Name of the Office : Collector Office Recovery Branch
Right to information and obligations of public Authorities Information about
section 4 (i) (b) I to XVII

S.No	Para	Remarks
I	**Particulars of its organization,**	Collector Office Recovery Branch
	functions and duties	Consists following staff.
		1) Naib Tahsildar (Recovery) Shri.
		R.L.Kamtekar.
		He look after and supervise the
		work of his employees (Bill Collector).
		He has to visit sites personally.
		2) Bill Collector - 3 post taluka wise
		3)Clerk cum Cashier - 1 post
II	**The powers and duties of its**	The Revenue Recovery Certificates are received
	officers and Employees	from Hon.High Court, Labour court,Consumer Forum
		for Recovery of Government dues are sent to concerned Bill
		Collectors of Taluka for serving demand notice.
III	**The Procedure followed in**	The Notices are issued to defaulters as per section 178, 180
	decision making process	and 181 of the Maharashtra Land Revenue Code 1966 and
	including channels of and	Land Revenue Recovery Rules 1967.
	accountability	
IV	**`The norms set by it for the discharge of its functions.**	After receiving RRC The notices are
		sent to defaulters within 20 days
		u/s -178 and attachment of proprties is
		done u/s 180/181 of MLRC.
V	**The rules regulations**	**1)**Maharashtra Land Revenue code 1966.

	instruction manuals and	**2)** Maharashtra Land Revenue Recovery Rules 1967.
	records held by it or under its	
	employees for discharging it	
	functions.	
VI	**The statement of the**	**1)** cases sent to other Districty Collector.
	categories of documents that	**2)** cases send back to authorities for want of additional information.
	are held by it or under it or	**3)** cases of recovery done
	Control	**4)** cases pending in Appealate courts.
VII	**The particulars of any**	Not Applicable
	arrangement that exists for	
	consolation with or	
	representation by the	
	members of the public in	
	relation to the formulation of	
	its policy or implementation	
	there of.	
VIII	**A statement of the boards**	Not Applicable
	councils, committee and other	
	bodies consisting of two or	
	more persons constituted as	
	its part or for purpose of its	
	advice and as 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	**The directory of its officers**	**1) Naib Tahsildar (Recovery) Shri.**
	and employees	**R.L.Kamtekar.**
		2) Bill Collector - 3 post taluka wise
		3)Clerk cum Cashier - 1 post
X	**The monthly remuneration**	As per the Government norms and rules
	received by each of its officers	each officer and employee is drawing the
	and employees including the	salaries in scale as follow.
	system of compensation as	(Designation / Pay Scale)
	provided in its regulation	**1)** Naib Tahsildar - 9300 /-
		2) Bill Collector/Clerk - 5200/-
XI	**The budget allocated to cash of**	Collector Office Account Branch
	its agency, indicating the	
	particulars of all plans, proposed	
	expenditures and reports and	
	disbursement made.	
XII	**The manner of execution of**	Not Applicable
	subsidy programmers, including	
	the amount allocated and the	
	details of beneficiaries of such	
	programmers	
XIII	**Particulars of recipients of**	Not Applicable
	concession, permits of	
	authorization granted by it.	
XIV	**The particulars of facilities**	Not Applicable
	available to citizens for obtaining	
	information, including the	
	working hours of a library or	

	reading room, if maintained for	
	public use.	
XV	**RTI Information**	Information is provided as per request of the Citizens.
XVI	**The names, designations and**	**1)** Public Information Officer Mr. Datta Deshmukh (Clerk) .
	other particulars of the Public	**2)** First Appealate Officer Mr. Ravindra Kamtekar (Naib Tahsildar).
	information Officers.	
XVII	**Such other information as may**	Not Applicable
	be prescribed.	