

Section 2 (H)

Format A

Department wise list of Public Authorities under Section 2(h) RTI ACT 2005

Name of the Dept. – Estate Department,

City & industrial Development Corporation of Maharashtra Limited,
CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Under Section 2(h) a/b/c/d

Sr. No.	Category	Description of the Authority	Location/Address
1	City & industrial Development Corporation of Maharashtra Ltd. (CIDCO Ltd)	Vice Chairman & Managing Director.	City & industrial Development Corporation of Maharashtra Limited, CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Section 2 (H)

Format B

List of public Authorities substantially financed by Govt.

Name of the Dept. – Estate Department,

City & industrial Development Corporation of Maharashtra Limited,
CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

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

Sr. No.	Category	Description of the Authority	Location/Address
1	City & industrial Development Corporation of Maharashtra Ltd. (CIDCO Ltd.)	Vice Chairman & Managing Director	City & industrial Development Corporation of Maharashtra Limited, CIDCO Bhavan,CBD,Belapur, Navi Mumbai 400614.

Section 4(1) (b) (i)

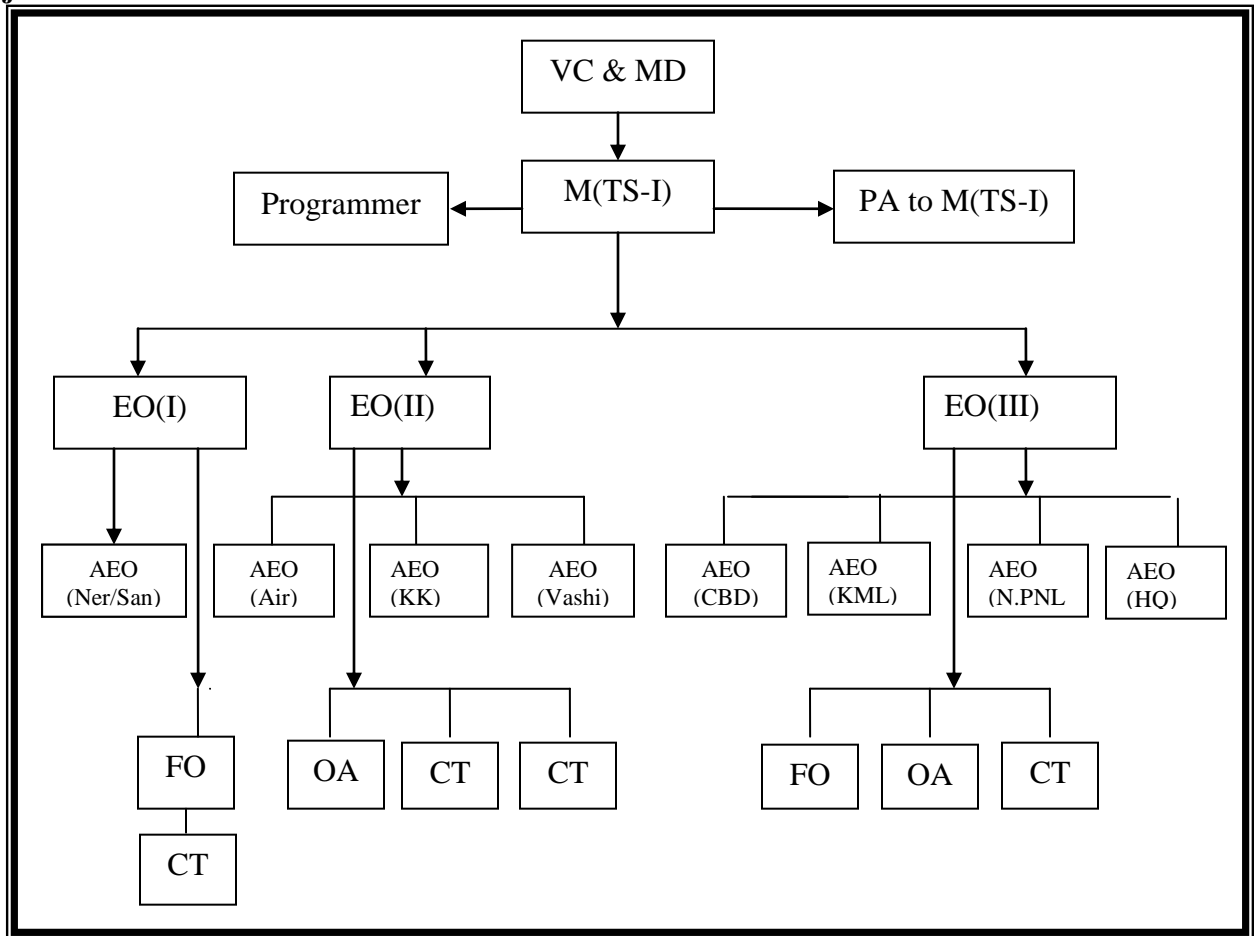
The particulars of functions & duties of the Public Authority:-

Name of the Public Authority:-	Manager (Town Services-I).
Address –	CIDCO Ltd., CIDCO Bhavan, 1 st floor, Estate Department, CBD-Belapur, Navi Mumbai 400614.
Head of the Office –	VIVEK S. MARATHE
Parent Govt. Dept. –	Urban Development Department, Govt. of Maharashtra
Reporting to which office –	Vice Chairman & Managing Director, CIDCO
Jurisdiction –	Navi Mumbai.
Geographical –	Airoli, Koerkhairane, Vashi, Nerul, Sanpada, CBD Belapur, Kharghar, Kalamboli, New Panvel, Ulve Dronagiri
* Mission –	Maintenance of record of the properties i.e. plots, housing complex, commercial complex.
* Vision –	
Objectives –	
Functions –	Execution of Agreement, transfer of properties i.e. plots, tenements, offices etc. Grant of Additional Residual FSI, Additional FSI, Extra FSI as per policy of the Corporation.

Details of Services provided (In Brief)

Physical Assets –	Office premises at CBD and in 7 nodes in Navi Mumbai.
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Organization's structural Chart (Orgonogram) at each level-Give linkage of jurisdiction and Address:-



Tel Nos. & Office Timings:- 022-67918141/67918160 Morning 09.30 upto Evening 05.30
 Weekly holidays & specific Service Timings :- Weekly Holidays- Saturday, Sunday and Public Holidays.

- * 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.

Section 4(1) (b) (ii)

Format A

The powers of officers & employees in the office of Estate Department

A

Sr. No.	Designation	Powers-Financial	Under which legislation/rule s/orders/GRs.	Remarks
1	M(TS-I)		VC & MD / As per CIDCO's norms & rules & order	

B

Sr. No.	Designation	Powers-Administrative	Under which legislation/rule s/orders/GRs.	Remarks
1	M(TS-I)	Grant of Additional FSI, change of user, execution of lease deed, conveyance deed, transfer of properties.	VC & MD / As per CIDCO's norms & rules & order / B.R.	
2	Estate Officer(s)	To submit proposal for transfer of properties, grant of extension in construction period, grant of residual FSI, add. FSI & extra FSI for the approval of Manager (Town Services).	VC & MD / As per CIDCO's norms & rules & order	

C

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

D

Sr.No.	Designation	Powers-Quasi judicial	Under which legislation/rules/orders/GRs.	Remarks
-----NIL-----				

E

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

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

Section 4(1) (b) (ii)

Format B

The duties of officers & employees in the office of Estate Department

A

Sr. No.	Designation	Duties-Financial	Under which Act/rules/orders/GRs./Circulars	Remarks
1	Manager (Town Services-I)		As per CIDCO's rules & norms & orders of Jt.MD.	

B

Sr. No.	Designation	Duties-Administrative	Under which Act/rules/orders/GRs./Circulars	Remarks
1	Estate Officer(s)	To submit proposal for transfer of properties, grant of extension in construction period, grant of residual FSI, add. FSI & extra FSI for the approval of Manager (Town Services).		
2	Assistant Estate Officer(s)	To submit proposal for transfer of properties, grant of extension in construction period, grant of residual FSI, add. FSI & extra FSI for the approval of Estate Officers. Maintenance of entire record of RTI application received & replied by Estate Department.		
3	F.O (Estate)	To submit proposal for transfer of properties, grant of extension in construction period, grant of residual FSI, add. FSI & extra FSI for the approval of Asst. Estate Officers. Maintenance of entire record of RTI application received & replied by Estate Department.		
4	Programmer	Computer related works		

5	Office Assistant	To assist Field Officer, Assistant Estate Officer & Estate Officer in all the office matters.		
6	Clerk-Typist	To assist Field Officer, Assistant Estate Officer & Estate Officer in all the office matters. Addition typing work, maintenance of register and records, record of inward & outward register, property register		
7	Higher Grade Steno	1) Communication with media personnel's as per M(TS-I)'s Order. 2) Maintaining records of important files. 3) Taking English dictation & typing.		
12	Peon	To distribute tapal and any other work given by System Manager.		

C

Sr.No.	Designation	Duties-Magisterial	Under which Act/rules/orders/GRs./Circulars	Remarks
-----NIL-----				

D

Sr.No.	Designation	Duties-Quasi-judicial	Under which Act/rules/orders/GRs./Circulars	Remarks
-----NIL-----				

E

Sr.No.	Designation	Duties-Judicial	Under which Act/rules/orders/GRs./Circulars	Remarks
-----NIL-----				

Section 4(1) (b) (iii)

The Procedure followed in the decision-making process, including channels of supervision and accountability in the office of ESTATE Department, CIDCO Navi Mumbai.

NAME OF ACTIVITY – Approval to proposal (Purchase/ service of IT related Process)

Related Provisions – Policy notes, B.R., Circulars

Name of the Act / Acts – MRTP Act 1966

Rules – MBDLR 1975

Govt. Resolutions – Urban Development Department.
Govt. of Maharashtra

Circulars – G.R's Circular

Office Orders – Issued by MD, Jt.MD.

Sr.No.	Activity	Steps involved	Time Limit	Authority Role & Responsibility of the employee/officer in connection with each activity. (mention designation)	Remarks
1			As may be given by Management	Vivek S. Marathe Manager (Town Services-I)	

Section 4(1) (b) (iv)

Format (A)

Physical and Financial Norms set for discharge of its functions in the office of ESTATE Department

ORGANISATIONAL TARGETS – Monthly, Quarterly, Six monthly & Yearly

Sr.No.	Designation	Activity	Physical Targets units to be covered	Financial Targets in Rs.	Time Limit	Remarks
-----NIL-----						

Note :- A separate chart will be required for each activity as the targets (Physical and Financial) as well as the time limit will be different.

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

Time limit of..... For completion of work

Time limit of each work

Sr.No.	Subject	Days/hours for completion work	Responsible officer	Grievance Officer
-----NIL-----				

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

The rules / regulation related with the functions of Estate Department

Sr.No.	Subject	G.R./Circular/Office Order. Rule No. Notification etc. date.	Remarks if any
-----NIL-----			

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

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

Sr.No.	Subject as indicated in the resolution	GR No. & its date	Remarks if any
-----NIL-----			

Section 4(1) (b) (v) format (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
-----NIL-----			

Section 4(1) (b) (v) format (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
-----NIL-----			

Section 4(1) (b) (v) format (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
-----NIL-----			

Section 4(1) (a) (vi)

Statement of categories of documents held in the office of Estate Department.

Sr. No.	Subject	Type of Document file or register	Particulars	Periodicity of preservation on
1	Attendance Reports	Register	Attendance of Employee	2 yrs
2	Inward & Outward	Register	Taking note on day to day tapal	2yrs
3	Payment Register	Register	Taking note of Bills for payment	2yrs
4	Proposal Files	Document File	Taking entry of new proposal file	5 yrs
5	RTI	Document File	Taking entry of RTI documents.	1 yrs

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 Estate Department.

Sr.No.	Consultation for	Details of the Mechanism	Under which act/rule/circular	Periodicity
-----NIL-----				

- 1) Policy Formulation
- 2) Policy Implementation

Section 4(1) (b) (viii) 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 open to public or not	Minutes available in the office of
-----NIL-----						

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 open to public or not	Minutes available in the office of
-----NIL-----						

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
-----NIL-----						

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 other bodies	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-----NIL-----						

Section 4(1) (b) (ix)**Directory of the officers and employees in the office of Estate Department.**

Sr. No.	Name of the officers/employees	Designation	Cadre	Date Of Joining the Corp.	Contact Details Ph/Fax./E-mail
1	V.S. Marathe	M(TS-I)	Sr.D.O	24-12-90	9821628575
2	S.G. Patil	E.O(I)	D.O	01-07-72	9821640157
3	P.N. Bhagat	E.O(II)	D.O	22-11-82	9820017972
4	P.N. Mhatre	E.O(III)	D.O	01-07-77	9892668706
5	R.K. Bhivapurkar	A.E.O(HQ)	ADO	20-05-81	9987907486
6	Mrs. N.C. Karmarkar	HG Steno	ADO	10-01-80	9833162559
7	N.J. Zope	F.O	F.O	20-06-84	9881579049
8	S.S. Palsikar	F.O	F.O	20-08-96	9821005712
9	B.Jha	Programmer	F.O	17-3-92	9930179133
10	Mrs. N.Shetye	L.G. Steno		22-04-91	9987773740
11	Mrs. Savita V Shinde	L.G. Steno		09-08-84	-
12	G.D. Mhatre	O.A		01-07-73	9920674007
13	N.K. Koli	O.A		27-11-89	9892968889
14	M.C. Banda	C.T		19-03-90	9987251045
15	K.B. Bhende	C.T		26-11-92	9322262824
16	Mrs. S.P. Thakur	C.T		01-04-92	-
17	K.S. Kamble	Peon		14-05-82	9967695035
18	H.M. Bhoir	Peon		09-02-73	-
19	Y.B. Kabadi	Driver		16-01-84	9969179740

Section 4(1) (b) (x)

Details of remuneration of officers & employees in the office of Estate Department.

Sr. No.	Name of the officers/employees	Designation	Basic Pay	DA	HRA	CCA	Special Allowance transport Allowance Project Allowance	Total
1	V.S. Marathe	M(TS-I)	38410	10371	11523	300	-	60604
2	S.G. Patil	E.O(I)	30380	8203	9114	300	800	48797
3	P.N. Bhagat	E.O(II)	31930	8621	9579	300	800	51230
4	P.N. Mhatre	E.O(III)	31890	8610	9567	300	800	51167
5	R.K. Bhivapurkar	A.E.O(HQ)	22300	6021	6690	300	800	36111
6	Mrs. N.C. Karmarkar	HG Steno	29630	8000	8889	300	400	47219
7	N.J. Zope	F.O	22100	5967	6630	300	400	35397
8	S.S. Palsikar	F.O	16170	4366	4851	300	100	25787
9	B.Jha	Programmer	24590	6639	7377	300	800	39706
10	Mrs. N.Shetye	L.G. Steno	21520	5810	6456	300	400	34486
11	Mrs. Savita V Shinde	L.G. Steno	19550	5279	5865	300	400	31394
12	G.D. Mhatre	O.A	18990	5127	5697	300	100	30214
13	N.K. Koli	O.A	15880	4288	4764	300	100	25332
14	M.C. Banda	C.T	14860	4012	4458	300	100	23730
15	K.B. Bhende	C.T	14240	3845	4272	300	100	22757
16	Mrs. S.P. Thakur	C.T	14240	3845	4272	300	100	22757
17	K.S. Kamble	Peon	9740	2630	2922	300	100 + 80	15772
18	H.M. Bhoir	Peon	9590	2589	2877	300	100 + 80	15536
19	Y.B. Kabadi	Driver	11980	3235	3594	300	100 + 80	19289

Section 4(1) (b) (xi)

Details of allocation of budget & disbursement made in the office of Estate Department at Navi Mumbai for the year 2009-10.

- Publish copy of the budget
- Publish copy of grant distribution -

Format A for current year

(In Rs.)

Sr.No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
As per Budget of Accounts section.				

Format B for previous Year

(In Rs.)

Sr.No.	Budget Head	Grants received	Grants utilised	Grants Surrendered	Results
As per Budget of Accounts section					

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

Manner of execution of subsidy program in the office of Estate Department.

Name of the Program -

Eligibility of Beneficiary

Pre-requisites for the benefit

Procedure to avail the benefits of the programme

Criteria for deciding eligibility

Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Procedure for the distribution 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 (Certificates/documentws)

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.)

Yearwise List of beneficiaries in the format given.

Target (If any)

Remarks

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

Details of beneficiaries of subsidy program in the office of Estate Department.

Name of the scheme/program - _____

For the year _____

Sr.No.	Name and address of Beneficiary	Amount of subsidy/ concession sanction
-----NIL-----		

Section 4(1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Estate Department.

Type of license/permission/concession –
Licensing Authority

Sr.No.	Name of the license	License No.	Issued on	Valid upto	General Conditions	Details of the license **
-----NIL-----						

* * Details of the license – The subject matter of the license should be mentioned. In case of non-agricultural use permission, survey No. or part thereof, will have to be mentioned.

Section 4(1) (b) (xiv)

Details of information available in electronic form in the office of Estate Department.

Sr.No.	Type of Document File/Register	Sub Topic	In which electronic format it is kept	Person in charge
	-----NIL-----			

Section 4(1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Estate Department.

Types of facilities –

Sr.No.	Type of facility	Timings	Procedure	Location	Person in charge
-----NIL-----					

Section 4(1) (b) (xvi)

Details of Public Information Officers/APIOs/Appellate authority in the jurisdiction of (public authority) Estate Department.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph. No.	E-mail id for purpose of RTI	Appellate authority
1	Vivek S. Marathe	M(TS-I)	Airoli to New Panvel, Dronagiri	CIDCO Ltd., CIDCO Bhavan, 1 st floor, Estate Department , CBD- Belapur, Navi Mumbai 400614, 67918624	marathe.vs@cidcoindia.com	General Manager (Administration)

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph.No.
1.	S.G. Patil	Estate Officer(I)	Sanpada, Nerul	CIDCO Ltd., CIDCO
2.	P.N. Bhagat	Estate Officer(II)	Vashi, Turbhe, Koperkhairane, Airoli	Bhavan, 1 st floor, Estate Department , CBD- Belapur, Navi Mumbai
3.	P.N. Mhatre	Estate Officer(III)	CBD, Kharghar, Kalamboli, New Panvel, Dronagiri	400614, 67918141

Appellate authority

C

Sr.No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
1	Shri J.B. Khanvilkar	General Manager (Administration)	CIDCO Ltd., CIDCO Bhavan, Gr. floor, CBD-Belapur, Navi Mumbai 400614, 67918231	VC & MD.	marathe.vs@cidcoindia.com

Section 4(1) (b) (xvii)

Common administrative information published

-----NIL-----

Section 4(1) (b) (xvi)