

Information under the RTI Act-2005

(CIDCO Ltd Accounts Department),

CIDCO Ltd.

Fifth Floor, CIDCO Bhavan, CBD Belapur,

Navi Mumbai 400 614

Section 2(h)

Format A

Department wise list of Right of Information Act 2005 2 (h) RTI ACT 2005

Name of the Dept. – CIDCO LTD. Accounts Department, C.B.D. Belapur, Navi Mumbai.

Under Section 2(h) Manager

Sr. No.	Public Authorized Institution	Description of the Authority	Location / Address
1	CIDCO LTD.	Vice Chairman & Managing Director	CIDCO LTD., C.B.D. Belapur, Navi Mumbai.

Section 2 (h)

Format B

List of Public Authorities substantially financed by the Govt.

Name of the Dept. – N.A

Under Section 2(h) (i) (ii) Internal

Sr. No.	Category	Description of the Authority	Location / Address
1	NA	NA	CIDCO LTD., CIDCO Bhavan, Ground floor, C.B.D. Belapur, Navi Mumbai

Section 4 (1)(b) (i)
The particulars of functions & duties of the Public Authority:
CIDCO Navi Mumbai, Accounts.

Name of the Public Authority	: Chief Accounts Officer, CIDCO Ltd., C.B.D. Belapur, Navi Mumbai.
Address	: CIDCO Ltd., CIDCO Bhavan, Ground floor, C.B.D. Belapur, Navi Mumbai.
Head of the Office	: Vice Chairman & Managing Director
Parent Govt. Dept.	: Urban Development
Reporting to which office	: Urban Development
Jurisdiction – Geographical	: NA
Mission urban	:
Objectives	: Proper Fund Management of Corporation in Proper way
Functions –	: Fund Arrangement and Management.
Details of Services provided	: Management of Fund
Physical Assets –	: Premises at Navi Mumbai.
Services Available	: Account Website

Organization's structural Chart
(Orgonogram) at each level : Attached

Give linkage of jurisdiction &
Address & Tel. Nos : Accounts Department.
5th floor, CIDCO Bhavan, Navi
Mumbai.
Ph. 67918507

Office Timings. : (9.30am to 5.30pm)

Weekly holidays & , : Saturdays and Sundays
Specific Service Timings (9.30am.to 5.30.pm.)

Note – May be relevant to all the administrative departments at Mantralaya
Level.

* Mission as fixed by parent Govt. Dept

* Vision as fixed by parent Govt. Dept.

ORGANOGRAM OF ACCOUNTS SECTION, CIDCO LTD

CHAIRMAN

BOARD OF DIRECTOR

MANAGING DIRECTOR

JOINT MANAGING DORECTOR

CHIEF ACCOUNTS OFFICER

SR. ACCOUNTS OFFICER

ACCOUNTS OFFICER

ASSIT. ACCOUNTS OFFICER

ACCOUNTANT

A/C ASSISTANT

A/C CLERK

L. G. STENO

NAIK

PEON

Section 4 (1)(b) (ii) format A

Powers of officers & employees in the office of CIDCO LTD., Navi Mumbai –

Details of Rights of CIDCO Ltd. Accounts Department, Officers and Employees

A

Sr. No.	Designation	Powers-Financial	Under which legislation/rules/orders/GRs.	Remarks
1.	Chief Accounts Officer	Financial Management of corporation fund.	As per Delegation of Power given by Board for smooth Functioning	-

B

Sr. No.	Designation	Powers-Administrative	Under which legislation/rules/orders/GRs.	Remarks
	NA			

C

Sr. No.	Designation	Powers-Magisterial	Under which legislation/rules/orders/GRs.	Remarks
	NA			

D

Sr. No.	Designation	Powers-Quasi Judicial	Under which legislation/rules/orders/GRs.	Remarks
	NA			

E

Sr. No.	Designation	Powers-Judicial	Under which legislation/rules/orders/GRs.	Remarks
	NA			

Note: The officers and employee of every Public Authority may not have all the above powers delegated to them. Only a few Pubic Authorities have the powers i.e. judicial, quasi-judicial and magisterial powers.

Section 4 (1)(b) (ii) format B
Section – 4, (1) (b) (ii)
Format –B

The duties of other officers & employees in the office of CIDCO LTD,
ACCOUNTS SECTION

I) FINANCIAL

Sr. No.	Designation	Duties	Under which Act/Rules	Remarks
1	SR. A.O	Dept. Related Financial Matter	As per Delegation of Power given by Board for smooth Functioning	
2	A.O	Dept. Related Financial Matter	As per Delegation of Power given by Board for smooth Functioning	
3	A.A.O	Dept. Related Financial Matter	As per Delegation of Power given by Board for smooth Functioning	

II) Administrative : - N.A

III) MAGISTERIAL : - N.A

IV) QUASI JUDICIAL : - N.A

V) JUDICIAL : - N. A

Section 4 (1)(b) (iii)

The procedure followed in the decision-making process, including channels of supervision and accountability in the office of CIDCO LTD, ACCOUNTS SECTION

N.A

NAME OF ACTIVITY:

Related Provisions –

Name of the Act / Acts –

Rules - As above

Govt. Resolutions –

Circulars –

Office orders –

Sr. No.	Activity	Steps involved	Time Limit	Authority Role & Responsibility of the employee / officer in connection with each activity (mention designation)	Remark
	NA				

Note : Under 4(1) (b) (iii)

For every function, service, duty, power, to be exercised, there is a set of procedure defined by Act, Rules, Government Resolutions, Circulars, Orders, and Conventions, Publish the procedure for each function , service, duty, and power to be exercised. For this purpose the public authority may have to collate, relate & formalize the procedure taking into considerations various provisions mentioned above.

e.g. – What will be the procedure for casework ? How the dates of hearing are fixed? Will there by a chronological disposal ? Is there any priority for certain cases?

e.g. - Procedure for distribution of subsidies / concessions / selection of beneficiary should be specified. Will it be on quota basis? On lot basis? Or chronological?

e.g. – Procedure for writing notes for specified repetitive functions may be formalized & published.

In every procedure many levels of employees are involved. Specify role & responsibility of each employee involved in the procedure.

Section 4 (1)(b) (iv) Format (A)

Physical and Financial Norms set for discharge of its functions in the office of
CIDCO LTD, ACCOUNTS SECTION

ORGANISATIONAL TARGETS – (Annual)

Sr. No.	Functional /Activity	Units to be covered	Financial Targets in Rs.	Remarks
1	Fund Management	All CIDCO Project with in Navi Mumbai	As Approved by Board	-

Section 4 (1)(b) (iv) Format B

Particulars of facilities available for citizen to obtain information in the office of Accounts Department, CIDCO at CBD Belapur.

Types of facilities:

- Information about visiting hrs. : As per CIDCO Norms.
- Information about interactive website : Cidco website
- Information about call centre : Nil
- Information about facilities for : Accounts Registers etc.
- Inspection of record
- Information about facilities for
- Inspection of works : Not applicable
- Information about facilities for
- Providing samples : Not applicable
- Information about Notice Boards : Not applicable

Sr. No.	Type of facility	Timings	Timings Procedure	Location	Person- in charge	Grievance Redressed
1	The information pertaining to Accounts files and ledgers etc.	As per norms 2pm. To 5 pm.	As per norms 2pm. To 5 pm.	CIDCO Bhavan (Fifth Floor), CBD Belapur Navi Mumbai.	Respective Section Sr A.O	APIOs & PIOs are authorized by the Corporation. to deal the matter personally with the applicant and literate him about the internal procedure of the Dept.

Section 4 (1) (b) (v) Format (B)

Time limits for the activities of CIDCO Ltd., Accounts Department for discharge of its function.

Sr. No.	Activity	No. of days require for completion	Authority responsible	Authority for Grievance redressal in case of failure
	----- As	Per RTI Act.-----	-----	-----

Section 4 (1) (b) (v) B

The Government Resolution related with the functions of Employment & Training Schemes.

Sr.No.	Subject as indicated in the resolution	GR No. & its date	Remarks if any
1			
2	-----NA-----	-----	-----
3			

Section 4 (1) (b) (v) (C)

The circulars related with the functions Employment & Training Schemes.

Sr.No.	Subject as indicated in the circular	Circular No. & its date	Remarks if any
1			
2	-----NA-----	-----	-----
3			

Section 4 (1)(b) (v) (D)

The Office Order/Policy Circulars related with the functions of Employment & Training.

Sr.No.	Subject as indicated in the Office Order	No. & Office Order date	Remarks if any
1			
2	-----NA-----	-----	-----
3			

Section 4 (1)(b) (v) (E)

List of documents available in the office/section/ward/branch of Directorate, Employment & Training

Sr.No.	Subject as indicated in the Office Order	No. & Office Order date	Remarks if any
1			
2	-----As follows-----		
3			

Remark: Accounts Dept. Maintains, Accounts Registers etc., the details of the same available with each Accounts office/Section

Note : Each Public authority shall prepare list of records duly indexed. Record includes documents files & soft copies as well.

Section 4 (1)(a) (vi)

Statement of Categories of documents held in the office
Of CIDCO Ltd. Accounts Section at Fifth Floor CIDCO Bhavan.

Sr. No.	Subject	Type of Document file or register	File No. of Register No.	Particulars	Periodicity of preservation
1	Cheque Scroll	Register	For the F.Y year	Details of Cheque issued	5 years
2	Cash Scroll	Register	For the F.Y year	Details of Cheque received	5 years
3	Cheque issue	Register	For the F.Y year	Details of Cheque issued	5 years
4	Loan Register	Register	From begning	Details of Loan repaid	5 Years
5	Muster	Register		Details of Employees Presently	5 Years
6	Inward Outward Register	In form of Register		Inward Outward	05 Years
7	Ledgers	Register	For the F.Y year		10 Years

Note – Each public authority shall prepare list of records duly indexed.

Record includes document files & soft copies as well.

To prepare this list to facilitate Right to Information, we have to make it user friendly, easy for inspecting, taking notes, taking samples of materials etc.

First prepare wise list of existing files, which includes current files, await files & papers in record. Details of documents to be found in each type of file. List of different registers maintained in each office. List of documents, which are not files as well as registers but are used or created or

maintained for official purpose, should also be listed: For easy retrieval these lists should be office wise, section wise, desk wise as it convenient for the clients of the specific office. This list will be very handy to trace the files, while giving information with in the stipulated time limit of Thirty days. This is the most important document in your organization to arrange your records which are generally in shambles.

Section 4 (1)(b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office of Accounts Department, CIDCO LTD,

Sr. No.	Consultation for	Details of the Mechanism	Under which act /rule/circular	Periodicity
	-----Not	-----Applicable-----		

Note: Under Section 4 (1)(b) (vii) the public authorities are expected to publish to arrangements existing under act, rules, and circular or by convention for public consultation. The consultation may be at policy formulation level or implementation level. It might be formulation a committee for special purpose conducting workshops, meetings, gramsabha, public, hearings, hearings, jansunvai, darbar etc. to know public opinion.

Section 4 (1)(b) (vii) Format A List of committees to be published under

Sr. No.	Name of The Committee	Composition Of Committee	Purpose of the Committee	Frequency of meetings	Whether upon to public or not	Minutes available in the office of
	-----	-----	-----Not	Applicable	-----	-----

Section 4 (1)(b) (viii) Format B
List of boards to be published under

Sr.No.	Name of the Boards	Composition of Boards	Purpose of the Boards	Frequency of meetings	Whether upon to public or not	Minutes available in the office of
<u>1</u>	-----	-----	-----	-----	-----	-----

Section 4 (1)(b) (viii) Format C
List of Councils to be published under

Sr.No.	Name of the Councils	Composition of Councils	Purpose of the Councils	Frequency of meetings	Whether open to public or not	Minutes available in the office of
<u>1</u>	-----	-----	-----	-----	-----	-----

Section 4 (1)(b) (viii) Format D
List of Other bodies to be published under

Sr.No.	Name of the Bodies	Composition of Bodies	Purpose of the Bodies	Frequency of meetings	Whether open to public or not	Minutes available in the office of
<u>1</u>	-----	-----	-----	-----	-----	-----

Section 4 (1)(b) (ix)

Directory of the officers and employees CIDCO Ltd –, Accounts Department.

Sr.No.	Designation	Name of the Officers/Employee	Cadre	Cadre Dt. Of Joining the post	Contact Details Ph Fax/Email
1	Chief Accounts Officer	A. M. Agrawal	1		67918507

Remark : - Directory of the officers and employees will be uploaded from salary payroll and other details from personal section.

Note:

1. This will have to be published every year
2. Changes which are significant should be updated immediately.
(e. g. Transfer of HOD etc.)

Section 4 (1)(b) (x)

Directory of the officers and employees in the office of Chief Accounts Officer, Accounts Department.

Sr. No.	Name	Designation Cadre	Basic Pay	GP	D.A	H.R.A	CLA + Conv.Allow	Total
1		Chief Accounts Officer						60,000
2		Sr. Accounts Officer						50,000
3		Accounts Officer						40,000
4		Asst. Accounts Officer						35,000
5		Accountant						25,000
6		L. G. Steno						25,000
7		A/c Assistant						20,000
8		A/c Clerk						15,000
9		Naik						12,000
10		Peon						10,000

Remark :- Salary indicated above is approx as per designation. Details of Salary of officers and employees will be uploaded from salary payroll.

Section 4 (1)(b) (xi)

Details of allocation of budget & Disbursement made in the office of GM (IT&SP) at Grd. Floor CIDCO Bhavan for the year 2009-10

Publish copy of the budget
Publish Copy of grant distribution

Format A for current year (2009-10)

NEXT PAGE

NAVI MUMBAI PROJECT

BUDGET ESTIMATES FOR THE YEAR 2009-2010 AT A GLANCE

RECEIPTS		PAYMENTS						RESULT					
Sr No.	Particulars	Annexure No.	Budget Estimate	Actual	Budget Estimate	Sr.No	Particulars	Annexure No.	Budget Estimate	Actual	Budget Estimate	Actual	Budget Estimate
			2008-09	2008-09	2009-10				2008-09	2008-09	2009-10	2008-09	2009-10
													SURPLUS(+) / DEFICIT(-)
I.	Project Operations					I.	Project Operations						
1	Marketing Collections	1				A	Engineering Department						
A	Pipe Line		55898	18266	32046	1	Nodal Operations	7	41599	37412	51698		
B	Plots		174465	43615	72141	2	12.5% Scheme Operations	7	13524	8904	9768		
C	Housing		15690	8877	12084	3	Horticulture	10	679	325	435		
D	Commercial Premises		13623	71083	2109	B	Land Acquisition/Enhance Comp		49000	14	15000		
	Total Marketing Collections		259676	141841	118380	C	Transportation & Communication						
2	Receipts from SEZ & Allied Plots	2	38480	14331	15400	1	Railway Projects	11	6769	3402	8704		
						2	Traffic Management & Planning	12	5305	596	10171		
						D	Special Economic Zone	13	365	0	365		
						E	Fixed Assets	14	410	224	540		
	Sub Total - I		298156	156172	133780		Sub Total - I		117651	50877	96681		
II.	Other Operations					II.	Other Operations						
1	Land and Estate Collection	3	18737	12546	16331	1	Establishment Expenditure	15	6315	6462	7195		
2	Other Receipts	4	10588	11028	12741	2	Administrative Expenditure	16	3878	2717	4316		
						3	Horticulture Maint. Expenditure	17	263	183	461		
						4	Engineering & T & C Maint. Exp.	18	8266	6858	7935		

NEW TOWN PROJECT

BUDGET ESTIMATES FOR THE YEAR 2009-10

		RECEIPTS				PAYMENTS				RESULT		Rs. In lakhs		
Sr. No.	Particulars	Annexure No.	Budget 2008-09	Actuals 2008-09	Budget 2009-10	Sr. No.	Particulars	Annexure No.	Budget 2008-09	Actuals 2008-09	Budget Estimate 2008-09	SURPLUS(+)/DEFICIT(-)	B. E. 2008-09	B. E. 2008-09
	I. Project Operations					I.	Project Operations							
1	Marketing Collection	1	2898	1365	2712	1	Engineering	5	3609	2571	2403			
2	Receipt from Government		0	0	0	2	Horticulture		5	2	5			
						3	Land Acquisition		2760	4117	3226			
						4	Fixed Assets for Co. Use		31	5	16			
	SUB - TOTAL I		2898	1365	2712		SUB - TOTAL I		6405	6695	5650			
	II. Other Operations					II.	Other Operations							
1	Land & Estate Collection	2	646	576	581	1	Establishment Expenses	6	686	598	880			
2	Service Charges	2	214	67	70	2	Administrative Expenses	7	572	442	799			
3	Other Receipts	3	4237	4738	4175	3	Horticulture Maint. Exps.		14	3	9			
						4	Maint. & Repairs Exps.		237	168	310			
						5	Water & Energy Charges		50	49	61			
						6	Cont RBO/PWD Vasai Vir		300	0	0			
						7	Contribution to AMC		0	0	0			
	SUB - TOTAL II		5097	5381	4826		SUB - TOTAL II		1859	1260	2059			

III. Treasury Operations		III. Treasury Operations	
1	Recovery of Staff Loans	4	39
	SUB - TOTAL III		39
	TOTAL RECEIPTS		8034
		29	29
		35	35
1	Repayment of Loans & Dep.	8	0
2	Interest & Finance Cost	9	2
3	Misc. Loans & Advances	10	40
	SUB - TOTAL III		42
	TOTAL PAYMENTS		8307
			0
			0
			18
			38
			7747
			7973
			-272
			-1198
			-174

Section 4 (1)(b) (xii) (A) Format

Manner of execution of subsidy program, In the office of CIDCO Ltd, Accounts Section at Fifth Floor, CIDCO Bhavan, CBD Belapur

- Name of the Program
- Eligibility of Beneficiary
- Pre-requisites for benefit
- Procedure to avail the benefits of the programmed
- Criteria for deciding eligibility
- Detail of the benefit given in the programmed (also mention the amount of subsidy or other help given)
- Procedure for the description of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee (where applicable)
- Other fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application.
- List of annexure (Certificate / documents)
- Format of Annexure
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc)
- Year wise List of beneficiaries in the format given
- Target (If any)
- Remarks

Remark: Accounts Section does not deal with Execution of subsidy programs and hence this Section 4 (1)(b) (xii) (A) Format is not applicable.

Note : It is suggested that the connected Public Authority should publish a small pamphlet / brochure containing all the above information for each scheme / programme.

Section 4 (1)(b) (xii) (B) Format

Details of beneficiaries of subsidy program

In the office of CIDCO Ltd, Accounts Section at Fifth Floor, CIDCO Bhavan, CBD Belapur.

name of the Scheme / program For the year

Sr. No.	Name and address of Beneficiary	Amount of Subsidy/concession sanctioned
	-----Not Applicable -----	

Note : Separate list should be published for every scheme / programmed / year wise.

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of CIDCO Ltd, Accounts Section at CIDCO Bhavan, CBD Belapur, Navi Mumbai

The License / permission / concession

Licensing Authority

Sr. No.	Name of the Licensee	License No.	Issued on	Valid up to	General Conditions	Details of the License**
		--Not	Applicable			

Details of the License – the subject matter of the License should be mentioned. In case of non cultural use permission, survey no. or part thereof, will have to be mentioned

See-separate lists for each type of license / concession etc.

Section 4 (1)(b) (xiv)

Details of information available in electronic form in the office of Accounts
Section, CIDCO LTD, CBD Belapur

Sr. No.	Type of Document File/Register	Sub Topic	In which electronic format it is kept	Person In-charge
1	Ledgers		Hard Disk	
2	Registers		Manual	

Section 4 (1)(b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of CIDCO Ltd, Accounts Department, CIDCO Bhavan.

Types of facilities:-

Information about visiting hrs. : 2.00 to 5.00 p.m.

Information about interactive website : www.cidcoindia.com

Facilitation center : Office of the Chief Accounts Officer
CIDCO Bhavan

Information about facilities for inspection of record: Available

Information about facilities for inspection of works: NA

Information about facilities for providing samples: NA

Information about Notice board

Information about library: NA

Information about Inquiry window or Reception etc.

Sr. No.	Type of Facility	Timings	Procedure	Location	Person in Charge	Grievance Redressed
1)	The information pertaining to Accounts Department Accounts Register within the jurisdiction, is Kept in the Hard Copy files	As per norms 2.00 pm. To 5.00 pm.	As per norms 2.00 pm. To 5.00 pm.	CIDCO Bhavan (Fifth Floor), CBD Belapur Navi Mumbai.	Accounts Section Sr. A.O	APIOs & PIOs are authorized by the Corporation to deal the matter personally with the applicant & literate him about the internal procedure of the Department.

Note : Every Public Authority should prepare appropriate guidelines in consultation with its parent department for each to these facilities.

Section 4 (1) (b) (xvi)

Details of Public Information Officers / APIOs/Appellate authority
In the jurisdiction of (public Authority) CIDCO Ltd, Accounts Department,
CIDCO Bhavan

A

PIO

Sr No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph.No.	E-mail Id for purpose of RTI	Appellate Authority
1	A. M. Agarawal	CAO		CIDCO Bhavan, Ground floor, CBD Belapur, Navi Mumbai. Tel.67918507		

B

APIOs

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address Ph.No.
1	R. A. Khanvilkar	Sr. A.O -II		CIDCO Bhavan, Ground floor, CBD Belapur, Navi Mumbai. Tel.67918553

C

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction Appellate Authority	PIO reporting	E-mail Id for purpose of RTI
1	G. S. Gill	M.D		A. M Agarawal (CAO)	

The name & Designation and location of the PIO, APIO & Appellate Authorities should be prominently displayed at the entrance / reception of each office of the Public Authority.

Section 4 (1) (b) (xvii)

Common administrative information published

Section 4 (1) (c)

List out the routine decisions / important policies which you foresee will effect public. Formalize the details about publications in such cases. Publish such information under this heading.

Section 4 (1) (d)

Prepare a list of issues in which administrative & quasi-judicial decisions are generally taken in your office. Declare that henceforth you will provide reasons for such decision to affected persons.

Note : The Public Authority / PIO can take the recourse to Notice Boards, News, papers, Public announcements, Media, Broadcasts, Internet, etc. for the purpose of disseminating information.