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**DEBTS RECOVERY TRIBUNAL, AURANGABAD**  
GOVT. OF INDIA, MINISTRY OF FINANCE,  
"Jeevan Suman", L.I.C. Building, Plot No.3, N-5, CIDCO,  
AURANGABAD - 431003 ( M.S. ).  
Phone : (0240) 2473612, Telefax : (0240) 2483668,  
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**THE INFORMATION REQUIRED TO BE PUBLISHED UNDER SECTION-4(1) (b) OF THE RIGHT TO INFORMATION ACT, 2005**

**4(1)(b)(i)- The particulars of its Organisation, functions & duties :-**

The Debts Recovery Tribunal, Aurangabad, is established on 07-12-2000. The functions and duties of the Tribunal are to have expeditious adjudication and recovery of debts due to banks and financial institutions and to deal with the matters connected therewith or incidental thereto.

- Name of the Office with Address. :- Debts Recovery Tribunal, Aurangabad,  
Phone, Fax & E-mail. "Jeevan Suman", L.I.C. Building, Plot No.3,  
N-5, CIDCO, Aurangabad-431 003 (M.S.).  
Hon'ble Presiding Officer-  
Tel.No. : 0240- 2473613  
Tel.No. : (0240) 2473612  
Tel.No. : (0240)2476117  
Tele fax : (0240) 2483668.
- Name of the Controlling / Administrative Ministry with Address, Phone & Fax. :- Ministry of Finance, Govt. of India,  
Deptt. of Financial Services  
'Jeevan Deep', Parliament Street,  
New Delhi - 110 001.  
Tel.No:(011)23340222,  
23362349,23742636,  
23732207, 23362164.  
Fax : (011) 23360250, 23742207, 23747018
- Name of the Appellate Authority :- The Hon'ble Chairperson,  
with Address, Phone & Fax. Debts Recovery Appellate Tribunal,  
6<sup>th</sup> Floor, Scindia House, N.M. Marg,  
Ballard Estate, Mumbai-400 038 (M.S.).  
Tel.No. : (022) 22642367  
Fax : (022) 22661666.
- Jurisdiction of the Office / Tribunal :- Aurangabad, Ahmednagar, Beed, Dhule, Hingoli,  
Jalgaon, Jalna, Latur, Nanded, Nandurbar,  
Osmanabad & Parbhani Districts Maharashtra

Working hours of the Tribunal :- 10.00 AM to 06.00 PM After 4.30 P.M. no work,  
unless of an urgent nature, will be admitted  
on any working day.

Sitting hours of the Tribunal :- 10.30 AM to 01.00 PM  
and  
02.00 PM to 05.00 PM

Lunch hour of the Tribunal :- 01.30 PM to 02.00 PM  
 Closed Days of the Tribunal :- 2<sup>nd</sup> Saturday & all Sundays & other public Holidays.

**Phone Nos. of the Tribunal** :-  
 Hon'ble Presiding Officer(HoD) - (0240)2473613  
 Assistant Registrar (DDO) - 2473612 Extn- 32  
 Recovery Officer(I) (HoO) - (0240)2476117 Extn- 34  
 Recovery Officer(II) - (0240)2476117 Extn- 35  
 Private Secretary to Hon'ble P.O. - 2473613 Extn- 36  
 Section Officer - (0240) 2473612 Extn- 31  
 Telefax No. of the Tribunal : (0240) 2483668,  
 E-mail of the Tribunal :- drtaurangabad-dfs@nic.in

**4(1)(b)(ii)- The powers and duties of its Officers and Employees :-**

- (1) **Presiding Officer (HOD) :- ( Post vacant since 8-05-2016 )**  
**Shri. Deepak M. Thakkar Presiding Officer, DRT-Pune holding charge of Presiding Officer, DRT Aurangabad w.e.f. 17-02-2017.**
- To perform the duties as the Head of the Department of the Tribunal.
  - To adjudicate Original Applications, Miscellaneous Applications, Review Applications, Appeals against the Orders of Recovery Officer, etc., under the Recovery of Debts Due to Banks and Financial Institutions Act, 1993.
  - To adjudicate Applications under Section-17 of the Securitization & Reconstruction of Financial Assets and enforcement of security interest Act, 2002..
  - To conduct Lok-Adalats
  - To perform such other functions assigned / delegated by the competent authority.
- (2) **Secretary / Registrar (HOO) :- (Vacant Since 01-04-2010 ) :**  
**Shri. Adarsh Kumar Jain, as Head of the Office (HoO) w.e.f. 24-01-2018 as per Office Order no 02/2018, dated 24-01-2018 and holding charge of I/c. Registrar, HoO, DRT Aurangabad since then.**
- The I/c Registrar shall discharge the function under the general superintendence of the Presiding Officer (HOD) and the Secretary / Registrar.
  - To Act as Drawing and Disbursing Officer w.e.f. 24-01-2018.
  - Dispose of all matters relating to the service of notices or other processes, applications for the issue of fresh notices or for extending the time for or ordering a particular method of service on a defendants / respondents including a substituted service by publication of the notice by way of advertisements in the newspapers.
  - To perform such other functions assigned / delegated by the Hon'ble Presiding Officer.(HoD).
- (3) **Assistant Registrar :- ( Shri Adarshkumar Jain ) ( On deputation )**
- The Assistant Registrar shall discharge the function under the general superintendence of the Presiding Officer (HOD) and the Secretary /Registrar (HOO).
  - To Act as Drawing and Disbursing Officer w.e.f. 24-01-2018..
  - To act as First Appellate Authority under RTI Act.
  - To perform such other functions assigned / delegated by the Hon'ble Presiding Officer.
  - Dispose of all matters relating to the service of notices of other processes, applications for the issue of fresh notices or for extending the time for ordering a particular method of service on a defendants/respondents.

**(4) Recovery Officer-I : (Shri. K.S.N.Rao, Incharge R.O) (RO, DRT Pune)  
(Post vacant from 01-05-2017)**

- a) The Recovery Officer shall discharge the function under the general superintendence of the Hon'ble Presiding Officer(HOD).
- b) To recover the amounts mentioned in the Recovery Certificates issued by the Hon'ble Presiding Officer as per the provisions laid down in the Recovery of Debts due to Banks and Financial Institutions Act 1993, DRT (Procedure) Rules 1993 and Second & Third Schedules to the Income Tax Act, 1961 (43 of 1961), and the Income Tax (Certificate Proceedings) Rules, 1962, as in force from time to time shall, as far as possible, apply with necessary modifications as if the said provisions and the rule referred to the amount of Debts due under this Act.
- c) All Recovery Proceedings bearing Odd numbers of Recovery Proceedings have been allotted to the Recovery Office-I.
- d) To perform the duties as the Head of the Office of the Tribunal.
- e) To perform such other functions assigned / delegated by the Hon'ble Presiding Officer (HOD).

**(5) Recovery Officer-II) :- ( Post vacant since 30-10-2016).**

- a) The Recovery Officer shall discharge the function under the general superintendence of the Hon'ble Presiding Officer(HOD).
- b) To recover the amounts mentioned in the Recovery Certificates issued by the Hon'ble Presiding Officer as per the provisions laid down in the Recovery of Debts due to Banks and Financial Institutions Act 1993, DRT (Procedure) Rules 1993 and Second & Third Schedules to the Income Tax Act, 1961 (43 of 1961), and the Income Tax (Certificate Proceedings) Rules, 1962, as in force from time to time shall, as far as possible, apply with necessary modifications as if the said provisions and the rule referred to the amount of Debts due under this Act.
- c) All Recovery Proceedings bearing even numbers of Recovery Proceedings have been allotted to the Recovery Office-I.
- d) To perform such other functions assigned / delegated by the Hon'ble Presiding Officer(HOD).

**(6) Private Secretary:- ( Shri V.S. Mulay )**

- a) To provide stenographic assistance to the Hon'ble Presiding Officer and other officers as & when required.
- b) To maintain the personal record of Presiding Officer
- c) To Upload Judgment & orders of the matters on Web site.
- d) To do any other official work assigned from time to time by any other Officers
- (e) To work as CPIO under RTI act.

**(7) Section Officer :- ( Post Vacant since 01-11-2016)**

Shri. A.V.Kulkarni (I/c. Section Officer)

As per Officer Order No.81/16 , dated 24.11.2016 holding charge of Section Officer w.e.f. 01-12-2016.

- a) Supervision of the work of all Sections of the Tribunal.
- b) Supervision of New file matters Scrutiny & Record Room.
- c) To examine the Registers being maintained by the respective Sections.
- d) To certify the certified copies prepared.
- e) To receive all types of applications filed in the Tribunal.
- f) To arrange the DDs & IPO's received towards the applications' fees for remittance in the Bank.
- g) To administer the oath for affidavits for the purpose of Tribunal.
- h) To do any other official work assigned from time to time by any Superior officers.
- i) To work as Nodal Offic under RTI act.
- j) To act as DDO Checker.

**(8) Steno, Grade 'C' :- ( Smt. S. B. Joshi )**

- a) To give stenographic assistance to the Hon'ble Presiding Officer (HoD) and other officers as & when required.
- b) To work of Part wise & Numbering of Disposal Matters.
- c) To Upload Judgment & order on Web site.
- d) To feed MIS data on website.
- e) To do any other official work assigned from time to time by any other Officers.

**(9) Steno, Grade 'C' :- ( Shri. K.R.Mathekar )**

- a) To give stenographic assistance to the Hon'ble Presiding Officer (HoD) and other officers as & when required.
- b) To attend the daily board of the Registrar and to issue Attendance Certificate as & when required, for witness / producing record, etc.,
- c) To write the Roznama/Order Sheet of the Proceedings with classification of exhibits, maintain all concerned Registers, maintain Memorandum ( Register as to Next Dates of the Cases ) and provide the same daily to the Assistant / UDC/MTS for preparing Daily Cause-List.
- d) To upload Judgements & orders of the matters feed & MIS data of all matters.
- e) To do any other official work assigned from time to time by any other Officers.

**(10) Account Assistant :- ( Vacant since 5-5-2014 )****(11) Assistant :- (Shri. A.V.Kulkarni,)**

As per Office Order No.81/2016, dated 24.11.2016 holding charge of I/c. Section Officer w.e.f. 01-12-2016.

**(12) Assistant (Smt. N. S. Sonone )**

- a) To carry out the account work under supervision of the SO / DDO.
- b) To Maintain Cash & Cash Book, Cheque Books, Accounts Registers, Budget Statements, Financial Statements and other periodical Statements.
- c) To Maintain the Imprest Money to make various payments for office expenses.
- d) To maintain the GPF-Register & record of the Class-IV employees of the DRT.
- e) To deal with all types of Claims submitted by the Officers / Officials and all types of Bills and maintain the concerned Registers.
- f) To process the proposals for purchase of various items as required by the Office for necessary approval / orders as per Rules.
- g) Reconciliation of Accounts and to respond the audit objection / observation.
- h) Computation of TDS and compliance of E.TDS.. in time.
- i) Incharge of Stationery and dead-stock..
- j) To assists the Recovery Officers / Recovery Inspector to maintain the Record of the amounts recovered, released to the respective Bank and all incidental matters.
- k) To do any other official work assigned from time to time by superior administrative authority
- l) To feed PFMS data relating to Account on website.
- j) To act as DDO maker.

**(13) Recovery Inspector :- ( Shri S. K. Takalgavankar )**

- a) To assist the Recovery Officer in dealing with the Recovery Proceedings on the daily cause-list and at the time of auction sale, as & when required.
- b) To carry out inspection and prepare inventory at the site, prepare physical panchnama as per attachment of the movable & immovable properties involved in the concerned Recovery Proceedings, hand over possession thereof to the concerned, in consultation with the concerned Bank and local / revenue authorities, and arrest the C.Ds. and put the C.Ds. under the Civil Prison, as per the Orders of the Recovery Officer.
- c) To assist the concerned Officers in dealing with all concerned Recovery Proceedings
- d) To maintain all concerned Register with the help of Lower Division Clerk/ Steno Grade-D.
- e) To attend the daily board of the Recovery Officer, issue Attendance Certificate, as & when required, to the person, if called for witness / producing record, etc., write the Roznama of the Proceedings with classification of exhibits, maintain all concerned Registers, maintain Memorandum ( Register as to Next Dates of the Cases ).
- f) To prepare the daily cause list of the pending proceedings of the Recovery Officer-I.
- g) To prepare the Recovery Certificates of odd OA numbers as per the Orders of the Hon'ble Presiding Officer and send the copies thereof to the Recovery Office.
- h) To send the R & P of the Recovery Proceedings as and when called by the Hon'ble Appellate Authority.
- i) To register the Recovery Proceedings in the concerned Register as per the allotment.
- j) To prepare daily cause-lists of the pending Recovery Proceedings of Recovery Officers-I.
- k) To upload/feed MIS data of cases.
- l) To do any other official work assigned from time to time by superiors Officers.

**(14) Recovery Inspector :- (Shri. B.B.Rathod )**

- a) To assist the Recovery Officer in dealing with the Recovery Proceedings on the daily cause-list and at the time of auction sale, as & when required.
- b) To carry out inspection and prepare inventory at the site, prepare physical panchnama as per attachment of the movable & immovable properties involved in the concerned Recovery Proceedings, hand over possession thereof to the concerned, in consultation with the concerned Bank and local / revenue authorities, and arrest the C.Ds. and put the C.Ds. under the Civil Prison, as per the Orders of the Recovery Officer.
- c) To assist the concerned Officers in dealing with all concerned Recovery Proceedings.
- d) To maintain all concerned Register with the help of Lower Division Clerk/ Steno Grade-D.
- e) To attend the daily board of the Recovery Officer, issue Attendance Certificate, as & when required, to the person, if called for witness / producing record, etc., write the Roznama of the Proceedings with classification of exhibits, maintain all concerned Registers, maintain Memorandum ( Register as to Next Dates of the Cases ).
- f) To prepare the daily cause list of the pending proceedings of the Recovery Officer.
- g) To prepare the Recovery Certificates of even OA numbers as per the Orders of the Hon'ble Presiding Officer and send the copies thereof to the Recovery Office.
- h) To send the R & P of the Recovery Proceedings as and when called by the Hon'ble Appellate Authority.
- i) To register the Recovery Proceedings in the concerned Register as per the allotment.

- j) To prepare daily cause-lists of the pending Recovery Proceedings of Recovery Officers.
- k) To upload/feed MIS data of cases.
- l) To do any other official work assigned from time to time by superiors Officers.

**(15) U.D.C. :- ( Smt. V. N. Pande )**

- a) To deal with all the Administrative matters, such as to maintain all Administrative records, i.e. Service Books, Personal Files, Leave Records, Office Orders Register, Increment Register, Attendance Register and the pension matters.
- b) To Fix pay of employees under supervision of Section Officer.
- c) To prepare monthly, Half yearly, quarterly statements of vacancy position, etc., and send the same to the Ministry of Finance, DRAT, Employment Exchange etc,
- d) To do the yearly service verification of all Officers / Officials, etc., under the supervision of the Section Officer.
- e) To maintain the C.R. Dossiers with Index separately of the Officials of the Tribunal and the Register thereof as prescribed.
- f) To maintain the Confidential Inward & Outward Register and all Confidential record.
- g) To upload MIS Data on website.
- h) To do any other official work assigned from time to time by superior administrative authority.

**(16) Court Master :- ( Shri G.G.Buktare )(On deputation)**

- a) To attend and maintain daily boards of the Hon'ble Presiding Officer
- b) To issue Attendance Certificate, as & when required, to the person, called for witness / producing record, etc.,
- c) To write the Roznama of the Proceedings with classification of exhibits, maintain all concerned Registers, maintain Memorandum ( Register as to Next Dates of the Cases ) and provide the same daily to the Asistant/UDC / MTS for preparing Daily Cause-List.
- d) Preparation of monthly disposal-list
- e) To feed/upload MIS data of all cases.
- f) To do any other official work assigned from time to time by superior administrative authority.

**(17) Steno, Grade 'D' :- ( Shri A. P. Kale )**

- a) To give stenographic assistance to the Hon'ble Presiding Officer Registrar/Assistant Registrar / Recovery Officers as and when required
- b) To upload Judgements & orders of the matters.  
To do any other official work assigned from time to time by superior administrative authority.

**(18) L.D.C. :- ( Smt. S. R. Mahajan )**

- a) To maintain the Record of Disposal cases.
- b) Part wise of Disposal Cases and Disposal entries in Register.
- c) To do any other official work assigned from time to time by superior administrative authority

**(19) L.D.C. :- ( Shri Shaikh Yasin Rahim )**

- a) To Register the newly filed Cases received from the Assistant ( Judicial ) and to issue notices / summons, etc., if required.
- b) To prepare daily cause-lists of the pending proceedings / newly filed Cases as per the respective Memorandums ( Register as to next dates of the Cases ) of the Court of the Hon'ble Presiding Officer and the Registrar.
- c) To issue free copies to the concerned parties as per the Orders and maintain the concerned Register.

- d) To prepare part wise of disposed Proceedings with paging and Index as per classification of the exhibits and to arrange the work of destruction of the records as per the rules.
- e) To maintain the Register and record of the Writs received from the Courts
- f) To take necessary entries of amendments in cause titles in the concerned Registers.
- g) To send the R & Ps of the respective Proceedings as and when called by the Hon'ble Appellate Authority and by the other DRTs / Civil Courts.
- h) To take necessary entries of all disposed Cases ( except R.Ps. ) in the concerned Registers.
- i) To return the original documents to the concerned applicant as per the Orders therein and maintain the concerned Register.
- j) To send the concerned pending records / disposed records to the Copying / Inspection section as and when required.
- k) To do the monthly physical verification of the pending records ( except R.Ps. to prepare balance-sheet.
- l) To prepare monthly, quarterly & yearly of pending & disposal.
- m) To send the replies to the Parliament Questions and Finance Ministry's Queries and maintain the concerned record
- n) To upload /feed MIS data of all cases on website
- o) To do any other official work assigned from time to time by superior administrative authority.

**(20) L.D.C. :- ( Shri. S.R.Dhapate).**

- a) To process the Applications ( OA, S.A., MA, RA, Appeal, Caveat, etc.,) filed & to give Lodging Nos. to the same immediately
- b) To attend the work in Account Section.
- c) To scrutinize the new matters and write the Roznama and put up before the Hon'ble Registrar and get rectified the objections, if any, from the concerned parties / Counsel.
- d) To maintain the Lodging Register, I.A-Register, Caveat Application Register,
- e) To maintain the Register of the DDs and IPOs received towards the Fee in all types of Cases and send it to the Account Section for necessary action.
- f) To feed MIS data of all cases.
- g) To do any other official work assigned from time to time by superior administrative authority.

**(21) L.D.C. :- ( Vacant since 25-10-2015 )**

**(22) Staff-Car-Driver :- ( Shri Umarkhan Yusufkhan )**

- a) Staff Car Driver of the Hon'ble Presiding Officer (HOD).
- b) To maintain the Log-Book of the Staff Car & submit the same before the concerned Officer/s as per the Staff Car Rules.
- c) To work in Record section.
- d) To work in Account section.
- e) To do any other official work assigned from time to time by any superior Officers.

**23) MTS : Shri. S.K.Sonwane :**

- a) To do the service of the process & letters upon the concerned relating to the Proceedings.
- b) To issue the certified copies to the concerned as per the Orders and maintain the concerned Register under the supervision of the Section Officer.
- c) To maintain the Register of the Inspection of Records.
- d) To maintain the Register of Demand Draft and IPO received towards the copying application and send to the Account Section for remittance in the Bank/ Post.

