



## **BRIHANMUMBAI MAHANAGARPALIKA**

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

### **ASSESSMENT DEPARTMENT**

Address -

Asstt.Assessor and collector /A-Ward

A ward Municipal Offices, 1<sup>st</sup> floor,

134-E, Shahid Bhagatsingh Road,

Fort, Mumbai-400001.

## **PREAMBLE**

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels - Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under Section 4(1)b sub clauses i to xvii(17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Assessor & Collector, A Ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Assessor & Collector, A Ward whose office is situated at A Ward Office , Asstt.Assessor and collector /A-Ward A ward Municipal Offices, 1<sup>st</sup> floor,134-E, Shahid Bhagatsingh Road, Fort, Mumbai-400001. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

**Assistant Assessor & Collector,  
A Ward**

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## INTRODUCTION

### ASSESSMENT & COLLECTION DEPARTMENT

All the activities of this Department are performed under the provisions in the chapter VIII of Mumbai Municipal Corporation Act, 1888. Property taxes and octroi are the main sources of revenue of the corporation contributing about 60% of municipal revenue to enable the corporation to render better services to the citizen.

In a Ward, at administrative level, Asst. Assessor & Collector is the overall in-charge of the ward. There are two sections in each administrative ward, viz. Indoor & Outdoor. Ward Superintendent is the in charge of and responsible for outdoor section and Dy. Superintendent, Asst. Superintendent, Ward Inspectors, Cash Receiving Clerk and outdoor clerk etc. are working under his control. The administrative Wing of the Ward is divided into various sub-sections known as ward sections. Ward Inspector looks after the work of ward section allotted to him. The work of Ward Inspectors is supervised and control by Dy. Superintendent and Superintendent.

In Indoor Section, staff consisting of Head Clerks, Clerks and Typists are working under the Control, Supervision and guidance of the Asst. Assessor and Collector of the Ward. Asst. Assessor and Collector of the ward is responsible for all the activities, functions, performance related to the work of Indoor Section in particular and outdoor work in general.

The Assessing authority maintains the list of buildings containing taxable premises which includes the Ratable Value/Capital Value and the other details of property viz. Age, User etc. The assessing authority or any of these officer may enter into and inspect any building or premises or part thereof and make such enquiries as it thinks fit under the provision of M.M.C.Act for collecting particulars relating thereto or for taking measurement or for services of Bills, Notices, Summeries or pasting etc. or call upon the owner of the premises. The assessing authority may impose a penalty for Non-payment of property tax in time and can also take the further legal actions i.e. attachment, or resort to action of auction to recover the said taxes under the provisions of the act.

The assessing authorities, after due inspection may make necessary modification or amendment in the assessment list on account of cancellation, extension, alteration, addition, demolition, change in user etc. warranting revision in Capital Value, where any occupational or structural changes occur from time to time and keep the records updated from which the general public can call for information after payment of certain prescribed / scheduled fees. The assessing authorities investigate and dispose of the objections, after allowing reasonable opportunity to the complaint and the result thereof is recorded in the Books and subsequently rectifies, correct, modify or amend the Bills accordingly.

The property tax has been charged on the basis of rent up to 31-03-2010. i.e. Ratable Value system. As per Govt. rectification No. BMC-1005/185/CR24/2005/UD-32 dated 31-03-2010, the provisions of M.M.C. Act-1888 are amended to levy the Capital Value w.e.f. 01-04-2010. The Corporation also sanctioned the proposal to levy the P.Tax on C.V. w.e.from 01-04-2010 vide Resolution No. 1091 of 27-01-2010.

The Capital Value System came into force w.e.from 01-04-10 and will be revised after every 5 years. The calculation in C. V. Tax System is done by the formula

***Tax = Rate of Tax x Area x Market Value as per Stamp Duty Ready Recknor x user Factor x Building Factor x Age Factor***

Protected measures in Capital Value System

- 1) The increase in the taxes for residential zone is restricted up to double limit of existing tax amount.
  - 2) The increase in Non-residential zone is restricted up to triple limit of existing tax amount.
  - 3) The rise in tax rate after revision of 5 years is up to maximum rate of 40%
  - 4) There is no increase in the Taxes for residential area less than 500 sq.feet in the initial 5 years i.e. 01-04-2010. Thereafter the maximum increase of rate is up to 40%
- Maharashtra Tax on Buildings (with Larger Residential Premises) Act, 1979.

Under the provision of Section 3(a) of the Maharashtra Tax on Buildings (with Larger Residential Premises) (Re-enacted) Act, 1979, the Maharashtra Tax is levied and collected every year on all buildings or parts thereof of floorage of such a premises which is more than 125 square meters and the Ratable Value thereof is more than rupees one thousand and five hundred.

The tax is leviable at 10% of Ratable Value / Capital Value of each residential premises per annum.

Exemption from tax:

Under the provision of Section 143(1)(a)(b)(c) of M.M.C. Act, the following building are exempted from payment of the Tax.

- a) Buildings vesting in or belonging to the Central or State Government.
- b) Buildings vesting in any other Government or belonging to any purpose and not use or intended to be used for purpose of profit.
- c) Buildings vesting in the Board of Trustees of the Port of Mumbai and not used or intended to be used for the purpose of profit.
- d) Buildings or parts thereof vesting in or in occupation of consulates of foreign States or of any members of the staff of such officials and such buildings or parts not used or intended to be used for the purpose of profit.

Property Tax

- i) To levy the property taxes under Section 140(1).
- ii) To fix primary responsibility for property taxes under section 146.
- iii) To inspect the property under Section 155 of the Act.
- iv) To keep Assessment Book under Section 156 & 157.
- v) To effect the transfer of property under Section 150(2).
- vi) To give public notice as regards to completion of the Assessment Book under Section 160 and invite complaints against Ratable Value.
- vii) To keep the Assessment Book open for inspection under Section 161 of the Act.
- viii) To arrive at the Ratable Value of the property in accordance with the provision under Section 154(1) of the Act. & Capital Value as per Section 154(1A)(1B) & (1C) of M.M.C. Act.
- ix) To issue special notices in certain cases and inviting complaints under section 162(2) of the Act.
- x) To hear and investigate the complaint against the Ratable Value under Section 165 of the Act.
- xi) To authenticate the Ward Assessment Book under Section 166 of the Act.
- xii) To amend the Assessment Book during the official year under Section 167 of the Act.

Collection of Property Taxes :

- i) To serve the Property Tax Bill under Section 200 of the Act.
- ii) To Levy to penalty on unpaid amount of Bill @ 2% p.m. as per section 202 of the Act.
- iii) To issue distress and attachment warrants under section 203 of the Act.
- iv) To sale the property in public auction under Section 206 of the Act.
- v) To file a suit in the Court of Competent Jurisdiction against the defaulter under section 211 of the Act.

**SECTION 4 (1) (b) (i)****The particulars of functions & duties of the office of  
Assistant Assessor & Collector A Ward**

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	Asstt.Assessor and collector /A-Ward A ward Municipal Offices, 1 <sup>st</sup> floor, 134-E, Shahid Bhagatsingh Road, Fort, Mumbai-400001.
3	Head of the Office	Assessor & Collector, Head Office
4	Parent Government Department	Assessor & Collector, Head Office
5	Reporting to which office	Deputy Assessor & Collector (City).
6	Jurisdiction -Geographical	East BPT. Ballard Estate West Nariman Point, Marin Drive, South Nevy Nagar, Colaba, Cuff Parade North P.D'mello Road,Cross Carnac Bridge, Lokmanya Tilak Cross Road.
7	Mission	1) To achieve the given Collection target. 2) To maximize the revenue of MCGM.
8	Vision	Implementation of Capital Value System Successfully.
9	Objectives	To augment the revenue of Corporation from Properties assessed in Ward and taking on record the measurement and other details.
10	Functions	1)To maintain the record of Inspection details of property; 2)Serving Property tax bills and recovery thereof; 3) Implementation of Capital Value System.
11	Details of Services provided ( In Brief)	1) Issuing the Property and MTOB Bills, R.Cess bills 2) Issuing Inspection Extract, FDA 3) Issuing NOC for OC, P Form after clearance of outstanding dues 4) Issuing Category Certificate in respect of Ceased Property.
12	Physical Assets (Statement of lands & Buildings and other Assets)	Nil
13	Organization's structural Chart	As per separate sheet attached at page no.
14	Tel. No.s & Office Timings	Telephone no : 022-22607050 Email : <a href="mailto:aac.warda@gmail.com">aac.warda@gmail.com</a> Office timing : 10.30 a.m. to 05.30 p.m.
15	Weekly Holidays	Sunday & 2 <sup>nd</sup> , 4 <sup>th</sup> Saturday and Public Holidays.

**SECTION 4 (1) (b) (ii)**

**The powers of officers and employees in the office of  
Assistant Assessor & Collector A Ward  
A – Financial Powers**

<b>Sr. No</b>	<b>Designation</b>	<b>Powers-Financial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	Rs.5000/-	---	
2	Superintendent	NIL	N.A	
3	Deputy Superintendent	NIL	N.A.	
4	Head Clerk	NIL	N.A.	
5	Ward Inspector	NIL	N.A.	
6	Clerk	NIL	N.A.	

**SECTION 4 (1) (b) (ii)**

**The powers of officers and employees in the office of  
Assistant Assessor & Collector A Ward  
B - Administrative Powers**

<b>Sr. No</b>	<b>Designation</b>	<b>Powers -Administrative</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	<ol style="list-style-type: none"> <li>1) General Administration, Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; collection of Property/ Govt. Taxes.</li> <li>2) To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</li> <li>3) To discharge the Duties &amp; Power delegated by Mun. Commissioner under the Act.</li> <li>4) To Dispose off Complaints, To Sanction the proposal for Revision , Modification , Cancellation of Capital Value</li> <li>5) Holding conferences of the staff for implementation of directives of the Deptt .for achievement of Target &amp; Collection.</li> <li>6) Preparing &amp; Submitting various reports.</li> <li>7) To attend the grievances of Public.</li> </ol>		
2	Superintendent	<ol style="list-style-type: none"> <li>1)General Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; collection of Property/ Govt. Taxes.</li> <li>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</li> <li>3)To discharge the Duties &amp; Powers delegated under the Act.</li> <li>4)Holding conferences of the staff for implementation of directives of the Deptt.for achivment of Target &amp; Collection.</li> </ol>		

		<p><b>5)Preparing &amp; Submitting various periodical reports of Compliance , Administrative &amp; Statical information,</b></p> <p><b>6)To attend the grievances of Public.</b></p>		
3	Dy. Supdt.	<p><b>1)General Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; collection of Property/ Govt. Taxes.</b></p> <p><b>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</b></p> <p><b>3) To discharg the Duties &amp; Powers deligated under the Act.</b></p> <p><b>4) Preparing &amp; Submitting various periodical reports of Compliances , Administrative &amp; Statical information.</b></p> <p><b>5)Authorisation of Cheques in C.V. For Part Payment</b></p> <p><b>6)To attend the grievances of Public.</b></p>		
4	Asstt. Supdt.	<p><b>1)Overall incharge &amp; supervision of day to day function of CFC Counters/ One window System.</b></p> <p><b>2) Maintaining Dis-cheque Register,</b></p> <p><b>3) To Maintain Imprest ,</b></p> <p><b>4) To Prepare reports of receipts</b></p> <p><b>5) To Co-ordinate between various Deptt.</b></p> <p><b>6) To attend the grievances of Public.</b></p>		

**SECTION 4 (1) (b) (ii)**

**The powers of officers and employees in the office of  
Assistant Assessor & Collector A Ward  
C – Magisterial Powers**

<b>Sr. No</b>	<b>Designation</b>	<b>Powers -Magisterial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	1)To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer.  2)Public information Officer related to reerances of RTI 2005 of Ward Office		
2	Superintendent	To See the Govt. Taxes are levied & recovered under the provision of Act & remitted to the Govt. Exchequer.		
3	Dy. Supdt.	NIL	N.A	
4	Head Clerk	NIL	N.A	
5	Ward Inspector	NIL	N.A	
6	Clerk	NIL	N.A	

**SECTION 4 (1) (b) (ii)**

**The powers of officers and employees in the office of  
Assistant Assessor & Collector A Ward  
D - Quasi Judicial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers- Quasi Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	1)To investigate & Dispose off Complaints against Capital Value, 2)To investigate & Dispose off Complaints against Maharashtra Tax On Larger Building (Premises).		
2	Supritendent	NIL	N.A	
3	Dy. Supdt.	NIL	N.A	
4	Head Clerk	NIL	N.A	
5	Ward Inspector	NIL	N.A	
6	Clerk	NIL	N.A	

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**SECTION 4 (1) (b) (ii)**

**The powers of officers and employees in the office of**

**Assistant Assessor & Collector A Ward**

**E – Judicial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers -Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Assessor & Collector	NIL	N.A	
2	Supritendent	NIL	N.A	
3	Dy. Supdt.	NIL	N.A	
4	Head Clerk	NIL	N.A	
5	Ward Inspector	NIL	N.A	
6	Clerk	NIL	N.A	

**Section 4 (1) (b) (iii)****The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Assessor & Collector A Ward**

NAME OF ACTIVITY - Assessment and Collection of property tax

Related Provisions - Chapter VIII

Name of the Acts/Acts - MMC Act 1888

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>
1	Sending Yearly Bills of Property Tax, MTOB	To generate the yearly bills consisting 6 monthly period and to send the modified or corrected bills if any to be sent to the tax payers. Through Post or Hand Delevery	Yearly	AA&C( A)	
2	Inspection	Site Visit To measure, To enquire, To serve the bills,notices,summons etc.	Sunrise to Sunset	Inspector / Surveyor / Dy.Supt /Supdt / AA&C	
3	Assessment Praposals/TWR	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy.Supt /Supdt / AA&C	
4	Bills/Sp. Notice	To Serve the bills & Sp notice to the Party	Fifteen Days	Inspector	
5	Complaint Disposals	To attend & to hear the Complainants grievance and rectify the incorrect Data.	Fifteen Days	Inspector/ Dy.Supt / Supdt / AA&C	
6	Recovery	Follow up, For collection and completion of Target	Six months	Inspector / Dy.Suptd /Suptd	
7	To levy or to delete WT/ST	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Inspector/ Dy.Supt /Supdt / AA&C	
8	Refund	To scrutinise and to sanction the Proposals in Capital Value	Office Hours	Clerks, Typist, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	

9	Attachment	Service of Warrant of Attachment & Statement of Outstanding. To seek legal Action for Non payment of Taxes in time for collection	after six months	Inspector / Surveyor/ Dy.Suptd/ Suptd/AA&C	
10	Auction	The last resort by putting the property into Auction Sale to recover the Municipal Dues.	after six months	AA&C(R/Central), Lioson Officer	
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, Head Clerk, Inspector, Dy.Supt, Supdt, AA&C	

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

**Norms set for discharge of its functions in the office of  
Assistant Assessor & Collector A Ward  
Organizational Targets (Annual)**

<b>Sr. No</b>	<b>Designation</b>	<b>Activity</b>	<b>Financial Targets in Rs.</b>	<b>Time Limit</b>	<b>Remark</b>
1	INSPECTOR	To Inspect all the property every year for the confirmation of assessment and to report New Assessment, Revision Modification or Amendmend in C.V. to levy and to collect the property tax and to initiat legal action of recovery for non payment.	Nil	Nil	To accomplish the target of collection given from time to time
2.	DY. SUPDT	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendmend in C.V. to levy and to collect the property tax. To authorise the payment made by tax payer Overall supervision, co-ordination among staff	Nil	Nil	To accomplish the target of collection given from time to time
3.	SUPRITENDE NT	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendmend in C.V. to levy and to collect the property tax. To authorise the payment made by tax payer Overall supervision, co-ordination among staff To monitor the sectionwise collection to achive the given periodical target.	Nil	Nil	To accomplish the target of collection given from time to time
4.	ASSISTANT ASSESSOR & COLLECTOR	To issue property tax bills once in the year containing to six monthly bills  To authonticate all the entries in the Assessment Books every year. To impliment the Capital Value System by sanctioning, rejecting, the proposals and subsequently billing for collection.  To execute Distress Warrant, Attachment, Auction, sue the defaulters for recovery.  Overall supervision, co-ordination, communication among the staff and tax payer to settle all disputes, grievances and requirements in repsect of Assessment of Property and collection of Property Taxes.	Nil	Nil	To accomplish the target of collection given from time to time
5.	HEAD CLERK	Overall supervision on regular office work and co-ordination among staff. Process CV Refund Claims and Put up proposal under sec.525 (1), 517(1)(D), 143(1),144,217.	Nil	Nil	Nil

**Section 4 (1) (b) (v)**

**The rules / regulation related with the functions of  
Assistant Assessor & Collector A Ward**

Note: Please refer Annexure for G.R. /Circular / Office order Rule no/. Notification etc. mentioned below.

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remarks if any</b>
1	CAPITAL VALUE	Govt. Notification No. BMC-1005 / 185 /CR24 /2005 /UD-32 dated 31-03-2010, the provisions of M.M.C. Act-1888 are amended to levy the Capital Value w.e.f. 01-04-2010. The Corporation also sanctioned the proposal to levy the P.Tax on C.V. w.e.f. 01-04-2010 vide Resolution No. 1091 of 27-01-2010.	C. V. implemented w.e.f. 01-04-2010

**Section 4 (1) (b) (vi)**

**Statement of Categories of documents held in the office of  
Assistant Assessor & Collector A Ward**

Note : Classification of record and periodicity of preservation is as proposed by this office vide letter under no. FS/26601/BF/OS, Dated : 08/11/2012 and subject to approval from the office of city engineer.

<b>Sr No</b>	<b>Subject</b>	<b>Type of Document/ file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation (Proposed)</b>
<b>'A' Class Record</b>					
<b>'C2' Class Record</b>					
1	FORM 1 ASSESSMENT BOOK	Binding	FORM 1	Details of Property, Owner & First Date of assessment	15 Years
2	FORM 12 INSPECTION BOOK	Binding	FORM 12	Inspection Details	15 Years
3	TWR REGISTER / PROPOSALS	Batch	TWR REGISTER	Change in R.V /C.V	15 Years
<b>'C1' Class Record</b>					
<b>'C' Class Record</b>					
4	BILL BOOK	Register	BILL BOOK	Periodical Bills	05 Years
5	COMPLAINT REGISTER	Register	COMPLAINT REGISTER	Proceeding of Hearing	05 Years
6	DAY BOOK	Register	REGISTER	Daily Collection Report	05 Years
7	DEPOSITE REGISTER	Register	DEPOSITE REGISTER	Partywise/SAC wise Deposit to be adjusted against each Year	05 Years
8	Register of Dishonour Cheque	Register	Dis-Cheque Register	Cheques dishonoured and recovery thereof	05 Years
9	Refund Register	Register	Refund Register	Details of Refund Cases	05 years
10	Attachment Register	Register	Attachment Register	Details of attached properties & statement of outstanding & further action of recovery.	05 Years
11	Adjustment Register	Register	Intimation / Adjustment Register	Details of Deposite to be adjusted periodwise	05 years
12	Inward Outward Register	Register	Despatch book	Details of correspondence	05 Years
<b>'D' Class Record</b>					

**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 of Assistant Assessor & Collector A Ward**

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of Mechanism</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Periodicity</b>
	NIL	NIL	NIL	NIL

1) Policy formulation – Nil

2) Policy implantation – At Ward Level

N.B. :No Separate arrangement exists at present for consultation or by representation by the members of public in relation to the formulation of Department's policy or implementation thereof.

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

**Statement of Boards, Councils, Committees or Other bodies**

<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	N.A.	N.A.	N.A.	N.A.

**Section 4 (1) (b) (ix) Directory of Officers & Employees**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Date of joining on post in A Ward</b>	<b>Phone number</b>	<b>Address of the Employee</b>
1	Shri Sanjay R More	AA&C(A)	16-Sep-2017	22607015	Goregaon
2	Shri Milind G. Gosavi	Supdt.(A)	18-Sep-2017	22607015	Chembur
3	Shri Sunil P. Bedarkar	Dy.Supdt.(A)	1-Sep-2018	22607015	Kalyan
4	Smt Amita R. Patil	Dy.Supdt.(A)	1-Sep-2018	22607015	Dadar (W)
5	Smt. Madhuri N Dharashivkar	HC-1(A)	19-Dec-2015	22607015	Khar (W)
6	Smt. Aarati Anil Raut	HC-2(A)	26-Feb-2015	22607015	Prabhadevi
7	Shri. Aba B Bansode	W.I.(A)	16-Sep-2017	22607015	Govandi
8	Shri. Mohan S Patil	W.I.(A)	18-Sep-2017	22607015	New Panvel (E)
9	Shri. Ghane P T	W.I.(A)	16-Sep-2017	22607015	Titwala (E)
10	Smt. A V Naik	W.I.(A)	16-Sep-2017	22607015	Borivali (E),
11	Smt. Parvati V Khade	W.I.(A)	16-Sep-2017	22607015	Mulund (E)
12	Shri. G M Ovhal	W.I.(A)	15-Sep-2017	22607015	Badalapur (W)
13	Shri. S B Jadhav	W.I.(A)	15-Sep-2017	22607015	Thane (W)
14	Shri. A S More	W.I.(A)	15-Sep-2017	22607015	Kurla (W)
15	Shri. P D Kombe	W.I.(A)	21-Sep-2017	22607015	Malad (W)
16	Shri. Sanjay S Mahajan	W.I.(A)	28-Sep-2017	22607015	Kandivali (W)
17	Shri. Rajendra R Pimple	W.I.(A)	16-Sep-2017	22607015	Virar (E)
18	Shri. S S Deshmukh	W.I.(A)	16-Sep-2017	22607015	Thane (W)

19	Shri. G J Jagdale	W.I.(A)	15-Sep-2017	22607015	Malad (E)
20	Shri. R U Waghmare	W.I.(A)	16-Sep-2017	22607015	Badalapur
21	Shri. R Y Ambekar	W.I.(A)	21-Sep-2017	22607015	Vasai (W)
22	Shri. M S Jadhav	Clerk(A)	16-Nov-2017	22607015	Chembur
23	Smt. Vashnavi Vinayak Dho-dapkar	Clerk(A)	16-Aug-2011	22607015	Dombivali (E)
24	Shri.Jayram Devram Burud	Clerk(A)	26-May-2014	22607015	Ambarnath
25	Shri. Sanjay Suresh Mirajkar	Clerk(A)	1-Aug-2006	22607015	Ambarnath
26	Shri. Mangesh Sakharam Palaye	Clerk(A)	3-Jun-2014	22607015	Mazgaon
27	Shri. Sachin Chhagan Dhangar	Clerk(A)	27-Jun-2014	22607015	Kalyan (W)
28	Shri. Anil Jagannath Kargutkar	Clerk(A)	12-Oct-2012	22607015	Bhandup
29	Shri. Bhimrao Vitthal Dangat	Peon	28-May-2014	22607015	Ambarnath
30	Shri. Ankush Waman Egave	Peon	20.03.02013	22607015	Matunga
31	Smt. Smita Chandrkant Kadam	Peon	23-Jun-2014	22607015	Worli
32	Smt. Sonal Sanjay Kadu	Peon	5-May-2015	22607015	Thane
33	Shri. Ramesh Pandurang Mayekar	Peon	28-Feb-2013	22607015	Prabhadevi
34	Shri. Mohan Rajabhai Chauhan	Peon	17-Jun-2014	22607015	Worli
35	Smt. Ashwini Ashok Tambe	Peon	30-Mar-2013	22607015	Ghatkopar
36	Smt. Asmita Ankush Lingvat	Peon	13-Jan-2011	22607015	Ambarnath
37	Smt. Divya Dipak Patil	Peon	30-Mar-2013	22607015	Parel
38	Shri Khalil A B Shaikh	Peon	24-Jul-2015	22607015	Thana

**Section 4 (1) (b) (x)**

**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Pay Scale</b>	<b>Date of joining on post</b>
1	Shri Sanjay R More	AA&C(A)(I/c)	9300-34800+4600	1-Aug-2014
2	Shri Milind G. Gosavi	Supdt.(A)	9300-348900+4600	1-Aug-2014
3	Shri Sunil P. Bedarkar	Dy.Supdt.(A)	9300-34800+4200	1-Sept-2018
4	Smt Amita R. Patil	Dy.Supdt.(A)	9300-34800+4200	1-Sept-2018
5	Smt. Madhuri N Dharashivkar	HC(A)	9300-34800+4200	27-Dec-2010
6	Smt. Aarati Anil Raut	HC(A)	9300-34800+4200	26-Feb-2015
7	Shri. Aba B Bansode	W.I.(A)	5200-20200+2800	12-July-2011
8	Shri. Mohan S Patil	W.I.(A)	5200-20200+2800	4-June-2005
9	Shri. Ghane P T	W.I.(A)	5200-20200+2800	18-Nov-2010
10	Smt. A V Naik	W.I.(A)	5200-20200+2800	16-Jun-2008
11	Smt. Parvati V Khade	W.I.(A)	5200-20200+2800	27-Nov-2010
12	Shri. G M Ovhal	W.I.(A)	5200-20200+2800	11-Dec-2010
13	Shri. S B Jadhav	W.I.(A)	5200-20200+2800	9-Feb-2009
14	Shri. A S More	W.I.(A)	5200-20200+2800	18-Nov-2010
15	Shri. P D Kombe	W.I.(A)	5200-20200+2800	24-Feb-2009

16	Shri. Sanjay S Mahajan	W.I.(A)	5200-20200+2800	27-Feb-2004
17	Shri. Rajendra R Pimple	W.I.(A)	5200-20200+2800	1-Jan-2010
18	Shri. S S Deshmukh	Clerk(A)	5200-20200+2000	18-Nov-1996
19	Shri. G J Jagdale	Clerk(A)	5200-20200+2000	17-Mar-2011
20	Shri. R U Waghmare	W.I.(A)	5200-20200+2000	2-Dec-2010
21	Shri. R Y Ambekar	W.I.(A)	5200-20200+2000	1-April-2006
22	Shri. M S Jadhav	Clerk(A)	5200-20200+2000	16-Dec-2010
23	Smt. Vashnavi Vinayak Dho- dapkar	Clerk(A)	5200-20200+2000	9-July-2008
24	Shri.Jayram Devram Burud	Clerk(A)	5200-20200+2000	14-Aug-2006
25	Shri. Sanjay Suresh Mirajkar	Clerk(A)	5200-20200+2000	1-Sept-2006
26	Shri. Mangesh Sakharam Palaye	Clerk(A)	5200-20200+2000	27-Oct-2009
27	Shri. Sachin Chhagan Dhangar	Clerk(A)	5200-20200+1900	30-Dec-2008
28	Shri. Anil Jagannath Kargutkar	Clerk(A)	5200-20200+1350	12-Oct-2012
29	Shri. Bhimrao Vitthal Dangat	Peon	5200-20200+1850	1-Jun-1991
30	Shri. Ankush Waman Gave	Peon	5200-20200+1850	20-Mar-2013
31	Smt. Smita Chandrkant Kadam	Peon	5200-20200+1900	1-Sep-2008
32	Smt. Sonal Sanjay Kadu	Peon	5200-20200+1850	5-May-2015
33	Shri. Ramesh Pandurang Mayekar	Peon	5200-20200+1900	6-Oct-1990
34	Shri. Mohan Rajabhai Chauhan	Peon	5200-20200+1850	30-Mar-1996
35	Smt. Ashwini Ashok Tambe	Peon	5200-20200+1850	30-Mar-2013
36	Smt. Asmita Ankush Lingvat	Peon	5200-20200+1350	29-Mar-2010
37	Smt. Divya Dipak Patil	Peon	5200-20200+1850	30-Mar-2013
38	Shri Khalil A B Shaikh	Peon	5200-20200+1350	24-Jul-2015

**Details of allocation of budget and disbursement made in the office of  
Assistant Assessor & Collector A Ward  
for the year 2017-18**

**Format B for previous year (2016-17)**

<b>Sr. No</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Planned use ( give details area wise or work wise in a separate form)</b>	<b>Remarks</b>
	Nil	Nil	Nil	

**Format B for previous year (2016-17)**

<b>Sr. No</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Grant utilized</b>	<b>Grant Surrendered</b>	<b>Result</b>
	Nil	Nil	Nil	Nil	

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**Section 4 (1) (b) (xii)**

**Manner of execution of subsidy program in the office of  
Assistant Assessor & Collector A Ward**

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy / Concession sanctioned
	NIL	NIL

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**Section 4 (1) (b) (xii)**

**Details of Beneficiaries of subsidy program in the office of  
Assistant Assessor & Collector A Ward**

Sr. No	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
1	NIL	NIL

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**Section 4 (1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted in the office of  
Assistant Assessor & Collector A Ward**

<b>Sr. No</b>	<b>Name of the license</b>	<b>License no.</b>	<b>Issued on</b>	<b>Valid up to</b>	<b>General Conditions</b>	<b>Details of the license</b>
	Nil					

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**Section 4 (1) (b) (xiv)**

**Details of information available in electronic form in the office of  
Assistant Assessor & Collector A Ward**

<b>Sr. No.</b>	<b>Type of Documents File/ Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person In Charge</b>
1	<a href="http://portal/mcgm.gov.in">//http/portal/mcgm.gov.in</a>	Capital Value System	Web site	AA&C(A)
2	<a href="http://portal/mcgm.gov.in">//http/portal/mcgm.gov.in</a>	Capital Value System	Web site	AA&C(A)

- Please refer Section 4(1)(a)(vi)
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## Section 4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of  
Assistant Assessor & Collector A Ward

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Information about visiting hours	10.30am To 5.30pm	In person	Ward A	AA&C A
2	Information about interactive website	Round the clock	Access to Internet	Internet	----
3	Facilitation Center	8am To 8pm	In person / on written application / on payment of schedule fees	Ward A	AA&C A
4	Information about facilities for inspection of record	10.30am To 5.30pm	In person / on written application /on payment of schedule fees	Ward A	AA&C A
5	Information about facilities for inspection of work	10.30am To 5.30pm	In person / on written application /on payment of schedule fees	Ward A	AA&C A
6	Information about providing	Not Applicable			
7	Information about Notice Board	10.30am To 5.30pm	In person	Ward A	Displayed at A Ward
8	Information about library	Not Available			
1	Information about Inquiry window or Reception etc.	10.30am To 5.30pm	In person / on written application/ on payment of schedule fees	Ward A	AA&C A

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**Section 4 (1) (b) (xvi)**

**Details of public information officers / APIO's / appellate authority in the jurisdiction of  
(Public authority) in the office of**

**Assistant Assessor & Collector A Ward**

<b>Sr. No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Ph. No.</b>	<b>E mail id for purpose of RTI</b>	<b>Appellate authority</b>
1	Shri. Sanjay R. More.	Asstt. A&C (A)	Head of the Department at Ward level	Asstt.Assessor and collector /A-Ward A ward Municipal Offices, 1 <sup>st</sup> floor, 134-E, Shahid Bhagatsingh Road, Fort, Mumbai-400001.	aaca.ac@mcmgm.gov.in	Asstt. Municipal Commissioner A Ward

**Section 4 (1) (b) (xvi)**

**Details of public information officers / APIO's / appellate authority in the jurisdiction of  
(Public authority) in the office of  
Assistant Assessor & Collector A Ward**

<b>Sr. No.</b>	<b>Name of APIO</b>	<b>Designation</b>	<b>Jurisdiction as APIO under RTI</b>	<b>Address / Ph no.</b>
1.	Shri Milind G. Gosavi	Superintendent / A	Incharge outdoor section at Ward level	Asstt.Assessor and collector /A-Ward A ward Municipal Offices, 1 <sup>st</sup> floor, 134-E, Shahid Bhagatsingh Road, Fort, Mumbai-400001. 22607028

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

**Details of public information officers / APIO's / appellate authority in the jurisdiction of  
(Public authority) in the office of Assistant Assessor & Collector A Ward**

<b>Sr. No.</b>	<b>Name of Appellate Authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>PIO Reporting</b>	<b>E mail id for purpose of RTI</b>
1	Shri Kiran Shivajirao Dighavkar	Asstt. Municipal Commissioner / A Ward	RTI Act	Asstt A & C / A	

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**Section 4 (1) (b) (xvii) – Others**

**Such other information as may be prescribed**