



# **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of  
RTI Act 2005 of **A Ward**

ADMINISTRATIVE OFFICER (ESTATE)

## **A Ward**

Address - Office of Administrative Officer (Estate),  
2<sup>nd</sup> Floor,  
A ward Building,  
S.B.S.Road , Fort  
Mumbai – 400 001

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**INTRODUCTION**  
**ADMINISTRATIVE OFFICER**  
**(ESTATES)**

In M.C.G.M. Estate Department is Independent Department and Assistant Commissioner (Estate) is Head of this Department. All the Estates belong to M.C.G.M. comes under the Jurisdiction of this Head of the Department and Protection and Maintenance of these properties are being looked after by Administrative Officer in the Wards.

Administrative Officers (estates ) in the wards working under the control of Assistant Commissioner of the concerned ward for Administrative Work and Policy matters in the context of Right for Information Act and they (A.O.-Estates) work as per the direction of Assistant Commissioner (Estates).

The properties belong to M.C.G.M. in the A ward are being maintained and look after by (A.O. Estates) Eastern Suburbs.

There are outdoor staffs such as Rent Supervisor, Rent Collectors, and Indoor staff such as Head Clerk, Clerks, Peon etc. Is looking after the office work of Estate Department under control of (A.O. Estates).

The properties in A ward ward are maintained and protected by (A.O. Estates) City. Rent Supervisor, Rent Collector, the Outdoor staff and Head Clerk, Clerk, Peon the Indoor Staff working under (A.O. Estates). (A.O. Estates) has to keep control over the daily work of the above staff. He has to guide regarding the properties. The proposal for transfer of the tenancies of Municipal properties and their disposal, dispose the cases of disputes and Court cases of the Municipal properties redressal of complaints from Municipal Tenants and submit report to superiors and submit necessary information to concerned Assistant Commissioner and D.M.C. and the possession of tenements etc work regarding Municipal properties case to be done by (A.O. Estates). (A.O. Estates) has to take eviction action against any unauthorized work under section 105 B of Municipal Act.

Administrative Officer (Estates) A Ward

### Section 4 (1) (b) (i)

#### The particulars of functions & duties of the Public

Authority:-

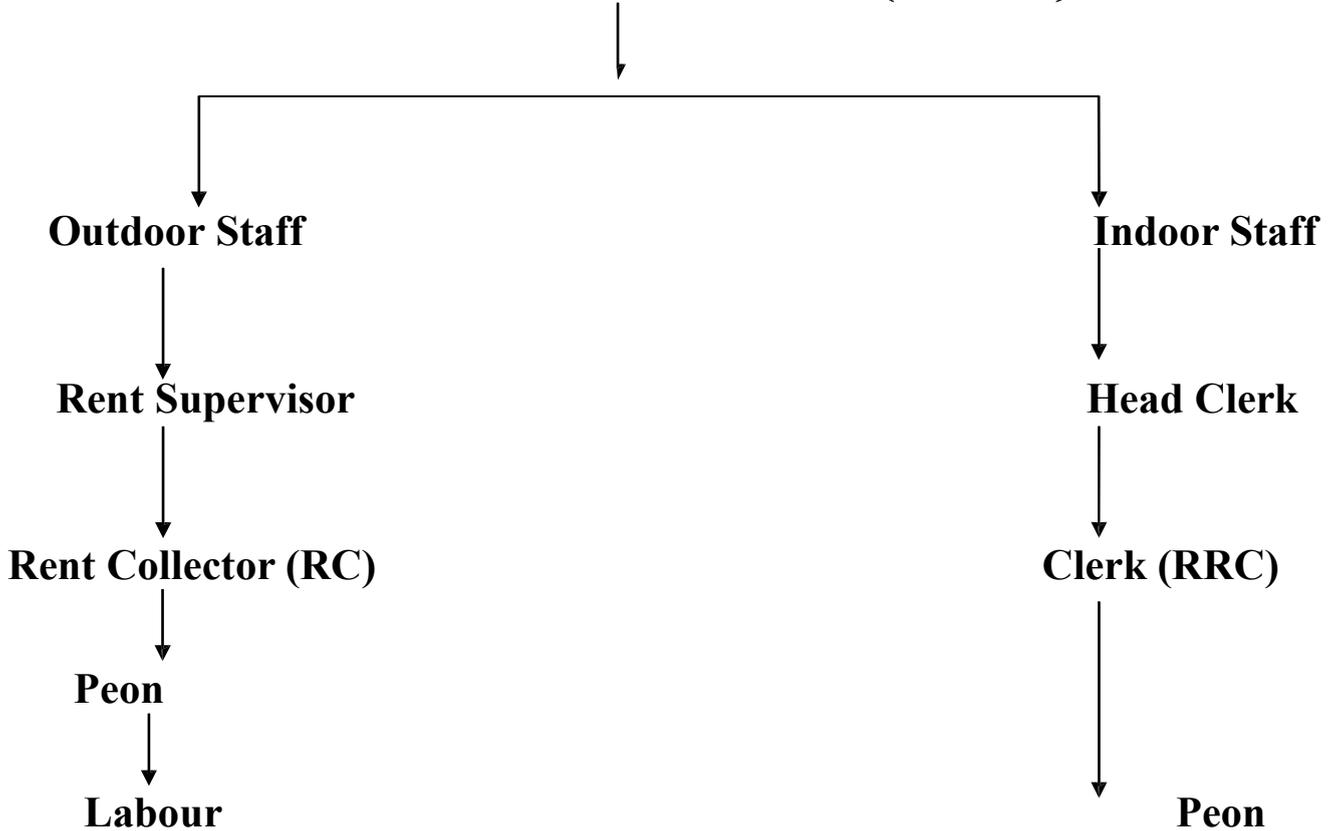
1	Name of the Section	Office of Administrative Officer (Estates)
2	Address	2 <sup>nd</sup> floor, A Ward office Building, S.B.S. Marg. Mumbai- 400 001.
3	Head of the Office	Administrative Officer (Estates)
4	Parent Govt. Dept.	Asst. Commissioner (Estates)
5	Office Timings	Monday to Saturday 9.00 a.m. to 5.30 p.m. 2 <sup>nd</sup> & 4 <sup>th</sup> Saturdays Holiday Visiting Hours - (Monday – Friday) 09.00 a.m. to 04.00 pm
6	Reporting to which office	Asst. Commissioner (Estates)
7	Contact Details	Telephone no : 22607000 Extn : 7036 Email AO Estate - Email RS Estate -
8		Rent collection is done in Citizen Facility center in Morning 8.00 am to 8.00 pm
9	Jurisdiction	A Ward is bounded by the North side F.Road. Anandilala poddar marg. L.T.Marg. P.D,malo Road. South side-- Arbi sea Neavi, Armi Div. North side-B.P.T. Area,P.D,mello Rd. ColabaEast.on North and Nethaji Subhashi Marg, Narimanpoint, Geeta Nagar,South Arebi Sea
10	<b>Vision-</b>	<b>To Rehabilitate Municipal tenants and provide them prompt services regarding tenancies.</b>
	<b>mission</b>	
11	Objectives	Real Estate SAP Module give quick services to Tenants to pay their rent
12	Functions	1) Collection of Rent from Municipal Properties 2) Transfer of tenancies 3) Attornment of VLT tenants 4) Detection of u/a construction/extension and inform to A. C. A Ward i. e to take action as per MCGM Rules. 5) Action taken under section 105 B against Tenants 6) To prepare Inventory regarding Redevelopment properties 7) Allotment of Rehab bldg.
13	Details of Services provided (In Brief)	1. Rent Collection fm tenant 2. Transfer of Tenancies 3. Allotment of Rehab bldg
14	Physical Assets- (Statement of lands & buildings and other assets)	List attached
15	Organisations's structural Chart (Orogonogram) at each level	As per separate sheet attached

16	Give linkage of jurisdiction & Address, Tel No. s & Office Timings	Telephone no : 24134560 Extn : 225 Email : ao01est. <a href="mailto:fs@mcgm.gov.in">fs@mcgm.gov.in</a> Monday to Saturday 9.00 a.m. to 5.30 p.m. 2 <sup>nd</sup> & 4 <sup>th</sup> Saturdays Holiday Visiting Hours - (Monday – Friday) 09.00 a.m. to 04.00 pm
17	Weekly Holidays	Sunday and Public Holidays.

**BRIHANMUMBAI MAHANAGARPALIKA**  
**Administrative Officer, (Estates) A ward Ward**

<b>Department – Estates</b>				
<b>Sr. No.</b>	<b>Post</b>	<b>Scheduled Post</b>	<b>Occupied</b>	<b>Vacant</b>
1	Administrative Officer	-	1	Working arran
2	Rent Supervisor	1	-	1
3	Rent Collector	1	1	-
4	Head Clerk	-	-	Working
5	Real Estate Consultant (Working Arrangement)	-	1	Working arran-
6	Clerk	2	1	-
7	Peon	-	-	-
9		4	4	

**Administrative Officer (Estate)**



**Section 4(1) (b)**  
**(ii)**

**The Powers of officers and employees in the office of A O Estate A ward Ward**

**A**

Sr. No.	Designation	Powers-Financial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Rs. 400/-		Misc. Expenditure
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

**B**

Sr. No.	Designation	Power-Administrative	Under which legislation / rules/orders/ GRs	Remarks
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

**C**

Sr. No.	Designation	Power-Magisterial	Under which legislation /rules/orders/ GRs	Remarks
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

**D**

Sr. No.	Designation	Power-Quasi judicial	Under which legislation /rules/orders/GRs	Remarks
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power-Judicial</b>	<b>Under which legislation /rules/orders/GRs</b>	<b>Remarks</b>
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

**Section 4(1) (b) (ii)**

**The Duties of officers and employees in the office of AO (Estate) A ward Ward**

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties-Financial</b>	<b>Under which legislation /rules/orders/GRs</b>	<b>Remarks</b>
1	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

**B**

**Administrative Powers**

**Administrative Officer (Estates)**

Administrative Officer (Estates) of the ward is assisted by Rent Supervisor, Head Clerk are assisted by respective Rent Collector, Clerk of the department to execute daily work.

Administrative Officer (Estates) of the Ward executes following duties/works from his staff working under his control:-

1. Day to day work, rent collection along with Redevelopment schemes
2. To conduct coordination and review meeting with rent supervisor and rent collector.
3. To scrutinize proposal of transfer of attornment case, Rent collection monthly reports.
4. To attend court cases regarding dispute matters of transfer cases and redevelopment cases.
5. To Reply RTI applications. Attending harrings at state Information of Maharashtra.

## **Rent Supervisor**

1. To monitor collection of Rent.
2. To check rent Receipts
3. Inspection of unauthorized occupation, change of user & demolition of Unauthorised constructions & encroachment
4. To scrutiny the Casual Occupancy & Casual Vacancy reports submitted by Rent Collector
5. To scrutinize documentary evidences submitted by applicants for transfer of Tenancies
6. To attend court cases regarding dispute matters of transfer cases and redevelopment cases.

## **Rent Collector**

1. Rent collectors are directly working under Rent Supervisor.
2. To issue Demand Notices to the tenants for arrears of rent, dues etc.
3. To detect unauthorized occupation, change of user & demolition of unauthorized constructions, encroachment and submit the report to Rent Supervisor and Administrative Officer (Estate).
4. To take eviction action under section 105 B of MMC Act, take vacant possession of the Tenements of defaulter tenants.
5. To allots tenement to rehab tenants and submit transfer proposal along with complete documents to superiors.
6. To attend complaints of tenants and attend duties as per orders from Superiors.

## **Head Clerk**

- 1) To supervise the work of clerks
- 2) To keep control monitor and guide to the clerk,
- 3) To scrutinize monthly and annual report of recovery of rent
- 4) Dispose of daily outward
- 5) Inward papers and to comply of Audit Notes & Follow up
- 6) Inspect Demand Register and submit Budgetary Report
- 7) Furnish information to Rent Collectors and Rent Supervisors as required
- 8) Submit report as per instructions from Superiors

## **Clerk**

- 1) To Clerk are directly working under Head Clerk.
- 2) To check rent Receipt
- 3) To take entries in Demand register(DR) and update it.
- 4) To Submit monthly and annual report of recovery of rent
- 5) To furnish information to Rent Collectors and Rent Supervisors as required

**C**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties- Magisterial</b>	<b>Under which legislation /rules/orders/GRs</b>	<b>Remarks</b>
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

**D**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties-Quasi judicial</b>	<b>Under which legislation /rules/orders/GRs</b>	<b>Remarks</b>
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties-Judicial</b>	<b>Under which legislation /rules/orders/GRs</b>	<b>Remarks</b>
	AO Estate	Nil		
2	Rent Supervisor	Nil		
3	Head Clerk	Nil		
4	Rent collector	Nil		
5	Clerk	Nil		

## Section 4(1) (b) (iii)

The procedure followed in the decision making process, including channels of supervision and accountability in the office of A ward ward.

Name of activity – **Transfer of Tenancy rights**

Related Provisions – Circular No .

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps Involved	Time Limit	Authority Role	Remarks
1	<b>Transfer of Tenancy rights</b>	a. Application received in dispatch section. b. Application received in Estates department. c. Site Inspection d. Tenancy particular. e. Recovery of transfer fee (* Papers forwarded to Ward Audit for receipt verification) f. Signature Verification of Principal Tenant as per Agreement recovery. g. Papers received in Ward (Estate Deptt.) h. Site Inspection i. Pre and Final Form verification j. Scrutiny of Papers & Preparation of transfer proposal k. Proposal forward for Audit l. Proposal forward for sanction m. Received in Ward (Estates deptt) n. Submitted for workout of dues if any o. Transfer effected p. C.O. & C.V. Report q. Posting of C.O. & C.V. Reports	1 day  1 day  2 day 1 day 7 day  7 day  4 day  2 day 4 day  4 day  2 day 7 day 2 day  2 day  7 day 2 day 3 day	a. Ward Head Clerk dispatch b. Rent Supervisor(RS) c. Rent Collector(RC) / RS d. Rent Recovery Clerk(RRC) e. RC f. Account Officer g. A.C.(Estates) h. H.C.(Dispatch) i. RC/RS j. RRC k. RC/RS/A.O. l. Dy.C.A.(Rev. III) m. DMC (Z-II) n. H.C. Dispatch o. RRC p. RC q. RC r. HC(Estates)	

Name of activity – **Recovery of Rent**

Related Provisions – Circular No .

Name of the Act/Acts – Nil

Rules –

Govt. Resolutions -

Circulars -

Office Orders –

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
2	<b>Recovery of Rent</b>	<ol style="list-style-type: none"> <li>1. Preparation by Clerk</li> <li>2. Calculation of Rent</li> <li>3. Rent Recovery</li> </ol>	15 minutes (All)	<ol style="list-style-type: none"> <li>1. RC</li> <li>2. RRC</li> <li>3. CFC</li> </ol>	

Name of activity – **Action under Sec.105(b)**

Related Provisions – Circular No . (

Name of the Act/Acts – Nil ( )

Rules –

Govt. Resolutions -

Circulars -

Office Orders –

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
3	<b>Action under Sec.105(b)</b>	<ol style="list-style-type: none"> <li>1. Site Inspection</li> <li>2. Preparation of issue of notice</li> <li>3. Preparation &amp; Verification of Presentation form</li> <li>4. Submission for action of presentation form</li> <li>5. Service of notice</li> <li>6. Enquiry process</li> </ol>	1 day 3 day 3 day 1 day 3 day -	<ol style="list-style-type: none"> <li>1. RC/RS</li> <li>2. RC/RS/A.O.</li> <li>3. RC/RS/RRC</li> <li>4. Enquiry Officer</li> <li>5. RC</li> <li>6. Enquiry Officer</li> </ol>	

## Name of activity – **Detection of unauthorized work**

Related Provisions – Circular No . Nil

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

<b>Sr. No.</b>	<b>Activity</b>	<b>Steps involved</b>	<b>Time limit</b>	<b>Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)</b>	<b>Remark</b>
<b>4</b>	<b>Detection of unauthorized work</b>	<ol style="list-style-type: none"> <li>1. Site Inspection</li> <li>2. Issue of Notice</li> <li>3. Process of Demolition</li> </ol>	2 day 3 day -	<ol style="list-style-type: none"> <li>1. RC/RS</li> <li>2. RC</li> <li>3. RC/RS/AO/A.E. (B.F.) &amp; Staff</li> </ol>	

## Name of activity – **Recovery of Arrears of Rent**

Related Provisions – Circular No . (

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders –

<b>Sr. No.</b>	<b>Activity</b>	<b>Steps involved</b>	<b>Time limit</b>	<b>Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)</b>	<b>Remark</b>
5	<b>Recovery of Arrears of Rent</b>	<ol style="list-style-type: none"> <li>1. Site Inspection</li> <li>2. Issue of notice 105 (b)</li> <li>3. Preparation &amp; verification of presentation form</li> <li>4. Submitted for Enquiry</li> </ol>	1 day 3 day 3 day 1 day	<ol style="list-style-type: none"> <li>1. RC/RS</li> <li>2. RC</li> <li>3. RC/RS/HC(Estate)</li> <li>4. Enquiry Officer</li> </ol>	

## Name of activity – **Attornment**

Related Provisions – Circular No . (Name of the Act/Acts – Nil )

Rules –

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
6	<b>Attornment</b>	1. Application received in dispatch section 2. Requirement of documents 3. Site Inspection 4. Scrutiny & proposal 5. Submission for sanction 6. Proposal received in dispatch 7. Calculation of dues if any 8. Recovery of dues 9. C.O.&C.V. Reports 10. Posting of C.O. & C.V. Report 11. Audit Report 12. Registration of Tenancy Agreement	1 day 7 days 1 day 3 day 7 day 2 day 7 day	1. HC Dispatch 2. RC/RS 3. RC/RS 4. RC./RS 5. AC/DMC (Zone) 6. HC(Dispatch 7. HC(Estates) 8. RC 9. RC 10. HC Estates 11. Account Officer 12. AC(Estates)	

### **Section 4(1) (b) (iv)**

Norms means Day set for discharges of its functions in the office of A Ward

Organizational Targets (Annual) – Nil

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
	Nil	Nil	Nil	Nil	Nil	Nil

## Section (1) (b) (v)

The rules/regulation related with the functions of A Ward

No.	Subject	Cir. / G.R. / Office Orders . Rule no. Notification etc. date	Remarks
1.	Transfer of tenancy rights	1. AC/Estate/1159/Gen date d 27.05.2004 2. Estate/13554/Gen dated 28.11.2005 3. AC/Estate/6257/Gen dated 07.07.2010 4. Estate/Gen/58 dated 08.02.1999 5. Estate/XIV/129 dated 28.04.1967	
2.	Atterment of VLT tenants	1. AC/Estate/2184/A/c date d 26.06.2009 2. AC/Estate/2184/A/c date d 10.02.2010 3. AC/Estate/2184/A/c date d 27.01.2010	
2.	Enquiry under 105(b) for arrears of Rent	MMC Act 105 (B)	
3.	Enquiry under 105(b) for unauthorized work	MMC Act is available on portal <a href="http://www.portal.mcgm.gov.in">www.portal.mcgm.gov.in</a>	
4.	<b>Enquiry under 105(b) for unauthorized occupation</b>		

## Section 4 (1) (a) (vi)

Statement of categories of documents held in the office of A Ward at Fort.

Sr. No	Subject	Type of documents	File no or Register no.	Particulars	Periodicity of preservation
1	<b>Recovery of Rent</b>	Register	<b>Demand Register</b>	<b>Details of all properties i.e. P/T &amp; VLTs record of recovery of rent, arrears of rent</b>	<b>Permanent record</b>
2	Court Cases	A or B C1 C2	Court case Register	Details of record of Court cases & case date etc.	10 years
3	R.T.I.		R.T.I. Register	Details of RTI application subject & report submitted	5 Years
4	MCL		MCL Register	Detail information of letters/Complaints received for MC & action taken thereon.	5 Years
5	Deposit		Adopt Deposit Register	Details of the deposit amount recovered from the Tenants against Transfer cases.	5 Years
6	Property		Property Register	Details of Name of the properties Date of acquired properties.	Permanent record
7	Audit notes		Spot audit note Reg. Audit note Register	Details of audit objections raised by MCA staff while regular auditing.	Up to date of recovery
8	Tenancy agreement		T.A. Register Record Register	Contains T.A. No & Date Name & Address of Tenant contains details of recorded files.	Permanent

### **Section 4(1) (b) (vii)**

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of the Mechanism</b>	<b>Under which act/rule/ circular</b>	<b>Periodicity</b>
	Nil	Nil	Nil	Nil

1) Policy Formulation

2) Policy Implementation

### **Section 4(1) (b) (viii)**

Statement of Boards, Councils, Committees of other bodies A Ward

<b>Sr. No.</b>	<b>Name of the committee Board/ council/ other bodies</b>	<b>Composition of committee Board /council/ other bodies</b>	<b>Purpose of the committee Board/council/other bodies</b>	<b>Frequency of meetings</b>	<b>Whether meeting open to public or not</b>	<b>Whether Minutes are available to public or not</b>	<b>Minutes available at.</b>
	Nil	Nil	Nil	Nil	Nil	Nil	Nil

### **Section 4(1) (B) (IX)**

Directory of the officers and employees AO Estate of A Ward.

<b>Sr. No.</b>	<b>Designation</b>	<b>Name of the officers/ employees</b>	<b>Cadre</b>	<b>Dt of Joining the post</b>	<b>Date of Joining in a</b>	<b>Contact Details Ph/Fax/E-mail</b>
1	AO Estate	K.R.Shirke		16.02.1983	07.03.2014	22607000
2	Rent Supervisor	Vacant	C	-	-	-
3	Head Clerk	Jadhav Ashok	C		03.10.1984	-
4	Rent collector	Kadam Manohar.	C	01.11.1993	05.09.2011	
5	Re Consultant	Pande Jyoti	C	-	-	-
6	Clerk	Sanger Baburao	C	06.12.2008	06.12.2008	-

## Section 4(1) (b) (X)

Details of remuneration of officers and employees in the office of AO Estate A ward

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	CCA	Special Allow. Trans Allows. Project Allows.	Total
1	K.R.Shirke	AO Estate	22200+4600	28676	8040	-		63516
2	Vacant	Rent Supervisor	-	-	-	-	-	-
3	Jadhav Ashok	Head Clerk	18330 + 4200	24107	6759			54196
4	Kadam Manohar	Rent collecto	13510+2000	16596	4653	463	-	37222
5	Pande Jyoti	Re Consultant	-	-	-	-		-
6	Sangar Sanger	Clerk	7470+2000	7576	2841	-	-	20687

### Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of A ward at Fort for the year 2013-2014

- \*\* Publish copy of the budget
- \*\* Publish copy of grant distribution –

#### Format A for Current year

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise of work wise in a separate from)	Remarks
	Nil	Nil	Nil	Nil

#### Format B for previous year

Sr. No.	Designation	Duties- Magisterial	Under which legislation /rules/orders/GRs	Remarks
		Nil	Nil	Nil

### Section 4(1)(b)(xii)

Details of beneficiaries of subsidy program in the office of A ward the year 2013-2014

Name of the Scheme/program

Sr. No.	Name and Address of Beneficiary	Amount of subsidy/concession sanctioned
	Nil	Nil

### Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of A ward for the year 2013-2014

Sr. No.	Name of the licensee	License No	Issued on	Valid up to	General conditions	Details of the license**
	Nil	Nil	Nil	Nil	Nil	Nil

\*\* Details of the license- The Subject matter of the license should be mentioned. In case of non agricultural use permission, survey no. or part thereof, will have to be mentioned.

### Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of A ward .

Sr. No.	Type of Document File/ Register	Sub Topic	In which electronic format it is kept	Person in charge
		nil		

### Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of

A ward

Types of facilities –

- Information about visiting hrs.
- Information about interactive website
- Facilitation center
- Information about facilities for inspection of works
- Information about facilities for providing samples.
- Information about Notice boards
- Information about library
- Information about inquiry window or Reception etc.

Sr. No.	Type of facility	Timings	Procedure	Location	Person in charge
1	1. Payment or rent 2. Enquiry of transfer / attornment cases	<b>9am to 1.30 pm</b>	Give Challan to tenants Collection done in CFC. To provide status about their transfer proposals and other quarries.	<b>AO Estate office</b>	<b>Concern Rent Collector</b>
2	Information about interactive website	<a href="http://www.portal.mcgm.gov.in">www.portal.mcgm.gov.in</a>			
3	Facilitation center	<b>9 to 2</b>	1. Dispatch 2. Payment of rent	<b>CFC</b>	<b>H.C. Dispatch CFC Supervisor</b>
4	Information about facilities for inspection of works	-	-		
5	Information about facilities for providing samples.	-			
6	Information about library	-			
7	Information about Notice boards	-			
8	Information about inquiry window or Reception etc.	-			

## Section 4(1)(b)(xvi)

Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority) PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No	Email ID for purpose of RTI	Appellate authority
1	Smt.Kanchan R.Shirke.	AO Estate	Estate Department ,A Ward	Office of the Asst. Commissioner A Ward Fort Mumbai no.400001 Ph No. 22607000	-	Asst. Commissioner A Ward

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as PIO under RT	Address/ Ph. No
1	Vacant	Rent Supervisor	Estate Department , A Ward Fort Mumbai no.400001 Ph	Office of the Asst. Commissioner A Ward Fort Mumbai no.400001 Ph No. 22607000

Appellate authority

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	Address/ Ph. No	Email ID for purpose of RTI
1	Shri. Chandrashekar Chore	Asst. Commissioner A ward	A ward	Office of the Asst. Commissioner A ward at.Fort , Mumbai 400001 Ph No. 22607000	

**Section 4(1)(b)(xvii)**

Rent collector visiting on site  
Others

a) MCA Audit	–	Spot Audit Audit Note
b) Tahvo Audit	–	Spot Audit
c) State Audit	–	Audit Note
d) CAG Audit	–	Central Government