

Name of the office : Additional Tahsildar (N.A.) Borivali – II information about Right to Information Act - 2005 under Section -4 (i) (b) to XVII

Sr.No	Para	Remarks
1.	Particulars of its organization functions and duties	<p>Additional Tahsildar (NA) Borivali – II consists following staff</p> <p>1) Additional Tahsildar (N.A.) Shri. S.V. Patil Borivali – II</p> <p>The Post of Additional Tahsildar is created by Government for Disposeal of Unauthorised N.A. detected cases on Private Land U/s 45 of MLRC 1966 as per Revenue and Forest department Circular No. NAA / 1076 / 36650 / L2 / dt. 29.05.1958.</p> <p>To pass the orders of N.A. Assessment under Sec. 45 of M.L.R.C. 1966 for the structures erected on private 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 if 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.</p> <p>He has to look after and to super wise the work of his employees. The following staff working under Addl. Tahsildar (N.A.) Borivali – II.</p> <p>Awal Karkun – I (Shri. G. S. Aher).</p> <p>Duties of Awal Karkun is as under:-</p> <p>To look after the work disposal of office Tapal etc. preparation of monthly statement. To prepare order to levy of N.A. Assessment. To prepare Demand Notice to the unauthorized</p>

		<p>structure holders and the owner of the land under section 45 of MLRC 1966 etc.</p> <p>Maintenance Surveyor – (Two Post)</p> <p>1) Shri. M.G. Vaidya</p> <p>2) Shri. M. M. Kamat</p> <p>As per target given by Government every M.S. has to detect 150 cases of unauthorized N.A. use in the one month and has to give his detail report along with site plan.</p> <p>Shri. V.G. Joshi Bill Collector</p> <p>To recover the amount shown in the N.A. Assessment order, to maintained cheque and cash Register etc. and to keep up to date list of defaulters.</p> <p>Peon – 1</p> <p>Shri. J. R. Nijai</p> <p>To serve the notice to the party concerned and to delivered office Tapal.</p>
II		To exercise power delegated under section 45 Maharashtra Land Revenue code 1966 and rules framed there under as well as standing orders / circulars issued by Government.
III.	The Procedure following of in making process	To procedure – follow OE in the decision making.
	Including chancels of and accountability	Decision making process including channels of supervision and accountability is as under:- Additional Tahsildar (N.A.) Borivali – II, Awal Karkun

		<p>Bill Collector</p> <p>Maintenance Surveyor</p> <p>Working Staff (every staff members) including the supervisory officer and responsible for decision making process.</p>
IV	The norms set by it for the discharge of its functions	As per under 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 employees for discharging it functions	<p>1) Section 45, Sec. 168 (2) and provision of 180 and 181 of Maharashtra Land Revenue Codes 1966.</p> <p>2) Govt. R & FDS Circular No. NAA/ 1079 / 56 / I & II of 7/79</p> <p>3) Govt. R & FDS Circular No. NAA / 1090 / Pk-16/1-2 dt. 17.07.92</p> <p>4) Commr. Konkan Division 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 proceeding 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
VII.	A statement of the Boards Councils Committee and other bodies consisting of two or more persons constituted as it part or for purpose of its advice and as whether meetings or those Boards Councils. Committees and other bodies	Not applicable

	are open the public or the minutes of such meetings are accessible for public.	
IX.	The directory of its Officers and employees	<p>1) Shri. S.V. Patil, Addl. Tahsildar (N.A.) Borivali-II.</p> <p>2) Awal Karkun – Shri. G.S. Aher</p> <p>3) Bill Collector, Shri. V.G. Joshi</p> <p>4) Shri. M.G. Vaidya Maintenance Surveyor.</p> <p>5) Shri. M. M. Kamat – Maintenance Surveyor</p> <p>6) Shri. J. R. Nijai – Peon.</p>
X	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.	<p>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:-</p> <p>(Name / Designation / Pay Scale)</p> <p>1) Shri. S.V. Patil – Addl. Tahsildar (N.A.) Borivali- II Pay 15600 – 39100</p> <p>2) Shri. G.S. Aher - Awal Karkun Pay 5200 - 20200</p> <p>3) Shri. M.G. Vaidya – Maintenance Surveyor Pay 5200 – 20,200</p> <p>4) Shri. M. M. Kamat, Maintenance Surveyor 3) Pay 5200 – 20200</p> <p>4) Shri. J. R. Nijai –Peon Pay 4440 – 7440</p>
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 recipients 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 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.	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.	Shri. S.V. Patil, Addl. Tahsildar (N.A.) Borivali – II, Appellate information Officer. 2) Shri. G. S. Aher - Public Information Officer 3) Shri. V.G. Joshi Asstt. Public Information Officer.
XVIII	Such other information as may be prescribed.	Not Applicable

**ADDITIONAL TAHSILDAR (N.A.)
Borivali - II**