

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

Chief Executive Officer

Ref. No. MCHI/CEO/17-18/041

September 14, 2017

**Sub: Request for existing Establishment Chart with Duties.**My Dear *S. S. Chokalingam,*

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 departments including Settlement Commissioner, Deputy Director of Land Records, City Survey Officer, Taluka Inspector of Land Records 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,  
**S. Chokalingam (I.A.S.)**  
Settlement Commissioner and Director  
Land Records  
Government of Maharashtra  
Pune - 411001