



## **BRIHANMUMBAI MAHANAGARPALIKA**

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

### **COLONY OFFICE DEPARTMENT**

Address – 1<sup>st</sup> Floor, 'T' ward office Building,  
Room No. 30, Lala Devidayal  
Road , Paanch Rasta, Mulund  
(West), Mumbai 400 080.

Updated up to 31.01.2025

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Freedom of expression and non-medical information  
Section 4 (1) (b) (a)

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement authority, department or public authority's duties and work details.

1	Name of Public Authority	Name of Public Authority Assistant Commissioner of the Department of Correction and settlement officer T Section dirty habitation, Department of T.
2	Full address	Assistant Municipal Commissioner / T, Colony department, Municipal office, Lala Devi Dayal Road, Mulund (W), Mumbai 400 080.
3	Office	Senior Colony officer (sub. Estern.)
4	What is this office under account?	Deputy Commissioner (super / unproductive) Assistant Commissioner T,
5	Working report which is submitted to the office?	Assistant Commissioner T, Office of the Department
6	Jurisdiction: Geographic	East: Navghar Bholewadi West: Vijay Nagar, Santoshi Mata Gautam Nagar, Nagsen Nagar.
7	Adopted Circle (Mission) (*)	cottage settlement account holders to card, transfer cases to be submitted for approval of the proposal, pending rent payment card cot bed, to the recovery of. Unauthorized construction, and its search campaign claims court proceedings, claims an affidavit submitted to the Commissioner of the wheels, the Government received About SRA scheme Appendix - II frame, the action 33/38 notices, information received provide information on the application, the Government starred, application Instruction regarding the report to be submitted activities appellate proceedings and orders received in the SRA and the .
8	Goal / strategy (Vision) (**)	1) to collect rent from pending the completion of the project in the SRA and incorporated in the project. 2) to collect comments on the article pending. 3) reduce receive approval from estates in the whole corporation names SRA projects.
9	Possible	citizens as municipal revenue provide good facilities to the maximum.
10	Actual work	To Collect Rent.
11	Brief details of the services that the	1) To Collect Rent.

	public	2) to submit a paper to the transfer of cases approved crib 3) in case of payment No Objection repair shed. 4) The Appendix to receive qualified a project received SRA - II to be passed.
12	Land real estate (at your authority, building and other immovable property details should be)	Nil
13	Authority Structure Table (Table out as a table, even at the level of each jurisdiction, and to show his contact with the pair of address.)	-
14	Office Hours and phone number (all phone numbers, fax numbers, e-mail and office black if the number of instant he should contact the number.)	Colony officer. 10.00 am to 06.00 pm Office Phone No. 02225645291 Ext. 340 Fax. No. 25624925. ... Nil
15	Weekly and special services span	1) the second and fourth Saturday of each month, weekly and Sunday holiday. 2) public holidays 3) Earned leave: 30 days 4) Half Pay leave: 20 days 5) occasional leave: 15 days / year 05 365 As above leave benefits are provided in the remaining days of the special services. Special Services 1) Epic work 2) Indian census 3) shed survey 4) there is no fixed period maleriyaphavarani .

- RRC - 1) Rental compensation reset all charge the true, the true Registering book Purchase  
2) rental to their on demand, rental guide, hologram complexity allocation.  
3) rental transfer / conversion of files to send Registering accounting be before accounting officer.  
4) rental charge be given compensation.  
5) loss fortnightly and monthly report prepared Digest report.  
6) should be between rental rights held in information / be given available.  
7 related records (main cash / Demand Registering book / account book e.) t Digest.  
8) Colony Department inward - outward .

Freedom of expression and non-medical information  
Section 4 (1) (b) (ii) a sample

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement officer T department officials and the public authority of Officers and Employees.

A

No..	Officer	Economic rights	Related medical / law / order / Gazette	Remarks (if any)

B

No..	Officer	Economic rights	Related medical / law / order / Gazette	Remarks (if any)

C

No..	Officer	Economic rights	Related medical / law / order / Gazette	Remarks (if any)

D

No..	Officer	Economic rights	Related medical / law / order / Gazette	Remarks (if any)

**E**

No..	Officer	Economic rights	Related medical / law / order / Gazette	Remarks (if any)

NOTE: - Each Authority public officials / employees do not necessarily control all of the above. Eg. There are few public Authority or judicial nature or control.

Freedom of expression and non-medical information  
Section 4 (1) (b) (ii) a sample

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of  
Correction and dirty habitation settlement officer T department officials and the public  
Authority.

A

No..	Designation	Economic rights	Related medical / law / order / Gazette	Remarks (if any)

B

No..	Designation	Economic rights	Related medical / law / order / Gazette	Remarks (if any)

C

No..	Designation	Economic rights	Related medical / law / order / Gazette	Remarks (if any)

D

No..	Designation	Economic rights	Related medical / law / order / Gazette	Remarks (if any)

**E**

No..	Designation	Economic rights	Related medical / law / order / Gazette	Remarks (if any)



Freedom of expression and non-medical information

Section 4 (1) (b) (iii)

Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement authority Department T any decisions kept to its decision parsing and supervisory approach and personal undertaken primarily assigned

Work Name: Recovery rent

Related to the provision of:

Related Act:

Rule:

GR:

Circular No. 1) MDF/ 9519 / d .24.11.1992

2) No. slum 1220 / Disclosure 204 (1) -1 slum housing

Department of the Ministry, dated 8 November 2001 and 11 July 2001

3) slum 1220 / Q No. 364 / (2) -1 slum Ministry, Mumbai  
32, May 3, 2003.

4) DMC / special / slum / 536 dated .14.10.2003.

5) DMC / Special / slum / 536 dated .14.10.2003.

6) DMC / Special / slum / 647 dated .06.10.2003.

Office command:

Sr. No.	Work Phase	Work Stages	Expected Period	Recommend each and every step of the staff and officers of the role and responsibility	Remarks (if any)
1)	Recovery of rent	1) i) Chief Clerk Department of Expenditure prepared to accept receipt book with rubber Stamp signed . ii) to take note of an officer's record books settlement receipt. iii) to accept the signature of a receipt book fares required for recovery of rent collector iv) After receipt book rent receipts to be deposited accepted the settlement			

		account. v) receipt of the registration market recovery Daily Record. vi) the amount of cash accepted Daily rent			
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Freedom of expression and non-medical information

Section 4 (1) (b) (iii)

Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement authority Department T any decisions kept to its decision parsing and supervisory approach and personal undertaken primarily assigned.

Work Name: Transfer Case (residential)

Related to the provision of:

Related Act:

Rule:

GR:

Circular No. 1) & 2) MDF / 2496 / d .04.16.1999

MDC / Special / 674 / d .06.10.2003

slum / 2010 / q. No. 1 (Part 1) 1 slum

Ministry Mumbai 32 Oct .29.06.2012.

DMC / meals / 4274 dated .26.02.2013

MDA / 4835 dated .13.09.1993

C) Dy. C. E. (S.I) 2587 / MC of 22.06.92

MDD / 6540 /

12.09.90

D) Dy.SI/482/MC of 28.06.90

Office command:

Sr. No	Nature of the work	Work Stages	Expected Period	Recommend each and every step of the staff and officials of the role and responsibility	Remarks (if any)
1)	Transfer Case.	<p>i) which has been transferred to the hut native. Accepting the Department of Outward Inward transfer application.</p> <p>ii) a copy of the application must be shaded from the previous voter list Eden native Hut man 1.01.95.</p> <p>iii) the Hut man Transfer the hut is necessary eg proof of his 1 year. Electricity bill, telephone bill, and others.</p> <p>iv) 2 (two) to accept the transfer of operations of the court must document in.</p>	3 months		

		<p>v) visited the site after receiving documentation Photo give rise to a new transfer houses hut then take measurements at the site.</p> <p>vi) to draw a map of the hut Location.</p> <p>vii) obtain documents for verification / analysis and the main area of the log huts and c Clerk of the record from the start, the name of the original owner, use, recovery take this certificate.</p> <p>viii) required for the transfer of spikenard bond, accept new</p> <p>ix) obtained above document verification / analysis and Rent Collector, Colony Officer of settlement signed by senior officials of the proposal / Six Commissioner / Deputy Commissioner (peri-6) to be submitted for approval by the</p> <p>x) Rs resident fee after receiving the approval of the Municipal Rules are Rules 40,000 / - and extend the non-transfer of sworn to comment on the compensation claim register seems document to the office of the Chief Clerk and well c.</p>			
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Freedom of expression and non-medical information

Section 4 (1) (b) (iii)

Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement authority Department T any decisions kept to its decision parsing and supervisory approach and personal undertaken primarily assigned.

Work Name: Transfer Case (NRI)

Related to the provision of:

Related Act:

Rule:

GR:

Circular Number:

Office command:

Sr. No.	Nature of the work	Work Stages	Expected Period	Recommend each and every step of the staff and officials of the role and responsibility	Remarks (if any)
1)	<p>i) the transfer is native hut. Accepting the Department of Outward Inward transfer application.</p> <p>ii) the application before the original Hutment 1.01.95 a) gumastha b) L F II (non-resident) electric bill c) and other documentation.</p> <p>iii) which has been shed its 1 year stay above evidence.</p> <p>iv) the transfer of operations of the court must accept hutment in two.</p> <p>v) visited the site after receiving documentation Photo give rise to a new transfer houses hut then take measurements at the site.</p> <p>vi) to draw a map of the hut Location.</p> <p>vii) obtain documents for verification / analysis and settlement of huts entries on record by the authorities, the area, the name of the original owner, use, recovery about payment certificate.</p> <p>viii) required for the transfer of spikenard bond, accept new.</p> <p>ix) obtained above document verification /</p>				

	<p>analysis and Rent Collector, Colony Officer of settlement signed by senior officials of the proposal / Six Commissioner / Deputy Commissioner (peri-6) to be submitted for approval by the</p> <p>x) The ratification received after the Municipal ordinance regulations as required fee of Rs 60,000 residential / - and extend the register to the non-resident transfer sworn document seems to demand compensation register.</p>				
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Freedom of expression and non-medical information

Section 4 (1) (b) (iii)

Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement any Department or Officer T parsing and its supervisory approach and decided to hear the decisions undertaken primarily assigned to the individual.

Work Name: Transfer i) (resident in non-resident)

ii) (non-resident in resident )

Related to the provision of:

Related Act:

Rule:

GR:

Circular No. Ministry, dated 32 .29.06.2012 Mumbai.

DMC / meals / 4274 dated .26.02.2013

MDA / 4835 dated .13.09.1993

C) Dy. C. E. (S.I) 2587 / MC of 22.06.92

MDD / 6540 /

12.09.90

D) Dy.SI/482/MC of 28.06.90

Office command:

Sr. No.	Nature of the work	Work Stages	Expected Period	Recommend each and every step of the staff and officials of the role and responsibility	Remarks (if any)
1)	Transfer A) (non-resident in resident ) B) (resident in non-resident e)	i) the transfer hutmen cottage / conversion is to accept his application for the conversion of incoming outgoing department. ii) card to a non-resident in the hut residential, electricity bill transfer case Undertaking / gumastha affidavit and present evidence, documents and other non-resident electricity bill. iii) non-residential hut residential transfer documents in evidence above iv) hutment affidavit / Undertaking copy.			

		<p>v) the actual visit there after receiving the payment document houses Photo Removal hut then take measurements of the site owner.</p> <p>vi) obtain verification documents / analysis and settlement of huts entries on record by the authorities, the area, the name of the original hutment , use, recovery take this certificate.</p> <p>vii) the verification of the documents received on / analysis of the rent collector, the office of the settlement signed settlement proposal, the top officer, six commissioners, deputy commissioners (peri-6) to be submitted to the approval.</p> <p>viii) The ratification received after the Municipal ordinance regulations require non-resident fee residential Rs 6000 / - and non- resident for Rs.1000 / - and late proposal (eg. if the present sanction of Rs 6 months 1000 / - fee collection To register, send a note to the document seems to demand compensation date swear by.</p>			
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Freedom of expression and non-medical information

Section 4 (1) (b) (iii)

Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement authority Department T any decisions kept to its decision parsing and supervisory approach and personal undertaken primarily assigned.

Work Name: transfer (inheritance rights) Other property

Related to the provision of:

Related Act:

Rule:

GR:

Circular Number:

Office command:

Sr. No	Nature of the work	Work Stages	Expected Period	Recommend each and every step of the staff and officials of the role and responsibility	Remarks (if any)
1)	Transfer Case Other heir son / daughter	i) application ii) the death certificate of the original native hutment. The first claim, as the husband / wife of the original death certificate. iii) other heirs brother / sister of 'No Objection Certificate'. iv) an affidavit v) ration card vi) electricity bill. vii) evidence showing relationships viii) birth ix) Aadhar card. x) The voting card copy submitted to the office by the attested. The draw with shaded hut Hutment and measured by direct observations location after receiving the application. 2) hut Location map 3) to verify the documents submitted settle. 4) Verification and rent collector full settlement authority to investigate Sheet / settlement presented to			

		<p>senior officers</p> <p>5) To prepare proposals settlement of the senior officials to submit a proposal by the estates officer with the sanction of the Assistant Commissioner.</p> <p>6) When you receive the approval of the transfer fee Municipal approval of the Assistant Commissioner. / Damage and to provide compensation to recover the card.</p> <p>7) The process for entries to be submitted to the Records Department Slum clerk after completing the chapter.</p> <p>Inward / Outward shall deposit account</p>			
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Freedom of expression and non-medical information

Section 4 (1) (b) (iii)

Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement authority Department T any decisions kept to its decision parsing and supervisory approach and personal undertaken primarily assigned.

Work Name: transfer (inheritance rights) husband / wife

Related to the provision of:

Related Act:

Rule:

GR:

Circular Number:

Office command:

Sr. No.	Nature of the work	Work Stages	Expected Period	Recommend each and every step of the staff and officials of the role and responsibility	Remarks (if any)
1)	transfer (inheritance rights) husband / wife	<p>i) the names of the deceased man's wife shed man's evidence is necessary to make the application as follows Outward Inward deposit account in the name of your statement of accounts to transfer.</p> <p>1) Certificate husband deth.</p> <p>2) Ration Card</p> <p>3) the payment of electricity (by transfer.)</p> <p>4) Note the list of voters husband 1.01.1995.</p> <p>5) support Card</p> <p>6) evidence hutment deceased wife (marriage certificate)</p> <p>7) declaration</p> <p>8) other evidence (attested to all evidence)</p> <p>After receiving the documentation, and to visit the actual site hutment Removal above.</p> <p>vi) cottage location map</p> <p>vii) obtain documents for verification / analysis and chief clerk record on n area, name, use, recovery about giving feedback.</p>			

		<p>ix) receiving the verification document embodies / Rent Collector and analysis, settlement officer, senior officer of the settlement signed by the six proposals Commissioner / Commissioner N (annex- 6) tender's approval.</p> <p>X) Municipal law after receiving the approval of the new card transfer seems to provide the necessary compensation.</p> <p>DHARNI transfer market document after all these process changes required to extend the register.</p> <p>Inward / Outward shall deposit account</p>			
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Freedom of expression and non-medical information

Section 4 (1) (b) (iii)

Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement authority Department T any decisions kept to its decision parsing and supervisory approach and personal undertaken primarily assigned.

Work Name: unauthorized construction of residential / non-residential

Related to the provision of:

Related Act:

Rule:

GR:

Circular Number:

Office command:

Sr. No.	Nature of the work	Work Stages	Expected Period	Recommend each and every step of the staff and officials of the role and responsibility	Remarks (if any)
1)	unauthorized construction of residential / non-residential	i) Each authorized or unauthorized law in order to find the hut is necessary to allow repair or like rules. ii) the corporation land unauthorized construction in the settlements, according to the complaint or According to the hut construction that allows the site after that the unauthorized construction or not that is the Assistant Commissioner issued a notice signed. iii) If a resident guest If the required documents or if the cottage record 14 and non-resident if allowed to increase the relative height of the chapter 10 (and etc.) that can be sent to the party. iv) a) Application Arrivals Inward / Outward shall deposit account			

## Action

1) Check the actual construction of the building is on the ways in which visiting if unauthorized construction or complaint directly unauthorized construction.

If you understood that this is the first stop illegal construction issue a notice duly Construction 354 (A) Hon. Assistant Engineer's supposed to buildings and factories signed.

The construction incomplete without separate notice to take his son to the local police.

2) the complaint has been received or that unauthorized slums understood and measured by the Municipal to visit the hut of 1971 Section 3 Z (1) According to the Assistant Commissioner of the evidence must be submitted within 24 hours of being signed by The issue of notices The settlement with the local police command to be final if no evidence formerly 1.01.1995 Register in comment his exclusion and expulsion.

Freedom of expression and non-medical information

Section 4 (1) (b) (iii)

Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement authority Department T any decisions kept to its decision parsing and supervisory approach and personal undertaken primarily assigned.

Work Name: permission to construct or repair

Related to the provision of:

Related Act:

Rule:

GR:

Circular Number:

Office command:

Sr. No.	Nature of the work	Work Stages	Expected Period	Recommend each and every step of the staff and officials of the role and responsibility	Remarks (if any)
1)	permission to construct or repair	1) Application 2) It is necessary to present evidence or formerly 01.01.1995 A) photopass. B) Name of the voters in the list of evidence or formerly 01.01.1995 C) ration card. D) electricity bill , telephone bill gumastha license. 3) It is necessary to pay outstanding compensation. 4) Verification of documents / analysis by showing a photograph of the hut out visiting the actual place. 5) Municipal law may account the settlement rules' and allow the application to extend the Department's assistant commissioner for buildings and factories.	Inward / Outward shall deposit account		

Freedom of expression and non-medical information

Section 4 (1) (b) (iii)

Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement any Department or Officer T parsing and its supervisory approach and decided to hear the decisions undertaken primarily assigned to the individual.

Work Name: permission to construct or repair.

Related to the provision of:

Related Act:

Rule:

GR:

Circular Number:

Office command:

Sr.	Nature of the work	Work Stages	Expected Period	Recommend each and every step of the staff and officials of the role and responsibility	Remarks (if any)
1)	permissi on to construct or repair.	1) If the resident or non-resident of the Municipal hut place inspected each case the notice can be issued to unauthorized construction after act court notices filed against a resident or non-resident case. Detailed information on the matter to the officials colony by medical officers, notices, details the photographs and that the right to settlement Signed to an affidavit prepared by the Department of Law who filed then be sought after to attend the case in the official colony of the testimony of the written and oral Anti lawyer and the lawyer's decision in the matter on behalf of corporation after the debate that action is needed to correct the cottage or the command is put pending for some time.	Inward / Outward shall deposit account		



Section 4 (1) (b) (iii)  
Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement any Department or Officer T parsing and its supervisory approach and decided to hear the decisions undertaken primarily assigned to the individual.

Work Name: court cases (unauthorized construction)

Related to the provision of:

Related Act:

Rule:

GR:

Circular Number:

Office command:

Sr. No.	Nature of the work	Work Stages	Expected Period	Recommend each and every step of the staff and officials of the role and responsibility	Remarks (if any)
1)	court cases (unauthorized construction)	1) residential or non-residential real Colony the Municipal hut The place can be inspected when the case issued a notice to the unauthorized construction, they will file a case against a resident or non-resident subsequently six notices. Law officers by colony officials this case detailed information, notice, in case the file subsequently comes to asking for details of the action that the photographs represent official settlement sign an affidavit prepared by the Department of Law and of the case has to be present for the official settlement of the testimony of the written and oral decision on behalf of the lawyer and anti-matter after the debate between the lawyer corporation action is needed to correct the cottage or the court orders are put pending case for some time.			

Section 4 (1) (b) (iii)  
Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement any Department or Officer T parsing and its supervisory approach and decided to hear the decisions undertaken primarily assigned to the individual.

Work Name: permission to construct or repair.

Related to the provision of:

Related Act:

Rule:

GR:

Circular Number:

Office command:

Commissioner wheels (court cases)

1) The Commissioner's six resident or non-resident against the wall in hutmen decision taken by the court in the case filed by the various Divisional Commissioner. Accordingly the evidence submitted by the various officials case information retention, photographs and a copy of the decision issued by the statute is the account of six Commissioners. Soon after, the officer presented an affidavit prepared by the Department of Law settlement case filed after the case has to be present in the order of Commissioner of oral and written testimony to the settlement officer. An end: the lawyer and lawyer in the matter on behalf of the Corporation's results after the debate is that the appropriate action if needed to shed his, court orders or be kept chapter.

Section 4 (1) (b) (iii)  
Section 4 (1) (b) (ii) Sample B

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement any Department or Officer T parsing and its supervisory approach and decided to hear the decisions undertaken primarily assigned to the individual.

Work Name: Slum Rehabilitation Department.

Related to the provision of:

Related Act:

Rule:

GR:

Circular Number:

Office command:

Sr. No.	Nature of the work	Work Stages	Expected Period	Recommend each and every step of the staff and officials of the role and responsibility	Remarks (if any)
1)	Slum Rehabilitation Department.	<p>1) First, the proposal must be received by the Slum Rehabilitation Authority Municipal offices.</p> <p>2) The proposals received after the first required documents to the developer / Society has to be presented, such.</p> <p>1) P.R. Cards</p> <p>2) Survey table (hut located on the map)</p> <p>3) D.P. Remark</p> <p>4) development contract</p> <p>5) city map</p> <p>6) a list of voters</p> <p>7) No Objection Certificate</p> <p>8) The affidavit</p> <p>9) 01.09.1995 hutment earlier evidence.</p> <p>12) personal bond</p> <p>3) to monitor the position of the seat, and to cast a number of huts located on Photo</p>			

		<p>Removal and bayometrika Survey (finger footprints) to.</p> <p>4) The first complete draft Appendix 2- Prepare and maintain it in the segment and the Appendix to display - 2 complaints regarding objections final survey Appendix 2 - Build.</p> <p>5) As for seeking to extend the final approvals from a variety of -2 Appendix 1) and Assistant assessing Collection</p> <p>2) Water Works Assistant Engineer</p> <p>3) Assistant Engineer (fairly and repairs)</p> <p>The Department is proposing to extend the property no objection certificate account after the Assistant Commissioner.</p> <p>6) The proposal received after the final schedule is sent to Department of Rehabilitation Department Property -2 slum Authority.</p> <p>7) Appendix 2 slum office sent to the developers / Society of the LOI, IOA received the very place camp or rent by the free space to the work of the developers / Society of the non-cooperation agencies or Slum Act 1971 in accordance with the 33 &amp; 38 under Right to have the Assistant Commissioner.</p> <p>8) was the first show-cause notice of the non-cooperation, which is necessary to put in writing hutmen separate version of the 7 days. The version in the form of a written hearing hutmen tabled after the call comes in and makes the call and subsequently ordered the last routine of the police and security hut demolish.</p> <p>Inward / Outward shall deposit account</p>			
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#### Section 4 (1) (b) (iii)

in relation to the notification: No work, service due or right execution to laws, regulations, orders, government decision, is fixed procedures with a basis of circulars, so each work, service or authority for the implementation of which is to publish the operation of the set. To do so, we need to test the items mentioned on a number of public authorities and their relationship with each other and they have to be prepared that the procedure will have to be published.

For example: How is the issue of a decision? Hearing dates are set by the board, how? Cases, respectively, results that are removed are given a priority topic? The allocation of grants and / or other concessions to benefiting

Selection is made on which criteria? They are kept for some of the special quota reserved? The first way is coming preference? The same type of work done by a large number and, thus, how to apply and correspondence, samples that is involved in many of the employees at the level of make known any work. What is the role and responsibility of the work to be famous so exact that every employee.

Freedom of expression and non-medical information  
Section 4 (1) (b) (iv) Sample 'C'

The -----

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Arising intents physical and financial objectives department  
fixed on a monthly / quarterly / half-yearly or annual objectives.

No.	Officer	Work	Physical objectives	Economic Objectives (Rs)	Period	Remark (If any)

Note: - Since each work so different physical and financial objectives, as well as to pay for the work that each of the different chart each work period.

### Section 4 (1) (b) (v) Sample 'C'

An Assistant Commissioner, Ghatkopar, Mumbai Office at the Department of Correction and dirty habitation settlement department or an officer department arising related work general rules announced.

No..	Topic	The decision of the government / official orders / rules / Gazette number and date	Remarks (if any)
1.	Collect Rent	Circular No. .647 dated 16.11.03 1220 11.07.01	
	Crib card Department	Circular No. .647 dated 16.11.03 1220 11.07.01	
	Transfer	Circular - 2010 / Q. No .01 / Slum - 1 Dated 02.01.2012	
	Conversion	Circular no. Date	
	Transfer	Circular No. .647 dated 16.11.03 1220 11.07.01	
2.	Appendix frame	Circular no. Dated 17.01.2008 2007 / q. no .105 / Slum -1 housing sector mantralarya other considerations .32	
3.	2005 Right to Information	Circular no. Date	
4.	Self-preservation and removal of unauthorized construction		
5.	The widening of the road ,mountain huts, and the widening of the stream, and other natural disasters Elimination	Circular no. Date	

NOTE: Each permanent office in the working file or command file Orders still known as files in government orders, circulars, Gazette organize information on the subject is placed depart from your eyes anymore. This file is constantly updated daunting.

Freedom of expression and non-medical information

Section 4 (1) (a) (vi)

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and settlement inhabited dirty list of documents available in the public section of the official T Authority.

No.	Topic	Document / file / register what these types available	File No. / No. register.	Details	How long this information is laid?
1.	Hutment transfer proposal	Hutment transfer, conversion Succession, approval file.			
2.	Road rehabilitation proposal	The rehabilitation of the islands and the file folder of documents and the removal hut account bars to widen the road.			
3.	1) Compensation 2) fine 3) the amount of the deposit 4) transfer fee 5) Appendix 2 . 6) Right to Information Logs 7) Removal Logs 8) Notice Logs 9) MCL-ABC- register 10) Accounts audit notes recovery Logs 11) No Logs 12) Circulars / GR 13) the recovery of compensation for loss of receipts.	Register / demand register Logs Logs Logs  File  File  Logs Logs Register / File			



Note: you have all the records of every public authority (records) (index) will prepare a list of updates. Records will be included in the record or document and file as well as the information on your computer.

Use the lists of such might be used to easily control the information to the public, to check and understand accessible (users) take care that there will be, so that people can be drawn to check that all of his records easily and used material (material) required (sample) can be .

To make a complete list of every employee of the table or the first available file protectors.

Conceived as a book or as files and documents that are not run for the smooth functioning of the office and are designed for all lists of all the people coming to the office documents easily, Department, even if table cast. If so, then it will be easier to give them thirty days to prepare lists of information sought by the limits.

Entries made by the paper so it will most likely always awkward and hither itself be the most important you will be more useful to keep all documents and documents laid orderly.

Freedom of expression and non-medical information

Section 4 (1) (b) (vii)

The ----- public department any decision or details of the existing system or to talk with the masses of the people before the implementation of its representative office.

No..	Which related consultation	System functions	The decision of the government / official orders / number and date	Punarvilokanaca time (Periodicity)

Note: Section 4 (1) (b) (vii), according with the masses Advisory to running in and any other law, rule or policy consultation to fame Authority public every arrangement of the existing circular setting the or any implementation of may be level.

In the words of the people to learn about setting up a committee to special matters, over, the meetings, called Gram, public hearing, object to the return, or the court, the public will be over.

Section 4 (1) (b) (viii) Sample 'C'

The ----- department public committees, councils,  
boards or meeting details.

Sr.	Committee, or company name	Committee, Board structure	Committee, the Board of purpose o	Committee, the meetings of the Board	Minutes of the meeting that the public is allowed?	Minutes of the meeting is available for the public to see?	Minutes of the meeting, who is available.

Note: This is to allow the citizens to attend the meetings, and are not available to the public  
or when such meeting, is expected to focus in particular on the publicity.

Freedom of expression and non-medical information  
Section 4 (1) (b) (ix)

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty habitation settlement officer T Department office or public sector officials and employees of the list.

Sr. No.	Officer	Officials and Name of employee	Category	The date has been joined on the job	Contact phone / fax / e-mail
1	Shrim. Rohini Harishchandra Ghedmal	Sr. Colony Officer	II	---	02225645291 Ext. No. 340
2	Shri Santosh Laxman Dhebe	Colony Officer	II	06/08/2006	02225645291 Ext. No. 340
3	Shri Himmat Maruti Sule	Assistant Rent Collector Incharge	III	01/05/2009	02225645291 Ext. No. 340
4	Shrim. Meena Laxman Dhadge	Clerk	III	05/02/15	02225645291 Ext. No. 340
5	Shri Vasant Hanumant Shitole	peon	IV	01/09/95	02225645291 Ext. No. 340

NOTE:

- 1) This list is to be published every year.
- 2) important, for example, or to replace Officers dismissal or suspension of the Fame all employees

Freedom of expression and non-medical information  
Section 4 (1) (b) (ten)

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and dirty  
habitation settlement department or public officer T Department officers salaries and allowances.

No..	Name	Officer	Original salary	Dearness allowance	House Rent Allowance	Special City Allowance	Special allowance and Travelling allowance .	Total amount
1	Shrim. Rohini Harishchandra Ghegadmal	Sr. Colony Officer	68419	36,262	20,525	---	CA1- 650 प्र.प्र. 2,612	1,28,468
2	Shri Santosh Laxman Dhebe	Colony Officer	48,500	25,705	14,550	-	TA-2,700	91,455
3	Shri Himmat Maruti Sule	Rent Collector	33,000	17,490	9,900	-	CA1- 695 TA- 2,700	63,785
4	Shrim. Meena Laxman Dhadge	Clerk	33,300	17,649	9,990	-	TA-5,400	66,339
5	Shri Vasant H. Shitole	Peon	47,100	24,963	14,130	-	TA-2,700 W.C - 230 UWA - 600	89,723

NOTE: This will be known for supplying happen once per month to pay it up to date and expected .

Section 4 (1) (b) (fourteen)

Assistant Commissioner T, Mulund (W), Mumbai office at the Department of Correction and settlement inhabited dirty T department or public authority information available in electronic format.

Sr.	Document / file / files types	Topic	What type of information is stored in electronic form?	The name of the person in possession of this information
1	Appendix receive project SRA - cottage directly on location in II - survey / verification hut, hut and the owner of the family video disc.	1. annexure - II required for video 2. Photography . 3. Biometric survey.	CD	Rent Collector
2	Hut men Personal Biometric Face the machine photography drawn.		CD	Rent Collector

## Duties and Activities

Rent Collector and other employees to work under maintenance.

Keep control of the game on the fares to be recovered rent.

Complaints received daily application, to work on the allocation of names from the Collector, and take, and disposal.

Assistant Commissioner, Deputy Commissioner (annex- II), Information Commissioner, SRA office collector office, held meetings, remains present for the hearing, legislators, the meetings should also present.

transfer cases, the transfer of cases to be entitled Heritage, residential cases, cases adapted to non-resident, residential, verification of documents received between cases, presentation superiors for approval.

slums repair works in slum colonies under, keeping control on unauthorized constructions.

Elimination of the activities to be functioning as Collector from further search on unauthorized construction in the settlements, and to direct operations under colonies.

Along with the recovery of the amount to between Collector rent pending audit by counsel.

senior Officer time carrying out other responsibilities.

S.R.A. Project, road width Karan, hut men Appendix -II, to submit for approval of seniors, and verification.

S.R.A. Project, issue a notice, a hearing set, to removal proceedings.

To supervise the colonies under rent collector.

hut men satisfactory facilities of life, the government's guidance.

BMC attempt to implement the SRA plan and dirty habitation .

Court Commissioner, Kokan, the Municipal Police Station here, as necessary, claim, registration offense.

## Duties and Activities of R.C

supervise to register slum colonies in rent control.

Survey report under the cot in the hut, and slums of the file.

Recovery of rent.

hut men cottage card, transfer cases, cases resident's conversion to non-resident, the inheritance claim presentation prepare cases.

Holders overdue rent on Municipal Law Section - 105 - B issue notices like.

Issue a notice to the Slum Act.

Maharashtra slum Law DCR - 33/10 receive under Appendix - II frame, as well as non-cooperation hut men 33/38 under notice slums of activities to removal.

The widening of the road, stream widening, dilapidated slums, making Appendix receive living - tender lover prepare II.

Slum / unauthorized construction in the colonial heart of the Municipal Section - Stop work Notice 354 of the Notice.

Court Commissioner, Kokan, police station, or to keep the present requirement to register in the criminal offense.

Eligible hut men issues photopass.

Slum account and settlement officer T Office



**ASSISTANT COMMISSIONER 'T' WARD**

**Sr. Colony officer (Eastern Suburb)(Head of the dept)**

Colony Officer



Rent Collector



Record Clerk



Peon



Labour (1 Vacant)

**Section 4, 17 Manuals as per  
provision of RTI Act 2005 of 'T'  
Ward, Colony Dept.**