

BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act, 2005 of H/East Ward

Magistrate Court, Legal Department

Address - Office of Assistant Commissioner
H/East Ward, 2nd Floor,
Plot No. 137 T.P.S.5, Road No.2,
Prabhat Colony,Santacruz(E),
Mumbai-55

2022-23

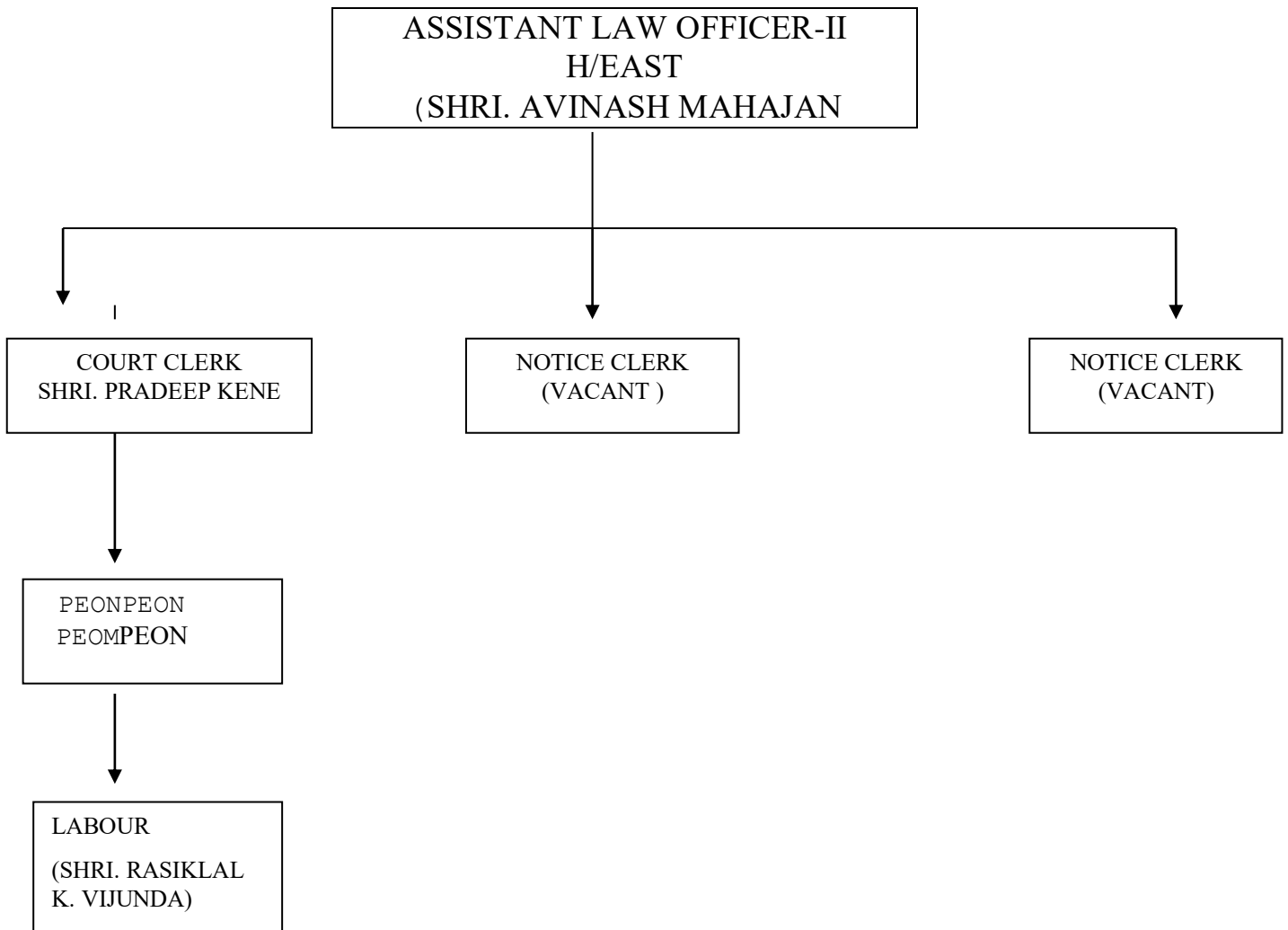
Section 4(1) (b) (i)

MANUAL NO. 1

The particulars of functions & duties of the public authority

1	Name and Designation of the public authority	Asstt.Law Officer-II, Magistrate Court
2	Address	Office of Municipal Corporation of Greater Mumbai, H/East Ward, Prabhat Colony, TPS V, 2 nd Road, Santacruz (East), Mumbai – 400 055
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. 2) Jt.Law Officer, 2 nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001. 3) Dy.Law Officer, 2 nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001. 4) Assistant Commissioner, H/East Ward
6	Jurisdiction Geographical	H/East ward is bounded by the Thane creek on the East, central railway on West Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Marg on South side covering North Central portion of the 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 : 26138900/26182217-18 Extn : Office timing: 10.00 A.M. to 06.00p.m. (Monday to Friday ,)
10	Weekly Holidays	ALL Sunday, Saturday and Public Holidays.

Organisation's Structural Chart (Orgonogram):



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

The powers of officers and employees in the office of Assistant Law Officer-II, Magistrate Court, H/East 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-II	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 offences 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.	Notice Karkoon	Nil.		
5.	Building Mukadam	Nil.		
6.	Peon	Nil.		
7.	Labour	Nil.		

C

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

D

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

E

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

The duties of officers and employees in the office of Assistant Law Officer-II Magistrate Court at H/East ward.

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Law Officer-II	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-II	1. To represent the interest of Corporation in the Court of Law. 2. To attend the Court every day and defend the Corporation. 3. To prepare Copmplaints, WrittenStatements, 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.	MMC Act 1988,	

		<p>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 Prabhag Samittee.</p> <p>7. To give the legal opinion in the court matters and the files received from the various Departments of H/East Ward regarding the Magistrate Court.</p> <p>8. To give the opinions regarding the applications received under R.T.I.Act - 2005</p> <p>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.</p> <p>10. Conducting the Court Cases at the time of hearing before Magistrate Court.</p> <p>11. Maintain the List of contested cases and discuss the points with concerned witnesses, etc.</p>		
2.	Court Clerk	<p>1. Prepare the cases of Licence and Health Deptt. & filing.</p> <p>2. Maintain in the Court, Court Registers of above said cases.</p> <p>3. prepare the board of every hearing.</p> <p>4. Maintain offence sheet register.</p> <p>5. Attend the Court at the time of hearing.</p> <p>6. Prepare prosecution report of every month.</p> <p>7. Collecting the warrants & summonses from the Court and distribute among the outdoor staff area wise.</p> <p>8. Collecting the papers and other departments.</p> <p>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.</p> <p>10. Prepare the cases of License and Health Deptt. & filing.</p> <p>11. Maintain in the Court, Court Registers of above said cases.</p>		

3.	Notice Clerk	<p>1. Service of notices & summonses of various departments within the ward & outside the Ward limitation.</p> <p>2. Prepare the Court Cases of Bldg.,Factory,& Drainage departments and filing in the Court.</p> <p>3. Maintain the Court Case Registers, Summon Registers, Notice Register and Warrant Register, Offence Sheet Register.</p> <p>4. Attend the Shindewadi Court at the time of hearing.</p> <p>5. Prepare the summonses of Court Cases and distribute the same to the concerned staff working area wise.</p> <p>6. Maintain the field diary for day to day work.</p> <p>7. Collect the warrants from the Court and dispatch the same to the respective Police Stations.</p> <p>8. Prepare the board of cases for every hearing.</p> <p>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.</p>		
4.	Notice Karkoon	<p>1. Service of notice and summons of various department within and out side of Ward limitation.</p> <p>2. Maintain summons and notice register.</p> <p>3. Despatching the warrants to respective police station.</p> <p>4. Maintain field diary of day to day work.</p> <p>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.</p>		

5.	Bldg.Mukadam	1. Service of notice and summonses of various departments within the ward limitation.		
		2. Maintain summons and notice register.		
		3. Despatching 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. Despatching 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		

C

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

D

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

E

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

Section 4(1)(b)(iii)

MANNUAL NO.3

Procedure allowed in Decision making process, including channels of supervision and accountability in the office of Assistant Law Officer H/East

Section 4(1)(b)(iv) Manual

-4

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

Organizational Targets (Annual)

Section 4(1)(b)(v)

Manual – 5

The rules/regulation related with functions in the office of Assistant Law Officer-II Magistrate Court at H/East Ward.

Organizational Targets (Annual)

-- NOT APPLICABLE --

Section 4(1)(a)(vi)

Manual – 6

Statement of Categories of documents held in the office of Assistant Law Officer H/East 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	01 Year
3.	Outward Register	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of H/East 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 – 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-II, Magistrate Court, H/East 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-II, Magistrate Court H/East ward.

---Nil--

Section 4(1)(b)(xii)

Manual – 12

Manner of execution of subsidy program in the office of Assistant Law Officer-II Magistrate Court at H/East 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-II Magistrate Court at H/East ward.

-----Nil-----

Section 4(1)(b)(xiv)

Manual – 14

Details of information available in electronic form in the office of Assistant Law Officer-II Magistrate Court at H/East 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-II Magistrate Court at H/East 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-II Magistrate Court, Room no.9, 1 st Floor, H/East ward office, Parel, Mumbai-12	Assistant Law Officer-II Magistrate Court at H/East 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-II Magistrate Court at H/East ward.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Shri. AVINASH T. MAHAJAN	Assistant Law Officer-II Magistrate Court at H/East ward.	H/East Ward, H/West Ward & KWest Ward	3 rd floor, H/East ward office Building, TPS V, Road No. 2, Prabhat Colony, Santacruz East, Mumbai 400 055 Contact No. :- 022 26182217	SMT. ALKA S. SASANE, Assistant Commission, H/East Ward, 1 st Floor, Prabhat Colony, TPS V, Santacruz East, Mumbai – 400 055

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. ALKA S. SASANE	Assistant commissioner	H/East Ward	Asst. Law Officer	ac.heast@mcgm.gov.in