

MUNICIPAL CORPORATION OF GREATER MUMBAI

Metropolitan Magistrate Court, Legal Department

F/NORTH WARD

INTRODUCTION

Section 4(1)(b)(i)

Manual NO.1

The particulars of functions & duties of the public authority

Organisation's Structural Chart

Section 4(1)(b)(ii)

Manual NO. 2

The powers of officers and employees in the office of Assistant Law Officer,
Metropolitan Magistrate Court, F/North 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	Remarks
1.	Assistant Law Officer	1) Power under Section 68 read with 517(1) of MMC Act, 1888 – (a) Taking proceedings against any person who is charged with, (1) Any offence committed under the MMC Act, 1888, (2) Any offence which affect or likely to affect any property or interest of the Corporation or due administration of MMC act, 1888, (3) Committing any nuisance whatsoever. 2) Power to grant casual leaves to subordinate staff.	MMC Act 1988	
2.	Court Clerk	Nil.		
3.	Notice Clerk	Nil.		
4.	Peon	Nil.		

C

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

D

Sr. No.	Designation	Power- Quasi Judicial	Under which legislation / rules / order	Remarks
		N.A.		

E

Sr. No.	Designation	Power- Judicial	Under which legislation / rules / order	Remarks
		N.A.		

The duties of officers and employees in the office of Assistant Law Officer, Metropolitan Magistrate Court at F/North ward.

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order	Remarks
1.	Assistant Law Officer	Nil.		
2.	Court Clerk	Nil.		
3.	Notice Clerk	Nil.		
4.	Peon	Nil.		

B

		6. 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 Ward Committee.		
		7. To give the legal opinion in the court matters and the files received from the various Departments of F/North 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 notices & summonses of various departments 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 Case Registers, Summon Registers, Notice Register and Warrant Register, Offence Sheet Register.		
		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 field 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 warrants to respective police station.		
		4. Maintain field 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 departments within the ward limitation.		
		2. Maintain summons and notice register.		
		3. Dispatching the warrants to respective police stations.		
		4. Maintain field diary for 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.		

6.	Bldg.Mukadam	6. Service of notice and summonses of various departments within the ward limitation.		
		7. Maintain summons and notice register.		

		8. Dispatching the warrants to respective police stations.		
7.	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.		

C

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

D

Sr. No.	Designation	Duties - Quasi Judicial	Under which legislation / rules / order	Remarks
		N.A.		

E

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order	Remarks
		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 Assistant Law Officer, F/North.

-- Nil --

Section 4(1)(b)(iv)

Manual – 4

Norms set for discharge of its functions in the office of Assistant Law Officer Metropolitan Magistrate Court at F/North Ward.

-- NOT APPLICABLE --

Section 4(1)(b)(v)

Manual – 5

The rules/ regulations related with functions in the office of Assistant Law Officer
Metropolitan Magistrate Court at F/North Ward.
Organisational Targetets (Annual)

-- NOT APPLICABLE --

Section 4(1)(a)(vi)

Manual – 6

Statement of Categories of documents held in the office of Assistant Law Officer F/North 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.	Permanent
'C' Class Record					
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	5 Year
3.	Outward Register	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of F/North ward.	5 Year
4.	RTI application & their reply			Details of application received under RTI Act & reply given to the same.	5 year

Section 4(1)(b)(vii)

Manual – 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, Metropolitan Magistrate Court, F/North ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Manual – 8

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Law Officer, Metropolitan Magistrate Court F/North ward.

---Nil---

Section 4(1)(b)(ix)

Manual – 09

A directory of its Officers and its employees:-

Sr. No	Name	Designation	Date of Appointment in F/North	Office Contact No.
1	Shri. Digambar R. Kawale	Asstt. Law Officer	16.01.2017	24024353 Ext. 410
2	Smt. Minal P. Nerurkar	Clerk	04.03.2015	
3	Shri. Gnanam Arul Chelliah	Notice Clerk	02.09.2016	
4	Smt. Sujata S. Shirke	Peon	21.04.2016	

Section 4(1)(b)(x)

Manual – 10

The monthly remuneration received by each Officers and Employees including the system of compensation as provided in its regulations:-

MONTHLY REMUNERATION OF OFFICER & EMPLOYEES OF LEGAL DEPARTMENT
(PAY SHEET WISE)

Sr. No	Name	Designation	Grade Rs.	Remarks
1	Shri. Digambar R. Kawale	A.L.O.	9300-34800+G.P.4800	-
2	Smt. Minal P. Nerurkar	Clerk	5200-20200+G.P.2000	-
3	Shri. Gnanam Arul Chelliah	Notice Clerk	5200-20200+G.P.2000	-
4	Smt. Sujata S. Shirke	Peon	5200-20200+G.P.1950	-

Section 4(1)(b)(xi)

Manual – 11

Details of allocation of budget and disbursement made in the office of Assistant Law Officer, "F/N" ward for the year 2016-2017.

-----Nil-----

Section 4(1)(b)(xii)

Manual – 12

Manner of execution of subsidy program in the office of Assistant Law Officer Metropolitan Magistrate Court at F/North ward.

-----Nil-----

Section 4(1)(b)(xiii)

Manual – 13

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Law Officer, Metropolitan Magistrate Court at F/North ward.

-----Nil-----

Section 4(1)(b)(xiv)

Manual – 14

Details of information available in electronic form in the office of Assistant Law Officer, Metropolitan Magistrate Court at F/North 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 Assistant Law Officer, Metropolitan Magistrate Court at F/North 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 RTI Act.	3.00 p.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 thereof will be charged thereafter.	Office of Assistant Law Officer, Metropolitan Magistrate Court, Room No. 46, 4 th Floor, BhauDaji Road, Matunga (E), Mumbai – 400 019.	Assistant Law Officer, Metropolitan Magistrate Court at F/North ward..

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, Metropolitan Magistrate Court at F/North Ward.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Shri. Digambar R. Kawale	Assistant Law Officer- Metropolitan Magistrate Court at F/North ward.	F/North Ward	Office of the Assistant Law Officer, Metropolitan Magistrate Court at F/North ward, , Mun. Office Bldg, Room No. 46, 4 th Floor, BhauDaji Road, Matunga (E), Mumbai – 400 019. Contact : 24024353. Ext. 410.	Dy.Law Officer, Jt.Law Officer & Law Officer, Legal Department, Room No.200, nd 2 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.	Shri. Keshav Ubale	Assistant Commissioner	F/ North Ward	Assistant Law Officer- Metropolitan Magistrate Court at F/North ward.	

Section 4(1)(b)(xvii)

Manual – 17

Such other Information as may be prescribed to do in due course as per requirement.

-----Nil-----