

Leave Reserve Tahsildar , Mumbai Suburban District
(Land Matters, Borivali Taluka)

Right to information and Obligations of Public Authorities Information about section
4(b) I to XVII – **July - 2017**

Sr.No.	Para	Ramarks
I.	The particulars of its organization, functions and duties	<p>The Leave Reserve Tahsildar Branch of the Collector Office is headed by the Dy.Collector, Mumbai Suburban District & he is assisted by the Leave Reserve Tahsildar a Tahsildar Cadre officer : The Leave Reserve Tahsildar Branch is dealt with by Tahsildar. Awal Karkuns and Clerks. Their functions and duties are as under :</p> <ol style="list-style-type: none"> 1) Grant of land proposals in Borivali Tahsil Properties. 2) N.A. permission proposals u/s 44 of the M.L.R.C. 1966 in Borivali Tahsil. 3) Disposal of application for permission of amalgamation & Sub Division in Borivali Tahsil. 4) To arrange Lokshahi Din in every month and dispose off the reference received from Govt/Divisional Commissioner. 5) To arrange Bhrashtachar Nirmulan Committee meetings and dispose off the reference received from Govt/Divisional Commissioner other Govt. Department. 6) To dealt with bonded Labout Cases. 7) To dispose off Citizen ship references. 8) To issued orders of requisition of vehicles 9) Natural Calmities when required to give assistance to the affected persons as per directives by the Govt. 10) To deal with administration matter of the district. 11) To carry out inspection of Sub-ordinate offices. 12) To control over the encroachment machinery in the district and dispose off encroachment reference of the district. 13) To fix standard rates of N.A. Astt. 14)To dealt with miscellaneous subjects 15)To conduct inquiry in police firing 16) To conduct inquiry in custodial death. <p>E:\Leave Reserve Tahsildar.doc Page 2 of 5</p>

II.	The powers and duties of its officers and employees	<p>1) Maharashtra Land Reserve Code 1966 and rules framed thereunder as well as standing orders/circulars issued by the Govt.</p> <p>2) Bombay Police Act</p> <p>3) I.P.C.</p> <p>4) Cr. P.C.</p> <p>5) And others Acts as per requirement.</p>
III.	The procedure followed in decision making process including channels of supervision and accountability	<p>The procedure following in the decision making process including channels of supervision and accountability is as under-</p> <p>Collector M.S.D. (Chief of the decision and making process)</p> <p>Dy. Collector (G.A.D.) (Supervisory key officer controlling of Leave Reserve Tahsildar Branch)</p> <p>Leave Reserve Tahsildar (Supervising Land matters of Borivali Taluka other important work)</p> <p>Staff Suitable Staff (every staff member) including the supervisory officer are responsible in decision making and process.</p>
IV.	The norms set by it for the discharge of its functions	<p>The specific of disposal of references is fixed by Govt., Since the clerk is dealing with old land matters and most of the cases are complicated the file needs more attention and detailed seruntiny at clerical level.</p> <p>Besided, the Clerk/Awal Karkun in the Department normally found engaged in multifarious duties like Natural Calamities, Election etc.</p>
V.	The rules, regulations, instructions, manuals and	Employees of Leave Reserve Tahsildar Branch is discharging their functions

	records held by it or under its control or used by its employees for discharging its functions.	according to the instructions issued by the Revenue and Forest Department and the provisions laid down in the Act and Rules there under : 1) Maharashtra Land Revenue Code 1966 and rules there under 2) Bombay Police Act 1951 3) Criminal Procedure Code 1973 4) Other relevant Acts. E:\Leave Reserve Tahsildar.doc Page 3 of 5
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 Govt. in Revenue and Forests dept. through the Divisional Commissioner, Konkan Division.
IX.	A directory of its officers and employees	Office Phone No. 26556806, 26556799 1) Shri. Satyanarayan Bajaj, Deputy Collector(GAD), Mumbai Suburban District. 2) Shri. Shekhar Ghadge, Leave Reserve Tahsildar to the Collector, M.S.D. 3) Smt. Madhuri Shinde, Awal Karkun 4) Smt. Swati Shelokar, Clerk

		<p>5) Shri. M. G. Gawande, Awal Karkun</p> <p>6) Shri. Rajesh Shelke, Clerk</p> <p>7) Shri. Suresh Bhakre, Clerk</p> <p>8) Shri. Mahesh Vispute, Clerk</p> <p>9) Shri. Shankar Patil, Clerk</p> <p>10) Shri. Yogesh Pathak, Clerk</p> <p>11) Shri. Bapusaheb Nilakh, Clerk-cum-Typist</p> <p>12) Shri. Satish Chavan, Clerk-cum-Typist</p> <p>13) Vacant Post, Clerk-cum-Typist</p>
X.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	<p>As per the Govt. norms and rules each officer and employee is drawing the salaries in scale prescribed by the Govt. Details of their salaries is as under (Name/ Designation, Pay Scale)</p> <p>1) Shri. Satyanarayan Bajaj, Deputy Collector(GAD), Mumbai Suburban District.</p> <p>Pay : 15600-39100 Grade Pay- 6600</p> <p>2) Shri. Shekhar Ghadge, Leave Reserve Tahsildar to the Collector, M.S.D.</p> <p>Pay : 9300-34800 Grade Pay - 5000</p> <p>3) Smt. Madhuri Shinde, Awal Karkun</p> <p>Pay : 9300-34800 Grade Pay - 4300</p> <p>4) Smt. Swati Shelokar, Clerk</p> <p>Pay : 5200-20200 Grade Pay - 1900</p> <p>5) Shri. M. G. Gawande, Awal Karkun</p> <p>Pay : 5200-20200 Grade Pay - 3500</p>

		<p>6) Shri. Rajesh Shelke, Clerk Pay : 5200-20200 Grade Pay - 1900</p> <p>7) Shri. Suresh Bhakre, Clerk Pay : 5200-20200 Grade Pay - 1900</p> <p>8) Shri. Mahesh Vispute, Clerk Pay : 5200-20200 Grade Pay - 1900</p> <p>9) Shri. Shankar Patil, Clerk Pay : 5200-20200 Grade Pay - 1900</p> <p>10) Shri. Yogesh Pathak, Clerk Pay : 5200-20200 Grade Pay - 1900</p> <p>11) Shri. Bapusaheb Nilakh, Clerk-cum-Typist Pay : 5200-20200 Grade Pay - 1900</p> <p>12) Shri. Satish Chavan, Clerk-cum-Typist Pay : 5200-20200 Grade Pay - 1900</p> <p>13) Vacant Post, Clerk-cum-Typist Pay : 5200-20200 Grade Pay - 1900</p> <p>There is no provisions to pay the compensation to the Govt. Servant.</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 programmes, including the amounts allocated and the details of	Not applicable

	beneficiaries of such programmes :-	
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 :	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 the files on payment of fees as prescribed in the M.L.R.C. Rule 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. Govt. Forms are also issued to the public on demand. They 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:	<p>Shri. Shekhar Ghadge, Leave Reserve Tahsildar, Appellate Authority</p> <p>1) Smt. Madhuri Shinde, Awal Karkun Public Information Officer</p> <p>2) Smt. Swati Shelokar, Clerk Public Information Officer</p> <p>3) Shri. M. G. Gawande, Awal Karkun Public Information Officer</p> <p>4) Shri. Rajesh Shelke, Clerk Public Information Officer</p> <p>5) Shri. Suresh Bhakre, Clerk Public Information Officer</p> <p>6) Shri. Mahesh Vispute, Clerk Public Information Officer</p> <p>7) Shri. Shankar Patil, Clerk Public Information Officer</p>

		8) Shri. Yogesh Pathak, Clerk Public Information Officer 9) Shri. Bapusaheb Nilakh, Clerk-cum-Typist Public Information Officer 10) Shri. Satish Chavan, Clerk-cum-Typist Public Information Officer 11) Vacant Post, Clerk-cum-Typist
XVII.	Such other information as may be prescribed	Not applicable.

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Leave Reserve Tahsildar
Mumbai Suburban District