

## Leave Reserve Tahsildar Mumbai Suburban District

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

S. No.	Para	Remarks
I.	The particulars of its organization, functions and duties.	<p>The Leave Reserve Tahsildar Branch of the Collector Office is headed by the Dy. Collector, Mumbai Suburban District &amp; he is assisted by the Leave reserve Tahsildar a Tahsildar Cadre officer : The Leave Reserve Tahsildar Branch is dealt with by 1 Tahsildar., 3 Awal Karkuns and 6 Clerks. Their functions and duties are as under :</p> <ol style="list-style-type: none"><li>1) Grant of land proposals in Borivali Tahsil Properties.</li><li>2) N. A. permission proposals u/s 44 of the M.L.R.C. 1966 in Borivali Tahsil.</li><li>3) Disposal of application for permission of amalgamation &amp; Sub Division in Borivali Tahsil</li><li>4) To arrange Lokshahi Din in every month and dispose off the reference received from Govt/Divisional Commissioner.</li><li>5) To arrange Bhrashtachar Nirmulan Committee meeting and dispose off the reference received from Govt/Divisional Commissioner other Govt. Department.</li><li>6) To dealt with bonded Labour Cases.</li><li>7) To dispose off Citizen Ship references.</li><li>8) To issued orders of requisition of vehicles</li><li>9) Natural Calmities when required to give assistance to the affected persons as per directives by the Govt.</li><li>10) To deal with administration matter of the district.</li><li>11) To carry out inspection of sub-ordinate offices.</li><li>12) To control over the encroachment machinery in the district and dispose off encroachment reference of the district.</li><li>13) To fix standard rates of N. A. Astt.</li><li>14) To dealt with miscellaneous subjects</li><li>15) To conduct inquiry in police firing</li><li>16) To conduct inquiry in custodial death.</li></ol>

<b>II.</b>	The powers and duties of its officers and employees	<p>1) Maharashtra Land Revenue Code १९६६ and rules framed thereunder as well as standing orders / circulars issued by the Govt.</p> <p>2) Bombay Police Act</p> <p>3) I. P. C.</p> <p>4) Cr. P.C.</p> <p>5) And others Acts as per requirement</p>
<b>III.</b>	The procedure followed in decision making process including channels of supervision and accountability	<p>The procedure following in the decision making process including channels of supervision and accountability is as under</p> <p>Collector, M.S.D. (Chief of the decision an making process)</p> <p>Dy. Collector (G.A.D.) (Supervisory key officer controlling of Leave Reserve Tahsildar Branch )</p> <p>Leave Reserve Tahsildar (Supervising land matters of Borivali Taluka other important work )</p> <p>Staff Suitable Staff (every staff member) including the supervisory officer are responsible in decision making and process.</p>
<b>IV.</b>	The norms set by it for the discharge of its functions	<p>The specific of disposal of references is fixed by Govt., Since the clerk is dealing with old land matters and most of the cases are complicated the file needs more atttention and detailed serutiny at clerical level. Besided, the Clerk / Awal Karkun in the Department normally found engaged in multifarious duties like Natural Calamities, Election etc.</p>

<b>V.</b>	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	Employees of Leave Reserve Tahsildar Branch is discharging their functions according to the instructions issued by the Revenue and Forest Department and the provisions laid down in the Act and Rules there under :  1) Maharashtra Land Revenue Code 1966 and rules there under 2) Bombay Police Act 1951 3) Criminal Procedure Code 1973 4) Other relevant Acts.
<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 thereof	Not applicable
<b>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.	The matters relating to the policy decision are referred to the Govt. in Revenue and Forests Dept. through the Divisional Commissioner, New Mumbai.
<b>IX</b>	A directory of its officers and employees	Collector Office, M. S. D. Phone No. 26556799 / 26557807  Name Designation 1) Shri. Kishan Jawale Dy. Collector (G. A. D) 2) Smt. Anjali Bhosale Leave Reserve Tahsildar 3) Vacant A.K 4) Shri. P. F. Kanake A.K 5) Vacant A.K 6) Shri. P. N. Lavekar Clerk 7) Shri. J. S. Jadhav Clerk 8) Shri. U. D. Kharat Clerk 9) Shri. H. L. Kubal Clerk 10) Shri. K. S. Gadikar Clerk 11) Shri. S. T. Kamble Clerk 12) Smt. M. A. Deshpande Clerk / Typist

<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 Govt. norms and rules each officer and employees is drawing the salaries. There is no system to pay compensation to the Government Servant.																										
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<b>XI.</b>	The budget allotted to each 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 programmes, 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 file 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 the doubts and to help the public members at the most possible extent. Forms are also available to the public on demand. They also guided properly to fill up the forms and make an application.
<b>XVI</b>	The names, designations and other particulars of the Public Information Officers	<p>Shri. Kishan Jawale (Dy. Collector (G. A. D.) Appellate Authority</p> <p>Smt. Anjali Bhosale (Leave Reserve Tahsildar) Public Information Officer</p> <p>Shri. P. F. Kanake, Awal Karkun Assti. Public Information Officer</p>
<b>XVII</b>	Such other information as may be prescribed	Not applicable