> </tr> <tr> <td data-bbox="800 787 1133 861">5) Shri. R.D. Barai Pay : 5200- 20200- GP 2800</td> <td data-bbox="1133 787 1513 861">A.K.</td> </tr> <tr> <td data-bbox="800 898 1133 972">6) Shri. P.N. Lavekar Pay : 5200- 20200-GP 1900</td> <td data-bbox="1133 898 1513 972">Clerk</td> </tr> <tr> <td data-bbox="800 1010 1133 1083">7) Shri. J. S. Jadhav Pay : 5200-20200 -GP 1900</td> <td data-bbox="1133 1010 1513 1083">Clerk</td> </tr> <tr> <td data-bbox="800 1121 1133 1194">8) Shri. Mahesh Vispute Pay : 5200-20200-GP 1900</td> <td data-bbox="1133 1121 1513 1194">Clerk</td> </tr> <tr> <td data-bbox="800 1232 1133 1306">9) Shri. H.L. Kubal Pay : 3050-75-3590-80 -GP 4590</td> <td data-bbox="1133 1232 1513 1306">Clerk</td> </tr> <tr> <td data-bbox="800 1344 1133 1417">10) Shri. K.S.Gadikar Pay : 5200-20200-GP 1900</td> <td data-bbox="1133 1344 1513 1417">Clerk</td> </tr> <tr> <td data-bbox="800 1455 1133 1528">11) Shri. S.T. Kamble Pay : 5200-20200 - GP 1900</td> <td data-bbox="1133 1455 1513 1528">Clerk</td> </tr> <tr> <td data-bbox="800 1566 1133 1640">12) Smt. M.A. Deshpande Pay : 5200- 20200-GP 1900</td> <td data-bbox="1133 1566 1513 1640">Clerk/Typist</td> </tr> </tbody> </table>	Name	Designation	1) Shri. Bharat Shitole Pay : 15600-39100-GP 5400	Dy. Colletor (G.A.D.)	2) Smt. Anjali Bhosale Pay : 15600-39100-GP 5000	Leave Reserve Tahsildar	3) Smt. P.P. Satam Pay : 5200- 20200-GP 2800	A.K.	4) Shri. P.F. Kannake Pay : 5200- 20200- GP 2800	A.K.	5) Shri. R.D. Barai Pay : 5200- 20200- GP 2800	A.K.	6) Shri. P.N. Lavekar Pay : 5200- 20200-GP 1900	Clerk	7) Shri. J. S. Jadhav Pay : 5200-20200 -GP 1900	Clerk	8) Shri. Mahesh Vispute Pay : 5200-20200-GP 1900	Clerk	9) Shri. H.L. Kubal Pay : 3050-75-3590-80 -GP 4590	Clerk	10) Shri. K.S.Gadikar Pay : 5200-20200-GP 1900	Clerk	11) Shri. S.T. Kamble Pay : 5200-20200 - GP 1900	Clerk	12) Smt. M.A. Deshpande Pay : 5200- 20200-GP 1900	Clerk/Typist
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<p>XI.</p>	<p>The buget allotted toi eacvh of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.</p>	<p>Not applicable</p>																										
<p>XII.</p>	<p>The manner of execution of subside programmes, including the amounts allocated and the details of beneficiaries of such programmes :-</p>	<p>Not applicable</p>																										

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 but 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 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 at the most possible extent. Forms are also available to the public on demand. They also guided properly to fill up the forms and make an application.
XVI.	The names, designations and other particulars of the Public Information Officers	Smt. Anjali Bhosale (Leave Reserve Tahsildar) Appellate Authority Shri. P.F. Kannake, Awal Karkun . Public Information Officer Smt. P.P.Satam, Awal Karkun Public Information Officer Shri. R.D. Barai, Awal Karkun Public Information Officer
XVII.	Such other information as may be prescribed	Not applicable