

Name of the Office: Additional Tahsildar Kurla – 1 (N.A.)
Right to information and Obligation of Public Authorities Information
about section 4(i) (b) I to XVII.

Sr. No.	Para	Remark
I	Particulars of its organization, function and duties	To search of unauthorized N.A. and recover arrears of land revenue taking penal action u/s 45 and 114 of Maharashtra Land Revenue Code – 1966.
II	The powers and duties of its officers and employees.	Exercise of powers delegated under Maharashtra Land Revenue Code 1966 and Rules framed there under as well as standing Orders/Circulars issued by Government.
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. <p style="text-align: center;">Additional Tahsildar ↓ Aval Karkun</p> Measurement Sureveyor/Clerk-Typist working staff (every staff member) including the supervisory Officers are responsible for decision making process.
IV	The norms set by it for the discharge of its functions.	The Govt. in Revenue and Forest Dept. Resolution No. NAA/1070/36670/L-1 dt. 29.5.78 and M.L.R.C. 1966.
V	The Rules, Regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	The work is discharged exclusively under Maharashtra Land Revenue Code 1966 and as per the guidelines received from Govt. under various Resolutions and Circulars.
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 thereof.	Not applicable

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 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.	The matter is related to the policy decision and is required to be referred to the Government in Revenue and Forests Department through the Divisional Commissioner, Kokan Division.
IX	A directory of its officers and employees.	Office phone No. 25602386 1) Smt.Varsha Pawar, Additional Tahasildar. 2) Shri .P.G.Patil, Aval Karkun. 3) Shri S.S.Sable, Measurement Surveyer. 4) Smt. A.R.Padhye, Clerk-Typist.
X	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	As per the Government norms and rules each officer and employee is drawing the salaries in scale prescribed by the Government. Details of their salaries is as under : (Name/Designation Pay Scale). 1) Smt.Varsha Pawar, Additional Tahasildar. 15600-39100 Grade pay 5000/- 2) Shri .P.G.Patil. Aval Karkun. 5200-20200 Grade pay 2800/- 3) Shri S.S.Sable. Measurement Surveyer. 5200-20200 Grade pay 2400/- 4) Smt. A.R.Padhye, Clerk-Typist. 5200-20200 Grade pay 2800/- 5) Shri.B.B.Pawar, Peon 4440-7440 Grade Pay 1300/- There are no provisions to pay the compensation to the Government Servant.
XI	The budget allocated to cash 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 programmers, 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 their information, available to or held by it, reduced in an electronic form	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.	N.A.
XVI	The names, designations and other particulars of the Public Information Officers.	1) Smt.Varsha Pawar, Additional Tahsildar (N.A.),Kurla-1. Appellate Authority. 2) Shri P.G.Patil, Public Information Officer. 3) Smt.A.R.Padhye, Asstt.Public Information Officer
XVII	Such other information as may be prescribed.	Not applicable.

Place: Kurla (Mulund)

Date:

**ADDITIONAL TAHASILDAR
KURLA-1, (MULUND)**

