



तहसिलदार अंधेरी यांचे कार्यालय

डी.एन.रोड, अंधेरी (प), मुंबई ४०० ०५८.

क्रमांक. तह/अंधेरी/फौजदार/मा.अ.अ./कावि-७१/२०१२.

दिनांक : २४/०८/२०१२.

प्रति,

मा.जिल्हाधिकारी,
मुंबई उपनगर जिल्हा.

विषय: - माहितीचा अधिकार अधिनियम २००५ मधील कलम ४
खालील १ ते १७ बाबींवरील माहिती (जुलै २०१२)
संदर्भ: - आपले कडिल पत्र क्रं. सी./कार्या ५/माअ /१७ बाबी/कावि
११३१/१२. दि. ०७/०८/२०१२.

उपरोक्त संदर्भिय पत्रान्वये मागितलेली मा.अ.अ. २००५ मधील कलम ४ खालील

१ ते १७ बाबींची या कार्यालयाची माहिती दोन सीडी व दोन संगणीकृत छापील प्रती या सोबत सादर

करणेत येत आहेत. कृपया पोहोच देणेस विनंती.

तहसिलदार अंधेरी

Name of the Office:- Tahasildar Andheri

**Right of information and obligations of public Authorities Informations about
section 4 (i) (b) I TO XVII.**

SR no.	PARA	REMARKS
1	Particulars of its organization function & duties	Tahasildar office Andheri consists of following staff
	1 Tahasildar Smt. Rupali Bhalke	Disposal of cases of land matters disposal of disputed mutation entry deciding matters under Maharashtra land revenue code 1966. Inspection of Talathi & circle officer for land revenue recovery, entertainment dues and all other govt. dues & certificate received from various department for recovery as arrears of land revenue, supervision of officer. Inspection of cinema theater, Mining inspection.
2.	Resident Naib Tahasildar Shri N.K.Thakur	Establishment & supervision of work of Income certificate, Domicile certificate, caste certificate, senior citizen certificate, Disposal of application under RTI act. cases under natural calamities & bomb blast. etc. & supervision of office staff.
3.	Naib Tahasildar (Revenue) Shri. Abhijit Adarkar	Supervision over all Revenue matters. Work of Domicile certificate, senior citizen certificate etc.
4.	Awal karkun shri. S.L. Patade	Revenue officer meetings cases under co-op. soc. Act. Solvency certificate; The Disposal of application made under right of information act.2005 Disposal of all kinds of audit case, Jamabandi All Treasury & record & treasury supervision.
5.	Awal karkun smt. N.M. Balsaraf	Land matter, lease cases, occupancy case, breach of condition case, subject regarding mangros, Bomb Blast, riots and other case, Excavation case, Natural Calamities.
6.	Awal karkun smt. M.G.Gurav	RTS matter, Appeal, legal hear certificate , suwarne jayanti Abhiyan,and other reposts,land matters
Clerks (10 post)		
1	Mr. V.S. kadam	All treasury matters, bank matter & cash transaction & reconciliation
2	shri. T.D. Dumbre	Income certificate office record, Flag days contribution issuance of receipt book to talathis,maintains of records & building, work of lokshahi din, maintance record of immovble office property,

3	Smt. S. A. Sasane	Maintains of govt. vehicle log book & Tahasildar dairy. emergency expenditure bills (diesel, stationery, light, telephone, medical bill, income certificate)
4	Shri. S.L. Jamadar	land matter, lease cases, occupancy case, breach of condition case, subject regarding mangros, Bomb Blast, riots and other case, Excavation case, Natural Calamities. cu marketing, zunka bhakar MIS meeting letters, In come certificate
5	Shri. V.G. Joshi	Working at Additional Tahasildar (N.A) Borivali
6	shri. A.R. Rathod	Revenue officer meetings cases under co-op. soc. Act. Solvency certificate; The Disposal of application made under right of information act.2005. Disposal of all kinds of audit case, Jamabandi All Treasury & record & treasury supervision.in come certificate
7	smt. S.S. Thakur	All kinds of pay bills & maintains of record issuance. All establishment matter maintains of govt. vehicle log book & Tahasildar dairy.
8	shri. M. P. Kedar	Non creamy layer certificate, senior citizen certificate.& Domicile certificate, Work of Administration of offices minuts of meetings reports works of Non corruption committee community, hit & runs cases, 30% Mahila arakshan certificate.
9	shri. S.H. Pawar	issuance of caste certificate supervision over Setu suvidha seva Kendra. Distribution of certificate & work of validity.
10	shri.R.N.Khavale	Work of Inward and Outward, dispatch of letters, maintain of reference govt. letters maintain records posts tickets

Field Staff in Andheri Taluka Circle Officer

circle officer	talathi in circle	kothwal
shri H.E.Kachare	shri. K.B. Surve	shri. N.B.Jadhav

Circle officer Marol	shri.K.R.Parve shri K.J. Patil Smt. S.D.Teli shri. D. N. More	shri S.D.Pawaskar shri G.B.Sonar shri.P.P.Chavatekar shri.P.S.Shirsagar
shri. S.G. Kamble Circle officer Andheri	Smt.U.D.Hadavale shri P. S. Gharat shri.P.C. Shinde shri B. L. Chopdekar	shri.A.S.Thakur shri.S.L. Dhuri shri N.B.Tawade shri D.R. Nagolkar
shri R.T.Date Circle officer Bandra	shri. V. D. Shirke Smt. A.A. Mayekar Shri. P.B. Sathe Shri. J.P. Thakare shri. M. B. Shrivastav Shri.G.P.Dawale smt. R. V. Kulkarni shri. R. R. Yadav shri. R.V.Nikam	shri Aslam Shekh shri Nilesh More shri P.J. Rathod shri. Ganesh Khartale shri. Chandrakant More

Duties of Circle Officer

1. To Inspection of Record of Rights and Talathis Dafter.
2. To Assist The Talathis for maintaining up to date Record of Right
3. To help the Talathis for recovery of Govt. dues and other dues
4. To verify Mutation Entry effected by the talathis in village from no.ξ and keep a not about Dcrepancy Notice.
5. To Submit reports about unauthorized extrication
6. To make enquiry in the cases, forwarded by the Tahasildar, for enquiry and reports.
7. Over Supervision of all Talathis whether they are carrying out Duties as per norm prescribed.

Duties of Talathis

Maintain Record of Rights

- 1.Submission of Administrative reports

2.Recovery of Land revenue and other dues

3. maintain Village Form No8 and 8 B

4. Preparation of jamabandi statement and Compliance there of.

II	The powers and duties of its Officers and employees	Exercise of powers delegated under Maharashtra Land Revenue code १९६६ and Rules framed there under as well as standing orders /circulars issued by the 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 an under. Tahasildar & N.T 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 specific norms disposal of reference is not fixed by govt. the officers clerks/Awal karkun from the Revenue department are also entrusted with duties during natural calamities and election work. etc. in addition to their regular works.
v	The Rules Regulations, instructions manuals and records held by it or under its control or used by its employees for discharging function	Employees of Tahasildar andheri are discharging their function according to instructions issued by govt. in Revenue and Forests Department and according to the provisions as laid down in the following Acts and Rules their under 1) Maharashtra Land Revenue Code 1966 2) Maharashtra Private Forest Act 1975
VI	The statement of the categories of document that are held by it or under its control	Not applicable
VII	The particulars of and arrangement that exists for consultation with or representation by the members of the public or implementation there of.	Not applicable
VIII	A statement of the boards, councils, committees and other bodies consisting of two or more person constituted as its part or for the purpose of its advice and as to whether meeting of those boards, councils committees and other bodies open to the public or the minutes of such meeting are accessible for public	The matter is related to the policy decision and is required to be referred to the Govt. in Revenue and Forests Department through the Divisional Commissioner, Kokan Division
XI	A directory of its officers and employees	Office Phone 26231368

X	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in regulations	As per the govt. norms and rules each officer and employee in drawing the salaries in scale prescribed by the govt. details of their salaries is an under: (Name/ Designation pay scale) 1) smt. Rupali Bhalke Tahasildar pay15600-39100 GP- 5000/- 2) Shri N.K.Thakur Residential Naib Tahasildar pay 9300-34800 Gp- 4300/- 3) Shri. A.R.Adarkar Naib Tahasildar (Revenue) pay 9300-34800 Gp-4400/- 4) Awal karkun shri. S.L. Patade pay 5200-20200 Gp- 2800/- 5) Awal karkun N.M.Balsaraf Pay 5200-20200 Gp- 2800/- 6) Awal karkun shri.M.G.Gurav pay 5200-20200 Gp- 2800/-
	1. cashier Shri. V.A. Kadam	pay 5200-20200 Gp- 2800/-
	2. Shri. M.P. Kedar	pay 5200-20200 Gp- 1900/-
	3. Smt. S.S. Thakur	pay 5200-20200 Gp- 1900/-
	4. Shri. T.D. Dumbre	pay 9300-34800 Gp- 4300/-
	5. shri. S.H. Pawar	pay 5200-20200 Gp- 1900/-
	6. ShriV.G. Joshi	Pay 5200-20200 Gp- 1900/-
	7. Smt.S.A.Sasane	Pay 5200-20200 Gp-1900/-
	8. Shri.S.L.Jamadar	pay 5200-20200 Gp- 1900/-
	9.Shri.R.N.Khavale	pay 5200-20200 Gp- 1900/-
	10.Shri.A.R.Rathod	Pay 5200-20200 Gp-1900/-

shri H.E.Kachare Circle Officer- Marol	pay 9300-34800 Gp- 4300/-
shri S.G. Kamble Circle Officer-Andheri	pay 5200- 20200 Gp- 3500/-
shri R.T.Date Circle Officer-Bandra	pay 9300- 34800 Gp- 4300/-

shri. K.B. Surve	pay 9300-34800 Gp- 4300/-
shri. K. R. Parve	pay 5200- 20200 Gp- 2400/-
shri K.J. Patil	pay 5200- 20200 Gp- 2800/-
shri. S.A. Teli	pay 5200- 20200 Gp- 2400/-
shri. D. N. More	pay 5200- 20200 Gp- 2400/-
smt. U.S.Hadavale	pay 5200- 20200 Gp- 2400/-
shri P. S. Gharat	pay 9300- 34800 Gp- 4200/-
shri P. C. Shinde	pay 9300-34800 Gp- 4300/-
shri B. L. Chopdekar	pay 5200- 20200 Gp- 2400/-
shri. V. D. Shirke	pay 9300- 34800 Gp- 4300/-
shri. M. B. Shrivastav	pay 5200- 20200 Gp- 2400/-

Smt.R. V.Kulkarni	pay 5200- 20200 Gp- 2400/-
shri. R. R. Yadav	pay 5200- 20200 Gp- 2400/-
smt. A. AMayekar	pay 5200- 20200 Gp- 2400/-
shri. V.R. Nikam	pay 5200- 20200 Gp- 2400/-
shri. G.P. Dawale	pay 5200- 20200 Gp- 2400/-
Shri. S. G. Manjarekar	pay 5200- 20200 Gp- 2400/-
Shri. G.P. Thakare	pay 5200- 20200 Gp- 2400/-
Shri. P.B.Sathe	pay 5200- 20200 Gp- 2400/-
Shri.J.P.Thakare	Pay 5200-20200 GP-2400/-

XI	The budget allocated to cash of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made.	
XII	The manner of execution of subsidy programmers including and amounts allocated and the details of beneficiaries of such programmers	
XIII	Particulars of recipients of concession permits or authorizations granted by it.	
XIV	Details in respect of the information available to or held by it reduced in an electronic form.	
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 the files on payment of fees as prescribed in the M.L.R.C. Rule and get the certified copies of the document if any required besides all officers are ready to clear up their doubts and to the most possible extent govt. forms are also issued to the public on demand they are also guided properly to fill up such forms and to make an application
XVI	The names designations and other particulars of the public information officers	

TAHASIL OFFICE

Sr No.	Public Information Officer	Appealiye Information Officer
1	Shri. S.L. Patade	Residential Niab Tahasildar
2	Shri. N.M. Balsaraf	Residential Niab Tahasildar
3	Shri. M.G. Gurav	Naib Tahasildar Revenue

TALATHI'S OFFICE

Sr No.	Public Informaton Officer	Name of the village(saza)	Appealiya information Officer
1	Shri. K.B. Surve	Marol	Shri. H.E. Kachare
2	Shri. K.R. Parve	Oshivara	Shri. H.E. Kachare
3	Shri. K.J. Patil.	Gundavali	Shri. H.E. Kachare
4	Smt. S.D. Teli	Majas	Shri. H.E. Kachare
5	Shri. D.N. More	Mogara	Shri. H.E. Kachare
6	Smt. U.D. Hadavale	Varsova	Shri. S.G. Kamble
7	Shri. P.S. Gharat	Juhu	Shri. S.G. Kamble
8	Shri.P.C. Shinde	Kondivita	Shri. S.G. Kamble
9	Shri. B.L. Chopadekar	Andheri	Shri. S.G. Kamble
10	Smt. A.A. Mayekar	Bandra I	Shri. R.T. Date
11	Shri. G.P.Davale	Bandra II	Shri. R.T. Date
12	Shri.M.B. Shrivastav	Danda I & II	Shri. R.T. Date
13	Smt. R.V. Kulkarni	Vileparle I	Shri. R.T. Date
14	Shri R.I. Yadav	Vileparle II	Shri. R.T. Date
15	Shri. P.B. Sathe	Vileparle III	Shri. R.T. Date
16	Shri R.V. Nikam	Kolekalyan I & II	Shri. R.T. Date

XVII	Such other information as may be prescribed	not applicable
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TAHASILDAR ANDHERI