

MUNICIPAL CORPORATION OF GREATER MUMBAI

Legal Department (Criminal) “E” Ward



Introduction

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

The particulars of functions & duties of the public authority

1	Name and Designation of the public authority	Shri. Kawale Digambar Ramesh Rao, Assistant Law Officer 41 st Metropolitan Magistrates' Court at Shindewadi, Dadar, Mumbai -14
2	Address	'E' Ward Room No. 210 2 nd Floor, 10, Shaikh Haffizuddin Marg, Byculla (W), Mumbai-08
3	Head of the Office	Law Officer, Legal Department, Head Office, 3 rd floor, Legal Department, Mahapalika Marg, Mumbai-400 001.
4	Parent Government Department	Legal Department, Head Office, 3 rd floor, Legal Department, Mahapalika Marg, Mumbai-400 001.
5	Reporting to which office	1) Law officer , Head Office, 3 rd floor, Legal Department, Mahapalika Marg, Mumbai- 400 001. 2) Jt.Law Officer, 3 rd floor, , Mahapalika Marg, Mumbai- 400 001. 3) Dy.Law Officer, 3 rd floor, Mahapalika Marg, Mumbai- 400 001. 4) Assistant Commissioner, “E” Ward
6	Jurisdiction Geographical	East – Arabin Sea Ray Road West – Sane Guruji Marg, Jahagir Bohm 1 Behram Marg, Shuklaji Street. North – Datagram Lad Marg South – Ramchandra Bhatt Marg, Wadi, Bandar, Maulana Shaukat Marg.
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 Timing	Telephone No. 23081472 / 23081473, Extn: 210 Office Timing : 10:30 a.m. to 05:30 p.m. (Monday to Friday, 1 st , 3 rd , 5 th Saturday)
10	Weekely Holidays	2 nd & 4 th Saturday, Sunday and Public Holidays

Organisation's Structural Chart (Orgonogram)

Assistant Law Officer, "E" Ward	
Court Clerk	Notice Clerk
Notice Karkoon	
Bldg. Mukadam	
Peon	
Labour	

Section 4 (1)(b)(i) MANNUAL NO. 2

The powers of officers and employees in the office of Assistant Law Officer "E" Ward.

A

Sr. No.	Designation	Power-Financial	Under which legislation/rules/ Order/GRS	Remarks
		N.A.		

B

Sr. No.	Designation	Power-Administrative	Under which legislation/ rules/ order / GRS	Remarks
1	Assistant Law Officer	Power to grant casual leaves, to subordinate staff.	MMC Act 1888	
2	Court Clerk	Vacant		
3	Notice Clerk	02		
4	Notice Karkoon	Vacant		
5	Bldg. Mukadam	Vacant		
6	Peon	01		
7	Labour	01		

C

Sr. No.	Designation	Power-magisterial	Under which legislation / rules /order / GRS	Remarks
		NA		

D

Sr. No.	Designation	Power – Quasi Judicial	Under which legislation / rules / order /GRS	Remarks
		NA		

E

Sr. No.	Designation	Power – Judicial	Under which legislation rules / order / GRS	Remarks
		NA		

The duties of officers and employees in the office of Assistant Law Officer “E” ward.

A

Sr. No.	Designation	Duties – Financial	Under which legislation / rules / order / GRS	Remarks
1.	Assistant Law Officer	Nil		
2.	Court Clerk	Nil		
3.	Notice Clerk	Nil		
4.	Notice Karkoon	Nil		
5.	Bldg. Mukadam	Nil		
6.	Peon	Nil		
7	Labour	Nil		

B

Sr. No.	Designation	Duties Administrative	Under which legislation / rules / order / GRs	Remarks
1	Assistant Law Officer G-I	1. To represent the corporation in the court of law. (41 st Metropolitan Magistrate's Court at Shindewadi, Dadar.	MMC Act 1888	
		2. To attend the court days for the board of "E" ward. To conduct the trial. To look after the administrative work of "E" ward in respect of Legal issues. To scrutinize action papers to file a complaint in the court. To file a cases from Bldg.dept. Driange dept, Factory dept., PestControl dept., Health Dept. & Licence dept. To sign warrants report		
		3. To inform the court orders to the concerned dept. & Dy. L.O. Jt. L.O./L.O.		
		4. To prepare Reply on discharge application /written arguments & say etc. In all matters.		
		5. To supervise the work of staff.		

		<p>6. To send the report & Judgement copies & opinion papers to the Law officer, Jt. Law Officer, Dy. Law Officer. To intimate the cases of appeal matters of sessions courts & High court.</p>		
		<p>7. To attend the meeting called by Law Officer, Jt. Law Officer, Dy. Law Officer, Asstt. Commissioner & D.M.C.</p>		
		<p>8. To give the Legal information of the court matters received files from Dy. Law Officer & “E” ward.</p>		
		<p>9. To give the replies regarding the applications received under RTI Act 2005</p>		
		<p>10. Any other duties assigned by the higher authorities.</p>		

2.	Court Clerk (Post is filled by Health Department of ward)	<p>1. To receive all action papers for the purpose of filling the complaint before Hon'ble 41st Metropolitan Magistrate's Court at Shindewadi, Dadar to maintain offence Sheet Register, Court Register, Warrant Register, Copy of Complaint and to attend the court with Assistant Law Officer.</p>		
		<p>2. To arrange the dockets board wise, to prepare court board and send to</p>		

		court for hearing. Carry forward the dates of respective court matters in the court register.		
		3. To prepare memos as per the instructions written on brief by Assistant Law Officer to the concerned department. in all court matters and also take necessary respective entries of such memos in the registers.		
		4. To call departmental officers along with instructions in court matters.		
		5. To attend court with all action papers of court cases. To take court case no., To take entry in register and prepare dockets for office record and maintain it till disposal of case. To return docket to concerned department. after disposal of court case.		
		6. To maintain inward & outward register.		
		7. To give monthly reports regarding the status of the matters.		
		8. To maintain records of all matters. To prepare Summons & warrants & keep record of it.		
		9. To maintain stationery register, RTI register, court case registers etc.		
		10. Any other duties assigned by the higher authorities.		

3	Notice Clerk (Post filled by City Engineer. Authority holder staff)	<ol style="list-style-type: none"> 1. Above mentioned work of court clerk work. 2. To serve notices of various section whose party are staying out of ward jurisdiction. 3. To serve the summons. 4. To paste the summons. 5. To send warrants issued by Hon'ble Court to respective Police station. 		
4	Notice Karkoon (Post is filled by Health Department of ward)	<ol style="list-style-type: none"> 1. As above clerical work. 2. To serve notices of various section whose party are staying out of ward jurisdiction. 3. To serve the summons. 4. To paste the summons. 5. To send warrants issued by Hon'ble Court to respective Police station. 		
5	Bldg. Mukadam (Post is filled by dept. of A.E. (B&F) Maintenance dept. Authority holder staff)	<ol style="list-style-type: none"> 1. To attend the Court with dockets and bring them back after hearing. Get the information regarding next date of hearing of these court cases. To prepare dockets, despatch papers, intimate to witnesses for evidence/cross etc. All other usual work of office & court in the absence of Court Clerk, Notice Clerk & other staff as per direction of Sr. Legal Assistant. 		
6.	Peon	<ol style="list-style-type: none"> 1. All other usual work of office as directed by Assistant Law Officer 		
7	Labour	<ol style="list-style-type: none"> 1. All other usual work of office as directed by Assistant Law Officer 		

C

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

D

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

E

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

**Section 4 (1)(b)
MANNUAL NO. 3**

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Law Officer “E” ward.

--Nil--

**Section 4 (1)(b)(iv)
MANNUAL NO. 4**

Norms set for discharge of its functions in the office of Assistant Law Officer. “E” ward.

**Organizational Targets (Annual)
--NOT APPLICABLE--**

Section 4 (1)(b)(v)
MANNUAL NO. 5

The rules/regulation related with functions in the office of Assistant Law Officer. "E" Ward.

--Nil--

Section 4 (1)(a) (vi)
MANNUAL NO. 6

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

'A' Class Record

Sr. No.	Subject	Type of documents/court cases filed or registered	File No. Or register No.	Particulars	Periodicity of preservation
'A' Class Record					
1.	Court case of the party	Proceedings	Year Wise	Entire proceedings of the court cases along with action papers.	Permanent

'B' Class Record

1. Registers & 30 years records pertaining to court

'C' Class Record

1	R.T.I. Register			Details of application received under	05 Years
2.	Inward Register	Inward papers		Details of applications/ complaints/other documents	05 Years

				received by department	
3.	Outward Register	Outward Papers		Details of applications/other documents forwarded to internal departments of "E" ward.	05 Years
4.	RTI application & their reply			Details of application receiver under RTI Act & reply given to the same.	

Section 4(1)(b)(vii)
MANNUAL-7

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**, "E" ward.

Counsels opinion/Experts opinion

Section 4(1)(b)(viii)
MANNUAL-8

Statement of Boards, Councils, Committees or other bodies in the office of **Assistant Law Officer**, "E" ward.

--Nil--

Section 4(1)(b)(ix)
MANNUAL-9

Directory of the Officers and Employees

Sr. No.	Designation	Name of the Officers/Employees	Cadre	Contact Details phone/fax/email
1	Assistant Law Officer	Shri. Kawale Digambar Ramesh Rao		

2	Notice Clerk	Shri Hatkar Vilas Suresh		
3	Notice Clerk	Shri. Mohite Parag Shivram		
4	Peon	Shri. Upsham Anand Genuji		
5	Labour	Shri. Rawale Pravin Prafful		

Section 4(1)(b)(x)
MANNUAL-10

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

Sr. No.	Name	Designation/ cadre	Basic Pay	DA	HRA	Special Allowance, Trnsport Allowance, Project Allowanct	Total
1	Shri.Kawale Digambar Rameshrao	Assistant Law Officer	50,500	4545	12,120	1663	68,828
2.	Shri. Hatkar Vilas Suresh	Notice Clerk	24,500	2205	5860	1063	33,648
3.	Shri. Mohite Parag Shivram	Notice Clerk	26,000	2340	6270	1063	35,673
4	Shri. Upsham Anand Genuji	Peon	38,500	3465	9240	600	51,805
5	Shri. Rawale Pravin Prafful	Labour	8640 (6 th Pay)	12787	2592	715	24,734

Section 4(1)(b)(xi)
MANNUAL-11

Details of allocation of budget and disbursement made in the office of **Assistant Law Officer** "E" ward for the year 2018-19.

--Nil--

Section 4(1)(b)(xii)
MANNUAL-12

Manner of execution of subsidy program in the office of **Assistant Law Officer**, “E” ward.

-- Nil --

Section 4(1)(b)(xiii)
MANNUAL-13

Particulars of recipients of concessions, permits or authorizations granted in the office of **Assistant Law Officer**, “E” ward.

-- Nil --

Section 4(1)(b)(xiv)
MANNUAL-14

Details of information available in electronic form in the office of **Assistant Law Officer**. “E” 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)
MANNUAL-15

Particulars of facilities available for citizen for obtaining information in the office of **Assistant Law Officer** “E” ward.

Types 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	3:00 p.m. to 5:00 p.m. on	For inspection of records on	Office of Assistant Law	Assistant Law Officer Legal

	RTI Act.	(except holidays with prior appointment)	fee for first hour will be charged however fee of Rs. 5/- for each 15 minutes or fraction thereof will be charged thereafter.	Officer 2 nd Floor, "E" ward Office Byculla, Mumbai-08	Deptt. "E" ward.
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**Section 4(1)(b)(xvi)
MANUAL-16**

Details of public Information officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of **Assistant Law Officer**, Legal Department. "E" Ward.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / ph.no.	Appellate Authority
1.	Shri Kawale Digambar Ramesh Rao	Assistant Law Officer	"E" ward 41 st MM Court.	Office of Assistant Law Officer "E" ward Ext. 210	Smt. Alka Sasane. Assistant Commissioner "E" ward

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph.no.	Appellate Authority
	NA	NA	NA	NA	NA

Appellate authority

C

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph.no.
1	Smt. Alka Sasane	Asstt. Commissioner "E" ward	"E" ward	"E" ward Municipal Building 10, Shaikh Haffizuddin Marg, Byculla (W), Mumbai-08.

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Such other information as may be prescribed

Nil