Sub Divisional Office, Mumbai Western Suburban

Right to information and Obligations of Public Authorities, Information about Section 4(b) I to XVII.

Sr.No.	Para	Remarks
I	The particulars of its organization, functions and duties	The Sub Divisional Officer, Mumbai Western Suburban having his jurisdiction over two Tahasil i.e. Borivali and Andheri. He is also Magistrate of the Sub Division of Mumbai Western Suburban headed by the Collector, Mumbai Suburban District and assisted by two Tahasildar, i.e. Andheri & Borivali. Sub Divisional Officer having staff comprised of as 1 Naib Tahsildar, 2 Awal Karkuns, 1 Stenographer, 2 Clerk 2 Peons and 1 Driver. Their functions and duties are as under: 1.Court Work To hear all the cases filed before him against the order passed by the Tahasildar in connection with 2. Record of Rights under M.L.R.Code 1966 3. Tenancy cases under B.T. & A.L.Act, 1948 4. To hear the cases pertaining to Restoration of Land to Scheduled Tribes under Maharashtra Restoration of Lands to Scheduled Tribes Act 1974 5. Competent Authority Under M.P.I.D.Act, 1999 6. Magisterial work like to hold Enquiry into Police Firing cases, Police custody Deaths as a Sub Divisional Magistrate of the Mumbai Western Suburban and to submit report to the Collector and National Human Rights Commission (NHRC) 7.Excavation Permission: Under M.L.R.C.1966 to extend of 2000 Brass. 8.To issue Caste Certificate and non Creamy Layer Certificates for part of Borivali Taluka 9. Detection of non agricultural (N.A.) use or change of user cases and passing orders levying N.A.A. and fine U/s. 45 of M.L.R.C. 1966. 10. Maintenance And Welfare of Parents And Senior Citizens Act 2007. 11.Land Acquisition cases under 'The Land Acquisition Act 1894 & 'The Right to fair compensation and transparency in Land Acquisition, Rehabilitation and Resettlement Act 2013'. 12. Solvency Certificate: upto Rs. 40 Lakhs. 13. Conduct of Election: Appointed as a Returning Officer of 177 Bandra Assembly Constituency. & E.R.O. of 177 Bandra for Registration of Voters. 14. Functions under various Acts and as per the orders of the Government.
II	The powers and duties of its Officers and employees	1. Maharashtra Land Revenue Code, 1966 Rules framed there under. 2. Bombay Tenancy and Agricultural Lands Act, 1948. 3. M.P.I.D.Act.

		4. The land Acquisition Act 1894 & 'The Right to fair compensation and transparency in Land Acquisition, Rehabilitation and Resettlement Act 2013'. 5. Restoration of Lands to Scheduled Tribes under Maharashtra Restoration of Lands to Scheduled Tribes Act, 1974 as well as standing orders/Circulars issued by Govt. from time to time.
III	The procedure followed in decision making process including channels of supervision and accountability	The procedure followed in the decision making process including Channels of Supervision and accountability is as under; Sub Divisional Officer I Naib Tahsildar I Awal Karkun (Supervising all concern matters & other important work) I Suitable Staff (Every staff members including the Supervising Officer and responsible in decision making and process)
IV	The norms set by it for the discharge of its functions.	The Specific Norms of disposal of references is not fixed by Govt. However, most of the old land matters/cases are complicated and it needs detailed scrutiny.
V	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging it functions	Sub Divisional Officer, Mumbai Western Suburban and their staff are discharging this function according to instructions by the Revenue and Forest Deptt. and standing orders/circular issued by Govt. and following the provisions as laid down in the Act and Rules there under; 1. M.L.R.Code, 1966 and Rules there under. 2. B.T. & A.L.Act, 1948 and Rles there under. 3. Maharashtra Private Forest Act. 4. Restoration of land to scheduled Tribes under Maharashtra Restoration of Lands to Scheduled Tribes Act,1974. 5. The Land Acquisition Act, 1894 & 'The Right to fair compensation and transparency in Land Acquisition, Rehabilitation and Resettlement Act 2013'.
VI	The statement of the categories of documents that are held by it or under its control	Not applicable.
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 its Policy or implementation there of:	Not applicable.
VIII	A statement of the	Not applicable.

<table>
<tr><td></td><td>boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, 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</td><td></td></tr>
<tr><td>IX</td><td>A directory of its officers and employees</td><td>Address: Office of the Sub Divisional Officer,Mumbai Western Suburban , 9th Floor, Administrative Building, Near. Chetna College, Bandra(E) Mumbai 51.
Phone No. 2651 01 36

<table>
<tr><th>Sr.No.</th><th>Name</th><th>Designation</th></tr>
<tr><td>1</td><td>Dr.N.M.Jare</td><td>Sub Divisional Officer</td></tr>
<tr><td>2</td><td>Shri. S.M.Kanchar</td><td>Naib Tahsildar</td></tr>
<tr><td>3</td><td>Shri. S.M. Dalvi</td><td>Awal Karkun</td></tr>
<tr><td>4</td><td>Shri. V.K. Parulekar</td><td>Awal Karkun</td></tr>
<tr><td>5</td><td>Vacant</td><td>Stenographer</td></tr>
<tr><td>6</td><td>Shri. Vijay Naik</td><td>Clerk</td></tr>
<tr><td>7</td><td>Vacant</td><td>Clerk</td></tr>
<tr><td>8</td><td>Shri.S.M.Pawar</td><td>Driver</td></tr>
<tr><td>9</td><td>Shri. K.R.Thakre</td><td>Peon</td></tr>
<tr><td>10</td><td>Shri.R.K.Lotade</td><td>Peon</td></tr>
</table></td></tr>
<tr><td>X</td><td>The monthly remuneration received by each of its officers and Employees including the system of compensation as provided in its regulations.</td><td>
<table>
<tr><th>Sr. No.</th><th>Name</th><th>Designation</th><th>Pay Scale</th></tr>
<tr><td>1</td><td>Dr.N.M.Jare</td><td>Sub Divisional Officer</td><td>15600-39100</td></tr>
<tr><td>2</td><td>Shri. S.M.Kanchar</td><td>Nayab Tahsildar</td><td>9300-34800</td></tr>
<tr><td>3</td><td>Shri.S.M. Dalvi</td><td>Awal Karkun</td><td>5200-20200</td></tr>
<tr><td>4</td><td>Shri. V.K. Parulekar</td><td>Awal Karkun</td><td>5200-20200</td></tr>
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<tr><td>XI</td><td>The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures</td><td>Not applicable.</td></tr>
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	and reports on disbursements made	
XII	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:	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 from:	Not applicable.
XV	the Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use	Every Public member has right to inspect file on payment of search fees as prescribed in M.L.R.Code, Rules and get the certified copies of the documents if any required of necessary fees, S.D.O. and their staff are ready to clear up the doubts and to help the public members to the most possible extent
XVI	The names, designations and other particulars of the public information officers	Shri. S.M. Dalvi, Public Information Officer All clerk should be Asstt. Public Information Officer.
XVII	Such other information as may be prescribed	Not applicable.

Sub Divisional Officer,
Mumbai Western Suburban