

Name of the Office : Additional Tahsildar (N.A.) Borvali - I Right to information and obligation of Public Authorities Information about Section - 4 (i) (b) I to XVII.

Sr. No.	Para	Remarks
1.	Particulars of its organization functions and duties	Additional Tahsildar (NA) Borivali - I Consists following staff.
		<p><b><u>1) Additional Tahsildar (N.A.)</u></b>  <u>Smt. J. J. Mor, Borivali - I</u>  Additional Tahsildar (N.A.) post created for disposal of detected cases erected authority on the private land, as per Govt. R. and FD's Cr No. NAA/1076/36650/L-2 dt. 29.05.1958.  To pass the orders of N.A. Asstt. Under Sec. US of M.L.R.C. 1966 for the structures erected on Pvt. Land after giving show cause notice 10 days before to issue of N.A. order to the owner of land as well as structure holder of owner refuse to pay the payment of N.A. Asst. which is levied with fine, the Addl. Tahsildar (N.A.) has power recover the same from structure holder under Section 168(2) of M.L.R.C. 1966.  He has to look after supervise the work of his employees.  The following working under Addl. Tahsildar (N.A.)</p>

**Borivali - I**

Awal Karkun - I Post Vacant

To look after the work as disposal of office Tapal etc. Preparation of monthly statement. To prepare order to levy of N.A. Asst. To Prepare Demand Notice to the unauthorized structure holders and the owner of the land under Sect. 45 of MLRC 1966 etc.

**Maintenance Surveyor - 2**

1) Shri. S. A. Rasal

2) Shri. P. N. Sonawane

As per target given every M.S. has to detect 150 cases of unauthorized N.A. use in the 4 month along with his detailed report and site plan.

**Bill Collector - II**

1) Shri. T. G. Shinde

2) Post Vacant

The recovery the amount shown in the N.A. Asst. order to maintained cheque and case Register etc. To keep up to date list of defaulters.

**Typist - I**

Post Vacant

To type a order of N. A., Inward & Outward work, Pay Bills.

Establishment work. The above work is for both Tahsildar (N.A.) i.e. I, II.

**Peon - 1**

Shri. S. D. Deorukhar

To Serve the notice to the party

		concerned and to delivered office Tapal. He has to prepare a separated file for each N.A. Asst. order and kept filing up to date.
II	The powers and duties of its Officers and Employees.	Exercise of power delegated under Maharashtra Land Revenue code 1966 and rules framed there under as well as standing orders / circulars issued by the Government.
III	The Procedure following of in making process	The procedure - follow OE in the decision making.
	Including channels of and accountability	Decision making process including channels of supervision and accountability is as under :- Additional Tahsildar (N.A.) Borivali - I Awal Karkun Bill Collector Maintenance Surveyor Working Staff (every staff members) including the supervisory officer and responsible for decision making process.
IV	The norms set by it for the discharge of its functions	Section 45, Section 168(2) and provisions of 180 and 181 of Maharashtra Land Revenue Codes 1966.
V	The rules regulations instruction manuals and records held by it or under its employs for discharging it	1) Section 45, Sect. 168 (2) and provision of 180 and 181 of Maharashtra Land Revenue Codes 1966. 2) Govt. R. & FDS Circular No. NAA/1079/56/I & II of 7/79.

	functions.	<p>3) Govt. R. &amp; FDS Circular No. NAA/1090/Pk-16/1-2 dt. 17.07.92</p> <p>4) Comm. K. Due order No. MS/K-2/L-2/P.A. 667 dt. 02.07.94</p> <p>5) Collector MSD's / Instructions contained in monthly meeting proceedings of 2/04.</p> <p>6) Collector MSD's D.O. letter NO. C/Desk-NAA/WS/391/91 dated 12.03.91.</p>
VI	The statement of the categories of documents that are held by it or under it or Control.	Not Applicable.
VIII	A statement of the Boards, Councils Committee and other bodies consisting of two or more persons constituted as its pat or for purpose of its advice and as whether meetings or those Boards Councils. Committees and other, bodies are open the public or the minutes of such meetings are accessible for public.	Not Applicable.

IX	The directory of its Officers and employees.	1) Smt. J. J. Mor, Addi. Tahildar (N.A.) Borivali - I. 2) Post Vacant Awal Karkun. 3) 1. Shri. T. G. Shinde Bill Collector. 2. Post Vacant- Bill Collector. 4) Shri. S. A. Rasal Maintenance Surveyor. 5) Shri. P. N. Sonawane - Maintenance Surveyor. 6) Shir. S. D. Devrukhkar - Peon.
X	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.	As per the Government norms and rules each officers 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. J. J. Mor - Addl. Tahsildar (N.A.) Borivali - I. Pay 9300-34800 2) Post Vacant - Awal Karkun 3) Shri. S. A. Rasal, Maintenance Surveyor. Pay 5200-20200 4) Shri. P. N. Sonawane - Maintenance Surveyor. Pay 5200-20200 5) T. G. Shinde Bill Collector Pay 5200-20200 6) Post Vacant - Bill Collector 7) Typist - Post Vacant Pay 5200-20200 8) Shri. S. D. Deorukhkar - Peon Pay 4440-7440.

XI	The budget allocated to cash of its agency, indicating the particulars of all plan, proposed expenditures and reports and disbursement made.	Not Applicable.
XII	The manager of executes of subsidy programmers, eating the amount allocated and the details of beneficences of such programmers.	Not Applicable.
XIII	Particulars of receipts of concession, permits of authorization granted by its.	Not Applicable.
XIV	Details in respect of the information available to or held by it, reduced in on electrode 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.	Citizens are obtaining information orally or in the form of written letter from this office. There is no separate facilities available such as library or reading.

XVI	The names, designation and other particulars of the public information officers.	1) Smt. J. J. Mor, Addl. Tahsildar (N.A.) Borivali - I. Appealate Information Officer. 2) Public Information Officer (Post Vacant) 3) Shri. T. G. Shinde, Asstt. Public Information Officer.
XVII	Such other information as may be prescribed.	Not Applicable.

**ADDITIONAL TAHSILDAR  
(N.A.) BORIVALI - I**