

तहसिलदार अंधेरी यांचे कार्यालय

दादाभाई रोड, अंधेरी (पश्चिम), मुंबई ४०० ०५८.

कमांक. तह/अंधेरी/कार्या-१/मा.अ.अ./कावि- १८१ /२०११.

दिनांक : १९ / ०९ /२०११.

प्रति,
मा.जिल्हाधिकारी,
मुंबई उपनगर जिल्हा

विषय: माहितीचा अधिकार अधिनियम २००५ मधील कलम ४
खालील १ ते १७ बाबींवरील माहिती (जुलै २०११)

संदर्भ: आपले कडिल पत्र क्रं. सी./कार्या ५/माअ /१७ बाबी/कावि ८५१/११
दि. २२/०७/२०११.

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 पोहच देणेस विनंती.

तहसिलदार अंधेरी

Name of the Office:- Tahasildar Andheri

Right of information and obligations of public Authorities Informations about

section ४ (i) (b) I TO XVII.

SR no .	PARA	REMARKS
१	Particulars of its organization function & duties	Tahasildar office Andheri consists of following staff
	१) Tahasildar Smt. Rupali Bhalke	Disposal of cases of land matters disposal disputed mutation and entry deciding matters under Maharashtra land revenue code १९६६ 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, Miming inspection.
२.	Resident Naib Tahasildar Shri A.B. Koshti	Establishment & supervision of work of Income certificate, Domicile certificate, caste certificate, senior citizen certificate, Disposal of application under act. cases under natural calamities & bomb blast.etc. & supervision of office staff.
३.	Naib Tahasildar (Revenue) Shri. U.B. Nalawade	Supervision over all Revenue matters. Work of Domicile certificate, senior citizen certificate etc.
४.	Awal karkun shri. S.L. Patade	Revenue officer meetings cases under co-op. soc. Act. Solvency certificate.
५.	Awal karkun smt. R.R. Gaonkar	land matter, lease cases, occupancy case, branch of condition case, subject regarding mangros, Bomb Blast, riots and other case, Excavation case, Natural Calamities.

६.	Awal karkun smt. A.A. Patil	The Disposal of application made under record of right act.२००५ Disposal of all kinds of audit case, Jamabandi All Treasury & record & treasury supervision.
Clerks (१० post)		
१	cashier Mr. v.a. kadam	All treasury matters, bank matter & cash transaction & reconciliation
२	shri. T.D. Dumbre	Income certificate officer record, Flag days contribution issuance of receipt book to talathi & Clark & maintains of record
३	Shri. S. D. Dete	Suspended
४	Shri. S.K. Waghmare	Suspended
५	Shri. V.G. Joshi	Working at Additional Tahasildar (N.A) Borivali
६	shri. M.G. Gurav	Land matter, Record of Rights cases.
७	smt. S.S. Thakur	All kinds of pay bills & maintains of record issuance. All establishment matter maintains of govt. vehicle log book & Tahasildar dairy.
८	shri. M. P. Kedar	Non creamy layer certificate, senior citizen certificate.& Domicile certificate, Work of Administration of offices.
९	shri. S.H. Pawar	issuance of caste certificate supervision over Setu suvidha seva Kendra.
१०	Vacant	

Field Staff in Andheri Taluka Circle Officer

circle officer	talathi in circle	kothwal
shri N.M. Balsaraf Circle officer Marol	shri. K.B. Surve shri Parve shri K.J. Patil Smt. Shradda Teli shri. D. N. More	shri. Nilesh Jadhav shri Sachin Pawaskar shri Girish Sonar shri Chavatekar shri shirsagar
shri. S. Kamble Circle officer Andheri	Smt. Hadavale shri P. S. Gharat shri Shinde shri B. L. Chopdekar	shri Anand Thakur shri Dhuri shri Nana Tawade shri Dattu nagolkar
shri V. C. Mane Circle officer Bandra	shri. V. D. Shirke shri. M. B. Shrivastav smt. Nita Tekavade shri. K. V. Phansekar shri. R. R. Yadav shri. 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 Discrepancy 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

1. Maintain Record of Rights
2. Submission of Administrative reports
3. Recovery of Land revenue and other dues
4. maintain Village Form No. ८ and ८ 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 १९६६. 2) Maharashtra Private Forest Act १९७५.
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	Not applicable

	members of the public or implementation there of.	
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 २६२३१३६८
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) १) smt. Rupali Bhalke Tahasildar pay १५६००-३९१०० GP- ५०००/- २) Shri A.B. Koshti Residential Naib Tahasildar pay ९३००-३४८०० Gp- ४३००/- ३) Shri. U.B. Nalawade Naib Tahasildar (Revenue) pay ९३००-३४८०० Gp-४३००/- ४) Awal karkun shri. S.L. Patade pay ५२००-२०२०० Gp- २८००/- ५) Awal karkun R.R. Gaokar Pay ५२००-२०२०० Gp- २८००/- ६) Awal karkun smt. A.A. Patil pay ५२००-२०२०० Gp- २८००/-
	१. cashier Mr. v.a. kadam pay ५२००-२०२०० Gp- २८००/-	
	२. Mr. m.p. Kedar pay ५२००-२०२०० Gp- १९००/-	
	३. smt. S.S. Thakur pay ५२००-२०२०० Gp- १९००/-	

४. shri. T.D. Dumbre pay ५२००-२०२०० Gp- १९००/-
५. shri. S.H. Pawar pay ५२००-२०२०० Gp- १९००/-
६. V.G. Joshi Pay ५२००-२०२०० Gp- १९००/-
७. Vacant
८. shri. M.G. Gurav pay ५२००-२०२०० Gp- १९००/-
१०. Vacant ५२००-२०२०० Gp- १९००/-

shri N.M. Balsaraf Mandal Adhikari Marol pay ५२००- २०२०० Gp- २८००/-
shri S. Kamble mandal adhikari andheri pay ५२००- २०२०० Gp- ३५००/-
shri V. C. Mane mandal adhikari bandra pay ५२००- २०२०० Gp- २८००/-

shri. K.B. Surve	pay ५२००- २०२०० Gp- ३५००/-
shri. K. R. Parve	pay ५२००- २०२०० Gp- २४००/-
shri K.J. Patil	pay ५२००- २०२०० Gp- २८००/-
shri. Shradha Teli	pay ५२००- २०२०० Gp- २४००/-
shri. D. N. More	pay ५२००- २०२०० Gp- २४००/-
smt. Urmila hadavale	pay ५२००- २०२०० Gp- २४००/-
shri P. S. Gharat	pay ५२००- २०२०० Gp- ४२००/-
shri P. C. Shinde	pay ५२००- २०२०० Gp- ३०००/-
shri B. L. Chopdekar	pay ५२००- २०२०० Gp- २४००/-
shri. V. D. Shirke	pay ५२००- २०२०० Gp- ३५००/-
shri. M. B. Shrivastav	pay ५२००- २०२०० Gp- २४००/-
smt. Nita Tekavade	pay ५२००- २०२०० Gp- २४००/-
shri. K. V. Phansekar	pay ५२००- २०२०० Gp- २८००/-
shri. R. R. Yadav	pay ५२००- २०२०० Gp- २४००/-
smt. A. Mayekar	pay ५२००- २०२०० Gp- २४००/-
shri. R.V. Nikam	pay ५२००- २०२०० Gp- २४००/-
shri. G.P. Dawale	pay ५२००- २०२०० Gp- २४००/-
Shri. S. G. Manjarekar	pay ५२००- २०२०० Gp- २४००/-
Shri. G.P. Thakare	pay ५२००- २०२०० Gp- २४००/-
Smt. V. D. Bhurkunde	pay ५२००- २०२०० Gp- २४००/-
Shri. Prabhakar Sathe	pay ५२००- २०२०० Gp- २४००/-

XI	The budget allocated to cash of its agency, indicating the particulars of all plans proposed expenditures and	
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	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	1) Smt. Rupali Bhalke Tahasildar Andheri
XVII	Such other information as may be prescribed	not applicable

TAHASILDAR ANDHERI