

BRIHANMUMBAI MAHANAGARPALIKA

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

City Civil Court, Legal Department

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

2022-23

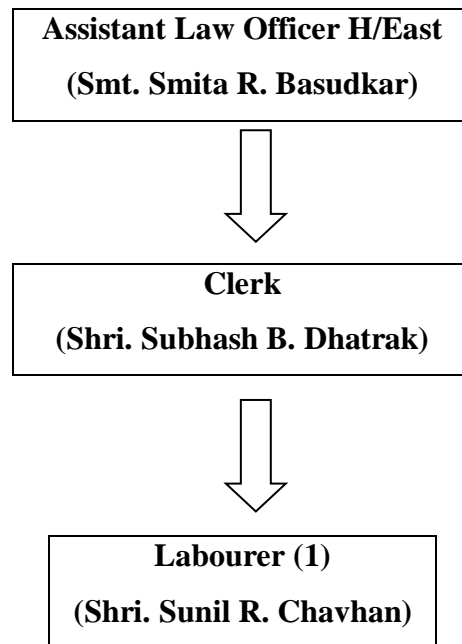
Section 4(1) (b) (i)

MANNUAL NO. 1

The particulars of functions & duties of the public authority

1	Name and Designation of the public authority	Smt.. Smita R. Basudkar. Assistant Law Officer
2	Address	Basement, H/East Ward, Prabhat Colony, TPS V, Road No. 2, Santacruz (East), Mumbai 400 055
3	Head of the office	Law Officer, Legal Department , Head Office, 2 nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.
4	Parent Government Department	Legal Department, Head Office, 2 nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.
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 Meethi River & CST Road in the East, Western Railway on the West, Vile Parle Milan Subway on the North, Mahim Causeway, Dharavi Link road on the South.
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 : 26182217 Extn : Office timing : 10.00 A.M. to 06.00 p.m. (Monday to Friday) Court Timings : 11 am to 5.30 pm
10	Weekly Holidays	All Saturday, Sunday, 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, City Civil 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	Power to grant casual leaves, to subordinate staff.	MMC Act 1988	
2.	Clerk	Nil.		
3.	Clerk Cum Typist	Nil.		
4.	Typist	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, City Civil Court H/East ward.

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Law Officer	Nil.		
2.	Clerk	Nil.		
3.	Clerk Cum Typist	NIL.		
4.	Peon	NIL.		
5.	Labour	NIL.		

B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Law Officer	<ol style="list-style-type: none"> 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 inform the court orders to the concerned department. 4. To prepare Affidavit-in-Reply, Written Statement, Affidavit of Evidence etc. in all matters. 5. To supervise the work of staff. 6. To send the report to the Law officer, Jt.Law Officer, Dy.Law Officer every month. 7. To attend the meetings called by Law Officer, Jt.Law Officer, Dy. Law Officer, Asstt.Commissioner, D.M.Cs and Chairman of Legal Committee and also Prabhag Samittee. 8. To give the Legal opinion in the court matters and the files received from the various departments of H/East Ward 9. To give the opinions regarding the applications received under RTI Act 2005. 10. Any other duties assigned by the higher authorities⁵ 	MMC Act 1988,	

2.	Clerk	<p>1. To maintain and prepare year wise register regarding all court matters filed by other side.</p> <p>2. To find out the briefs from year wise records to prepare daily board and send to court for hearing. Carry forward the dates of respective court matters in the daily board register.</p> <p>3. To prepare daily memos as per the instructions written on brief by Asstt. Law Officer to concerned deptt. in all court matters discussed in the court and also take necessary respective entries of such memos in the registers.</p> <p>4. To call departmental officers along with instructions in court matters.</p> <p>5. To Take dictation from Asst. Law Officer in the absence of Typist.</p> <p>6. To maintain Inward & Outward register</p> <p>7. To give monthly reports regarding the status of the matters.</p> <p>8. To maintain records of all matters.</p> <p>9. To maintain stationery register, RTI register , Gate-pass book</p> <p>10. To get filing work done by peon.</p> <p>11. Any other duties assigned by the higher authorities.</p>		
3.	Peon	<p>1. To attend court with all action papers of court cases.</p> <p>2. All other usual work of office.</p>		
4.	Labour	<p>1. To attend the City Civil Court daily with daily board, and bring it back after hearing. Get the informing regarding next date of hearing of these court cases.</p> <p>2. All other usual work of office.</p>		

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 followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Law Officer H/East.

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

Norms set for discharge of its functions in the office of Assistant Law Officer H/East ward.

Organizational Targets (Annual)

-- NOT APPLICABLE --

Section 4(1)(b)(v)
Manual – 5

The rules/ regulation related with functions in the office of Assistant Law Officer H/East Ward

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.	Suit of the party	Proceedings	Year wise	Entire proceedings of the suits 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, City Civil 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 City Civil Court H/East ward.

---Nil--

Section 4(1)(b)(xi)

Manual – 11

Details of allocation of budget and disbursement made in the office of Assistant Law Officer at H/East ward for the year 2013-2014.

Section 4(1)(b)(xii)

Manual – 12

Manner of execution of subsidy program in the office of Assistant Law Officer City Civil 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, City Civil 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, City Civil 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 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 Asstt. Law Officer, Basemen, H/East Ward, Prabhat Colony, TPS V, Santacruz (East)	Asstt. Law Officer, City Civil Court 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, City Civil Court at H/East Ward.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Smt. Smita R. Basudkar	Asstt. Law Officer City Civil Court H/East Ward	H/East Ward	Basemen, H/East Ward, Prabhat Colony, TPS V, Road No. 2, Santacruz (East), Mumbai 400 055	Smt. Alka S. Sasane , Asstt. Commissioner H/East ward

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,	Asstt. Commissioner H/East Ward	H/East Ward	Office of the Assistant Law Officer, H/East Ward, Basemen, Brihanmumbai Mahanagar Palika, TPS V, Road 2, Prabhat Colony, Santacruz (East) Mumbai-400 055. Ph.022-26182217	ac.heat@mcgm.gov.in