

Government Of Maharashtra Revenue Department

Under section 4 (B) of the Right to information Act 2005.

Proactive Disclosure The office of the Sub- Divisional officer Parbhani Dist Parbhani.

Information published In pursuance of section 4(b) (i) to (xvii) of the right to Information Act 2005.

Chapter 1

Introduction

- 1.1 The right to information act 2005** provides as per the section 4(b) (i) to (xvii) that every public authority will within 120 days of the publication of the act publish information related with that public authority for the knowledge of general public. This hand book consists of information pertaining to the office of the Sub Divisional office Parbhani as per the 4(b) (i) to (xvii) of the Right To Information Act 2005.
- 1.2 Objective** /purpose of this hand book is to provide information about the general working procedure at Sub- Divisional Parbhani.
- 1.3 Definitions** : where -ever necessary the terms used in the hand book have been defined at the point of its first use.
- 1.4 Procedure and Fee structure** for getting information not available in the hand -book is described in chapter 18 of this hand - BOOK .
- 1.5.** Any person who wants detailed information may contact the information Officer Óas desired in chapter of this hand book.

Chapter 2 **(Manual 1)**

Particulars of Organization , Functions and Duties.

2.1 This office is named as Office of the **Sub-Divisional officer and the Sub-Divisional Magistrate Parbhani**. The address is Station Road, Parbhani.

Pin code No 431401. The head of this office is **Sub-divisional officer (SDO)** who is also Sub-divisional magistrate. The parent government department it belongs to is Department of Revenue. Government of Maharashtra . It reports to the office of the Collector Parbhani at Parbhani. The geographical jurisdiction of this office includes the area of Parbhani, Purna, Palam, Gangakhed, Sonpeth Tahsils. The basic objective and purpose of this office is to represent the government in general at the sub-divisional level and to control and supervise the offices, working of subordinate offices.

2.2 Mission/ Vision Statement - Government at your doorsteps is the mission of this office.

2.3 Brief history and context of its formation.

Office of the Sub-Divisional Officer Parbhani was established in July 99. The office falls under department of revenue and forests Government of Maharashtra. It works under direct control of Collector and District Magistrate Parbhani.

Basic objective of this office is to have a control and supervision of the office of the Tahsildars and Taluka Magistrate of Parbhani, Purna, Palam, Gangakhed, Sonpeth Tahsils. The office is located at old Nagar palika building, Station Road Parbhani.

This office handles or supervises all the matters basically relating to land law and order. Collection of :Land Revenue, Election laws, Public Distribution System issuance of Caste Certificates. Land Acquisition, Minor minerals and Conversion of land-use. Besides working under powers and duties vested under various Acts this office also acts as a coordinating agency at Sub divisional level for all other Government at semi Government offices. Sub Divisional Officers also play important statutory role as Electoral Registration Officer & Returning Officer under various Election and allied laws.

2.4 Duties of the public authority –

To supervise and control the Tahsildar and Executive Magistrates offices and all subordinate officers and employees act as an appellate authority, maintain law and order the basic duties of this office.

2.5 Main activities / functions

All matters related to use of land , assessment and realization of land revenue, maintenance of law and order., land acquisition, issuance of caste certificates, election administration under various election and allied law. Act as an appellate authority for the decisions of sub- ordinate officers and employees are the main functions of this office.

2.6 List of services being provided by the public authority with a brief write up on them.

This offices related with following services either directly or as a subordinate office or supervisory office.

1 Revenue and other matters

Sr No	Name of scheme	Authority	Remarks
1	Certificate regarding project affected persons	Collector	Report is sent
2	Permission to sell land under command area.	Collector	Report is sent
3	Explosives permission	Collector	Report is sent
4	Solvency Certificate	Collector/SDO/Tahsildar	
5	Caste Certificate	SDO	
6	Non-creamy layer certificate	SDO	
7	Lease renewal for Govt. land leases	Collector	Report is sent by this office.
8	Permission to extract minor	Collector/SDO/Tahsildar	

	minerals		
9	Mutation of land	Talathi	Supervision
10	Right of way applications	Tahsildar/ Naib Tahsildar	Supervision
11	Lodging house license	SDO	
12	Permission for conversion of land use	Collector/SDO/Tahsildar	
13	Conversion of land tenure	SDO	
14	Distribution of surplus land under Ceiling act and Govt. land	Tahsildar/Collector	
15	Senior citizen certificate	Tahsildar	supervision
16	Allotment of fair price shop	D.S.O.	
17	Allotment of retail kerosene licensee	D.S.O.	

Beneficiary Schemes :-

Sr No	Name of scheme	Authority	Remarks
1	Shravan Bal Yojna, Sanjay Gandhi Niradhar yojna	Naib Tahsildar SGY	Supervision
2	Indira Gandhi Niradhar Wa bhumihin shetmajur mahila anudan yojna	Naib Tahsildar SGY	Supervision
3	National old age pension scheme	Naib Tahsildar SGY	Supervision
4	Pregency Assistance Scheme	Naib Tahsildar SGY	Supervision
5	National family Benefit scheme	Naib Tahsildar SGY	Supervision
6	Natural Calamity Assistance	Tahsildar	Supervision

B. Revenue and other work

1. Solvency Certificate

Application in prescribed proforma with court fee stamp Rs 5/-

1. Copy of 7/12, Tax receipt (Details of property on which grant solvency certificate applied)
2. Any other documentary evidence which proves the ownership
3. Valuation Certificate of concerned office.

4. Solvency Certificate upto Rs 25000/- can be given by Naib Tahsildar.
5. Solvency Certificate upto Rs 1.00,000/- can be given by Tahsildar.
6. Solvency Certificate upto Rs 5.00,000/- can be given by Sub Divisional Officer.
7. Solvency Certificate above upto Rs 5.00,000/- can be given by Hon Collector.

2. **Caste Certificate**

Application in prescribed can be made to Tahsildar with court fee stamp Rs 5/-.

1. Affidavit
2. School leaving Certificate
3. Certified copy of 1 st page of service book if applicants father/mother is in service.
4. Certificate of permanent address
5. If applicant is other state the caste certificate of competent of his father is necessary.
6. Any other documentary evidence.

3. **Other Backward Class/ Nomadic Tribe (c) (D) Non-creamy-layer Certificate.**

Application in prescribed can be made to Tahsildar with court fee stamp Rs 5/-.

1. Caste certificate of applicant & his father.
2. Income certificate of last 3 years.
3. Affidavit
4. Salary certificate if necessary.
5. Ration card zerox copy.
6. copy of 7/12.
7. copy of income Tax description if necessary.
8. Any other documentary evidence.

4. **Permission to extract Minor minerals**

Application form may be submitted a prescribed proforma to Tahsildar,

Sub Divisional Officer/ Hon ble Collector with court fee stamp Rs 5/-.

1. 7/12 & map
2. Talathi reports
3. Agreement bond of land owner.

5. Mutation of land

Application form may be submitted to the concerned Talathi.

1. 7/12 or survey numbers clearly mentioned in application form necessarily
2. Xerox copy of sale deed.
3. Will -deed / Donated deed.

6. Right of way applications.

Application form may be submitted to the Tahsildar with court fee stamp Rs 5/-

Following information must be given in application form.

1. Name of applicant, age, caste, business, religion, resident address.
2. Name of Non applicant address, age, caste, business, religion.
3. 7/12 of surrounding land, matter of withheld of way.
4. Date of withheld of way.
5. Description of withheld of way.
6. List of witness
7. Description of demanded way with 7/12.

7 Permission for conversion of land use.

Application form may be submitted to the Tahsildar (Class II villages), Sub Divisional Officer (class I villages) & Hon ble Collector (Urban areas).

1. Application in prescribed proforma 7 copies with document. Court fee stamp Rs 5/- enclosed in on form.
2. Copy of 7/12 (5 copies)
3. Copy of 8-A (5 copies)
4. Talathi Map (5 copies)
5. Measurements plan (original copy).
6. Lay out plan (5 copies)
7. copy of mutation
8. No objection certificate of Tahsildar
9. copy of village form No 3
10. No objection certificate of Health department
11. No objection certificate of Electrical department
12. No objection certificate of District Resettlement officer
13. No objection certificate of Land Acquisition Officer
14. No objection certificate of U LC Department
15. Affidavit of sammatipatra of Co-owner.
16. Indemnity Bond.
17. Permission U/S 89 of B T A L Act if required.
18. No objection certificate of local Body (M.C./ V.P.)
19. No objection certificate of Govt. if land is to be required for religious purpose.
20. No objection certificate of Govt. if land is to be required for religious purpose.

(Note -However all the documents if not made available the decision will be taken on merit of the case so as to avoid delay).

2.7 Organizational Structure Diagram at various levels namely state , directorate, region district, block etc. (whichever is applicable).

2.8 **Expectation of the public authority from the public** for enhancing its effectiveness and efficiency.

This office expects from the general public that they should approach the concerned officer or employee in this office for their work , application or request. People in general are requested not to indulge into getting help from agents. If there is any problem then they should directly approach the supervisory officer of the concerned authority.

2.9 **Arrangements and methods made for seeking public participation / Contribution.**

No such exclusive arrangements is available . But people in general can always visit the concerned officer /employee for any grievance/ complaint regarding delivery of service.

2.10 . **Mechanism available for monitoring the service delivery and public grievance resolution.**

This office has been directed as per the existing Govt. orders and standing orders from Collectors office and Commissioners office to prepare and submit periodical returns. These returns indicate the service delivery and grievance resolution.

2.11 **Addresses of the main office and other offices at different levels (please categories the addresses district wise for facilitating the understanding by the user.)**

**Main office- Office Of The Sub- Divisional Officer Parbhani.
Old Nagarpalica Building, Station Road, Parbhani
Pin code No 431401. Phone No. 02452- 226537.**

Sub Ordinate offices-

1. **Office of the Tahsildar Parbhani,
Tahsil office parbhani Pin code No 431401
Phone No 02452- 222711.**

- 2. Office of the Tahsildar Palam**
Administrative building, Main Road Palam.
Phone No 02453-270253.
- 3. Office of the Tahsildar Purna**
Administrative building Purna
Phone No 02452- 255173.
- 4. Office of the Tahsildar Sonpeth**
Administrative building, Sonpeth
Phone No 02453- 240246
- 5. Office of the Tahsildar Gangakhed,**
Gangakhed Tahsil
Phone No- 02453- 222.0023

Besides this all Naib Tahsildars have their officers at the respective tahsil officers . All the Talathis have offices at their saza headquarters as indicated in the directory.

Working Hours

Morning Hours of the office 09.45
Closing Hours of the office 05.45.

(Note- In case of emergency and natural calamity as well as for Election and Protocol matters no specific hours can be prescribed).

.

Chapter -3 (Manual 2)

Powers and duties of officers and Employees.

3.1 General out line of powers and duties of sub divisional officer and staff working under him

1. Financial powers.

- D D O as per Maharashtra contingent expenditure reules 1965.
- D D O as per Land Acquisition Act 1894.
- Powers under election laws.

2. Adminintrative Powers

- As per Maharashtra Land Revenue Code 1966
- As Per Maharashtra civil services rules 1981.
- Maharashtra village police act 1968.
- Appointment of police patil.
- Allotement of fair price shop and retail kerosine licinsee.

3. Magistrial Powers Powers Under

- Criminal procedure code 1973.
- Bombay police Act 1951.
- Bombay prohibition Act 1949.

4. Quasi Judicial Powers Powers Under.

- Rent Control Act 1999.
- Agricultural Lands Act 1958.
- Mahashtra ceiling on agricultural Land Holding Act 1961 & 1975.
- Representation of peoples Act 1950.
- Maharashtra Muncipal Council & Nagar Panchyat Act 1966.

The Duties of Officers & employees in the office of The Sub- Divisional Officer Parbhani.

Sr No	Designation	Duties	Under which Act Rules	Remarks
1	Sub Divisional Officer Sub Divisional Magistrate Electroal Registration Officer Returning Officer	Supervision and control over subordinate officers and employees. Hearing of cases spot and other Inspections , Accounting sauncions to proposals from subordinate officers. Final Decision in all cases , matters and applications as per delegated powers, Maintnance of Law & Order. Maintanance Of Electroal Rolls, conduct of various Elections Providing Information to the people	As indicated in Manual II chapter-3 (powers) Right to information Act 2005.	
2.	Steno	Meetings and meeting notes, taking dictation, personal file of the sub divisional officer. Magistrate work, Appeal Rent control and Record sections	As indicated in Manual II chapter-3 (powers)	
3	AK (1)	Handling Letters and communications from tahsil offices. Supervise and work distribution among all clerks, working of atiyat, Lodging sections	As indicated in Manual II chapter-3 (powers)	
4	AK (II)	Land acquisition , Talathi establishment, Extention of Gaothan, Public Distribution system. EGS , Muncipal Council Inquiries	As indicated in Manual II chapter-3 (powers)	

5	Clerk (I)	All revenue matters and cases tenancy cases, ceiling cases, appeals and revision cases. Rent control cases, Periodical returns . AG and internal audit paras.Sending cases to record room. Working of election , police patil Establishment, Lokshahi din, accounts section	As indicated in Manual II chapter-3 (powers)	
6	Clerk (II)	Caste certificate, Natural calamity, water scarcity, Employment Guaranty scheme & other Mislinious Matter	As indicated in Manual II chapter-3 (powers)	

Chapter -4 (Manual 3)

Rules, Regulations, Instructions, Manual And Records for Discharging Functions

4.1 Please provide list of rules regulations , instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Sr No	Subject as indicated in the notification	Rule No & its year.
1	Maharashtra Land Revenue Code	1966
2	Land Acquisition Act	1872
3	Bombay village Police Act	1968
4	Bombay Police Act	
5	Bombay (liquor) prohibition Act	1949
6	Mamledar Courts Act	1906
7	Code Of Criminal Procedure	1973
8	Fragmentation and Consolidation of Agricultural Holdings Act	1947
9	Felling of Trees Act	1964
10	Rent Control Act	1999
11	Bombay Tennacy and Agricultural Lands (Vidarbha Region) Act	1958
12	Maharashtra Ceiling On Agricultural Land Holding Act	1961, 1975
13	Representation of Peoples Act	1950.

Besides these major acts and regulations various government resolutions are issued from time to time for disposal of business in the office. These resolutions notifications and circulars are also referred while disposal of the functions assigned to this office.

These acts rules and regulations are available at Government Printing Press, Paithan Road, Aurangabad at a nominal price.

Chapter -5 (Manual-4)

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)

This office is not formulating any policies and therefore information regarding this chapter is not applicable.

A statement of the categories of documents that are held by it or under its control

- 6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level , directorate level , others (please mention the level in place of writing others.)

Sr No	Description of Records	Controlling Officer Employee
1	Appeal /Revision cases Current & filed cases	Sub Divisional Officer
2	Caste Certificate & its relation records	Tahsildar
3	Criminal Cases	Sub Divisional Officer & Tahsildar
4	Villate Forms	Concerned Talathi
5	Taluka Forms	Tahsildar
6	Office Registers	Sub Divisional Officer
7	Settlement Record	Tahsildar Record room
8	Record about various permits licenses etc	Sub Divisional Officer

Chapter -7 (Manual-6)

A statement of boards, council, committes and other bodies costitued as its part

7.1 Information on Boards, councils, commitees and other bodies related to the public authority.

Following committees are constituted as per respective government resolutions are related with this authority , Non –official members to committees are yet to be nominated.

1.Bharashtachar Nirmulan Samitee

1. Sub -Divisional Officer : President
2. Dy. Supdt. Police : Member
3. Dy Engineer, irrigation : Member
4. Dy Engineer& B & C : Member
5. Taluka Agricultural Officer : Member
6. Asst. Register Co- op Society : Member
7. Block Development Officer : Member
8. Tasildar : Secretary
- 9.Non- Official Member nominated By Govt. : 5
for 2 years .

2. Employment & Self -Employment Commitee.

1. Sub- Divisional Officer : President
2. Member of LA/ LC : Member
3. Asstt. Register Co-Op Society : Member
4. Bank Representative : Member
5. Project Officer, Tribale Devl Dept : Member
6. Swqyam Rojgar Karyanvit : Member
7. Swayamsevi Sansatha Representative : Member
8. Employment Officer (JR) : Member

3.Bonded Labour (Eradication) Commitee

1. Sub Divisional officer : President
2. Block Development Officer : Member
3. Presedent Of A P M C : Member
4. Bank Manager : Member
5. Tahsildar : Member
- 6.Non -Official Member Óappointed by district Guardian Minister :Member
7. District Labour Officer : Secretary

S D O Parbhani

Steno- 1

Awwal Karkun -3

Clerk-3

Peon-2

Tasildar Parbhani

1. Naib Tasildar (R)	-1
2. Naib Tasildar (E)	-1
3. Naib Tasildar (S)	-1
4. Awwal Karkun	-9
5. Clerk	-17
6. Peon	-14

Tasildar Palam

1. Naib Tasildar (R)	-1
2. Naib Tasildar (E)	-1
3. Naib Tasildar (S)	-1
4. Awwal Karkun	-4
5. Clerk	-7
6. Peon	-5

Tasildar Purna

1. Naib Tasildar (R)	-1
2. Naib Tasildar (E)	-1
3. Naib Tasildar (S)	-1
4. Awwal Karkun	-
5. Clerk	-
6. Peon	-

Tasildar Sonpeth

1. Naib Tasildar (R)	-1
2. Naib Tasildar (E)	-1
3. Naib Tasildar (S)	-1
4. Awwal Karkun	-3
5. Clerk	-8
6. Peon	-4

Tasildar Gangakhed

1. Naib Tasildar (R)	-1
2. Naib Tasildar (E)	-1
3. Naib Tasildar (S)	-1
4. Awwal Karkun	-7
5. Clerk	-11
6. Peon	-7

Chapter -8 (Manual-7)

The names , designations and other particulars of the public Information Officers.

8.1 Contact information about the public Information Officers , Assistant Public Information Officers and Department Appellate Authority of the public authority.

Name Of the Public Authority : - Sub Divisional Officer Parbhani.

Assistant Public Information Officers.

Sr No	Name Of APIO	Designation	Jurisdiction as APIO under RTI	Addresses/ Ph No.
1	Mr. M. Sirajoddin	A. K.	Sub Divisional Officer Parbhani.	S D O Office Parbhani Ph No- 02452/226537
2	Mr. Kiran Ambekar	Resident Naib Tahsildar	Tahsildar Parbhani	O/o Tahsildar Parbhani Ph No- 02452/222711
3	Mr. K. K . Dagdu	Resident Naib Tahsildar	Tahsildar Palam	O/o Tahsildar Palam Ph No- 02453/270253
4	Mr. R. G. Gorthe	Resident Naib Tahsildar	Tahsildar Gangakhed	O/o Tahsildar Gangakhed Ph No- 02453/222023
5	Mr. Vasantao Kekarjavlekar	Resident Naib Tahsildar	Tahsildar Sonpeth	O/o Tahsildar Sonpeth Ph No- 02453/240246
6.	Mr. S D Mandavgade	Resident Naib Tahsildar	Tahsildar Purna	O/o Tahsildar Purna Ph No- 02452/255173

Public Information Officers.

Sr No	Name of PIO	Designation	Jurisdiction as PIO Under RTI	Address/Ph No	Appellate authority
1	Mr. S. B. Mahindkar	S D O Parbhani	Parbhani Sub Division	SDO Office Parbhani Phone No- 02452-226537	Additional Collector Parbhani
2	Mr. Jayaram Pawar	Tahsildar	Parbhani Tahsil	O/o Tahsildar Parbhani Ph No- 02452/222711	S D O Parbhani
3	Mr. M. R. Pratayki	Tahsildar	Palam Tahsil	O/o Tahsildar Palam Ph No- 02453/270253	S D O Parbhani
4	Mrs. Dhalkari	Tahsildar	Purna Tahsil	O/o Tahsildar Purna Ph No- 02452/255173	S D O Parbhani
5	Mr. Bhusewad	Tahsildar	Sonpeth Tahsil	O/o Tahsildar Sonpeth Ph No- 02453/2402456	S D O Parbhani
6	Mr Chakurkar	Tahsildar	Gangakhed Tahsil	O/o Tahsildar Gangakhed Ph No- 02453/222023	S D O Parbhani
7	Mr. Kiran Ambekar	Resident Naib Tahsildar	Tahsildar Parbhani	O/o Tahsildar Parbhani Ph No- 02452/222711	Tahsildar Parbhani
8	Mr. K. K . Dagdu	Resident Naib Tahsildar	Tahsildar Palam	O/o Tahsildar Palam Ph No- 02453/270253	Tahsildar Palam
9	Mr. R. G. Gorthe	Resident Naib Tahsildar	Tahsildar Gangakhed	O/o Tahsildar Gangakhed Ph No- 02453/222023	Tahsildar Gangakhed
10	Mr. Vasantrao	Resident Naib	Tahsildar Sonpeth	O/o Tahsildar Sonpeth	Tahsildar Sonpeth

	Kekarjavlekar	Tahsildar		Ph No-02453/240246	
11	Mr. S D Mandavgade	Resident Naib Tahsildar	Tahsildar Purna	O/o Tahsildar Purna Ph No-02452/255173	Tahsildar Purna
12	All Circle Officers	Circle Officer	There Repractive Circle	Respective Circle Head quarter	Naib Tahsildar
13	All Talathis	Talathi	There Repractive Sazza	Respective Sazza Head quarter	Circle Officer

Department Appellate Authority

Name:- Dr Shri Dhanraj Kendre.

Designation :- Additional Collector Parbhani.

Addresses :- O/O Additional Collector , Collector Office, Parbhani.

Phone :- 02452- 222733

Chapter -9 (Manual -8)

Procedure followed Decision Making process.

9.1 Procedure followed to take a decision for various matters (A reference to Secretariat Manual and Rule of Business Manual and other rules / regulations etc can be made.

Sr No	Details of Activity (sequentially)	Day with in the procedure duration e.g. Day 1/ Day 16 etc	Authority Responsible for that activity	Remarks
1	Revenue /Criminal and other statutory cases)	Registration of the case Issue of summons to parties Getting reply or statement Taking evidence if required Fixing for final hearing or arguments Closing for orders Making order and communicating to the parties	Steno Steno S D O S D O S D O S D O S D O A K	In case of criminal cases procedure has been prescribed under the relevant act and High court Criminal Manual, In other statutory cases the respective act read with the provisions of Civil procedure Code defines the procedure.
2	Certificate Issue	Registration of application Scrutiny of the case calling for additional documents evidence if necessary issue of certificate to concer ned Person	A K Jr Clerk S D O	Procedure has been defined by the Govt. Resolutions and circulars issued from time to time.
3	Issue of permissions	Registration of	A . K	Procedure is

	/ permits/licences	application , Scrutiny calling for reports from local subordinate officers issue of proclamation disposal /hearing on objections if any received Decision either to issue or reject communicate	S D O A K.	defined under the relevant act under which such case is registered.
--	--------------------	---	-------------------	--

9.2 Procedure are documented in the Act/Law/ Rules under which the work is done as indicated in Chapter -3 for matters like certificate/ permission procedure is defined by Govt. resolutions and Circulars / Notifications copies of which can be made available on request.

9.3 The arrangements to communicate the decision to the public.
Decision is always communicated in writing by office letter to the concerned party.

9.4. Who is the final authority that takes the decision

Sub Divisional Officer Parbhani

Chapter -10 (Manual-9)

Directory of Officers and Employee

Sr No	Designation	Name of the officers/ employee	Cad er clas s	Dt of joining the post	cont act Details Ph/ Fax/ E-mail
1	Sub Divisional officer Parbhani	Sunil Mahindrakar	I	31-1-2008	
2	Awwal karkun	M. S. Gingine	III	1-1-2006	
3	Awwal karkun	Sow Swati D Dadke	III	22-2-2006	
4	Awwal karkun	Ansari M. Sirajuddin	III	5-3-2008.	
5	Steno	M Mayonoddin	III	1-6-2007	
6	Clerk	P. S. Devde	III	31-5-2008	
7	Clerk	M. A. Shaikh	III	27-6-2006	
8	Clerk	S.A. Pandit	III	29-4-2008	
9	Peon	N. R. Katkade	III	24-9-99	
10	Peon	S.M. Shinde	III	8-5-2008	
1	Talathi Parbhani	Laximikant Kaje	III		
2	Talathi Dharmapuri	C.G.Joshi	III		
3	Talathi Asola	S.B. Ambhore	III		
4	Talathi Vangi	U J Raptwar	III	19-6-06	
5	Talathi Brahamangaon	D.S.Kadam	III	23-5-05	
6	Talathi Raipur	R T Chavan	III	24-6-06	
7	Talathi Jamb	D. H. Pardeshi	III	1-6-04	
8	Talathi Takli Kumbhkarna	U.T. Sarode	III		
9	Talathi Zari	N.R. Sonvane	III		

Sr No	Designation	Name of the officers/ employee	Cad er clas s	Dt of joining the post	cont act Det ails Ph/ Fax/ E-mail
10	Talathi Mandva	Gangakhedkar S.S	III		
11	Talathi Takli Bobde	J.G. Bansode	III		
12	Talathi Sanpuri	S.R. Devde	III		
13	Talathi Dhar	K. K. Barbind	III	4-7-01	
14	Talathi Mangangaon	Gangakhedkar S S	III	13-6-04	
15	Talathis Sadegaon	V.R . Gajre	III		
16	Talathi Pedgaon	V.S.Shinde	III		
17	Talathi Hasnapur	W.C. Bhagat	III	16-6-04	
18	Talathi Arvi	W.C. Bhagat			
19	Talathi Kumbhari	W.C. Bhagat	III	16-6-04	
20	Talathi Bhogaon	Kamble G.G	III	14-11-03	
21	Talathi Kinohala	Jadhav B.B	III	16-6-04	
22	Talathi Pimpalgaon S.M.	Mane T.M.			
23	Talathi Mandakhali	M Sadekh M yasin	III	5-2-08	
24	Talathi Singnapur	N.R Nemane	III		
25	Talathi Taroda	Nemane N.R.	III	23-5-05	
26	Talathi Tadpangri	Ghodke R.S.	III	20-9-97	
27	Talathi Lohgaon	S.S Deshmukh	III		
28	Talathi Takalgavan	S.S Deshmukh	III		
29	Talathi Borvand Khurd	D.S. Kadam	III		
30	Talathi Pimpalgaon Thombre	Kale M.B.	III	9-6-04	
31	Talathi Umari	Kale M.B.	III		
32	Talathi Daithana	Khandare D.R.	III	10-6-04	
33	Talathi Pokharni	R.B. Patil	III	10-10-85	
34	Talathi Salapuri	P.G. Boinwad	III		

Sr No	Designation	Name of the officers/ employee	Cad er clas s	Dt of joining the post	cont act Det ails Ph/ Fax/ E-mail
35	Talathi Vadgaon	A.D. Jadhav	III	1-6-04	
36	Talathi Ambetakli	Sajed Ali	III		
37	Talathi Dhasadi	D.R. Bhosle	III		
38	Talathi Dampuri	M.T. Kulkarni	III		
39	Talathi Pingali	R.T.Chavan	III	16-6-06	
40	Talathi Tadlimla	Shinde U.A.	III	8-8-02	
41	Talathi Ukhalad	R.P. Waghmare	III		
42	Talathi Pimpari Deshmukh	S.N. Walvante	III	27-12-97	
43	Talathi Mirkhel	A.N. Gaikwad	III		
44	Talathi Nandgaon	R.N.Rajurkar	III		
45	Talathi Murumba	V.H. Pakwane	III		
46	Talathi Sambar	Lakhkar P.R.	III	21-7-03	
47	Talathi Chudava	Dasharate M.P.	III		
48	Talathi Tadkalas	L.P. Kulkarni	III		
49	Talathi Yerandeshwar	Jeevan Kulkarni	III		
50	Talathi Pimpalgaon Bazar	Shekh Pharid Shekh	III		
51	Talathi Balsa Budruk	S.N. Bhosle	III		
52	Talathi Alegaon	S. K. Chavan	III		
53	Talathi Pimpala Lokhande	L.R. Pawar	III		
54	Talathi Vazur	N.G. Gaikwad	III		
55	Talathi Purna	S.N. Duthade	III		
56	Talathi Aherwadi	A. V. Alase	III		
57	Talathi Satephal	G.K. Yelahare	III		
58	Talathi Pulkalas	Sheikh Farid	III		
59	Talathi Limla	A.P. Maske	III		
60	Talathi Gour	B.S. Kamane	III		
61	Talathi Kandkhed	H.A. Bavankar	III		

Sr No	Designation	Name of the officers/ employee	Cad er clas s	Dt of joining the post	cont act Det ails Ph/ Fax/ E- mail
62	Talathi Khuzada	K.P. Shinde	III		
63	Talathi Kawalgaon	V.S. Shinde	III		
64	Talathi Sukri	K.P.Shinde	III		
65	Talathi Dhangar Takli	M.A. Maizeed	III		
66	Talathi Phukatgaon	S.P. Chandvade	III		
67	Talathi Dhanora Kale	D.R. Bhagvant	III		
68	Talathi Mategaon	M Sadek A Razzak	III		
69	Talathi Pangra La	G.K.Yelahare	III		
70	Talathi Deulgaon Dudhate	M.V. Kolhe	III		
71	Talathi Kantheshwar	Arun Pachpor	III		
72	Talathi Katneshwar	Sheikh Raheem Sheikh Nadumiaya	III		
73	Talathi Hivara Budruk	Kokate D.V.	III		
74	Talathi Rumna	G.P. Dadewad	III		
75	Talathi Khali	N.S. Supekar	III		
76	Talathi Muli	N.K.Suravanshi	III		
77	Talathi Naralad	A.V.Shete	III		
78	Talathi Mahatpuri	M.S. Shisode	III		
79	Talathi Dharasur	V.H. Gaikwad	III		
80	Talathi Malewadi	B.S. Latpate	III		
81	Talathi Mardasgaon	V.Y. Dahiphale	III		
82	Talathi Makhni	D.V.Chate	III		
83	Talathi Akoli	M.D. Latpate	III		
84	Talathi Khadgaon	N.M.Murkute	III		
85	Talathi Dongargaon	K.V. Bhosle	III		
86	Talathi Harngul	K.G. Hange	III		

Sr No	Designation	Name of the officers/ employee	Cad er clas s	Dt of joining the post	cont act Det ails Ph/ Fax/ E-mail
87	Talathi Kodri	N.V. Mundhe	III		
88	Talathi Anterveli	P.N. Katkade	III		
89	Talathi Ranisavargaon	K.G.Hange	III		
90	Talathi Ghatangra	Kavthekar R.V.	III		
100	Talathi Pimpaldari	A.A. Ambekar	III		
101	Talathi Gunjegaon	B.K. Kavle	III		
102	Talathi Elegaoon	A.V. Shete	III		
103	Talathi Isad	M.P.Dadewad	III		
104	Talathi Suppa	B.S.Bilapatte	III		
105	Talathi Palam	P S. Katkade	III		
106	Talathi Pethshivni	D.N. Shinde	III		
107	Talathi Selu	S.R. Bharad	III		
108	Talathi Pimpalgaon Muruddev	S.D.Tiwari	III		
109	Talathi Shekh Rajur	U.P. Birajdar	III		
110	Talathi Gulkhand	S.R. Bharad	III		
112	Talathi Ajmabad	Sow D.G.Deshpande	III		
113	Talathi Arkhed	D A Shinde	III		
114	Talathi Pharkanda	G.D. Kadam	III		
115	Talathi Ravrajur	R.M. Salgar	III		
116	Talathi Chatori	B.N.Kale	III		
117	Talathi Pokharni Devi	R.B.Suravanshi	III		
118	Talathi Tandulwadi	S.K. Kadam	III		
119	Talathi Ukkadgaon	S.D. Dounode	III		
120	Talathi Khadi	K.G.Hange	III		
121	Talathi Nava	G.Y. Zolapure	III		
122	Talathi Pethpimpalgaon	R.V. Kothekar	III		

Sr No	Designation	Name of the officers/ employee	Cad er clas s	Dt of joining the post	cont act Det ails Ph/ Fax/ E-mail
123	Talthi Banvas	P.S. Katkade	III		
124	Talathi Khoras	R.B. Survanshi	III		
125	Talathi Sonpeth	H.N. Garud	III	8-8-05	
126	Talathi Vita Khurd	S.K. Kulkarni	III	1-7-06	
127	Talathi Thadi Pimpalgaon	V.S. Vani	III	8-5-08	
128	Talathi Shirshi Budruk	H.N. Garud	III	8-8-05	
129	Talathi Shelgaon	N.G. Pathan	III	30-5-08	
130	Talathi Gavli pimpri	D.A.Patil	III	8-5-08	
131	Talathi Dighole	A.M. Gaikwad	III		
132	Talathi Awalgaon	S.R. Rathode	III	26-5-08	
133	Talathi Naikota	G.K. Rathode	III		
134	Talathi Pohandul	V.T. Joshi	III	29-5-08	
135	Talathi Kanhegaon	D.T. Hilal	III	29-5-08	
136	Talathi Narvadi	S.A. Lahamage	III	6-10-97	
137	Talathi Dhamoni	N.N. Kulkarni	III	28-5-2000	
138	Talathi Ukhali Budruk	N.N. Kulkarni	III	28-5-2000	
139	Talathi Vadgaon	V.S. Mardikar	III	8-5-08	

Chapter -11 (Manual-10)

The Monthly Remuneration Received By Each Of its officers and Employees Including the system of Compensation as provided in regulations

Information is provided in chapter 10

Chapter -12 (Manual-11)

The Budget Allocated to the authority.
(Particulars of all plans, proposed expenditures and reports on disbursement made)

12.1 Information about the details of the budget for different activities under different schemes in the given format)

Sr No	Budget head description	Grants received Rupees	Planned use (Give details area wise or work wise in a separate form)	If more grants expected then in Rs.
1	2053 093 01 Salary	5,40,0000	Salary	
2	2053 093 02 T.A	50,000	Tarvelling Allowance	
3	2053 093 05 O.E.	1,50,000	Office Expenditure	
4	2053 093 06 R R T	9,000	Office Rent	

Chapter -13 (Manual -12)

The manner Of Execution Of Subsidy Programmes

The office is not implementing any subsidy programme therefore information in this chapter is not applicable.

Chapter -14(Manual -13)

Particulars Of Recipients of Concessions, Permits Or Authorization granted by it.

14.1 Please provide the information as per the following format.

Sr No	Name of licensee	Nature	License	Issued on	Valid up
1	Shri Ramesh Lalji Mehta	Lodging	1/2006	8-12-2006	12-2-2008

Chapter -14(Manual -13)
Norms set by it for the discharge of its functions.

Please provide the details of the Norms/ Standards set by the department for execution of various activities / programmes.

Sr No	Functions/ Activity	Units to be covered	Financial Targets in Rs.
1	Recovery Of revenue	As Per demand and Targets fixed in A, B, C Statements. Cases per month disposal within 7 days of application	For this year target is crores for the Sub division
2.	Revenue /Appeal cases	Within Six months 180 days in a year.	
3.	Certificates Issue		
4.	Criminal cases	120 days in a year	
5.	Tours to villages for inspections	12 cases in a year 24 villages	
6.	Night Halts	24 villages 12 villages	
7.	Inspections		
	1. Talathi daftar	24 cases in a year	
	2. A Audit	20 cases in a year	
	3. RI Daftar	12 cases in a year	
	4. EGS Works	48 cases in a year	
	5. FPS/ Kerosin	72 cases in a year	
	6. Video / Cable Cinema	20 cases in a year	

Chapter -16(Manual -15)
Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format

Sr No	Type of Document	Sub Topic	In which electronic format it is kept	Mode of retrieval	Person in charge.
1	Land Records	Village Form 7/12 Village Form 8-A	In LMIS Software Developed By NIC	Using Client Computer and Printer On request of applicant	Database Administrator of Concerned Tahsil office

Chapter -16(Manual -15)
Particulars of the facilities available to citizens for obtaining information

17.1 Mens, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Office Library :- Facility not availble
 Notice Board :- Facility is available
 Inspection of Records in the office :- Facility is available
 System of issuing of copies of documents :- Record room is available.
 Printed Manual Available :- Facility is available.
 Website of the Public Authority :- Not available.

Chapter -18(Manual -17)

Gettin Information

Information is made available even on oral request.

Charges Applicable for Inspection , search and copy fof records for records available in the office & record room are as follows:

SCHEDULE

Sr No	Category of records	Mumbai city	Mumbai Suburban	Inspection fees for every day part thereof		
				Municipal Corporation A.B.C class	Rural Municipalities Nagar panchayate	Area
1	2	3	4	5	6	7
1	Record Perataining to	Rs 50	Rs 50	Rs 35	Rs 30	Rs 25

SCHEDULE

Sr No	Category of records	Mumbai city	Mumbai Suburban	Inspection fees for every day part thereof		
				Municipal Corporation A.B.C class	Rural Municipalities Nagar panchayate	Ar ea
1	2	3	4	5	6	7
1	Record pertaining to city of Mumbai	Rs 50	----	----	----	

2	Record pertaining to any area other than city of Mumbai	--	Rs 15	Rs 15	Rs 15	Rs 10
	record of aliwnated lands maintained under section 75 of the code for every bundle (rural) Searched (b) any other record for every year of which records are searched	--	Rs 15	Rs 15	Rs 15	Rs 5

SCHEDULE A

Sr No	Category of records	Fees for supply of copies			
		Suburban of Mumbai	Municipal Corporation	A B C Class Municipalities Nagar Panchyats	Rural Area
1	2	3	4	5	6
1	(a) Every certified copy of serial number or entry in the record of rights register of mutations and from the registers, accounts and records other than maps maintained by Talathi under sub section (4) of section 14 of the Code.	Rs 15	Rs 10	Rs 10	Rs 5
	(b) Every certified copy of the whole of the combined form v.f. vii – xii	Rs 15	Rs 10	Rs 10	Rs 5
2	Every certified copy of an entry in the registers of property maintained by survey officers under section 128	Rs 20	Rs 15	Rs 10	Rs 5
3	(i) Every certified copy of the copy of the tabular annewari statement of a village with the annewari decisions	---	--	Rs 10	Rs 5
	(j) Every certified copy of the decision of the Collector or Tahsildar not embodied in the statement of annewari or of the opinion of the village committee as to the anna valuation .	--	--	Rs 10	Rs 5
4	Every certified extract from register of alienation establishment or recognized under the previous of any law for the being force.	--	--	Rs 1 for every Rs of the amount of alienated revenue subject to the minimum of Rs 6	

				and maximum Rs 45	
5	Every certified copy of map or plan of a servuy No of any (Uncoloured) map or plan of any immovable property refred	Rs 15 for every survey No of sub division of a servuy No subject to the maximum of Rs 25	Rs 5 for every servy No of the division of a servy No subject to the maximum of Rs 10	--	--
6	Every certified copy of map of servy No of or of a sub division of servy No or any ordinary (uncoloured) map of plan of any immovable property prepared in accordance with the servy made under section 79 of the code.	Rs 25	Rs 20	Rs 10	Rs 5
7	Every certified copy of a map or plan of a non agriculture survey number or a sub division of such servuy number or of an extract of city survey map (prescribed) under section 128 of the code	Rs 50	Rs 25	Rs 15	Rs 5
8	For showing the scaled off perimeter measurements on any certified copy of the map of s survey number or sub division of a survey number perpared under items5,6,7 (i) if applied for at the time of measurements of the survey number. (j) if applied at any time thereafter.	Rs 30	Rs 20	Rs 15	Rs 10
		Rs 30	Rs 20	Rs 15	Rs 10
9	Every certified copy of a map or plan or of any portion of a map or a plan not falling under items 5,6,7	Rs 20 but such fee not exceeding 150	Rs 15 but such fee not exceeding Rs 80	Rs 12 but such fee not exceeding Rs 60	Rs 10 but such fee not exceedi ng Rs 50
10	For every certified copy of records not falling under items 1 to 9 1 . for every sheet of paper 30 x 21 Cms in dimensions handwritten or type with double spacing 2. if such record be in tabular form	Rs 25	Rs 15	Rs 10	Rs 5
		Rs 50	Rs 30	Rs 20	Rs 10

11	For every true copy of a certified copy	As per time 10 above	As per time 10 above	As per time 10 above	As per time 10 above
12	For every authenticated translation or orders and the reasons therefore and exhibits in formal or summary enquiries under the Code. (1) for the first 100 words or fraction or 100 words (2) for every subsequent 100 words or fraction of 100 words	Rs 20 Rs 15	Rs 15 Rs 10	Rs 10 Rs 5	Rs 5 Rs 5

Right of the Citizen in case of denial of information and procedure to appeal

In case of denial of information the citizen is requested to contact to departmental appellate authority of the concerned officer or employees as indicated in the chapter 8 of this handbook. After the citizen contacts the appellate authority procedure of appeal and prescribed format will be made available to him by the appellate authority.

18.4. With relation to collection of tax by Public Authority.

Name and description of tax : This office is related with the recovery of Land Revenue.

Purpose of tax collection : As a Source of revenue for Government.

Procedure and criteria for determination of tax rates.

: The due date for payment of Land Revenue is 15 th of January every year . The Land Revenue has been fixed at the time of settlement and is subject to change only on next settlement or change of land use.

**Sub Divisional Officer
Parbhani.**

Right of the Citizen in case of denial of information and procedure to appeal.

In case of denial of information the citizen is requested to contact to departmental appellate authority of the concerned officer or employee as indicated in the Chapter 8 of this handbook. After the citizen contacts the appellate authority procedure of appeal and prescribed format will be made available to him by the appellate authority.

18.4 With relation to collection of tax by Public Authority

Name and description of tax : This office is related with the recovery of land Revenue.

Purpose of tax Collection : As a source of revenue for Government.

Procedure and criteria for determination of tax rates.

: The due date for payment of Land Revenue is 15 th of January every year . The Land Revenue has been fixed at the time of settlement and is subject to change only on next settlement or change of land use.

**Sub Divisional Officer
Parbhani.**

INDIA		ELECTION COMMISSION OF		FORM ID
SUMMARY REPORT (For each AC) To be submitted by each ERO to the DEO & CEO concerned				
1-1-2008				SR 2009-01
State/UT Name -MAHARASHTRA				SUMMARY REVISION 2009
AC no 97		Name- Gangakhed		
Application Type and No of Application Received at all designated locations in the Assembly Constituency (Including those received directly in the offices of ERO/AERO & Post Offices)				
Period Of Receipt				To Date
Type Of Form	Total no. of Forms received during the period for the AC			Remark (if any)
	At designated locations including officers of ERO/AERO	At post offices		
Form 6	6611			
Form 7	421			
Form 8	427			
Form 8A	94			
Total of all Forms for all Days	7553			
Place - PARBHANI				
DATE		Signatuer Of Electyoral Registration		
NAME OF OFFICER :-				
Note:- One summary Report is to be submitted for each assembly Constituency by the concerned Electyoral Registration Officers after completion of the period during which applications can be received anywhere in the Constituency as pe schedule specified by the Commission in the order pertaining to the Revision				Seal

ELECTION COMMISSION OF INDIA SUMMARY REPORT (For each AC) To be submitted by each ERO to the DEO & CEO concerned		FORM ID SR-2009-01	
		SR 2008-01	
1-1-2008		SUMMARY REVISION 2008	
State/UT Name MAHARASHTRA			
AC no 97 Name- GANGAKHED			
Application Type and No of Application Received at all designated locations in the Assembly Constituency (Including those received directly in the offices of ERO/AERO & Post Offices)			
Period Of Receipt		Form Date -31-07-2008	
		To Date -22-08-2008.	
Type Of Form		Total no. of Forms received during the period for the AC	
		Remark (if any)	
		At designated locations including officers of ERO/AERO	At post offices
Form 6			
Form 7			
Form 8			
Form 8A			
Total of all Forms for all Days			
Place PARBHANI			
DATE		Signatuer Of Electyoral Registration	
NAME OF OFFICER :-			
Note:- One summary Report is to be submitted for each assembly Constituency by the concerned Electyoral Registration Officers after completion of the period during which applications can be received anywhere in the Constituency as pe schedule specified by the Commission in the order pertaining to the Revision			Seal