

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**Magistrate Court Legal Department**  
**B Ward**

**Shri.Santoshkumar S. Dhonde - Assistant Commissioner**

**Public Information officer- Shri.Rohit Gayakwad - ALO.**

**First Appellate Authority – Shri.Santoshkumar S. Dhonde- Asstt.Com. (B Ward)**

**INTRODUCTION**

**Section 4(1 (b)(i)**  
**MANUAL NO.1**

**The Particulars of functions & duties of public authority**

|   |  |  |
|---|--|--|
| 1 | Name and Designation of the Public authority | <b>Shri.Rohit Gayakwad</b> Asst.Law Officer<br>Magistrate Court  |
| 2 | Address                                      | B ward office Bldg. Room no. 17. 1 st Floor, 121 Ramchandra bhatt marg, Babula Tank ,Cross Lane ,near J.J.Hospital Mumbai – 400 009.<br>Contact no.23736622  |
| 3 | Head of the office                           | Legal Department,Head office, 2 nd floor Room no. 200, Mahapalika Marg, Mumbai – 400 001.  |
| 4 | Parent Government Department                 |  |
| 5 | Reporting to which office                    | 1) Law officer, Head office, 2 nd floor, Room no. 200, Mahapalika Marg, Mumbai – 400 001.<br>2) Jt. Law Officer, 2 nd floor, Room no. 200, Mahapalika Marg, Mumbai – 400 001.<br>3)Dy. Law Officer, 2 nd floor, Room no. 200, Mahapalika Marg, Mumbai – 400 001.<br>4) Assistant Commissioner, B Ward. |
| 6 | Jurisdiction Geographical                    | B Ward is bounded by the Thane Creek on East Lokmanya Tilak road,on South and Richards & croods Co. on North, mohamd ali road on west ,  |
| 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. & office timing        | Telephone no.Contact no.23736622<br>office Timing ; 10.30 a.m. to 5.30 p.m. Monday to<br>Friday & 1 st, 3 rd, 5 th saturday, |
| 10 | Weekly Holidays                 | All Saturday, All Sundays and Public<br>Holidays.  |

2.

Organisation`s Structural Chart

|                          |
|--------------------------|
| ASST. LAW OFFICER B WARD |
|--------------------------|

|             |              |
|-------------|--------------|
| Court Clerk | Notice Clerk |
|-------------|--------------|

|               |
|---------------|
| Peon / Labour |
|---------------|

**Section 4 (1) (b) (ii)****MANNUAL NO.2****The Powers of officers and employees in the office of Sr. Legal Asaistant .  
Magistrate Court B ward****A**

| <b>Sr. no</b>  | <b>Designation</b>        | <b>Power-Financial</b>   | <b>Under Which legislation/ Rules/Order/ GRs</b> | <b>Remark</b>  |
|----------------|---------------------------|--|--|----------------|
|                |                           |  |  |                |
|                |                           | <b>N/A</b>   |  |                |
|                |                           | <b>B</b>   |  |                |
|                |                           |  |  |                |
| <b>Sr. no.</b> | <b>Designation</b>        | <b>Power-Administrative</b>  | <b>Under Which legislation/Rules/Order</b>       | <b>Remarks</b> |
|                |                           |  |  |                |
| 1.             | Asst. Law Officer "B"ward | 1)Power under Section 68 read with 517(1) of MMC Act, 1888-(a) Taking proceeding 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 | MMC Act 1888                                     |                |
| 2.             | Court Clerk               | 1  |  |                |
| 3.             | Notice Clerk              | Nil.   |  |                |
| 4.             | Labour                    | 1  |  |                |
|                |                           | <b>C</b>   |  |                |
| <b>Sr. no.</b> | <b>Designation</b>        | <b>Power-Magisterial</b>   | <b>Under Which Legislation/ Rules/Order</b>      | <b>Remarks</b> |
|                |                           |  |  |                |
|                |                           | <b>N.A</b>   |  |                |

**D**

| Sr. no. | Desigation | Power-Quasi Judicial | Under Which Legislation/ rules/order | Remark |
|---------|------------|----------------------|--------------------------------------|--------|
|         |            | N.A.                 |                                      |        |
|         |            | <b>E</b>             |                                      |        |
| Sr. no. | Desigation | Power-Judicial       | Under Which Legislation/ rules/order | Remark |
|         |            | N.A.                 |                                      |        |

The duties of officers and employees in the office of Sr. Legal Assistant Magistrate Court at "B" ward.

**A**

| Sr. no. | Desigation        | Duties- Financial   | Under Which Legislation/ rules/order | Remark |
|---------|-------------------|---|--------------------------------------|--------|
| 1.      | Asst. Law Officer | 1   |                                      |        |
| 2.      | Court Clerk       | 1   |                                      |        |
| 3.      | Notice Clerk      | Nil   |                                      |        |
| 4.      | Peon              | Nil   |                                      |        |
|         |                   | <b>B</b>  |                                      |        |
| Sr. no. | Desigation        | Duties-Administrative   | Under Which Legislation/ rules/order | Remark |
| 1.      | Asst. Law Officer | 1.To represent the interest of Corporation in the Court of Law.   | MMC. 1888                            |        |
|         |                   | 2.To attend The Court every day and defend the Corporation.   |                                      |        |
|         |                   | 3.To prepare Complaints, Written Statements, preparation of evidence etc. in all matters.                   |                                      |        |
|         |                   | 4.To supervise the work of Staff.   |                                      |        |
|         |                   | 5.To send the report to the Law Officer, Jt. Law officer, Dy. Law officer, Asstt. Commissioner every month. |                                      |        |
|         |                   | 6.To attend the meetings called by Law officer, Jt. Law officer, Dy.Law                                     |                                      |        |

|    |             |   |  |  |
|----|-------------|---|--|--|
|    |             | officer, Asstt. Comm., DMC and Chairman of Legal Committee and also Ward Committee.   |  |  |
|    |             | 7. To give the legal opinion in the court matters and the files received from the various Departments of "B" ward regarding the Magistrate Court.   |  |  |
|    |             | 8. To give the opinions regarding the applications received under R.T.I. Act.-2005  |  |  |
|    |             | 9. 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. |  |  |
|    |             | 10. Conducting the court cases at the time of hearing before magistrate court.  |  |  |
|    |             | 11. Maintain the List of Contested cases and discuss the points with concerned witnesses, etc.  |  |  |
| 2. | Court Clerk | 1. Prepare the cases of Licence and Health Deptt. & filing.   |  |  |
|    |             | 2. Maintain in the Court Registers of above said cases.   |  |  |
|    |             | 3. Prepare the board of every hearing.  |  |  |
|    |             | 4. Maintain offence Sheet register.   |  |  |
|    |             | 5. Attend the court at the time of hearing.   |  |  |
|    |             | 6. Prepare prosecution report of every month.   |  |  |
|    |             | 7. Collecting the warrants & summons from the court and distribute among the outdoor staff area wise.   |  |  |
|    |             | 8. collecting the papers from other departments.  |  |  |
|    |             | 9. 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.   |  |  |
| 3. | Notice Clerk   | 1.Service of notice & summonses of various department within the ward & outside the ward limitation.  |  |  |
|    |                | 2. Prepare the court cases of Bldg. , Factory, & Drainage departments and filing in the court.  |  |  |
|    |                | 3.Maintain the court cases Registers, summons Registers, Notice Registers , Warrant Registers, Offence Sheet Registers.                         |  |  |
|    |                | 4. Attend the Shindewadi Court at the time of hearing.  |  |  |
|    |                | 5.Prepare the summonses of court cases and distribute the same to the concerned staff working area wise.  |  |  |
|    |                | 6. Maintain the filed diary for day to day work .   |  |  |
|    |                | 7. Collect the warrants from the Court and dispatch the same to the respective Police Stations.   |  |  |
|    |                | 8.Prepare the board of cases for every hearing .  |  |  |
|    |                | 9.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 | 1. Service of notice and summons of various department within and out side of ward limitation.  |  |  |
|    |                | 2.Maintain summons and notice register.   |  |  |
|    |                | 3.Dispatching the warrant to respective police station.   |  |  |
|    |                | 4.Maintain filed diary of day to day work.  |  |  |
|    |                | 5.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 |             | 1. Service of notice and summons of various department within and out side of ward limitation.  |  |  |       |
|    |               |             | 2.Maintain summons and notice register.   |  |  |       |
|    |               |             | 3.Dispatching the warrant to respective police station.   |  |  |       |
|    |               |             | 4.Maintain filed diary of day to day work.  |  |  |       |
|    |               |             | 5.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. |  |  |       |
|    | Bldg.Mukadam  |             | 6.Service of notice and summonses of various departments within the ward limitaion.   |  |  |       |
|    |               |             | 7. Maintain summons and notice register.  |  |  |       |
|    |               |             | 8.Dispatching the warrants to respective police stations.   |  |  |       |
| 6. | Peon          |             | Attending Court with all action papers of Court cases.  |  |  |       |
|    |               |             | 2.All others usual work of office.  |  |  |       |
|    |               |             | 3. Any other work in respective of court cases and official work as and when necessary directed by the Sr. Legal Asstt.                         |  |  |       |
|    |               |             |   | C  |  |       |
|    | Sr. no.       | Designation | Duties-<br>Magisterial  | Under Which<br>legislition/<br>rules/order |  | Remak |
|    |               |             | N.A.  |  |  |       |



D

| Sr. no. | Designation | Duties-Quasi Judicial | Under Which legislation/ rules/order | Remak |
|---------|-------------|-----------------------|--------------------------------------|-------|
|         |             | N.A.                  |                                      |       |
|         |             | E                     |                                      |       |
| Sr. no. | Designation | Duties-Judicial       | Under Which legislation/ rules/order | Remak |
|         |             | N.A.                  |                                      |       |

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

**MANUAL NO. 3**

Procedure allowed in Decision making process, including Channels in Supervision and Accountability in the office of Sr. Legal Assistant "B"ward.

-NIL-

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

**MANUAL NO. 4**

Norms set for discharge of its functions in the office of Sr. Legal Assistant Magistrate Court , Bward.

-NIL-

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

**MANUAL NO. 5**

The rules / regulation related with fuctions of Sr. Legal Assistant Magistrate Court , B ward.  
Organisational Targets (Annual)

**--NOT APPLICABLE--**

**Section 4(1)(b)(vi)**

**MANUAL NO. 6**

Statement of Categories of documents held in the office Sr. Legal Assistant B ward.

| Sr. no. | Subject | Type of Document file or register | File no. or Register no. | Particulars | Periodicity of Preservation |
|---------|---------|-----------------------------------|--------------------------|-------------|-----------------------------|
|---------|---------|-----------------------------------|--------------------------|-------------|-----------------------------|

**'A' Class Record**

|    |                |             |           |   |          |
|----|----------------|-------------|-----------|---|----------|
| 1. | Court case no. | Proceedings | Year wise | Entire Proceedings of the Court Case along with memos, action Papers. | Permanet |
|----|----------------|-------------|-----------|---|----------|

'C' Class Record

|    |                                 |  |                              |  |  |  |  |  |         |
|----|---------------------------------|--|------------------------------|--|--|--|--|--|---------|
| 1. | R.I.T. Register                 |  |                              |  |  |  |  | Details of application received under R.T.I. Act.  | 5 years |
| 2. | Inward Register                 |  | Inward Papers                |  |  |  |  | Details of application/complaints/other documents received by department                       | 5 years |
| 3. | Outward Register                |  | Outward Papers               |  |  |  |  | Details of application/complaints/other documents forwarded to Internal department of 'B' ward | 5 years |
| 4. | R.T.I application & Their reply |  |                              |  |  |  |  | Details of application received under RTI Act & reply given to the same.                       | 5 years |
|    |                                 |  | <b>Section 4(1)(b) (vii)</b> |  |  |  |  |  |         |
|    |                                 |  | <b>Manual – 7</b>            |  |  |  |  |  |         |

Particulaes off any arrangement that exists for consultation with the members pf the public in relation to the formulation of it's policy and implementation in the office of Sr. Legal Asstt. Magistrate Court , B ward.

**-NOT APPLICABLE-**

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

**Mannual – 8**

Statement of Bords, Councils, Committees or other bodies in the office of Sr. Legal Asstt.  
Magistrate Court , B ward.

**-NIL-**

**Section 4(1) (b) (ix)**

**Mannual -9**

**Directory of the officers and employees**

| Sr.No. | Designation       | Name of the Officer/ Employees | Cadre | Contact Details phone/ Fax |
|--------|-------------------|--------------------------------|-------|----------------------------|
| 1      | Asst. Law Officer | Shri. Sachin Vajale            | B 28  | 23736622-<br>ext.115       |

**Section 4(1)(b) (x)**

**Mannual -10**

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

| Sr. No. | Name and Designation                         | Details of Pay              |     |       |       |     |     |      |       |
|---------|--|-----------------------------|-----|-------|-------|-----|-----|------|-------|
|         |  | Pay                         | GRP | DA    | HRA   | CA  | MMA | TA   | TOTAL |
| 1       | Shri. Sachin Vajale<br><br>Asst. Law Officer | 56900                       | -   | 23898 | 15363 | 463 | --  | 2700 | 99324 |
|         |  | <b>Section 4(1) (b)(xi)</b> |     |       |       |     |     |      |       |
|         |  | <b>Mannual - 11</b>         |     |       |       |     |     |      |       |

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

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

**Form B for previous year**

| Sr.No. | Budget Head description | Grants received | Grant utilized | Grants surrendered | Result |
|--------|-------------------------|-----------------|----------------|--------------------|--------|
|        |                         |                 | NIL            |                    |        |

**Section 4(1)(b) (xii)**  
**Manual – 12**

Manner of execution of subsidy program in the office of Sr. Legal Asstt. Magistrate Court , B ward.

**-NIL-**

**Section 4(1)(b) (xiii)**  
**Manual – 13**

Particulars of recipients of concessions, permits or authorizations granted in the office of Sr. Legal Asstt. Magistrate Court , B ward.

**-NIL-**

**Section 4(1)(b) (xiv)**  
**Manual – 14**

Details of information available in electronic form in the office of Sr. Legal Asstt. Magistrate Court , B ward.

| Sr. no. | Type of Documents File / Register | Sub Topic | In Which Electronic Format it is Kept | Person in Charge |
|---------|-----------------------------------|-----------|---------------------------------------|------------------|
|         | Nil                               | Nil       | Nil                                   |                  |

**Section 4(1)(b) (xv)****Manual – 15**

Particulars of facilities available for citizen for obtaining information in the office of Sr. Legal Asstt. Magistrate Court , B ward. Type of facilities-

**Information about facilities for inspection of record.**

| Sr. no. | Type of Facility                     | Timings   | Procedure   | Location   | Person in Charge                              |
|---------|--------------------------------------|---|---|--|---|
| 1.      | Inspection of Record as per RTI Act. | 3.00p.m. to 5.00 p.m. on (except holidays) with prior appointment only. | For Inspection of records no fee for first hour will be Charged, however fee of Rs. 5/- for each 15 minutes or fraction there of will be charged there after. | Office of Asst. Law Officer B ward office Bldg. Room no. 17. 1 st Floor, 121 Ramchandra bhatt marg, Babula Tank ,Cross Lane ,near J.J.Hospital Mumbai – 400 009. Contact no.23736622 | Asstt. Law Officer Magistrate Court , B ward. |

**Section 4(1)(b) (xvi)****Manual – 16**

Details of public information officer /APIOs/Appellate authority in jurisdiction of (public authority) in the Sr. Legal Asstt. Magistrate Court , B ward.

**PIO****A**

| Sr. no. | Name of PIO       | Designation                     | Jurisdiction as PIO under RTI | Address Ph. no.  | Appellate authority  |
|---------|-------------------|---------------------------------|-------------------------------|--|--|
| 1       | Asst. Law Officer | Asst. Law Officer Court B ward. | B ward                        | Asst. Law Officer Court B ward. B ward office Bldg. Room no. 17. 1 st Floor, 121 Ramchandra bhatt marg, Babula Tank ,Cross Lane ,near J.J.Hospital Mumbai – 400 009. Contact no.23736622 | Asstt. Commisioner B ward office Bldg. Room no. 17. 1 st Floor, 121 Ramchandra bhatt marg, Babula Tank ,Cross Lane ,near J.J.Hospital Mumbai – 400 009. Contact no. 23736622 |

**APIOS****B**

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

**Appellate authority****C**

| Sr. no. | Name of Appellate authority | Designation         | Jurisdiction as authority              | PIO reporting                                    | E-mail id for purpose of RTI |
|---------|-----------------------------|---------------------|--|--|------------------------------|
| 1       |                             | Asstt. Commissioner | B ward office                          | Asst. Law Officer                                |                              |
|         |                             | B ward office       | Commissioner B ward office             | Magistrate Court B ward.                         |                              |
|         |                             |                     | Bldg. Room no. 17. 1 st Floor, 121     | B ward office Bldg. Room no. 17. 1 st Floor, 121 |                              |
|         |                             |                     | Ramchandra bhatt marg, Babula          | Ramchandra bhatt marg, Babula                    |                              |
|         |                             |                     | Tank ,Cross Lane ,near J.J.Hospital    | Tank ,Cross Lane ,near J.J.Hospital              |                              |
|         |                             |                     | Mumbai – 400 009. Contact no. 23736622 | Mumbai – 400 009. Contact no.23736622            |                              |

**Section 4(1)(b) (xvii) – Others**  
**Manual - 17**

**NIL**