

S. S. Hussain I.A.S. (Ex)

Chief Executive Officer

Ref. No. MCHI/CEO/17-18/040

September 14, 2017

Sub: Request for existing Establishment Chart with Duties.*My Dear Shri Jagdish Patil*

In order to reach the goal of Ease of Doing Business (EoDB), our Chamber is now creating a process map for getting EODB processes in Revenue Department on the lines of Urban Development Department. For this process, our President-Elect, Shri Nayan Shah and our Committee Member, Shri Shailesh Puranik working tirelessly to fetch information through the Citizen Charter/Right to Services Act etc. for the purpose.

In view of the above, we need to identify the existing Organizational Chart in Revenue Department with the duties allotted to the officers and employees, Standard Operating Process of the department including Divisional Commissioner, Deputy Commissioner, Collector, Additional Collector, Residential Deputy Collector, Deputy Collectors, Tahsildar, Talathi etc.

Therefore, I would like to request you to please provide existing establishment flow chart with their duties and responsibilities and the processes for making the decision in detail for offices under your control.

*Best regards*Yours *Sincerely***(S. S. Hussain)**

To,
Shri Jagdish Patil (I.A.S.)
Divisional Commissioner
Konkan Division
Government of Maharashtra
Mumbai - 400001