

**Name of the Office Branch - Deputy Collector (Appeals),
Mumbai Suburban District.**

Righ to information and obligations of Public Authorities.

Information about Section 4 (1) (b) I to XVII

Sr.No.	Para	Remarks
I	The particulars of its organization, functions and duties	Office of the Deputy Collector (Appeals) of the Collector Office is headed by the Deputy Collector (Appeals), Mumbai Suburban District and he is assisted by one Awal Karkun, one Clerk and one Peon. <u>Their functions and duties are as under:-</u> 1) Disposal of Appeals Cases under Section 247 of Maharashtra Land Revenue Code, 1966 and Revision Applications under section 257 of Maharashtra Land Revenue Code, 1966. 2) Maintain update Registers of Appeals and Revision cases. 3) Call papers of subordinate courts i.e. Tahsildar/ Sub Divisional Officer, Additional District Deputy Collector. 4) Issue Notices in Appeal and Revision Application. 5) Send Papers to Appellate Court i.e. Additional Commissioner, Konkan Division. 6) Make monthly statements and periodicals.
II	The powers and duties of its officers and employees.	1) Maintain files of Standing orders/ Circulars issued by Government and other Concern Authority.
III	The procedure followed in decision including channels of supervision and accountability.	This Office runs quasi- judicial proceedings related to land matters. This office is empowered to decide matters filed under section 247 of Maharashtra Land Revenue Code, 1966 through this office.
IV	The norms set by it for the	The Specific Norms of disposal of Cases is

	discharge of its functions.	not fixed by Govt.
V	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	1) Maharashtra Land Revenue Code, 1966 and Rules framed there under. 2) The Circulars issued by Government of Maharashtra on time to time 3) The orders passed by Hon'ble Civil Court.
VI	The statement of the categories of documents that are held by it or under its control.	1) The orders passed by this court.
VII	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of the Policy or implementation there of:-	1) The office runs Quasi judicial Proceedings with the help of Advocate or in person.
VIII	A statement of the boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	Not Applicable
IX	A directory of its offices and employees	Office of the Deputy Collector (Appeals) MSD Telephone No. 265 56 799 Sr. No. Name Designation 1) Shri. Sanjay Katkar Deputy Collector (Appeal) Mumbai Suburban Dist. 2) Shri. T. D. Dumbre Awal Karkun

		3) Shri. P. K. Gode Clerk 4) Shri. P. J. Rathod Peon
X	The monthly remuneration received by each of its officers and including the system of compensation as provided in its regulations.	<p>Sr. No. Name Designation</p> <p>As per the Government norms and Rules, each officer and employee is drawing the Salaries, Name, Designation & Pay Scale is as under :-</p> <p>1) Shri. Sanjay Katkar Dy. Collector (Appeal), M.S.D. Pay Scale : PB-3 (Rs.15600-39100) Gr. Pay Rs. 6600</p> <p>2) Shri. T. D. Dumbre Awal Karkun Pay Scale : PB-1 (Rs. 9300-34800) Gr. Pay Rs. 4300</p> <p>3) Shri. P. K. Gode Clerk Pay Scale : PB-1 (Rs.5200-20200) Gr. Pay Rs. 3500</p> <p>4) Shri. P. J. Rathod Peon Pay Scale : S-1 (Rs. 4440-7440) Gr. Pay Rs. 1300</p>
XI	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Not Applicable
XII	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmes:-	Not Applicable
XIII	Particulars of recipients of concession, permits or authorizations granted by it.	Not Applicable
XIV	Details in respect of the information, available to or held by it, reduced in an electronic form:	The facility is not available in this office.
XV	The particulars of facilities	Every public member has right to inspect the

	available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use:	file on payment of fees as prescribed in M.L.R.Code Rules and get the certified copies of the documents if any required. Besides all officers are ready to clear up their doubts and to help the public members at the most possible extent.
XVI	The names, designations and other particulars of the public information officers:	<u>Public Information Officer</u> Shri. T. D. Dumbre Awal Karkun <u>Appellate Authority</u> Shri. Sanjay Katkar Dy.Collector (Appeal) Mumbai Suburban District
XVII	Such other information as may be prescribed.	Not Applicable

Dy. Collector (Appeals)
Mumbai Suburban District