



## **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act 2005 of 'S' Ward

### **LEGAL DEPARTMENT**

Address - Assistant Law Officer,  
court(Criminal),  
5<sup>th</sup> Floor,  
BMC Building,  
'S' Ward Office,  
Near Mangatram Petrol Pump,  
L.B.S. Marg, Bhandup (w.),  
Mumbai - 400078

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## Introduction

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under Section 4(1) b sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Law Officer, Shindewadi Court(Criminal),S' ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Law Officer, S ward whose office is situated at S ward office near mangatram petrol pump, S ward Building, Bhandup (W), Mumbai-400 078. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Law Officer, Shindewadi Court(Criminal) is under administrative control of Assistant Commissioner.

Assistant Law Officer,

Shindewadi Court (Criminal)

**Section 4(1) (b) (i)**

**MANUAL NO. I**

**The particulars of functions & duties of the public authority**

|    |  |  |
|----|--|--|
| 1  | Name and Designation of the public authority | Shri Shantaram Bhikan Mahajan, Asstt.Law Officer-II, Magistrate Court  |
| 2  | Address                                      | Legal Dept., Room No. 30, 5th floor, S ward office near mangatram petrol pump bhandup( W), Mumbai- 400 078   |
| 3  | Head of the office                           | Law Officer, Legal Department , Head Office, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.   |
| 4  | Parent Government Department                 | Legal Department, Head Office, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001  |
| 5  | Reporting to which office                    | 1) Law officer , Head Office, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.<br>2) Jt.Law Officer, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.<br>3) Dy.Law Officer, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.<br>4) Assistant Commissioner, S Ward           |
| 6  | Jurisdiction Geographic                      | S' Ward is bounded by<br>East: National Park (Forest Deptt.and 'T' Ward office Boundry) West: Arebic Sea bank,<br>North: R/South Ward office Boundry-Nursing Lane-Kranti Nagar-App Pada- Gandhi Nagar,<br>South: P/South Ward Office Boundry- Chincholi Bunder Road- Upper Govind Nagar-Gen. Arunkumar Baidya Marg-East side of Film City. |
| 7  | Mission / Vision                             | "To represent the interest of corporation in the court of law".  |
| 8  | Organization's structural Chart              | As per separate sheet attached   |
| 9  | Tel. No.s & office timings                   | Telephone no : 022-25947570 Extn : 235<br>Office timing : 10.30 A.M. to 5.30 p.m.(Monday to Friday , 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> Saturday)<br>Morning Court Timing:- 08 A.M. to 10 A.M.<br>Court Timing-10.00A.M. to 06 P.M.   |
| 10 | Weekly Holidays                              | 2 <sup>nd</sup> & 4 <sup>th</sup> Saturday, Sunday and Public Holidays.  |

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**Magistrate Court, Legal Department**  
**Introduction**

**Copy from Legal Manual**

| Sr. No. | Name & Designation  | Details of pay |      |       |      |     |     |     |    |  |
|---------|---|----------------|------|-------|------|-----|-----|-----|----|--|
|         |   | Pay            | GRP  | DA    | HRA  | CA  | MMA | TA  | WC |  |
| 1.      | Mr. Shantaram<br>Bhikan Mahajan -<br>Asstt. Law Officer- II | 11930          | 4300 | 20288 | 4869 | 463 | 00  | 600 | -  |  |
| 2.      | Mr. Madhav<br>Chandya Vasave<br>Court Clerk.                | 14320          | 2000 | 18442 | 4896 | 00  | 00  | 600 | -  |  |
| 3       | Mr.Suresh Sonu<br>Mate<br>Building Mukadam                  | 10150          | 1850 | 15000 | 3600 | 463 | 00  | 600 |    |  |

**Organisation's Structural Chart (Orgonogram):**

**Post Details.**

| <b>Sr. No.</b> | <b>Name of Post</b>    | <b>Status of post</b> |
|----------------|------------------------|-----------------------|
| 1.             | Asstt. Law Officer- II | 01 No.                |
| 2.             | Court Clerk.           | 01 No.                |
| 3.             | Notice Clerk.          | Vacant.               |
| 4.             | Notice Karkoon.        | Vacant.               |
| 5.             | Building Mukadam       | 01 No.                |
| 6.             | Peon                   | Vacant                |
| 7.             | Labour                 | 01 No.                |

**Section 4(1) (b) (ii)**

**MANNUAL NO. II**

The powers of officers and employees in the office of Assistant Law Officer-II, Magistrate Court, 'S' ward.

**A**

| <b>Sr. No.</b> | <b>Designation</b> | <b>Power- Financial</b> | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|--------------------|-------------------------|--|----------------|
|                |                    | N.A                     |  |                |

**B**

| <b>Sr. No.</b> | <b>Designation</b>       | <b>Power- Administrative</b>   | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|--------------------------|--|--|----------------|
| 1.             | Assistant Law Officer-II | 1) Power under Section 68 read with 517(1) of MMC Act, 1888 –<br>(a) Taking proceedings against any person who is charged with,<br>(1) Any offence committed under the MMC Act, 1888,<br>(2) Any offences which affect or likely to affect any property or interest of the Corporation or due administration of MMC act, 1888,<br>(3) Committing any nuisance whatsoever.<br><br>2) Power to grant casual leaves to subordinate staff. | MMC Act 1988   |                |
| 2.             | Court Clerk              | Nil.   |  |                |
| 3.             | Notice Clerk             | Nil.   |  |                |
| 4.             | Notice Karkoon           | Nil.   |  |                |
| 5.             | Building Mukadam         | Nil.   |  |                |
| 6.             | Peon                     | Nil.   |  |                |
| 7.             | Labour                   | Nil.   |  |                |

**C**

| <b>Sr. No.</b> | <b>Designation</b> | <b>Power- Magisterial</b> | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|--------------------|---------------------------|--|----------------|
|                |                    | N.A.                      |  |                |

**D**

| <b>Sr. No.</b> | <b>Designation</b> | <b>Power- Quasi Judicial</b> | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|--------------------|------------------------------|--|----------------|
|                |                    | N.A.                         |  |                |

**E**

| <b>Sr. No.</b> | <b>Designation</b> | <b>Power- Judicial</b> | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|--------------------|------------------------|--|----------------|
|                |                    | N.A.                   |  |                |



The duties of officers and employees in the office of Assistant Law Officer-II Magistrate Court at 's' ward.

**A**

| <b>Sr. No.</b> | <b>Designation</b>       | <b>Duties - Financial</b> | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|--------------------------|---------------------------|--|----------------|
| 1.             | Assistant Law Officer-II | Nil.                      | Nil.   | Nil.           |
| 2.             | Court Clerk              | Nil.                      | Nil.   | Nil.           |
| 3.             | Notice Clerk             | Nil.                      | Nil.   | Nil.           |
| 4.             | Notice Karkoon           | Nil.                      | Nil.   | Nil.           |
| 5.             | Bldg. Mukadam            | Nil.                      | Nil.   | Nil.           |
| 6.             | Peon                     | Nil.                      | Nil.   | Nil.           |
| 7.             | Labour                   | Nil.                      | Nil.   | Nil.           |

## **B**

### **1. Assistant Law Officer-II :**

To represent the interest of Corporation in the Court of Law.

To attend the Court every day and defend the Corporation.

To prepare Copmplaints, Written Statements, preparation of evidence etc. in all matters.

To supervise the work of Staff.

To send the report to the Law Officer, Jt. Law Officer, Dy.Law Officer, Asstt.Commissioner every month.

To attend the meetings called by Law Officer, Jt. Law Officer, Dy.Law Officer, Asstt.Comm., D.M.Cs. and Chairman of Legal Committee and also Prabhag Samittee.

To give the legal opinion in the court matters and the files received from the various Departments of S Ward regarding the Magistrate Court.

To give the opinions regarding the applications received under R.T.I.Act - 2005

Launching the prosecution under MMC Act of various departments viz. Licence, Health, Bldg., Factory, Drainage, Pest Control and Water Deptt. before the Ld.M.M. Shindewadi Court, Dadar.

Conducting the Court Cases at the time of hearing before Magistrate Court.

Maintain the List of contested cases and discuss the points with concerned witnesses, etc.

## **2. Court Clerk**

Prepare the cases of License and Health Deptt. & filing.

Maintain in the Court, Court Registers of above said cases.

prepare the board of every hearing.

Maintain offence sheet register.

Attend the Court at the time of hearing.

Prepare prosecution report of every month.

Collecting the warrants & summonses from the Court and distribute among the outdoor staff area wise.

Collecting the papers of other departments.

Any other work in respect of court cases and official work as and when necessary directed by the Asstt.Law Officer or other senior officers.

Prepare the cases of License and Health Deptt. & filing.

Maintain in the Court, Court Registers of above said cases.

Prepare monthly report and yearly report and submit the same to Asstt.Commissioner 'S' and Law Officer.

### 3. **Notice Clerk**

Service of notices & summonses of various departments within the ward & outside the Ward limitation.

Prepare the Court Cases of Bldg., Factory, & Drainage departments and filing in the Court. Maintain the Court Case Registers, Summon Registers, Notice Register and Warrant Register, Offence Sheet Register.

Attend the Shindewadi Court at the time of hearing.

Prepare the summonses of Court Cases and distribute the same to the concerned staff working area wise.

Maintain the field diary for day to day work.

Collect the warrants from the Court and dispatch the same to the respective Police Stations.

Prepare the board of cases for every hearing.

Any other work in respect of court cases and official work as and when necessary directed by the Asstt. Law Officer or other senior officers.

#### 4. **Notice Karkoon**

Service of notice and summons of various department within and out side of Ward limitation.

Maintain summons and notice register.

Despatching the warrants to respective police station.

Maintain field diary of day to day work.

Any other work in respect of court cases and official work as and when necessary directed by the Asstt.Law Officer or other senior officers.

**5. Bldg.Mukadam**

Service of notice and summonses of various departments within the ward limitation.

Maintain summons and notice register.

Dispatching the warrants to respective police stations.

Maintain field diary for day to day work.

Any other work in respect of court cases and official work as and when necessary directed by the Asstt.Law Officer II or other senior officers.

**6. Peon**

1. Attending Court with all action papers of Court Cases.
2. All other usual work of office.
3. Any other work in respect of court cases and official work as and when necessary directed by the Asstt. Law officer II

**C**

| <b>Sr. No.</b> | <b>Designation</b> | <b>Duties - Magisterial</b> | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|--------------------|-----------------------------|--|----------------|
|                |                    | N.A.                        |  |                |

**D**

| <b>Sr. No.</b> | <b>Designation</b> | <b>Duties - Quasi Judicial</b> | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|--------------------|--------------------------------|--|----------------|
|                |                    | N.A.                           |  |                |

**E**

| <b>Sr. No.</b> | <b>Designation</b> | <b>Duties – Judicial</b> | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|--------------------|--------------------------|--|----------------|
|                |                    | N.A.                     |  |                |



**Section 4(1)(b)(iii)**

**MANUAL NO.III**

Procedure allowed in Decision making process, including channels of supervision and accountability in the office of Assistant Law Officer S Ward

**Section 4(1)(b)(iv)**

**Manual – IV**

Norms set for discharge of its functions in the office of Assistant Law Officer-II Magistrate Court at S Ward.

Organisational Targets (Annual)

**Section 4(1)(b)(v)**

**Manual – V**

The rules/regulation related with functions in the office of Assistant Law Officer-II  
Magistrate Court at S Ward.  
Organisational Targets (Annual)

**-- NOT APPLICABLE --**

**Section 4(1)(a)(vi)**

**Manual – VI**

Statement of Categories of documents held in the office of Assistant Law Officer S  
ward.

| <b>Sr. No..</b>         | <b>Subject</b>                | <b>Type of Document file or register</b> | <b>File no. or Register no.</b> | <b>Particulars</b>  | <b>Periodicity of preservation</b> |
|-------------------------|-------------------------------|--|---------------------------------|---|------------------------------------|
| <b>'A' Class Record</b> |                               |  |                                 |   |                                    |
| 1.                      | Court Case No.                | Proceedings                              | Year wise                       | Entire proceedings of the Court Case along with memos, action papers.                             | Permanent                          |
| <b>'C' Class Record</b> |                               |  |                                 |   |                                    |
| 1.                      | R.T.I Register                |  |                                 | Details of application received under R.T.I.Act   | 5 Years                            |
| 2.                      | Inward Register               | Inward papers                            |                                 | Details of Applications/ complaints/ other documents received by department                       | 01 Year                            |
| 3.                      | Outward Register              | Outward papers                           |                                 | Details of Applications/ complaints/ other documents forwarded to Internal departments of S ward. | 01 Year                            |
| 4.                      | RTI application & their reply |  |                                 | Details of application received under RTI Act & reply given to the same.                          | 01 year                            |

**Section 4(1)(b)(vii)**

**Manual – VII**

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Assistant Law Officer-II, Magistrate Court, S ward.

**-- NOT APPLICABLE --**

**Section 4(1)(b)(viii)**

**Manual – VIII**

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Law Officer-II, Magistrate Court S ward.

**---Nil---**

**Section 4 (1) (b) (ix)**  
**Manual – IX**

**Directory of the officers and employees**

| <b>Sr. No.</b> | <b>Designation</b>       | <b>Name of the Officers/ Employees</b> | <b>Cadre</b> | <b>Contact Details ph/ fax/ email</b>   |
|----------------|--------------------------|--|--------------|---|
| 1              | Assistant Law Officer II | Shri Shantaram Bhikan Mahajan          |              | <a href="mailto:alo-02gr2.legal@mcgm.gov.in">alo-02gr2.legal@mcgm.gov.in</a><br><a href="tel:8097879377">8097879377</a> |

**Section 4 (1) (b) (x)**  
**Manual – X**

**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

| <b>Sr. No.</b> | <b>Name &amp; Designation</b>                               | <b>Details of pay</b> |            |           |            |           |            |           |           |  |
|----------------|---|-----------------------|------------|-----------|------------|-----------|------------|-----------|-----------|--|
|                |   | <b>Pay</b>            | <b>GRP</b> | <b>DA</b> | <b>HRA</b> | <b>CA</b> | <b>MMA</b> | <b>TA</b> | <b>WC</b> |  |
| 1.             | Mr. Shantaram<br>Bhikan Mahajan -<br>Asstt. Law Officer- II | 11930                 | 4300       | 20288     | 4869       | 463       | 00         | 600       | -         |  |
| 2.             | Mr. Madhav<br>Chandya Vasave<br>Court Clerk.                | 14320                 | 2000       | 18442     | 4896       | 00        | 00         | 600       | -         |  |
| 3              | Mr.Suresh Sone<br>Mate<br>Building Mukadam                  | 10150                 | 1850       | 15000     | 3600       | 463       | 00         | 600       |           |  |



**Section 4 (1) (b) (xi)**

**Manual – XI**

**The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.**

| <b>Sr. No.</b> | <b>Budget Head description</b> | <b>Grants received</b> | <b>Planned use ( give details area wise or work wise in a separate form)</b> | <b>Remarks</b> |
|----------------|--------------------------------|------------------------|--|----------------|
|                |                                |                        |  |                |
|                |                                |                        |  |                |
|                |                                |                        |  |                |

**Form B for previous year**

| <b>Sr. No.</b> | <b>Budget Head description</b> | <b>Grants received</b> | <b>Grant utilized</b> | <b>Grants Surrendered</b> | <b>Result</b> |
|----------------|--------------------------------|------------------------|-----------------------|---------------------------|---------------|
|                |                                |                        |                       |                           |               |
|                |                                |                        |                       |                           |               |
|                |                                |                        |                       |                           |               |

**Section 4(1)(b)(xii)**

**Manual – XII**

Manner of execution of subsidy program in the office of Assistant Law Officer-II  
Magistrate Court at ;'S' ward.

-----Nil-----

**Section 4(1)(b)(xiii)**

**Manual – XIII**

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Law Officer-II Magistrate Court at 'S' ward.

-----Nil-----

**Section 4(1)(b)(xiv)**

**Manual – XIV**

Details of information available in electronic form in the office of Assistant Law Officer-II Magistrate Court at 'S' ward.

| <b>Sr. No.</b> | <b>Type of Documents file/Register</b> | <b>Sub Topic</b> | <b>In which Electronic Format it is kept</b> | <b>Person in Charge</b> |
|----------------|--|------------------|--|-------------------------|
|                | Nil                                    | Nil              | Nil  |                         |

**Section 4 (1) (b) (xv)**

**Manual – XV**

**The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room**

| <b>Sr. No.</b> | <b>Type of Facility</b>            | <b>Timings</b>  | <b>Procedure</b>                | <b>Location</b>  | <b>Person In Charge</b>      |
|----------------|------------------------------------|---|---------------------------------|--|------------------------------|
| 1              | Inspection of Record as per to RTI | 3.00 p.m. To 5.00P.m.<br>Tuesday<br>Thursday<br>With prior appointment only | RTI<br>Payment pay previous day | Office of:-<br>Asstt.Law Officer<br>S Ward, Bldg, leegal dept. 5 <sup>th</sup> floor, Bhandup (w) Mum-78 | Asstt. Law Officer<br>S Ward |
| 2              | Library and Reading Room           | Not Available   | Not Available                   | Not Available  | Not Available                |

**Section 4(1)(b)(xvi)**

**Manual – XVI**

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Assistant Law Officer-II Magistrate Court at **S** ward.

**PIO A**

| Sr. No. | Name of PIO                    | Designation   | Jurisdiction as PIO under RTI | Address Ph. No.  | Appellate authority  |
|---------|--------------------------------|---|-------------------------------|--|--|
| 1.      | Shri. Shantaram Bhikan Mahajan | Assistant Law Officer-II Magistrate Court at <b>S</b> ward. | S Ward                        | Office of the Assistant Law Officer-II Magistrate Court at <b>S</b> ward, legal dept. 5 <sup>th</sup> floor, Bhandup (w) Mum - 78. Ph-022-25947570 ext 235.. | Dy.Law Officer, Jt.Law Officer & Law Officer, Legal Department, Room No.200, 2 <sup>nd</sup> floor, Brihanmumbai Mahanagar Palika, Mahapalika Marg, Mumbai-400001. Ph.022-22620251 |

**APIOs B**

| Sr.No. | Name of APIO | Designation | Jurisdiction as APIO under RTI | Address/ ph. no. |
|--------|--------------|-------------|--------------------------------|------------------|
|        | N.A.         |             |                                |                  |

**Appellate authority C**

| Sr. No. | Name of Appellate authority | Designation    | Jurisdiction as Appellate authority | PIO reporting   | E-mail id for purpose of RTI |
|---------|-----------------------------|----------------|-------------------------------------|---|------------------------------|
| 1.      | Smt. Shushma Phulsunge      | Dy.Law Officer | Legal Department Head Office        | Assistant Law Officer-II Magistrate Court at " <b>S</b> " ward. |                              |

**Section 4 (1) (b) (xvii) – Others**

**Manual – XVII**

**Such other information as may be prescribed**