



# BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of  
RTI Act 2005 of 'T' Ward

## **Assistant Assessor & Collector 'T' Ward**

Address - Office of Assistant Assessor & Collector, Gr. Floor, 'T' Ward Building, Lala Devidayal Road, Near Paanch Rasta, Mulund (West), Mumbai – 400 080.

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## **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, T- 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, T - Ward whose office is situated at T- Ward Office, Room No. 3 & 7, Ground Floor, Lala Devidayal Road, Mulund (W), Mumbai – 400 080. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Assistant Assessor & Collector,  
T-Ward

## 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 rectify, 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

$$\text{Tax} = \text{Rate of Tax} \times \text{Area} \times \text{Market Value as per Stamp Duty Ready Recknor} \times \\ \text{user Factor} \times \text{Building Factor} \times \text{Age Factor}$$

### 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.

### Repair Cess

#### Bombay Building Repair And Reconstruction Board Act, 1969.

The Repairs Cess is levied on residential building situated in the City Zone only. For the purpose of levy of Repairs Cess, all the buildings have been classified into three categories considering the age of building such as

**Category A** :- The Buildings are erected before the 1<sup>st</sup> day of Sept. 1940.

**Category B** :- The Buildings are erected between the period from 1<sup>st</sup> day of Sept. 1940 to 31<sup>st</sup> day of Dec. 1950

(Both inclusive)

**Category C :-** The Buildings are erected between the period from 1<sup>st</sup> day of Jan. 1951 to 31<sup>st</sup> Dec. 1969

(Both inclusive)

**N.B. :-** No Repairs Cess is leviable on the building erected on or after 1<sup>st</sup> Jan. 1970.

Under Sec. 82 (2) of Maharashtra Housing & Area Development Act, 1976, the Repair Cess is collected by initiating recovery action such as issuing Notice of Demand, Penalty and Attachment & Sale of the property by Mumbai Municipal Corporation in the same manner in which the property tax is collected under the provision of Act.

Repair Cess bill is issued twice in every year i.e. on 1<sup>st</sup> April & 1<sup>st</sup> October for the period of 6 months completed.

Under Section 83 of Maharashtra Housing & Area Development Act, 1976, Repairs Cess is exempted in respect of properties belonging to Foreign Diplomatic Missions, Central Government, State Government, Municipal Corporation, MHADA, Charitable Trust registered under Bombay Public Trust Act, 1950 and exclusively occupied for public worship or for educational purposes, Co-op. Housing Society exclusively occupied by the owner and other buildings exclusively occupied and used for non-residential purposes and also all the open lands which are not built upon.

The rates of the cess leviable in respect thereof 87%, 63%, 39% of the Ratable Value of the building where a building is not structurally repaired by the Board, 195%, 132% and 75% of the Ratable Value, where the board has contributed upto Rs. 300/- per Sq. Meter for structural repairs, 390%, 270% and 150% of the Ratable Value, where the board has contributed from Rs. 300/- to 500/- per Sq. Meter for structural repairs and 585%, 405% & 225% of the Ratable Value, where the board has contributed above Rs. 500/- to Rs. 750/- per Sq. Meter for structural repairs of residential properties. Where the board has contributed above Rs. 750/- to Rs. 1000/- & above Rs. 1000/- to Rs. 1200/- & above Rs. 1200/- up to Rs. 2000/- per sq. mtr. for structural repairs, the rates of Repair Cess leviable are not yet fixed by the State Government.

The Rate pamphlet furnishing the Rates of Repairs Cess from 1-1-1970 onwards is shown in Annexure E.

Where any part or parts of the building is or are used for non-residential purposes, the rates of cess to be levied and paid in respect of such part or parts shall be double the rates of cess payable for that part or those parts if they were for residential purpose.

Important stages in the process of assessment & collection of Property Taxes are as below - Inspection of Properties:

- 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 T- Ward

1	Name of the Public Authority	Asstt. Assessor & Collector, Assessment Department.
2	Address	Room No. 3 & 7, Ground Floor, T-Ward office Building, Lala Devidayal Road, Mulund (W), Mumbai- 400 080.
3	Head of the Office	Assessor & Collector, Head Office – N.M.Joshi Marg, Byculla
4	Parent Government Department	Assessor & Collector, Head Office – N.M. Joshi Marg, Byculla
5	Reporting to which office	Deputy Assessor & Collector (Eastern Suburb ).
6	Jurisdiction - Geographical	T-Ward is bounded by the Thane Creek on East, Vihar Lake on West, Boundary Line of Greater Mumbai on North, Goregaon Mulund Link Road on South side.
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 Bills 2) Issuing Inspection Extract 3) Issuing NOC for OC, P Form after clearance of outstanding dues 4) Issuing Category Certificate in respect of Cessed Propety.
12	Physical Assets (Statement of lands & Buildings and other Assets)	
13	Organization's structural Chart	As per separate sheet attached at page no.
14	Tel. No.s & Office Timings	Telephone no : 25645290 Extn : 313, 314, 316, 317 Email : <a href="mailto:aac.wardt@gmail.com">aac.wardt@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 T- 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.1000/-	---	
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.	

**The powers of officers and employees in the office of  
Assistant Assessor & Collector T- 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	<p>1)General Administration, Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; collection of Property/ Govt. Taxes.</p> <p>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</p> <p>3)To discharge the Duties &amp; Power delegated by Mun. Commissioner under the Act.</p> <p>4) To Dispose off Complaints, To Sanction the proposal for Revision , Modification , Cancellation of Capital Value .</p> <p>5) Holding conferences of the staff for implementation of directives of the Deptt.for achievement of Target &amp; Collection.</p> <p>6) Preparing &amp; Submitting various reports.</p> <p>7)To attend the grievances of Public.</p>		
2	Superintendent	<p>1)General Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; collection of Property/ Govt. Taxes.</p> <p>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</p> <p>3)To discharge the Duties &amp; Powers delegated under the Act.</p> <p>4)Holding conferences of the staff for implementation of directives of the Deptt.for achievement of Target &amp; Collection.</p> <p>5)Preparing &amp; Submitting various periodical reportsof Compliances Administrative &amp; Statistical information,</p> <p>6)To attend the grievances of Public.</p>		

3	Dy. Supdt.	<p>1)General Supervision &amp; Control over the function of the Ward in respect of Assessment &amp; collection of Property/ Govt. Taxes.</p> <p>2)To attend the meeting with Higher Authorities/ D.M.C./ Asstt. Mun. Commissioner/ Prabhag Committee.</p> <p>3) To discharge the Duties &amp; Powers deligated under the Act.</p> <p>4) Preparing &amp; Submitting various periodical reports of Compliances , Administrative &amp; Statistical information.</p> <p>5)Authorisation of Cheques in C.V. For Part Payment</p> <p>6)To attend the grievances of Public.</p>		
4	Head Clerk	<p>1) Overall supervision &amp; Co-ordination between staff &amp; Administration in ref. to the assessment &amp; Collection of Property Tax.</p> <p>2) To dispose the correspondence &amp; information required under RTI.</p> <p>3) To prepare Statistical reports required for monthly conference.</p>		

**The powers of officers and employees in the office of  
Assistant Assessor & Collector T- 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	
	Clerk	NIL	N.A	

**The powers of officers and employees in the office of  
Assistant Assessor & Collector T- 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	Superintendent	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	

**The powers of officers and employees in the office of  
Assistant Assessor & Collector T/ 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	Superintendent	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 T- Ward**

NAME OF ACTIVITY -

Related Provisions -

Name of the Acts/Acts -

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 Delivery	Yearly	AA&C(T)	
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 Proposals/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(T), Lioson Officer	
11	Correspondence	To communicate public and smooth functioning of office.	Day to Day	Clerks, Typist, 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 T-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 Amendment in C.V. to levy and to collect the property tax and to initiate 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 Amendment in C.V. to levy and to collect the property tax. To authorize 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.	SUPRITENDENT	To Inspect and report proposals send by Inspector in the process of New Assessment, Revision Modification or Amendment in C.V. to levy and to collect the property tax. To authorize the payment made by tax payer Overall supervision, co-ordination among staff To monitor the section wise collection to achieve 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 authenticate all the entries in the Assessment Books every year. To implement 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 respect 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.	Nil	Nil	Nil

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

**The rules / regulation related with the functions of  
Assistant Assessor & Collector T- 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 T- 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.

Sr No	Subject	Type of Document/ file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
<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 Deposit 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 T- 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</b>	<b>Designation</b>	<b>Ca-dre</b>	<b>Date of join-ing the post</b>	<b>Phone</b>	<b>Fax</b>	<b>Address</b>
1	Shri Pandurang Hari Bhatkar	Asstt. A & C.	B	22.09.2014	9930785580		Dombivali
2	Shri Deepak Chandrakant Gaikwad	Supdt.	B	20.09.2014	9920100667		Airoli
3	Shri Dilip Kashinath Kadam	Dy. Supdt.	B	09.06.2013	9867320760		Thane
4	Smt. Vrunda S. Dhawale	Head Clerk	B	20.08.2010	9920621617		Thane
5	Smt. Manisha Shekhar Kulkarni	Head Clerk	C	03.12.2015	9819825378		Thane
6	Smt. Nilam Rajesh Devkar	Ward Inspector	C	10.06.2015	9820956319		Mulund
7	Shri Dattatry D Khillari	Ward Inspector	C	15.11.2010	9867111603		Dombivali
8	Smt. Seema Sandeep Godbole	Ward Inspector	C	26.11.2010	9920688872		Thane
9	Shri Atmaram P Gangarde	Ward Inspector	C	08.06.2007	9967793454		Kalyan
10	Shri Hansaraj H Rathod	Ward Inspector	C	03.01.2011	9869579945		Badlapur
11	Smt. Malati Gowardhan Kale	Ward Inspector	C	17.06.2008	9869484298		Thane
12	Shri. Sunil L Thakare	Ward Inspector	C	18.02.2011	9967206310		Vasind
13	Shri Das A Jadhav	Ward Inspector	C	01.04.2008	9619182805		Kalyan
14	Shri Mohammad Hanif A R Patel	Ward Inspector	C	01.04.2007	9969481259		Kurla
15	Smt. Smita Vijay Patade	Clerk	C	21.05.1990	9987327517		Mulund
16	Smt. Sandhya Ravindra Dalvi	Clerk	C	24.04.1996	8082793128		Kalwa
17	Smt. Vrushali Santosh Patil	Clerk	C	14.08.2006	8976627041		Dombivali
18	Smt. Varsha Jaywant Pawar	Clerk	C	15.05.2006	8108915787		Mulund
19	Smt. Madhuri Shailesh Ghanekar	Clerk	C	08.07.2008	9867940230		Dombivali
20	Shri. Vinay Madhav Soman	Clerk	C	27.06.1988	9702983858		Thane
21	Smt. Madhavi Sanjay Patil	Clerk	C	09.01.1990	9869415220		Kalwa
22	Smt. Swapna A Dhayatkar	Clerk	C	24.01.1990	9869448089		Thane
23	Shri. Chander Bhika Karvande	Peon	D				Ghoti, Nashik
24	Smt. Tajashri Sudhakar Savardekar	Peon	D	20.12.2012	9920578947		Kalyan
25	Shri. Suresh Banoo Shelar	Peon	D	16.09.1987	9272262256		Padagha
26	Shri Sachin Tukaram Patil	Peon	D	27.11.2007	9930950507		Mulund

27	Shri	Rajendra M. Waghmare	Peon	D	05.06.1996	7738764158		Badlapur
28	Smt.	Nisha S. Gaikwad	Peon	D	06.03.2013	8291718971		Titwala
29	Shri	Dineshkumar N Boricha	Peon	D		9969780059		Mulund

Section 4(1) (b) (x)  
Monthly Remuneration of Officers & Employees

Sr. No		Name	Designation / Cadre	Basic Pay	GRP	DA	HRA	Sp. Allowance , Transport allowance, CA, WC. Etc.	Total	Under which regulation
1	Shri.	Pandurang Hari Bhatkar	Asstt. A & C.		4600			1200		
2	Shri.	Deepak Chandrakant Gaikwad	Supdt.	18111	4600	28389	6813	1200	59113	
3	Shri.	Dilip Kashinath Kadam	Dy. Supdt.	21591	4200	32239	7737	600	66367	
4	Smt.	Vrunda S Dhavale	Head Clerk	21150	4200	31688	7605	600	65243	
5	Smt.	Manisha Shekhar Kulkarni	Head Clerk	20406	4200	30758	7381	600	63345	
6	Smt.	Nilam Rajesh Devkar	Ward Inspector	15575	2800	22969	5512	600+463	47919	
7	Shri.	Dattatrey Dagdu Khillari	Ward Inspector	13226	2800	20033	4807	600+463	41929	
8	Smt.	Seema Sandeep Godbole	Ward Inspector	17560	2800	25450	6108	600+463	52981	
9	Shri.	Atmaram P. Gangarde	Ward Inspector	20158	2800	28698	6887	600+463	59606	
10	Shri.	Hansaraj H Rathod	Ward Inspector	17810	2800	25763	6183	600+463	53619	
11	Smt.	Malati Gowardhan Kale	Ward Inspector	19200	2800	27500	6600	600+463	57163	
12	Shri.	Sunil L Thakare	Ward Inspector	14936	2800	22170	5320	600+463	46289	
13	Shri.	Das A Jadhav	Ward Inspector	15019	2800	22274	5345	600+463	46501	
14	Shri.	Mohammad Hanif A R Patel	Ward Inspector	18798	2800	26999	6479	600+447	56125	
15	Shri.	Smita Vijay Patade	Clerk	18480	4200	28350	6804	600	58434	
16	Smt.	Sandhya Ravindra Dalvi	Clerk	18017	4200	27771	6665	600	57253	
17	Smt.	Vrushali Santosh Patil	Clerk	11276	2000	16595	3982	600	34453	
18	Smt.	Varsha Jaywant Pawar	Clerk	10504	2000	15630	3751	600	32485	
19	Smt.	Madhuri Shailesh Ghanekar	Clerk	9422	2000	14278	3426	600	29726	
20	Shri.	Vinay Madhav Soman	Clerk	17930	2000	24913	5979	600	51422	
21	Smt.	Madhavi Sanjay Patil	Clerk	17518	2000	24398	5855	600	50371	
22	Smt.	Swapna Atul Dhayatar	Clerk	14943	2000	21179	5082	600	43804	
23	Shri.	Chander Bhika Karvande	Peon	12003	1850	17316	4155	600+115	36039	
24	Smt.	Tajashri Sudhakar Savardekar	Peon	5180	1350	8163	1959	600	17252	



25	Shri.	Suresh Banoo Shelar	Peon	12849	1900	18436	4424	600+115	38324	
26	Shri	Sachin Tukaram Patil	Peon	7780	1850	12038	2889	600+115	25272	
27	Shri	Rajendra M Waghmare	Peon	11407	1900	16634	3992	600+115	34648	
28	Smt.	Nisha S. Gaikwad	Peon	6184	1850	10043	2410	600	21087	
29	Shri.	Dineshkumar N Boricha	Peon	12849	1900	18436	4424	600+115	38324	

**Section 4 (1) (b) (xi)**

**Details of allocation of budget and disbursement made in the office of  
Assistant Assessor & Collector T- Ward  
Format A for Current year (2015-16)**

Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
FdsCtr/CmmtItem	520,865.00	461,227.00	59,637.00	520,865.00	462,972.00
4240240000 T WARD 'A&C	520,865.00	461,227.00	59,637.00	520,865.00	462,972.00
220119900 Other Off Contin Ex	42,000.00		42,000.00	42,000.00	
220120500 Postage Ex-penses	200,000.00	2,621.00	157179.00	200,000.00	2621.00
220120101 Official Teleph Exp	60,000.00		60,000.00	60,000.00	
220120102 Mobile Phone Exp	12,000.00		12,000.00	12,000.00	
220210400 Stationery	100,000.00	29,288.00	70,712.00	100,000.00	29,288.00
220210500 Consumables	50,000.00		50,000.00	50,000.00	
220300200 Conveyance	5,000.00	192.00	4,808.00	5,000.00	192.00
220309900 Misc Travel&Conv Ex	4,000.00		4,000.00	4,000.00	
220510100 Legal & Professn Fe	2,000.00		2,000.00	2,000.00	
230590401 Rep&MaintComp&ITEqu	100,000.00	14,270.00	85,730.00	100,000.00	14,270.00

**Format B for Previous year (2014-15)**

Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
FdsCtr/CmmtItem	479,000.00	39,303.00	439,697.00	479,000.00	39,303.00
4240240000 T WARD 'A&C	479,000.00	39,303.00	439,697.00	479,000.00	39,303.00
220119900 Other Off Contin Ex	42,000.00		42,000.00	42,000.00	
220120500 Postage Expenses	150,000.00	2,097.00	147,903.00	150,000.00	2,097.00
220120101 Official Teleph Exp	60,000.00		60,000.00	60,000.00	
220120102 Mobile Phone Exp	12,000.00		12,000.00	12,000.00	
220210400 Stationery	100,000.00	24,376.00	75,621.00	100,000.00	24,376.00
220210500 Consumables	50,000.00		50,000.00	50,000.00	
220300200 Conveyance	5,000.00		5,000.00	5,000.00	
220309900 Misc Travel&Conv Ex	4,000.00		4,000.00	4,000.00	
220510100 Legal & Professn Fe	2,000.00		2,000.00	2,000.00	
230590401 Rep&MaintComp&ITEqu	54,000.00	12,830.00	41,170.00	54,000.00	12,830.00

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

**Manner of execution of subsidy program in the office of**

**Assistant Assessor & Collector T- Ward**

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

**Details of Beneficiaries of subsidy program in the office of**

**Assistant Assessor & Collector T- Ward**

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

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

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

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

**Details of information available in electronic form in the office of**

**Assistant Assessor & Collector T- 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	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C(T)
2	//http/portal/mcgm.gov.in	Capital Value System	Web site	AA&C(T)

**\* Please refer Section 4(1)(a)(vi)**

**Section 4 (1) (b) (xv)**

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

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

**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 T- 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. Pandurang Hari Bhatkar	Asstt. A&C (T)	Head of the Department at Ward level	R. No.3 & 7, Ground Floor, T-Ward Office Building, Lala Devidayal Road, Mulund (W), Mumbai - 400 080. Direct Line Phone No.022- Ph.No.25645290 Ext. No. 313, 314, 316, 317		Asstt. Municipal Commissioner / T- Ward



**Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Assistant Assessor & Collector T- 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. Prashant Sakpale	Asstt. Municipal Commissioner / T- Ward	RTI Act	Asstt. A&C (T)	

<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. Pandurang Hari Bhatkar	Asstt. A&C (T)	Incharge of Ward T	R. No.3 & 7, Ground Floor, T-Ward Office Building, Lala Devidayal Road, Mulund (W), Mumbai - 400 080. Direct Line Phone No.022- Ph.No.25645290 Ext. No. 313, 314, 316, 317

**Section 4 (1) (b) (xvii) – Others**

**Manual – XVII**

**Such other information as may be prescribed**

**Nil**