

# **Tahsildar Borivali Office**

**Right to information and Obligations of  
Public Authorities**

**Information about section 4(i) (b) I to XVII**

## Name of the Office : - Tahsildar Borivali

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

S.No.	Para	Remarks
1	particulars of its organization, functions and duties	Tahsildar office Borivali consists of following Staff.
	<b>1) Tahsildar, Shri. Vinod Rane</b>	Disposal of cases of Land matter's , Disposal of Disputed Mutation and Mutation entry, Deciding matters under B.T. and AL Act. 1948 that is under section 32G, And 70(B)., Inspection of Talathis and Circle Officers for Land revenue recovery, Recovery of Entertainment Duty dues and all other Govt.dues and certificates received from various Departments for recovery as an arrears of Land revenue, Supervision of office, inspection of Cinema theater, mining inspection.
2	<b>i) Shri. S.M. Shinde, R.N.T.</b>	<b>Supervision of Office Staff</b>
	<b>ii) Smt. R.R. Harchekar N.T. (Revenue)</b>	<b>Supervision of office staff</b>
3	<b>1.Shri. R.S. Sankulkar, Aval Karkun</b>	<b>Supervision</b>

	<p><b>2) Shri. P. D. Jadhav, (Aval Karkun)</b>  Land Revenue matters, submission of Reports in Grant of Land cases, preparation of Recovery Statement and other statement pertaining to B.T. Act N.A. matter, Audit paras drawn by the A.G. Nagpur, and Matter related to Tribal, Jamabandhi, and Lease matter, Occupancy Prices, Inquest panchanama and mining.</p>	<p><b>3) Shri. W.U.Bamane , ( TreasuryAval Karkun) Supervision</b>  Preparation of pay bills, Monthly expenditure statement &amp; natural calamities statement. Preparation of Budget Estimates, preparation of pay bill of staff and Talathies and Circle Officers, acceptance of revenue Recovery of Talathies and cheques received from Land Lords, and credit them into the Bank. And maintaining cash books.</p>
	<p><b>1) Shri. S.V. Bendkhale(Clerk)</b>  RTS, Pik Pahani , Computerization 7/12, Land matter cases, Certificate of Agriculture etc., Accident cases, Tahsildar's dairy, circle officer's dairy. The matter related to sec 80(2) of the Maharastra Co-op. Act 1960. Organization and method system. Environment (Mangroves) matter, work Sheet and drawing of Abstract, Riot cases maharashtra marine Fishing Regulations Act. 1981.</p>	<p><b>2) Smt.Reema R. Rane, ( Clerk)</b>  Preparation of leave application's of Staff, maintenance of service books, Preparation of pension cases etc.</p>

	<p><b>3) Shri. A. E. Sondekar, Clerk</b>  Issue of Caste Certificate and Non –  Crimeliar Certificates of all  Categories Acceptance of  Application under policy of 30%  Ladies Reservation and making of  due inquiry preparation of  certificate, and preparation of  domicile certificarte</p>	<p><b>4) Smt. K. A. Jangam, (Clerk)</b>  Inward Outward, acceptance of  Tapal and Maintain Registers  Postage Stamp Account,  Government reference registers and  references received from  Commissioner, Ministers, MLA 's ,  M.P.'s. Maintenance of Assembly  questions. D.O. letter's and  important letter's received from the  Sub-Divisional Officer and Collector  office.</p> <p><b>Smt. J. B. Pol, (Clerk)</b>  Preparation of pay bills, Monthly  expenditure statement &amp; natural  calamities statement. Preparation of  Budget Estimates, preparation of pay  bill of staff and Talathies and Circle  Officers, acceptance of revenue  Recovery of Talathies and cheques  received from Land Lords, and credit  them into the Bank. And maintaining  cash books.</p>
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	<p><b>5) Shri. S. A. Salgaonkar , Clerk RECORD KEEPER</b> Issue of Senior Citizen Certificates, Solvency Certificates, Income Certificate etc. Maintenance of office records, issue of certified copies, Maintenance of Dead Stock register, purchase of stationery articles and maintenance of records, maintenance of Vehicle records, miscellaneous records, Flag Hoisting, Zunka Bhakar, Enquiry of fast foods, Environment (Mangroves) matter, evaque property Maintenance of office building, Audit Para's of Commissioner, Office and S.D.O.</p>	<p><b>6) Shri. S. D. More (Clerk)</b> Record of Rights, Riots Claims, Lease, Legal Heirs, Land Matters &amp; Farmers Resident Certificate.</p>
	<p><b>7.Vacant Post( Clerk)</b></p>	<p><b>8.Vacant Post( Clerk)</b></p>
	<p><b>9.Vacant Post( Clerk)</b></p>	<p><b>10.Vacant Post( Clerk)</b></p>

**Matter's relating to Public Right to information Act.  
Field Staff in Borivali Taluka :- Circle Officers.**

<b>S.No</b>	<b>Circle Officer Borivali</b>	<b>Talathi In Circle</b>	<b>Kotwal</b>
<b>1</b>	<b>Shri. S.G. Kamble</b>	1) Shri R. S. Kachare Talathi Saza Dahisar	1) Shri. P.K. Mhatre
		2) Shri.M.R.A.Shaikh Talathi Saza Eksar	2) Shri. S.B. Kamble
		3) Shri. K.N. Pawar Talathi Saza Kandivali	3) Shri. K.A. Chavan
		4) Smt. N.A. Naik Talathi Saza Borivali	4) Shri.P.R.Chavatekar
<b>2</b>	<b>Circle Officer Kurar Shri. P.S. Jadhav</b>	1) Shri. P.C. Shinde Talathi Saza Kurar	5). Shri. S.S. Sondkar
		2) Shri.S.M. Bhagwat Talathi Saza Gorai	6) Shri. V. G. Shelar
<b>3</b>	<b>Circle Officer Goregaon Shri. B.S. Jadhav</b>	1) Shri. M. V. Angawalkar Talathi Saza Malvani	7) Shri. A.N. Patel

		2) Shri. Y.L. Dalvi Talathi Saza Goregaon	8) Shri. J.S. Bamne
		3)Shri Baburao Kamble,Talathi	
		4)Shri Bhupal karande,Talathi	
		3) Smt. P. S, Patil Talathi	
		4)Smt.Savita Pawade Talathi	

### **Duties of Circle Officer**

<b>1</b>	To Inspect Record of Rights and Talathis Daptar,
<b>2</b>	To Assist the Talathis for maintaining upto date Record of Rights
<b>3</b>	To help the Talathis for recovery of Government dues and other dues
<b>4</b>	To verify Mutation Entry effected by the Talathis in Village Form No. 6 and keep a note about Discrepancy Notice.
<b>5</b>	To submit reports about unauthorized excavation.
<b>6</b>	To make enquiry in the Cases, forwarded by the Tahasildar for enquiry and reports.
<b>7</b>	Supervision of all Talathies whether they are carrying out Duties as per norm prescribed.

### **Duties of Talathis**

<b>1</b>	To Maintain Record of Rights
<b>2</b>	Submission of Administrative reports.
<b>3</b>	Recovery of land revenue and others dues.
<b>4</b>	To Maintain Village Form No. 8 and 8 B.
<b>5</b>	Preparation of Jamabandi Statement and Compliance thereof.

II	The powers and duties of its officers and employees.	Exercise of powers 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 followed in decision making process including channels of supervision and accountability	<p>The procedure followed in the decision making process including channels of supervision and accountability is as under</p> <p style="text-align: center;">Tahsildar</p> <p style="text-align: center;"><b>N.T.</b></p> <p style="text-align: center;"><b>Aval Karkun</b></p> <p>Working staff (every staff member) including the supervisory Officers are responsible for decision making process.</p>
IV	The norms set by it for the discharge of its functions.	The specific norms disposal of references is not fixed by Government. However, since there are no new land grant cases, the clerks are dealing with old land cases and most of these cases are complicated, so far as the breach of conditions are concerned. These files need more attention and require details scrutiny. The officers, clerks / Awal Karkuns 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	Employees of Tahsildar Borivali are discharging their functions according to instructions issued by Government in Revenue and Forests Department

	discharging its functions.	and according to the provisions as laid down in the following Acts and Rules there under. 1) Maharashtra Land Revenue Code 1966 and Rules there under. 2) Maharashtra Private Forest Act. 1975
<b>VI</b>	The statement of the categories of documents that are held by it or under its control.	Not applicable
<b>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.	Not applicable
<b>VIII</b>	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 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 Government in Revenue and Forests Department through the Divisional Commissioner, Kokan Division.
<b>IX</b>	A directory of its officers and employees	Office phone No. 28075034 1) Shri. Vinod Rane , Tahsildar 2) Shri. S.M. Shinde, R. N. T. 3) Smt. R.R.Harchekar , N.T. (Revenue) 4) Shri. R. S. Sankulkar ,A. K. 5) Shri W. U. Bamne, A.K 6) Shri. P. D. Jadhav, A. K. 7) Shri. S. D. More, Clerk

		8) Shri. S. V. Bendkhale, Clerk
		9) Shri. A.E. Sondekar Clerk
		10) Smt. J. B. Pol , Clerk
		11) Smt. K. A. Jangam, Clerk
		12) Smt. R.R.Rane,Clerk
		13) Shri. S.A. Salgaonkar, Clerk
<b>X</b>	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	As per the Government norms and rules each officer and employee is rawing the salaries in scale rescribed by the Government. Details of their salaries is as under: (Name , Designation , Pay scale)
		1) Shri. Vinod Rane, Tahsildar Pay Scale – 15600-39100
		2) Shri. S.M. Shinde, R. N. T Pay Scale - 9300-34800
		3) Smt.R.R.Harchekar,N.T. ( <b>Revenue</b> ) Pay Scale - 9300-34800
		4) Shri. R.A. Sankulkar , A. K Pay Scale - 5200-20200
		5) Shri. P. D. Jadhav, A.K Pay Scale - 5200-20200
		6) Shri. W.U.Bamne, A.K Pay Scale - 5200-20200
		7) Shri. S. V. Bendkhale, Clerk Pay Scale - 5200-20200
		8) Shri. A.E. Sondekar Clerk Pay Scale - 5200-20200

	<p>9) Smt. J. B. Pol , Clerk Pay Scale - 5200-20200</p> <p>10) Smt. K. A. Jangam, Clerk Pay Scale - 5200-20200</p> <p>11) Shri. S. D. More, Clerk, Pay Scale - 5200-20200</p> <p>12) Shri. S.A. Salgaonkar, Clerk Pay Scale - 5200-20200</p> <p>13) Smt. R.R.Rane , Clerk Pay Scale - 5200-20200</p>
	<p><b>Circle Officers</b></p> <p>1) Shri. S.G. Kamble Pay Scale - 5200-20200</p> <p>Shri. P. S. Jadhav Pay Scale - 5200-20200</p> <p>Shri. B. S. Jadhav Pay Scale - 5200-20200</p> <p><b>Talathi</b></p> <p>1) Shri. M.R.A. Shaikh, Talathi Pay Scale - 5200-20200</p> <p>2) Shri. R.S. Kachare Talathi Pay Scale - 5200-20200</p> <p>3) Shri. K.N. Pawar, Talathi Pay Scale - 5200-20200</p> <p>4) Smt. N.A. Naik, Talathi Pay Scale - 5200-20200</p> <p>5) Shri. P.C. Shinde , Talathi Pay Scale - 5200-20200</p> <p>6) Shri. S.M. Bhagwat, Talathi Pay Scale - 5200-20200</p> <p>7) Shri. Y.L. Dalvi , Talathi Pay Scale - 5200-20200</p>

		8) Shri. M. V. Angalwalkar, Talathi Pay Scale - 5200-20200
		9) Smt. P. S. Patil , Talathi Pay Scale - 5200-20200
		10) Smt. Savita Pawade, Talathi Pay Scale - 5200-20200
		11) Shri. Bhupal karande, Talathi Pay Scale - 5200-20200
		12) Shri. Baburao Kamble, Talathi Pay Scale - 5200-20200
		There are no provisions to pay the compensation to the Government Servant.
<b>XI</b>	The budget allocated to cash of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Not applicable
<b>XII</b>	The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable
<b>XIII</b>	Particulars of recipients of concession, permits or authorizations granted by it.	Not applicable
<b>XIV</b>	Details in respect of the information, available to or held by it, reduced in an electronic form.	Not applicable

<b>XV</b>	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 the most possible extent. Government Forms are also issued to the public on demand. They are also guided properly to fill up such forms and to make an application.
<b>XVI</b>	The names, designations and other particulars of the Public information Officers.	1) Shri. Vinod Rane , Executive Magistrate & Tahsildar Borivali. Appellate Authority
		2) Shri. S.M. Shinde , R.N.T. Public Information Officer
		3) Shri. R. S. Sankulkar, A.K Asstt. Public Information Officer

	<b>Circle Officer Borivali</b>	<b>Talathi In Circle</b>
	<b>Shri. S.G. Kamble</b> Appellate Authority For Talathi Dahisar,Eksar,Borivali	1) Shri R. S. Kachare Talathi Saza Dahisar ( Public Information Officer)
		2)Shri.M.R.A.Shaikh Talathi Saza Eksar Public Information Officer
		3) Shri. K.N. Pawar Talathi Saza Kandivali ( Public Information Officer)
		4) Smt. N.A. Naik Talathi Saza Borivali ( Public Information Officer)
	<b>Circle Officer Kurar</b> <b>Shri. P.S. Jadhav</b> Appellate Authority For Talathi Kurar,Gorai	1) Shri. P.C. Shinde Talathi Saza Kurar ( Public Information Officer)
		2)Shri.S.M. Bhagwat Talathi Saza Gorai( Public Information Officer)
	<b>Circle Officer Goregaon</b> <b>Shri. B.S. Jadhav</b> Appellate Authority For Talathi Malvani,Goregaon	1) Shri. M. V. Angawalkar Talathi Saza Malvani ( Public Information Officer)
		2)Shri. Y.L. Dalvi Talathi Saza Goregaon( Public Information Officer)
<b>XVII</b>	Such other information as may be prescribed	Not applicable

Place :- Borivali

**Date :- 18 -1-2011.**

**TAHSILDAR BORIVALI**