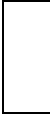



**Account Branch, Mumbai Suburban District**

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

S.No.	Para	Ramarks
I.	<b>The particulars of its organization, functions and duties</b>	<p>The Account Branch of the Collector office is headed by the Resident Deputy Collector, Mumbai Suburban District &amp; he is assisted by the Chitnis and the Accounts Officer. The Branch is dealt with by following staff .Their functions and duties are as under :</p> <p>Assistant Account Officer – 1</p> <p>Deputy Accountant – 2</p> <p>Awal Karkun - 3</p> <p>Clerk – 2</p> <p>Resident Deputy Collector is drawing and Disbursing Officer for the salaries and the other expenditure for Class –1 and Class-2 Officer and Chitnis is the DDO for the salaries and the other expenditure for the Class-3 and Class-4.</p> <p>Their functions and duties of the Account Branch are as under :</p> <p><b>Internal Audit Wing -</b></p> <p><b>Accounts Officer –</b></p> <p><b>Assistant Accounts Officer-</b></p> <p><b>Deputy Accountant -</b></p> <p>a)Compliance of audit points drawn by Account General, Mumbai/Nagpur.</p> <p>b) To carry out Internal Audit of the Offices/Branches under the control of Collector</p>

	<p><b>Account Section –</b></p> <p><b>Accounts Officer –2</b></p> <ul style="list-style-type: none"> <li>a) Compliance of audit point drawn by A.G.Mumbai</li> <li>b) To carry out expenditure amount of the office/branch under the Control of Collector.</li> </ul> <p><b>Awal Karkun :-</b></p> <ul style="list-style-type: none"> <li>a) To submit pension papers after fully compliance to the Accountant General.</li> <li>b) To take action for final withdrawal of General Insurance Scheme</li> <li>c) Grant distribution to the offices under Collectorate</li> <li>d) To finalise Medical Re-imbusement bills</li> <li>e) Compliance of objections raised by pay Verification Unit</li> <li>f) All types of Bills, LPC, NDC</li> <li>g) To prepare form No.16,24 and 27A for Income Tax purpose.</li> <li>h) To prepare performance budget and financial budget.</li> </ul> <p><b><u>Clerk</u></b></p> <ul style="list-style-type: none"> <li>a) To prepare head wise pay bills of the office staff contingency and detailed bills and submit to Pay And Account Office</li> <li>b) To draw the yearly increment of the employees</li> <li>c) To prepare the bills of House Building and Festival Advance.</li> <li>d) To complete the work of reconciliation of receipt/expenditure.</li> </ul>
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		<p>e) To submit the report of surrender of grants.</p> <p>f) To prepare the plus-minus memo of grants and submit to the commissioner.</p> <p>g) To maintain the GPF Accounts of Class IV employees.</p> <p><b>CASHIER :-</b></p> <p>a) To maintain day to day cash book.</p> <p>b) To collect the cheques/cash of Govt. Revenue and deposit/remit in RBI.</p>
II.	<b>The powers and duties of its officers and employees</b>	<p>The powers and the duties are exercising by the officer and the employees in the account branch under provisions of following act and also as per the Govt. order received from Revenue and Forest Dept. ,GAD and Finance Department.</p> <p>1) Maharashtra Civil Services (Pension) Rule 1982.</p> <p>2) Maharashtra General Provident Fund Rules</p> <p>3) Maharashtra Treasury Rules</p> <p>4) MCSR (Pay Rules 1981)</p> <p>5) MCSR (Commutation of Pension) Rules 1984</p> <p>6) MCSR (Joining time, Foreign service and the payment during suspension, dismissal and removal) Rules 1981.</p>
III.	<b>The procedure followed in decision making process including channels of supervision and accountability</b>	<p>The procedure follows in the decision making process including channels of supervision and accountability is as under</p> <p>Collector (Chief of decision making process)</p> <div style="text-align: center;">  </div> <p>(Residential Deputy Collector (Supervisor key</p>

		<p>officer conducting of the Chitnis Branch)</p> <p style="text-align: center;">  </p> <p style="text-align: center;">1) Accounts Officer –1</p> <p style="text-align: center;">2) Accounts Officer –2</p> <p>Suitable staff (every staff member including the supervisory officer and responsible in decision making and process )</p>
IV.	<b>The norms set by it for the discharge of its functions</b>	<p>1) The specific norms of disposal of references is not fixed by the Govt. The pay bill are to be presented before due date prescribed by the PAO. Form No. 16 of the Income Tax are to be given to the employees before 31<sup>st</sup> May of every year. Issue pay slips in every month. Completion of GPF account of Class-4 employees in every month.</p> <p>2) Internal Audit of Subordinate offices- Receipt of Payment.</p> <p>3) Clearance of A.G.Mumbai, A.G.Nagpur.</p> <p>Audit para’s raised by the A.G.office time to time as per rule.</p>
V.	<b>The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging it functions.</b>	<p>Employees of Account Branch is discharging their functions according to instructions of the Revenue and Forest Department and and GAD and Finance Department.</p> <p>1) Maharashtra Civil Services (Pension) Rule 1982.</p> <p>2) Maharashtra General Provident Fund Rules</p> <p>3) Maharashtra Treasury Rules</p> <p>4) MCSR (Pay Rules 1981)</p> <p>5) MCSR (Commutation of Pension) Rules 1984</p> <p>6) MCSR (Joining time, Foreign service and the payment during suspension, dismissal and removal) Rules 1981.</p>

VI.	<b>The statement of the categories of documents that are held by it or under its control</b>	Not applicable
VII.	<b>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</b>	Not applicable
VIII.	<b>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</b>	Not applicable
IX.	<b>A directory of its officers and employees</b>	Office Phone No. 26556806, 26556799 1) Shri. Manoj Gohad, Resident Deputy Collector, Mumbai Suburban District. 2) Smt. S.K. Abhange Accounts Officer –1 3) Shri D.P. Dhande – Accounts Officer -2 4) Smt J.R. Parker, Asst.Accountant Officer 5) Shri. S.M. Todankar, Deputy Accountant 6) Smt. S.S. Dhuri, Awal Karkun 7) Smt. B.S. Dadarkar, Awal Karkun 8) Post Vacant – Awal Karkun 9) Shri. M. R. Gurav, Clerk 10) Smt. S.P. Shinde, Clerk 11) Shri R.U. Mankas, Cashier.

X.	<p><b>The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations</b></p>	<p>As per the Govt. norms and rules each officer and employee is drawing the salaries. The salary as under Name/ Designation, Pay Scale :</p> <p>1) Shri. Manoj Gohad, Resident Deputy Collector, Mumbai Suburban District. <b>Pay : 9300-34800 Gr. Pay 5400</b></p> <p>2) Smt. S.K. Abhange Accounts Officer <b>Pay : 9300-34800 Gr. Pay 4400</b></p> <p>3) Shri D.P. Dhande – Accounts Officer –2 <b>Pay : 9300-34800 Gr. Pay 4400</b></p> <p>4) Smt. J. R. Parker, Asst.Accountant Officer <b>Pay : 9300-34800 Gr. Pay 4300</b></p> <p>5) Shri. S.M.Todankar, Deputy Accountant <b>Pay : 9300-34800 Gr. Pay 4200</b></p> <p>6) Smt S. S. Dhuri, Awal Karkun <b>Pay : 5200-20200 Gr.Pay 2800</b></p> <p>7)Smt. B.S. Dadarkar, Awal Karkun <b>Pay : 5200-20200 Gr.Pay 2800</b></p> <p>8) Post Vacant- Awal Karkun <b>Pay : 5200-20200 Gr.Pay 2800</b></p> <p>9) Shri. M. R. Gurav, Clerk <b>Pay : 5200-20200 Gr.Pay 1900</b></p> <p>10) Smt. S.P. Shinde, Clerk <b>Pay : 5200-20200 Gr.Pay 1900</b></p> <p>11) Shir R.U.Mankas, Cashier <b>Pay : 5200-20200 Gr.Pay 1900</b></p> <p>There is no system to pay compensation to Govt.</p>
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<p>XI.</p>	<p><b>The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made</b></p>	<p><b><u>2053- District Administration</u></b></p> <p>The Commissioner Konkan Division under his order No. LekhaMela/RCN/1/2053/2010-11 dt.17/06/2011 allotted following grants to the Collector , M.S.D.</p> <p><b>1) 20530028</b></p> <table border="0"> <thead> <tr> <th style="text-align: left;">Particulars</th> <th style="text-align: right;">Grants received by the commissioner Kokan Division</th> <th style="text-align: right;">Expenditure incurred upto 31/7/2011</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td style="text-align: right;">22194000</td> <td style="text-align: right;">15645776</td> </tr> <tr> <td>T.A.</td> <td style="text-align: right;">52000</td> <td style="text-align: right;">NIL</td> </tr> <tr> <td>O.E.</td> <td style="text-align: right;">1180000</td> <td style="text-align: right;">2,24,782</td> </tr> <tr> <td>O.T. Allowance</td> <td style="text-align: right;">115000</td> <td style="text-align: right;">37,640</td> </tr> <tr> <td><b>Total.</b></td> <td style="text-align: right;"><b>2,35,41,000</b></td> <td style="text-align: right;"><b>1,59,08,198</b></td> </tr> </tbody> </table> <p><b>2) 20530162</b></p> <table border="0"> <tbody> <tr> <td>Salary</td> <td style="text-align: right;">2,80,3500</td> <td style="text-align: right;">2,89,870</td> </tr> <tr> <td><b>Total.</b></td> <td style="text-align: right;"><b>2,80,3500</b></td> <td style="text-align: right;"><b>2,89,870</b></td> </tr> </tbody> </table> <p><b><u>2045 Other taxes and Duties or commodities and services.</u></b></p> <p>The Commissioner Division under his order no. Lekhamela/RCN-1/2045/2011-12 dt.17/06/2011 allotted following grants to the Collector M.S.D.</p> <p><b>1) <u>20450091</u></b></p> <table border="0"> <tbody> <tr> <td>Salary</td> <td style="text-align: right;">45,00,000</td> <td style="text-align: right;">34,87,554</td> </tr> <tr> <td>T.A.</td> <td style="text-align: right;">21000</td> <td style="text-align: right;">NIL</td> </tr> <tr> <td>O.E.</td> <td style="text-align: right;">2000</td> <td style="text-align: right;">NIL</td> </tr> <tr> <td><b>Total.</b></td> <td style="text-align: right;"><b>45,23,000</b></td> <td style="text-align: right;"><b>34,87,554</b></td> </tr> </tbody> </table> <p><b>2) <u>20450182</u></b></p> <table border="0"> <tbody> <tr> <td>20 other expenditure</td> <td style="text-align: right;"><b>1,82,000</b></td> <td style="text-align: right;">NIL</td> </tr> </tbody> </table> <p><b>3) <u>20450262</u></b></p> <table border="0"> <tbody> <tr> <td>20 other expenditure</td> <td style="text-align: right;"><b>1,40,000</b></td> <td style="text-align: right;">NIL</td> </tr> </tbody> </table>	Particulars	Grants received by the commissioner Kokan Division	Expenditure incurred upto 31/7/2011	Salary	22194000	15645776	T.A.	52000	NIL	O.E.	1180000	2,24,782	O.T. Allowance	115000	37,640	<b>Total.</b>	<b>2,35,41,000</b>	<b>1,59,08,198</b>	Salary	2,80,3500	2,89,870	<b>Total.</b>	<b>2,80,3500</b>	<b>2,89,870</b>	Salary	45,00,000	34,87,554	T.A.	21000	NIL	O.E.	2000	NIL	<b>Total.</b>	<b>45,23,000</b>	<b>34,87,554</b>	20 other expenditure	<b>1,82,000</b>	NIL	20 other expenditure	<b>1,40,000</b>	NIL
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XII.	<b>The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :-</b>	Not applicable
XIII.	<b>Particulars of recipients of concession, permits or authorizations granted by it:</b>	Not applicable
XIV.	<b>Details in respect of the information, available to or held by it, reduced in an electronic form :</b>	Not applicable
XV	<b>The particulars of facilities to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use</b>	Not applicable
XVI	<b>The names, designations and other particulars of the Public Information Officers.</b>	<p>Shri D.P. Dhande (Resident Deputy Collector)</p> <p>Appellate Officer</p> <p>↓</p> <p>Smt J. R. Parkar Assistant Accounts Officer</p> <p>Information Officer</p> <p>↓</p> <p>Smt. S.S. Dhuri Asst. Information Officer</p>
XVII	<b>Such Other information as may be prescribed</b>	Not applicable