

CIDCO/OSD/2008/

27.08.2008

Sub : Submission of pro-active information under the Right to Information Act 2005.

Ref : GM<sup>3</sup>Adm's Circular No.CIDCO/GM<sup>3</sup>ADM'/RTI/2008/541 dtd.8.8.2008.

The GM<sup>3</sup>Adm.) may kindly refer to his Circular dtd. 8.8.2008 on the subject cited above.

As desired, the information in the forms prescribed is hereby forwarded in English as well as in Marathi. This information is also mailed on the Email ID provided in the Circular.

The GM<sup>3</sup>Adm' is requested kindly to acknowledge receipt.

O.S.D.(Lands'

GM<sup>3</sup>Adm'

**Section 2 (H)****Format A**

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

Name of the Dept./Corporation – Officer on Special Duty<sup>3</sup>Lands', CIDCO

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

Sr.No.	Category	Description of the Authority	Location/Address
1.	By or under the constitution	This information is to be provided by the Administration Section	
2	By any other law made by parliament		
3	By any other law made by State Legislature		
4	By notification issued or order made by the appropriate Govt.		

**Section 2 (H)****Format B**

Name of the Dept. /Corporation – Officer on Special Duty<sup>3</sup>Lands', CIDCO

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

Sr.No.	Category	Description of the Authority	Location/Address
1	Body owned controlled or substantially financed	This information is to be provided by the Administration Section	
2	Non-Govt. organization substantially financed		

**Section 4(1) (b) (i)**

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

Name of the Public Authority – City & Industrial Development Corporation of Maharashtra Ltd.

Address – CIDCO Bhavan, CBD-Belapur, Navi Mumbai-400614

Head of the Office – Officer on Special Duty<sup>3</sup>Lands', CIDCO

Parent Govt. Dept. – Urban Development Department, Govt. of Maharashtra

Reporting to which office – Joint Managing Director, CIDCO

Jurisdiction – Geographical – The area earmarked for proposed Navi Mumbai International Airport at Tal.Panvel.

\* Mission - -

\* Vision – -

Objectives – To acquire all privately held land, Govt.land, Salt-pan land etc. required for proposed International Airport from Tal. Panvel in Navi Mumbai area and make it available for the Project after taking over possession of the same. Besides, to re-settle the houses in the Gaothans falling in the proposed International Airport which are required to be shifted

Functions – As above

Details of Services

provided (In Brief) . -

Physical Assets – (Statement -

of lands & buildings and

other assets)-

Organisation's structural Chart -

(Orgonogram) at each level-Give

linkage of jurisdiction & Address,

Tel Nos. &

67918100 / 67918235 / 67918223

Office Timings	9.30 to 13.00 & 13.30 to 17.30
Weekly holidays & specific Service Timings	All Saturdays & Sundays besides holidays declared by the Govt. as well as Collectors concerned.

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

The powers of officers & employees in the office of Officer on Special Duty<sup>3</sup>Lands', CIDCO

**A**

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

**B**

Sr.No.	Designation	Powers-Administrative	Under which legislation/rules/orders/GRs.	Remarks
1	Officer on Special Duty <sup>3</sup> Lands'	As per powers delegated by the Board of Directors of the Corporation and as per delegation made by the Joint Managing Director and Managing Director as regards to the matters of employees and administrative responsibilities given	As per Circulars issued and Resolution passed and directions given from time to time.	

## C

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

## D

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

## E

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

### **Section 4(1) (b) (ii) format B**

The duties of officers & employees in the office of Officer on Special Duty<sup>3</sup>Lands', CIDCO

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

Sr.No.	Designation	Duties-Administrative	Under which Act/rules/orders/GRs./Circulars	Remarks
1	Officer on Special Duty <sup>3</sup> Lands', CIDCO	To acquire all privately held land, Govt.land, Salt-pan land etc. required for proposed International Airport from Tal. Panvel in Navi Mumbai area and make it available for the Project after taking over possession of the same. Besides, to re-settle the houses in the Gaothans falling in the proposed International Airport which are required to be shifted	As instructed by the Joint Managing Director and Managing Director of the Corporation from time to time	
2	Asstt.Lands Officer	To assist Officer on Special Duty for the above work and take action as per his directions	-	
3	Circle Officer-I	As above at Sr.No.2	-	
4	Circle Officer-II	As above at Sr.No.2	-	
5	Talathi	As above at Sr.No.2	-	
6	Clerk/Typist	As above at Sr.No.2		
7	L.G.	As above at Sr.No.2		

	Steno <sup>3</sup> Marathi'	
8	LG	As above at Sr.No.2
	Steno <sup>3</sup> English'	
9	Surveyor	As above at Sr.No.2
10	Surveyor	As above at Sr.No.2
11	Peon	To work as peon in the office

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

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

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 Officer on Special Duty<sup>3</sup>Lands', CIDCO

NAME OF ACTIVITY – To acquire all privately held land, Govt.land, Salt-pan land etc. required for proposed International Airport from Tal. Panvel in Navi Mumbai area and make it available for the Project after taking over possession of the same. Besides, to re-settle the houses in the Gaothans falling in the proposed

International Airport which are required to be shifted

Related Provisions – As per legal provision and policy of the State & Central Govt.

Name of the Act / Acts – -

Rules – -

Govt. Resolutions – -

Circulars – -

Office Orders – CIDCO/JMD/Appointment/2008 dtd. 30.5.2008

Sr. No.	Activity	Steps involved	Time Limit	Authority Role & Responsibility of the employee/officer in connection with each activity. (mention designation)	Remarks
1	To acquire all privately held land, Govt.land, Salt-pan land etc. required for proposed International Airport from Tal. Panvel in Navi Mumbai area and make it available for the Project after taking over possession of the same. Besides, to re-settle the houses in the Gaothans falling in the proposed International Airport which are required to be shifted	-	Since the work is to be completed after considering several matters, no specific time period is fixed.	Officer on Special Duty <sup>3</sup> Lands' and all the officers & employees who are assisting him for this work	

**Section 4(1) (b) (iv) format (A)**

Physical and Financial Norms set for discharge of its functions in the office of Officer on Special Duty 'Lands', CIDCO

ORGANISATIONAL TARGETS – Monthly, Quarterly, Six monthly & Yearly

Sr.No.	Designation	Activity	Physical Targets units to be covered	Financial Targets in Rs.	Time Limit	Remarks
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Since the work is to be completed after considering several matters, no specific target to complete the work is fixed.

**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
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Since the work is to be completed after considering several matters, no specific time limit is fixed.

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

The rules / regulation related with the functions of \_\_\_\_\_

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

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

List of documents available in the office/section/ward/branch of Officer on Special  
Duty<sup>3</sup>Lands', CIDCO

Sr.No.	Subject as indicated in the office order	No. & office order date	Remarks if any
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NIL

**Section 4(1) (a) (vi)**

Statement of categories of documents held in the office of Officer on Specila Duty<sup>3</sup>Lands',  
CIDCO at Navi Mumbai.

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of preservati on
1	Proposal for acquisition of land	Office copy of the proposal forwarded for acquisition of land from village Pargaon required for Navi Mumbai International Airport	-	-	-
2	Proposal for acquisition of land	Office copy of the proposal forwarded for acquisition of land from village Pargaondungi required for Navi Mumbai International Airport	-	-	-
3	Proposal for acquisition of land	Office copy of the proposal forwarded for acquisition of land from village Wadghar required for Navi Mumbai International Airport	-	-	-
4	Proposal for acquisition of land	Office copy of the proposal forwarded for acquisition of land from village Dapoli required for Navi Mumbai International Airport	-	-	-
5	Proposal for acquisition of land	Office copy of the proposal forwarded for acquisition of land from village Owale required for Navi Mumbai International	-	-	-

		Airport			
6	Proposal for acquisition of land	Office copy of the proposal forwarded for acquisition of land from village Manghar required for Navi Mumbai International Airport	-	-	-
7	Proposal for acquisition of land	Office copy of the proposal forwarded for acquisition of land from village Kunde-Vahal required for Navi Mumbai International Airport	-	-	-
8	File of Govt.land	File of the Govt. land from village Wadghar required for Navi Mumbai International Airport	-	-	-
9	File of Govt.land	File of the Govt. land from village Kopar required for Navi Mumbai International Airport	-	-	-
10	File of Govt.land	File of the Govt. land from village Pargaon required for Navi Mumbai International Airport	-	-	-
11	File of Govt.land	File of the Govt. land from village Pargaondungi required for Navi Mumbai International Airport	-	-	-
12	File of Govt.land	File of the Govt. land from village Waghivali required for Navi Mumbai International Airport	-	-	-
13	File of Govt.land	File of the Govt. land from village Kamothe required for Navi Mumbai International Airport	-	-	-
14	File of Govt.land	File of the Govt. land from village Dapoli required for Navi Mumbai	-	-	-

		International Airport			
15	File of Govt.land	File of the Govt. land from village Sonkhar required for Navi Mumbai International Airport	-	-	-
16	File of Govt.land	File of the Govt. land from village Ulwe required for Navi Mumbai International Airport	-	-	-
17	File of Govt.land	File of the Govt. land from village Owale required for Navi Mumbai International Airport	-	-	-
18	File of Govt.land	File of the Govt. land from village Targhar required for Navi Mumbai International Airport	-	-	-
19	Receipts of the private land taken over in possession after its acquisition	Receipts of the private land from village Wadghar taken over in possession after its acquisition required for Navi Mumbai International Airport	-	-	-
20	Receipts of the private land taken over in possession after its acquisition	Receipts of the private land from village Kopar taken over in possession after its acquisition required for Navi Mumbai International Airport	-	-	-
21	Receipts of the private land taken over in	Receipts of the private land from village Pargaondungi taken over in possession after its acquisition required for Navi Mumbai	-	-	-

	possession after its acquisition	International Airport			
22	Receipts of the private land taken over in possession after its acquisition	Receipts of the private land from village Vahal taken over in possession after its acquisition required for Navi Mumbai International Airport	-	-	-
23	Receipts of the private land taken over in possession after its acquisition	Receipts of the private land from village Panvel taken over in possession after its acquisition required for Navi Mumbai International Airport	-	-	-
24	Receipts of the private land taken over in possession after its acquisition	Receipts of the private land from village Bambavi taken over in possession after its acquisition required for Navi Mumbai International Airport	-	-	-
25	Receipts of the private land taken over in possession after its acquisition	Receipts of the private land from village Kamothe taken over in possession after its acquisition required for Navi Mumbai International Airport	-	-	-

26	Receipts of the private land taken over in possession after its acquisition	Receipts of the private land from village Dapoli taken over in possession after its acquisition required for Navi Mumbai International Airport	-	-	-
27	Receipts of the private land taken over in possession after its acquisition	Receipts of the private land from village Sonkhar taken over in possession after its acquisition required for Navi Mumbai International Airport	-	-	-
28	Receipts of the private land taken over in possession after its acquisition	Receipts of the private land from village Ulwe taken over in possession after its acquisition required for Navi Mumbai International Airport	-	-	-
29	Receipts of the private land taken over in possession after its acquisition	Receipts of the private land from village Owale taken over in possession after its acquisition required for Navi Mumbai International Airport	-	-	-
30	Receipts of the private land taken	Receipts of the private land from village Targhar taken over in possession after its acquisition	-	-	-

	over in possession after its acquisition	required for Navi Mumbai International Airport			
31	File of suit	File of the suit filed by Shri Bhatia in the Court in respect of land from village Pargaon	-	-	-
32	File of land from village Ulwe	File of land owned by Smt. Biwalkar bearing Survey No.51 from village Ulwe	-	-	-
33	File of policy of re-settlement	File of policy of re-settlement of the persons who will affect due to Navi Mumbai International Airport	-	-	-
34	File of attendance of the employees	File of attendance of the employees from 1 <sup>st</sup> June 2008 who are working in the office of Officer on Special Duty <sup>3</sup> Lands'	-	-	-

**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 Officer on Special Duty<sup>3</sup>Lands', CIDCO

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

**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
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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
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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
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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
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NIL

**Section 4(1) (b) (ix)**

Directory of the officers and employees working in the office of Officer on Special Duty<sup>3</sup>Lands', CIDCO

Sr. No.	Designation	Name of the officers/employees	Cadre	Dt. Of Joining the post	Contact Details Ph/Fax./E-mail	Total Remuneration in Rs.
1	Officer on Special Duty <sup>3</sup> Lands'	Shri A.R. Jadhav	Sr.Development Officer	01.06.2008	67918223 67918235	33,979/-
2	Asstt.Lands Officer	Shri K.G. Joshi	On Contract	18.08.1998	67918409	15,000/-
3	Circle Officer	Shri R.L. Sawant	On Contract	04.09.2000	-	12,000/-
4	Circle Officer	Shri V.K. Bhatkhande	On Contract	13.06.2008	-	12,000/-
5	Talathi	Shri H.K. Munde	On Contract	13.02.2000	-	8,000/-
6	L.G.Steno <sup>3</sup> English'	Smt. A.P. Ghag	Class-II	18.08.1993	67918223	21,675/-
7	L.G. Steno <sup>3</sup> Marathi'	Smt. S.A. Patil	Class-II	18.10.1993	67918223	21,675/-
8	Clerk/Typist	Shri P.A. Chiplekar	Class-III	01.04.2004	67918223	9,195/-
9	Surveyor	Shri D.D. Bandekar	Class-III	13.02.1986	-	17,658/-
10	Surveyor	Shri N.N. Alekar	Class-III	10.05.1982	-	19,251/-
11	Peon	Shri T.B. Patil	Class-IV	28.10.2004	-	7,447/-

**Section 4(1) (b) (x)**

Details of remuneration of officers & employees in the office of Officer on Special Duty<sup>3</sup>Lands', CIDCO

Sr.No.	Name	Designation Cadre	Basic Pay	DA	HRA	CCA	Special Allowance transport Allowance Project Allowance	Total
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This information is to be provided by the Accounts Section

**Section 4(1) (b) (xi)**

Details of allocation of budget & disbursement made in the office of Officer on Special Duty<sup>3</sup>Lands' for the year \_\_\_\_\_.

Format A for current year

Sr.No.	Budget head description	Grants received	Planned use (Give details areawise or workwise in a separate form)	(In Rs.) Remarks
NIL				

Format B for previous Year

Sr.No.	Budget Head	Grants received	Grants utilised	Grants Surrendered	(In Rs.) Results
NIL					

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

Manner of execution of subsidy program in the office of Officer on Special Duty<sup>3</sup>Lands' at Navo Mumbai

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 -

NIL

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

Details of beneficiaries of subsidy program in the office of Officer on Special Duty<sup>3</sup>Lands' at Navi Mumbai

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 Officer on Special Duty<sup>3</sup>Lands' at Navi Mumbai

Type of license/permission/concession –

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

NIL

**Section 4(1) (b) (xiv)**

Details of information available in electronic form in the office of Officer on Special Duty<sup>3</sup>Lands'

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 Officer on Special Duty<sup>3</sup>Lands'

Sr.No.	Type of facility	Timings	Procedure	Location	Person in charge
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The office of the Officer on Special Duty<sup>3</sup>Lands' is a part of CIDCO Administration. Therefore, the timing fixed for visitors to see the CIDCO officials and the facilities provided to the public is the same as per decision of the CIDCO Administration.

**Section 4(1) (b) (xvi)**

Details of Public Information Officers/APIOs/Appellate authority in the jurisdiction of  
(public authority) \_\_\_\_\_

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
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This information is to be provided by the Administration Section.

APIOs

**B**

Sr.No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph.No.
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This information is to be provided by the Administration Section.

Appellate authority

**C**

Sr.No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
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This information is to be provided by the Administration Section.

**Section 4(1) (b) (xvii)**

Common administrative information published

NIL

**Section 4(1) (b) (xvi)**

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.

NIL