



सत्यमेव जयते
महाराष्ट्र शासन
महसूल विभाग

**Government Of Maharashtra
Revenue Department**

माहितीचा अधिकार कायदा-2005 4 (ब) अंतर्गत
जिल्हाधिकारी नागपूर यांचे
कार्यालय
माहितीचे स्वयंप्रकटीकरण
**Proactive Disclosure of
The Office Of The
Collector, Nagpur**
**Under section 4(B) of the Right to Information Act
2005**

माहितीचा अधिकार कायदा २००५ च्या कलम ४-(ब)-(१)ते(१७) नुसार प्रकाशित माहिती
INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4((b)-(i) to (xvii) OF THE
RIGHT TO INFORMATION ACT, 2005)

Chapter 1

प्रकरण १

Introduction:

प्रस्तावना

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 Saoner as per the section 4((b)-(i) to (xvii) of The Right To Information Act, 2005

१.१ माहितीचा अधिकार कायदा २००५ चे कलम ४(ब)-(१) ते (१७) मधील तरतुदीनुसार सर्व लोक प्राधिकारी यांना सर्व लोकांच्या माहितीकरीता ज्या बाबी प्रसिध्द करणे आवश्यक आहे त्या बाबी या माहितीपुस्तिकेद्वारे प्रसिध्द करण्यात येत आहेत.

1.2. Objective / purpose of this hand-book is to provide the people at large information about the office of the Collector, Nagpur.

१.२ जिल्हाधिकारी नागपूर यांचे कार्यालयात विविध कारणासाठी भेटी देणा-या जनतेच्या या कार्यालयासंदर्भात माहिती देण्यासाठी ही माहितीपुस्तिका तयार करण्यात आली आहे.

1.3. The intended users of this hand-book are all the members of public visiting the office of the Sub-Divisional Officer for any purpose.

१.३ ही माहितीपुस्तिका सर्वसाधारण जनतेच्या वापरासाठी तयार करण्यात आली आहे.

1.4. Organization of the information in this hand-book is Office of the Collector, Nagpur.

१.४ या माहितीपुस्तिकेमध्ये जिल्हाधिकारी नागपूर या कार्यालयाशी संबंधित माहिती आहे.

1.5. Definitions: where-ever necessary the terms used in the handbook have been defined at the point of its first use.

१.५ सर्वसाधारण व्याख्या : या माहितीपुस्तिकेमध्ये वापरण्यात आलेल्या संज्ञा प्रथम वापराच्या ठिकाणी विषद करण्यात आल्या आहेत.

1.6. Contact person: In case some body wants to get more information on topics covered in the hand-book as well as other information also he may contact the Information Officer as defined in the chapter 8 of this hand-book.

१.६ संपर्क अधिकारी : या माहितीपुस्तिकेमध्ये अंतर्भूत नसलेली माहिती प्राप्त करण्यासाठी या माहितीपुस्तिकेच्या प्रकरण ८ मध्ये नेमुन देण्यात आलेल्या माहिती अधिका-याशी संपर्क साधावा.

1.7. Procedure and Fee Structure for getting information not available in the hand-book is described in chapter 18 of this hand-book.

१.७ या माहितीपुस्तिकेमध्ये अंतर्भूत नसलेली माहिती प्राप्त करण्यासाठीची विहित कार्यपध्दती आणि शुल्क आकारणीबाबत कृपया या माहितीपुस्तिकेचे प्रकरण १८ पहावे.

Chapter 2

(Manual. 1)

प्रकरण २

(खंड 1)

Particulars of Organization, Functions and Duties

शासकीय संस्थेच्या रचना, कार्य, कर्तव्ये आणि जबाबदारीबाबत माहिती

2.1. This office is named as **Office of the Collector, Nagpur and the District Magistrate, Nagpur**. The address is Civil Lines, Nagpur Pin code 440001. The head of this office is Collector, Nagpur who is also District Magistrate. The parent government department it belongs to is Department of Revenue, Government of Maharashtra. It reports to the Office of the Divisional Commissioner, Nagpur at Nagpur. The geographical jurisdiction of this office includes the area of Nagpur District. The basic objective and purpose of this office is to represent the government in general at the District level and to control and supervise the offices, officers and employees subordinate to this office.

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

2.3. Brief history and context of its formation.

The office falls under department of revenue and forests Government of Maharashtra. For administrative purposes the state of Maharashtra has been divided into five revenue divisions. The Nagpur revenue division is one of them. This office is in the Nagpur division. It is under direct control of the collector of Nagpur.

Basic object of this office is to have a control and supervision of the office of SDOs at Sub Division Offices and tahsildars at talukas executive magistrates of Nagpur District. It also serves as a gateway between office of the Divisional Commissioner Nagpur and the Government of Maharashtra. The office is located at civil lines, Nagpur. This office handles or supervises all the matters basically relating to land, law and order, collection of land revenue, public distribution system for food grains and kerosene, issuance of certificates like caste, non creamy-layer, domicile, 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 district level for all other government at semi-government offices. This office also works as nodal agency of respective election commissions for all the matters related with elections to the Parliament, State legislature and all local self

government institutions like Zillah Parishad, Panchayat Samiti and municipal councils.

2.4. Duties of the public authority. To supervise and control the SDO and tehsildar and executive magistrate's offices and all subordinate officers and employees, act as an appellate authority; maintain law and order are 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 various certificates regarding caste, non-creamy layer, domicile, etc., act as an appellate authority for the decisions of subordinate 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 office is related with following services either directly or as a subordinate office or a supervisory office.

i) Revenue and other matters

Sr.No.	Name of Scheme	Authority	Remarks
1	Certificate regarding project affected persons	District Resettlement Officer	
2	Permissions to sell land under command area	Collector	
3	Performance License	SDO	
4	Premises License	SDO	
5	Income Certificate	Tahsildar/Naib Tahsildar	
6	Explosives permission	Collector	
7	Solvency Certificate	Collector/SDO/Tahsildar	
8	Small saving agent appointment	Collector	
9	Ration card issuance	Tahsildar	
10	Caste certificate	SDO	
11	Non-creamy layer certificate	SDO	
12	Domicile certificate	SDO	
13	Lease renewal for govt. land leases	Collector	
14	Video/Cinema license	Collector/RDC/SDO/Tah	
15	Permission to extract minor minerals	Collector/SDO/Tahsildar	
16	Mutation of land	Talathi/Circle Officer	
17	Right of way applications	Tahsildar/Naib Tahsildar	

18	Measurement of land	T.I.L.R.	
19	Permission to store petroleum product	Collector	
20	Hotel/eating house license	SDO	
21	Lodging house license	SDO	
22	Arms license	Collector	
24	Permission for conversion of land use	Collector/SDO/Tahsildar	
25	Conversion of land tenure	SDO	
26	Distribution of surplus land under ceiling act and govt. land	Tahsildar/Collector	
27	Senior citizen certificate	Tahsildar	

Beneficiary Schemes

Sr.No.	Name of Scheme	Authority	Remarks
1	Sanjay Gandhi Niradhar Anudan yojna	Naib Tahsildar SGY	
2	Indira Gandhi Niradhar wa bhumihin shetmajur mahila anudan yojna	Naib Tahsildar SGY	
3	Aam Aadmi Vima Yojana	Naib Tahsildar SGY	
4	National Old Age Pension Scheme	Naib Tahsildar SGY	
5	Pregnancy Assistance Scheme	Naib Tahsildar SGY	
6	National Family Benefit Scheme	Naib Tahsildar SGY	
7	Natural Calamity Assistance	Tahsildar	

"B" Revenue and other Work

- 1) Grant of Certificate of Project Affected Person.**
Application form in prescribed proforma with court fee stamp Rs. 5
 - 1) Copy of section 4 (i) of Land Acquisition Act.
 - 2) Copy of section 9 of Land Acquisition Act.
 - 3) Copy of section 12 (2) of Land Acquisition Act.
 - 4) Talathi Certificate.
 - 5) Sammatipatra of other landlord if necessary.
 - 6) School Leaving Certificate.
 - 7) Death certificate of Prkalpa Badhit person if necessary.
 - 8) Certificate of Tahsildar about legal heir.

- 2) Grant of permission to sale the land in Command Area.**
Application can be submitted to District Resetlment Officer.
 - 1) Copy of 7/12/ copy of Adhikar Abhilekh.
 - 2) Talathi Map.
 - 3) Talathi Report.
 - 4) Applicants Affidavit.
 - 5) Copy of Agreement.
 - 6) Sammatipatra of other legal heir on stamp paper Rs. 100/-
 - 7) Wachanchitthi on stamp paper Rs. 100/- (for reserve land.)
 - 8) Purchaser's affidavit with his 7/12 & 8 – A

- 3) Permission of licence (Tamasha, Natak etc.)**
Application form can be submit to Tahsildar.
 - 1) Application with court fee stamp Rs. 5/-
 - 2) No Objection Certificate of land owner.
 - 3) No Objection Certificate of Police Station Officer.
 - 4) Certificate of Rangbhumi Parinirikshan Mandal, Mumbai about Natak/Akrestra.

- 4) Income Certificate.**
Application form submit to Tahsildar.
 - 1) Application with court fee stamp Rs. 5/-
 - 2) Talathi Certificate about income.
 - 3) Affidavit on court fee stamp Rs. 5/-
 - 4) Salary Certificate of Father/Mother if in Service.
 - 5) Certificate of Village Panchayat Secretary if applicant is in B. P. L.

- 5) Phataka Licence.**
Application form can be submitted to Hon'ble Collector.
 - 1) No Objection Certificate of Muncipal Council/Village Panchayat.
 - 2) Map of land.
 - 3) No Objection Certificate of land owner.

6) 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) Valuation Certificate of concerned office.
- 3) Solvency Certificate upto Rs. 25,000/- can be given by Naib Tahsildar.
- 4) Solvency Certificate upto Rs. 1,00,000/- can be given by Tahsildar.
- 5) Solvency Certificate upto Rs. 5,00,000/- can be given by Sub Divisional Officer.
- 6) Solvency Certificate above Rs. 5,00,000/- can be given by Hon'ble Collector.

7) Appointment of Small Saving Agent.

- 1) Application form in prescribed proforma may be submitted to Hon'ble Collector.
- 2) Agreement.
- 3) Passport size photograph 4 copies.
- 4) Character Certificate of Gazetted Officer or Head Master.
- 5) National Saving Certificate or Rs. 5,000/-

Mahila Pradhan Yojna.

- 1) National Savint Certificate of Rs. 500/-
- 2) In urban areas Rs. 7 lacks saving & in rural area Rs. 5 lacks saving must be given. In urban areas 50 new R. D. account & Rs. 5,000/- deposit & in rural areas 40 new R. D. account & Rs. 4,000/- deposit must be given compalsary.

8) Ration Card.

Application can be made to Tahsildar.

- 1) Affidavit about not having Ration Card.
- 2) Certificate of P. F. S. concerned.
- 3) Certified copy of Voter List.
- 4) Certificate of concerned Tahsildar if old Ration Card deposited if necessary.
- 5) Birth Certificate of child.
- 6) Address Proof.
- 7) If applicant is other State, the certificate of Rationing Officer of original State is necessary.
- 8) If application made for duplicate ration card the affidavit must be given about original ration card.

9) Caste Certificate.

Application in prescribed proforma can be made to Tahsildar with Court fee Stamp Rs. 5/-

- 1) Affidavit.
- 2) School Leaving Certificate.
- 3) Certified copy of 1st 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 authority of his father is necessary.

10) Other Backward Class/ Nomedic Tribe (c) (D) Non-creamy layer Certificate.

Application in prescribed form may 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) Salaray Certificate if necessary.
- 5) Ration Card zerox copy.
- 6) Copy of 7/12
- 7) Copy of Income Tax description if necessary.

11) Certificate of Domicile.

Application in prescribed proforma may be made to Tahsildar.

- 1) Birth Certificate of Municipal Council/ Village Panchayat.
- 2) School Leaving Certificate.
- 3) Certified copy of Voter List/Election Identity Card.
- 4) Certificate of Municipal Council Member/ Village Panchayat Member/Sarpanch.
- 5) Tax Receipt.
- 6) 7/12/ description of immovable property.
- 7) Zerox copy of Ration Card.
- 8) Affidavit.
- 9) 15 years Residential Certificate of Maharashtra.

12) Renewal of Lease for commercial purpose.

Application form may be submitted to the Hon'ble Collector in prescribed proforma.

- 1) Lease Patta.
- 2) Property Card/ 7/12
- 3) Current Property / Current 7/12.

13) Grant of Permission for Video / Cinema Talkies.

Application form may be submitted to the Hon'ble Collector in prescribed proforma.

- 1) Map of land. 40 sq. mt. area & Height 10 ft. necessary.
- 2) There is no Temple, School, Church, Gurudwara, Mazid, Hospital, Govt. Offices, Bank, Public Place, Statue within 61 Mt.

Following papers may be attached with application form.

- 1) No Objection Certificate of Municipal Council/ Village Panchayat.
- 2) School Leaving Certificate.
- 3) Affidavit for Sammatipatra of owner of house.
- 4) No Objection Certificate of Police Department.
- 5) No Objection Certificate of Inspector of Electric Department.

14) Permission to extract Minor minerals

Application form may be submitted in prescribed proforma to Tahsildar/Sub Divisional Officer/ Hon'ble Collector with Court fee stamp Rs. 5/-

- 1) 7/12 & Map
- 2) Talathi Report.
- 3) Agreement bond of Land owner.

15) Mutation of land

Application form may be submitted to the concerned Talathi.

- 1) 7/12 or Survey number clearly mentioned in application form necessarily.
- 2) Xerox Copy of Sale deed.
- 3) Will-deed/Donated deed.

16) Application for Legal Heir Mutation.

Application form may be submitted to the concerned Talathi.

- 1) 7/12
- 2) Death Certificate of Municipal Council/Village Panchayat of original owner.
- 3) Certificate of Local body about Legal Heir.

17) 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 witnesses.
- 7) Description of demanded way with 7/12.

18) Measurement of land

Application form may be submitted to the T. I. L. R. in prescribed proforma with Court fee stamp Rs. 5/-

- 1) Description of land, S. No., Gat No., Nazul Sheet No., Plot No. etc. with details of ownership.
- 2) Name & Address.
- 3) Reason of measurement.
- 4) Challan of measurement fee.
- 5) If applicant is not owner of land is to be measure the details of papers & reason of measurement.

Rate of Measurement Fee.

	Land		Nazul/Gairan	
	One Survey up to 2 Hrs..	Above 2 H. R.	One Plot	Above one plot for each plot
Ordinary	Rs. 500/-	Rs. 750/-	Rs. 500/-	Rs. 500/-
Urgent	Rs. 1000/-	Rs. 1500/-	Rs. 1000/-	Rs. 1000/-
Very Urgent	Rs. 1500/-	Rs. 2250/-	Rs. 1500/-	Rs. 1500/-

Pot Hissa up to 2.00 H.R. 500/- Above 2.00 H. R. Rs. 1000/-

19) Permission to store petroleum product

Application form may be submitted to Hon'ble Collector with following papers.

- 1) Application form in 8 copies under Petroleum Act 1934 & Rule 1976 & 1983 with Court fee stamp Rs. 5/-
- 2) Property Card/712
- 3) Copy of N. A. Order.
- 4) Affidavit of sammatipatra of land owner if applicant is not the owner of land.

20) Hotel/eating house license

Application form may be submitted to the Tahsildar.

- 1) Application in prescribed form with Court fee stamp Rs. 5/-
- 2) Property Card/ 7/12 of land.
- 3) Affidavit of Sammatipatra of land owner if applicant is not the owner of land.
- 4) Map of building.
- 5) No objection certificate of Municipal Council/ Village Panchayat.
- 6) No objection certificate of Health Department.

21) Renewal of Hotel/Lodging house license

Application form may be submitted to the Tahsildar.

- 1) Application form in prescribed proforma with Court fee stamp Rs. 5/-
- 2) Gumasta License.
- 3) Challan Rs. 75/100/150/300/500.
- 4) No objection Certificate of Municipal Council/Village Panchayat.
- 5) No objection Certificate of Health Department.
- 6) No objection Certificate of Chemist & Drugist.
- 7) Application form must be submitted before 31st December.

22) Permission for Sale of Arms.

- 1) Application form may be submitted to the Hon'ble District Magistrate.
- 2) Reason for Sale of Arms.
- 3) Copy of Arms license (Saler & Purchaser.

23) Renewal of Arms License.

- 1) Application form may be submitted to the Hon'ble District Magistrate with Court fee stamp Rs. 5/-
- 2) Copy of original Challan (Renewal Fee.)
- 3) Copy of Arms License.

24) Permission for conversion of land use

Application form may be submitted to the Tahsildar (Class II villages) Sub dDivisional 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 (7 copies.)
- 3) Copy of 8-A (7 copies.)
- 4) Talathi Map (7 copies.)
- 5) Measurement plan (Original Copy)
- 6) Lay-out Plan (7 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 Electric Department.
- 12) No objection Certificate of District Resettlement Officer.
- 13) No objection Certificate of Land Acquisition Officer.
- 14) No objection Certificate of U. L. C. 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 Town Planning Department.
- 20) No objection Certificate of Govt. if land is to be required for religious purpose.

25) Permission for Conversion of land Tenure. (Class II to Class I)

- 1) Application form may be submitted to the Sub Divisional Officer with Court fee stamp Rs. 5/-
- 2) Copy of 7/12, 8-A
- 3) Copy of Adhikar Abhilekh.
- 4) Talwana Rs. 5/- for each survey number.

26) Distribution of surplus land under ceiling act and govt. land

- 1) Primary hearing under fragmentation Act if required.
- 2) Notice in "Namuna A"
(Hearing after 30 to 60 days.)
- 3) Proclamation in "Namuna 13"
(Copy is to be published in V. P/ Tahsil Office/Co-Operative Bank & Land
- 4) Applicant is not the owner of land.
- 5) Distribution as per productivity & area.
- 6) If there is no objection by distributed, the distribution of land on oral.
- 7) If there is objection on Adhikar (Hakka) the distribution officer is to be directed to Civil Court.
- 8) If there is no objection, the distribution officer directd to Talathi for Mutation.

27) Senior citizen certificate

- 1) Application form on plain paper may be submitted to the Tahsildar with Court fee stamp Rs. 5/-
- 2) Age above 65 Years.
- 3) Two passport size photograph.
- 4) Birth Certificate/School Leaving Certificate/Certificate of Medical Officer about age.

28) Sanjay Gandhi Niradhar Yojna.

Application in prescribed form can be submitted to Tahsildar.

- 1) Lady whose age is above 60 Years & men whose age is above 65 years certificate of Medical Officer is necessary.
- 2) Niradhar, Handicapped, Mandabhuddhi Niradhar certificate of Medical Officer is necessary.
- 3) Application with 2 passport size photograph.
- 4) Certificate of Sarpanch/Ward Member/Secretary.
- 5) Residence Certificate.
- 6) Income Certificate.
- 7) Zerox copy of Ration Card.
- 8) Death Certificate of old women of his husband.

29) Indira Gandhi Niradhar, Bhumihin Shetmajur, Mahila Anudan Yojna.

Application in prescribed form can be submitted to Tahsildar.

- 1) Lady whose age is between 60-65 Years certificate of Medical Officer is necessary.
- 2) Residence Certificate.
- 3) No moveable & immoveable property.
- 4) No financial assistance is grant in other scheme.
- 5) Age Certificate, School Leaving Certificate or Medical Officer Certificate in 2 copies.
- 6) Income Certificate issue by Talathi and Residence Certificate issued by Village Panchyat in 2 copies.

30) National Old Age pension Scheme.

- 1) Age above 65 years. (Male/Female Candidate)
- 2) Certificate of Medical Officer about age.
- 3) Residence Certificate.
- 4) Passport size Photograph 2 copies.

31) Family Assistance Scheme.

- 1) Death of Karta Man/women.
- 2) B. P. L. family certificate of Village Panchayat Secretary is necessary.
- 3) Age of death karta person is between 18 to 64 years.
- 4) Death Certificate.
- 5) Income Certificate.
- 6) Residential Certificate.
- 7) Police Station Certificate about death.
- 8) Medical Officers report.
- 9) Above pension can be grant to vidhur/widow/child whose age is below 18 years.

32) Maternity Benefit Scheme.

- 1) B. P. L. candidate certificate of Secretary.
- 2) Age Certificate (above 18 years.)
- 3) Certificate of Medical Officer.
- 4) Zerox copy of Ration Card.
- 5) Certificate of Medical Officer about children not more than two.

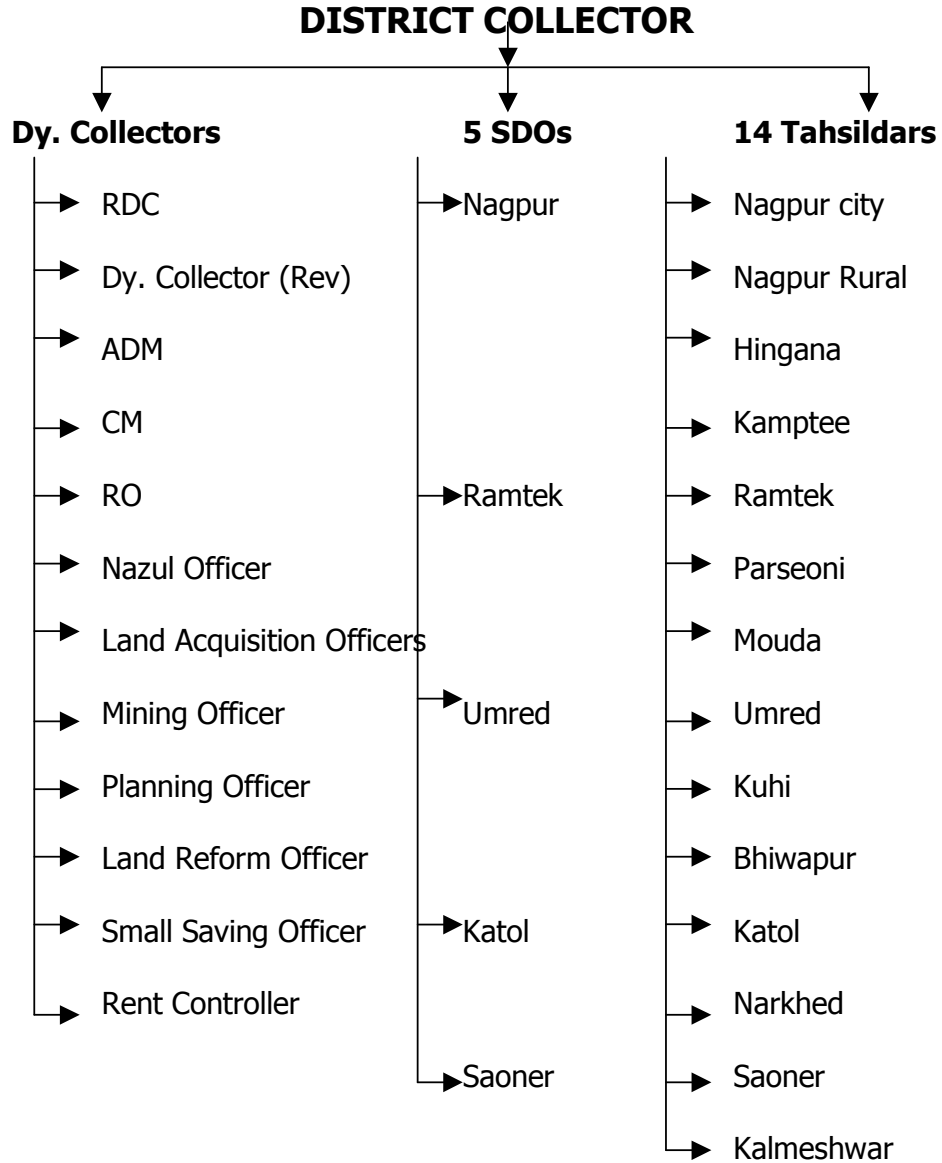
33) Shrawan Bal Yojna.

34) Assistance about Natural Calamities.

- 1) Assistance Rs. 1 Lacks for death in Natural calamities (i.e. Flood, Heavy Rains, Hailstorm, Earth-quake, Lightening.)
- 2) For persons rendered destitute financial assistance Rs. 1,000/- for each person.
- 3) Partly damaged House/Gotha. Assistance will be given Rs. 2,400/- & loan; if applied for Rs. 9,600/-

- 4) For reconstruction House/Gotha Rs. 2,400/- assistance & loan Rs. 12,000/-
- 5) Reconstruction of Hut assistance Rs. 2,700/- & loan Rs. 900/-
- 6) Death of Cattle and milch animal assistance will be give to Rs. 2,500/- (25% assistance & 75% Loan.)
- 7) Death of Goat assistance will be given to 125/-.
- 8) Assistance will be given small traders whose annual income is not more than 10,000/- Rs. 500/- assistance & loan Rs. 4,500/-
- 9) Defination of Natural Calamities.
 - If 65 M. M. Rain fall in 24 hours.
 - Cyclone
 - Fire
 - Hailstorm
 - Lightening
 - Avalanche, Land-slide
 - Earth-quake.
- 10) From Insurance Company financial assistance Rs. 5,000/- (for partly damage) & Rs. 10,000/- (for wholly damage) can be given to agricultural labour & agriculturist his house/gotha is damaged in Baliraja Suraksha Yojna.

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 and touts for their official work. If there is any problem then they should directly approach the supervisory officer of the concerned authority. Getting help from agents or touts adversely affects the service delivery.

2.9 Arrangements and methods made for seeking public participation/ contribution.

No such exclusive arrangement 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 commissioner's 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 categorise the addresses district wise for facilitating the understanding by the user).

Main Office:- Office of the Collector, Nagpur.
Civil Lines, Nagpur
Pin 440001 Phone 0712-2564973

Sub-Ordinate Offices:-

1. Sub Divisional Offices
At : Nagpur, Saoner, Umred, Ramtek, Katol
2. Tahsil Offices
At : Nagpur city, Nagpur Rural, Kamptee, Hingana, Saoner, Kalmeshwar, Umred, Kuhi, Bhiwapur, Ramtek, Parseoni, Mouda, Katol, Narkhed.

Besides this all naib tahsildars have their offices at the respective tahsil offices. All the talathis have offices at their saza headquarters.

2.12 Working Hours

Morning hours of the office: 09.45 AM

Closing hours of the office: 05.45 PM

In case of emergency and natural calamity as well as for elections and protocol matters no specific hours can be prescribed and therefore for these matters office is open 24 hours.

Chapter. 3 (Manual. 2)

Powers and Duties of Officers and Employees

3.1 Details of the powers and duties of officers and employees of the Office of the Collector Office, Nagpur.

1. Powers – Financial

Sr. No.	Designation	Powers – Financial	Under which legislation/rules/orders/GRs./circul ar s	Remark
1	Collector, Nagpur	As District Magistrate All powers as indicated in the respective Act and rules As Secretary, DPC As District Election Officer Declaration of Awards for the amount starting from 30 lacs upto 1.50 crore.		
2	RDC	As Drawing and Disbursing Officer, As OIC of Estt. As OIC of Finance As OIC of SGY As OIC of Natural Calamity As OIC of RGPGA		
3	Dy. Collector (Rev)	Nil		
4	ADM	Judicial Matters		
5	CM	Judicial Matters, Court Matters etc		
6	RO			
7	Nazul Officer	Nil		
9	Mining Officer			
10	Land Acquisition Officer	Declaration of Awards upto the amounting of Rs. 30 lacs.		
11	Planning Officer			
12	Land Reforms Officer			
13	Small Saving Officer			
14	District Resettlement Officer	Office Expenditure below Rs. 1000/-		

2. Powers – Administrative

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
1	Collector	All Powers as Indicated in the respective act and rules All Administrative matters of subordinate employees As a President of District Selection Committee	Maharashtra Land Revenue Code 1966, Maharashtra Civil Service Rules 1981, Maharashtra Village Police Act 1968, and Various Govt. Resolutions issued from time to time in this regard.	
2	RDC	As Drawing and Disbursing Officer, As OIC of Estt. As OIC of Finance As OIC of SGY As OIC of Natural Calamity As OIC of RGPGA		
3	Dy. Collector (Rev)	All Land Matters Inspection of Circle Officer / Talathi Training of Agriculture crop cuttings. 7/12 Computerisation of Talukas. Natural Calamity Matters. Water Scaracity. Govt. Recoveries.		
4	ADM			
5	CM			
6	RO			
7	Nazul Officer	Lease Deeds, Nazul Land allocations	MLRC 1966	
9	Mining Officer			
10	Land Acquisition Officer	Administration of under working Staff	Maharashtra State Civil Service Act 1981 Maharashtra State Pension Act 1982 Etc.	
11	Planning Officer			

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12	Land Reforms Officer			
13	Small Saving Officer			
14	District Resettlement Officer	Project Affected Certificate Grant of land purchase/sale above 8 Acres. Issuance of No Objection Certificate for Non Agriculture		Within 1 month

3. Powers – Magisterial

Sr. No.	Designation	Powers – Magisterial	Under which legislation/rules/orders/GRs./circul ar s	Remark
1	Collector	All Powers as Indicated in the respective act and rules Preventive action, Morgue summary, arm's license, Hotel/Lodging license, Performance license, Enquiry and action in treasure trove cases, Unclaimed property, Inspection in explosive license, Law and order situations control, Prevention of public nuisance, Inspection of Petrol pumps and solvent licensees,		
2	RDC	As a appellate authority Court case matters. Etc.		
3	LRDC	Court case matters regarding to lands. Conversion of land from Class 2 to Class 1		
4	ADM			
5	CM			
6	RO			
7	Nazul Officer			
9	Mining Officer			
10	Land Acquisition Officer	Administration of under working Staff	Maharashtra State Civil Service Act 1981 Maharashtra State Pension Act 1982 Etc.	
11	Planning Officer			
12	Land Reforms Officer			
13	Small Saving Officer			
14	Rent Controller	Handling of the Cases of Rent Control	CP&Berar Rent Control Act 1949 Maharashtra Rent Control Act 2000	

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15	District Resettlement Officer			
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4. Powers – Quasi-Judicial

Sr. No.	Designation	Powers – Quasi-Judicial	Under which legislation/rules/orders/GRs./circulars	Remark
1	Collector District Election Officer	All Powers as Indicated in the respective act and rules Revenue Appeals and Revision, Permissions for change of land use, extraction of minor minerals, Felling of trees Rent Control Cases Tenancy cases Ceiling cases Prevention of Fragmentation and consolidation cases Registration of electors Conduct and supervision of various elections Solvency. FCRA, Parliamentary and Assembly Elections.	Maharashtra Land Revenue Code 1966 and Rules thereunder Felling of trees Act 1964 Rent Control Act 1999 Bombay Tenancy and Agricultural Lands (Vidarbha Region) Act 1958 Maharashtra Ceiling on Agricultural Land holding act 1961 and 1975 Prevention of fragmentation and consolidation of holdings act 1947 Representation of people's Act 1950 Zilla Parishad and Panchayat Samiti Act 1961 Maharashtra Municipal Council and Nagar Panchayats Act 1966 Govt. Resolutions Issued from time to time.	
2	Land Reform Officer	Sale of Tenancy land under specified restriction	The Bombay Tenancy and Agricultural Lands (Vidharbha Region)	
		Sale of Ceiling land under specified restriction	The Maharashtra Agricultural Lands (Ceiling on Holdings) Act, 1961	
		Restoration of lands to Adiwasi		Through Tahsildar

**The duties of officers & employees in The Office of
The Collector, Nagpur**

Sr. No.	Designation	Duties	Under which Act / rules	Remark
1	Collector and District Magistrate, District Election Officer	Supervision and control over subordinate officers and employees, Hearing of cases, Spot and other Inspections, According Sanctions to proposals from subordinate officers, Final Decision in all cases, matters, and applications as per delegated powers, Maintenance of Law and Order, Maintenance of Electoral Rolls, Conduct of various Elections , Providing Information to the people.		
2	Resident Dy. Collector	Class 3 and Class 4, Talathis establishment matters, like promotions, transfers, service matters etc. To prepare seniority list, To send employees on deputation, on Training, etc. To Control service matters of all employees in the Collectorate. Submissions of the information's to the higher offices as and when asked for.		

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	Remarks if any
1	Maharashtra Land Revenue Code	1966	Manuals 1 to 5
2	Land Acquisition Act	1872	
3	Bombay Village Police Act	1968	
4	Bombay Police Act		
5	Bombay (liquor) Prohibition Act	1949	
6	Mamlatdar 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 Agriculrural Land Holding Act	1961,1975	
13	Representation of Peoples Act	1950	
14	Seniority list of PAP		Dist. Resettlement Officer

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, Civil Lines Nagpur 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.

Chapter . 6 (Manual –5)

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.	Discription of Records	Controlling Officer/ Employee
1	Appeal/ Revision cases Current & filed cases	Dy. Collector, Sub Divisional Officer
2	Caste Certificate & its relation records	Dy. Collector, SDO, Tahsildar
3	Criminal Cases	ADM, Sub Divisional Officer & Tahsildar
4	Village 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
9	Seniority list of PAPs	District Resettlement Officer

Chapter . 7 (Manual . 6)

A statement of boards, council, committees and other bodies constituted as its part

7.1. Information on Boards, Councils, Committees 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.

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 Departmental Appellate Authority of the Public authority

Name of the Public Authority: **Collector Office, Nagpur**
Assistant Public Information Officers:

No.	Public Information Officer	Asst. Public Information Officer	Appellate authority
1	Resident Dy. Collector	Supdt. Estt.	Addl. Collector
2	LAO, General	Awwak Karkun	Addl. Collector
3	LAO, PP1	Awwak Karkun	Addl. Collector
4	LAO PP2	Awwak Karkun	Addl. Collector
5	LAO, Minor Irrigation	Awwak Karkun	Addl. Collector
6	LAO KNP	Awwak Karkun	Addl. Collector
7	LAO, ZP Works	Awwak Karkun	Addl. Collector
8	LAO, VIDC 1	Awwak Karkun	Addl. Collector
9	LAO, VIDC 2	Awwak Karkun	Addl. Collector
10	LAO, VIDC 3	Awwak Karkun	Addl. Collector
11	LAO, NIT	Awwak Karkun	Addl. Collector
12	Additional Collectors office and related sub offices	Awwak Karkun	Addl. Collector
13	LRDC Branch	Awwak Karkun	Addl. Collector
14	CM Branch and related sub branches	Awwak Karkun	Addl. Collector
15	District Resettlement Officer and related sub branches	Awwak Karkun	Addl. Collector
16	Rent Controller	Awwak Karkun	Addl. Collector
17	Dy. District Election Officer	Naib Tahsildar	Addl. Collector
18	Nazul Branch	Tahsildar Nazul	Addl. Collector
19	Land Reforms	Concern Junior Clerk	Addl. Collector
20	District Supply Office	Asst. DSO	Addl. Collector
21	Food Grain Distribution Office	Asst. FDO	Addl. Collector
22	Mining Office	Asst. Mining Officer	Addl. Collector

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23	District Planning Office	Asst. Planning Officer	Addl. Collector
24	Executive Engineer, EGS	Asst. Engineer, EGS	Addl. Collector
25	Asst. Director, Small Savings	Resident Small Saving Officer	Resident Dy. Collector
26	All SDOs	Readers	Addl. Collector
27	Tahsildar	Resident Naib Tahsildar	SDOs
28	Naib Tahsildar	Reader	Tahsildar
29	Circle Officer	Talathi	Naib Tahsildar
30	Talathi	----	Circle Officer

Chapter . 9 (Manual . 8) Procedure followed in 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. Day1/ Day16 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 Land Grant Cases Lease Renewal and Cancellation	Reader Reader Dy. Collr /SDO Dy. Collr /SDO Dy. Collr /SDO Dy. Collr /SDO Reader Nazul Officer Nazul Officer	In case of criminal cases procedure has been prescribed under the relevant act and Highcourt 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 concerned person.	Reader Reader Dy. Collr /SDO	Procedure has been defined by the Govt. Resolutions and circulars issued from time to time
3	Issue of permissions/ permits/ licences	Registration of application, scrutiny, calling for reports from local subordinate officers, issue of proclamation disposal/hearing on objections if any received.	Reader	Procedure is defined under the relevant act under which such case is registered.

		Decision – either to issue or reject – communicate	Dy. Collr /SDO Reader	
		Construction permission on Nazul Land	Nazul Officer	
		Land transfer Certificate	Nazul Officer	
		Removal of Encroachment	Nazul Officer	
4	Approval of Awards	Approval of Awards within 1 month. Auction of the acquisition land as per the GR No. LQN/30/2000/CR-67/A-2/ Dtd. 12/3/2004 Approval of the Award under Section 28.		Land Acquisition Act 1861
5	Tenancy	Order is passed after receiving report from SDO and Tahsildar	Land Reform Officer	The Bombay Tenancy and Agricultural Lands(Vidharbha Region)
6	Ceiling	Order is passed after receiving report from SDO and Tahsildar	Land Reform Officer	The Maharashtra Agricultural Lands (Ceiling on Holdings) Act 1961
7	Restoration of Adiwasi Land	Order is passed after receiving report from SDO and Tahsildar	Land Reform Officer	
8	Conversion of Land from Class 2 to Class 1	Order is passed after Applicant pays 3 times money of the land to the Govt.	Leave Reserve Dy. Collector	
9	Land Distribution	Proposals submission to the Govt.	Leave Reserve Dy. Collector	

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?

Collector, Nagpur

Chapter . 10 (Manual -9)

Directory of Officers and Employee

Sr. No.	Designation	Name of the officers/ employee	Cadre /Class	Dt. Of Joining the post	Under Working Staff	Gross Salary
1.	Collector	Shri Pravin Darade		19.5.08		
2	RDC	Shri C K Dange	Dy. Collr	19.05.08	Supdt. 01 AK 01 JC 08	
3	Dy. Collector (Rev)	Shri D Sawarkar	Dy. Collr		AS 01 ASLR 01 CO 02 Steno 01 AK 03 JC 07 Peon 03	
4	ADM	Shri C K Dange			AK 02	
5	CM	Shri S Padole			JC 01	
6	RO	Shri P Sharma			Peon 01	
7	Nazul Officer	Shri D Sawarkar	Dy. Collr		NT 03 AK 10 JC 10	
8	Land Acquisition Officer	Smt Asha Pathan and other 8 LAOs	Dy. Collr		CO 8 Peon 10	
9	DSO	Shri D Chavan	Dy. Collr			
10	Mining Officer	Shri Barhanpurkar				
11	Planning Officer	Shri Ghate			RCI 01	
12	Land Reform Officer	Smt Asha Pathan	Dy. Collr		JC 01 PA 01	
13	Small Saving Officer	Shri Ukey			Peon 01	
15	District Resettlement Officer	Shri S Dhiware			AK 01 CO 01 JC 04 Peon 02	

Chapter -1 1 (Manual . 10)

The Monthly Remuneration Received By Each of its Officers 1and 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	Remarks
1	Land Acquisition Officer 2059 PWD	As per Demand	For Payment of acquired Land	-----	LAO
2	6235-सामाजिक सुरक्षा कल्याण	As per Demand	For construction of New house to the Project Affected People	-----	Dist. Resettlement Officer
3	2245-0137	20000	पगार	81401	Leave Reserve Dy. Collector
	2245-0155	300000	सानुग्रह अनुदान	393800	
	2245-0244	2700000	मनुष्य हानी प्रकरणी वाटप	2275000	
	2245-0271	1800000	घर दुरुस्ती, पुर्नबांधणीसाठी आर्थिक मदत	380925	
	2245-0315	200000	जनावर खरेदी	152925	
	2245-0351	10000	इतर खर्च	8982	
	6245-0018	150000	जनावर खरेदी करीता कर्ज	15000	
	मा.क.डी.-२-२४०९	17607000	धान उत्पादकांना सुधारीत जातीचे वियाणांचा प्रसार व प्रचार करण्यासाठी अनुदान	17607000	

Chapter – 13 (Manual . 12)

The Manner of Execution of Subsidy Programmes

This 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 the licensee	Nature *	License No	Issued on	Valid up to	General Conditions	Details of the license*
1	Solvent License	40					
2	Fair Price Shops	1237					
3	Kerosene	32					
4	Conversion of Land (class 2 to class 1)	836				Sub Divisional Officers	
5	Land Distribution	In 12 Cases 238244 Sq. Mtr. Land Distributed					

Chapter. 15 (Manual – 14)

Norms set by it for the discharge of its functions

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

Sr. No.	Function / Activity	Units to be covered	Financial Targets in Rs.	Remarks
1	Recovery of revenue	As per Demand and Targets Fixed in A, B, C statements		
2.	Revenue/ Appeal cases	2 cases per month disposal		
3.	Certificates Issue	Within 7 days of application		
4	Criminal cases	Within six months		
4	Tours to villages for inspections	Within six months		
5.	Night Halts	180 days in a year		
6.	Inspections	120 days in a year		
7.	1.Talathi daftar 2. A Audit 3. RI Daftar 4.EGS Works 5.FPS/Kerosene 6.Video/cable Cinema	55 villages 16 villages 12 48 works 36 licences 24		
8	Declaration of Award	establishments 1100 Points in a Year		
9	SDOs Tour Diary	In every Month		

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
2	Land Records	Property Cards	Software Developed by ADCC	Using Client Computer and printer on request of applicant	Database Administrator of Concerned CTO
3	Caste/Domicile/Nationality Certificates	Collector Office / Tahsil Offices	Software developed and handled by SETU @ Collectorate and Force 3 @ Tahsils	Using Server and Client Computers and printer on request of applicant	Database Administrators are Concerned Offices
4	Pay Bills	Respective Finance Sections of the Offices	Software developed by NIC	Using Client computers	Database Administrator of Concerned Finance Branch
5	Lokshahi Din	Grievance Branch of the Collectorate	Software Developed by NIC	Using Client Computer	Database Administrator Concerned Branch

Chapter -17 (Manual -16)

Particulars of the facilities available to citizens for obtaining information

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

Office Library	: Available
Notice Board	: 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 available
Website of the Public Authority	: Available

Chapter -18 (Manual -17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

FAQ's Database is being prepared and will be published in the next edition of this handbook

18.2 Related to seeking Information

Form of Application for getting information is available on request at the office. **Information is made available even on oral request.**

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

"SCHEDULE"

Sr. No.	Category of records.	Inspection Fees for every day part thereof				
		Mumbai City	Mumbai Suburban	Municipal Corporation	A,B,C Class Municipalities Nagar Panchayate	Rural Area
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Record Pertaining to..	Rs. 50	Rs. 50	Rs. 35	Rs. 30	Rs. 25

"SCHEDULE"

Sr. No.	Category of records	Serach Fees for every day part thereof				
		Mumbai City	Mumbai Suburban	Municipal Corporation	A,B,C Class Municipalities	Rural Area
(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
	(a) record of alienated lands maintented under section 75 of the Code, for every bundl (rumal) Searched.	Rs. 15	Rs. 15	Rs. 15	Rs. 5
	(b) any other record for every year of which records are searched.					

"SCHEDULE A"
For area other than the City of Mumbai

Sr. No.	Category of records	Fees for supply of copies.			
		Suburban of Mumbai	Municipal Corporation	A,B,C Class Municipalities Nagar Panchayats	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 register of property maintained by a Survey Officer under Sec. 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 decision	Rs. 10	Rs. 5
	(ii) 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 provisions of any law for the time being in force.	Re. 1 for every rupee of the amount of alienated revenue subject to the minimum of Rs. 6 and maximum of Rs. 45	
(5)	Every certified copy of map or plan of a survey number or a sub-division of a survey number of any (uncoloured) map or plan of any Immovable property referred	Rs. 15 for every survey number of sub-division of a survey number subject to the maximum of Rs. 25		Rs.5 for every survey number or sub division of a survey number subject to the maximum of Rs. 10	
(6)	Every certified copy of a map of a survey number or of a sub-division of a survey number or any ordinary (uncoloured) map of plan of any immovable property prepared in accordance with the survey made under section 79 of the Code.	Rs. 25	Rs. 20	Rs. 10	Rs. 5

(1)	(2)	(3)	(4)	(5)	(6)
(7)	Every certified copy of a map or plan of a non-agricultural survey number or a sub-division of such survey 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 a survey number or sub-division of a survey number prepared under items 5, 6 and 7. (i) if applied for at the time of measurement of the survey number or sub-division of a survey number. (ii) if applied at any time thereafter.	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 and 7.	Rs. 20 but such fee not exceeding Rs. 150	Rs. 15 but such fee not exceeding Rs. 80	Rs. 12 but such fee not exceeding Rs. 60	Rs. but such fee not exceeding Rs. 50
10	For every certified copy of records not falling under items 1 to 9. (i) for every sheet of paper 30x21 CMs. in dimensions, handwritten Or type with double spacing. (ii) if such record be in tabular form.	Rs. 25	Rs. 15	Rs. 10	Rs. 5
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 of exhibits in formal or summary enquiries under the Code- (i) for the first 100 words or fraction or 100 words. (ii) for every subsequent 100 Words or fraction of 100 words.	Rs. 20	Rs. 15	Rs. 10	Rs. 5
		Rs. 15	Rs. 10	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 employee as indicated in the chapter 8 of this handbook. After the citizen contacts the appellate authority procedure of the appellate authority will make appeal and prescribed format available to him.

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 15th 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.