



# BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of R/North Ward

**Sr. Legal Officer K/East Ward**

Address - **Sr. Legal Officer, Legal Dept., (Criminal Section)  
Room No 303, K/East Ward Office,  
3<sup>rd</sup> Floor, Azad Road Gundavali,  
Andheri (East) Mumbai 400069.**

**YEAR - 2015-16**

## INDEX

Sr, No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents
		Introduction
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability
4	4 (1) (b) (iv)	Norms set for discharge of its functions
5	4 (1) (b) (v)	The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Asstt. Engineer (SWM)
7	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of the department's policy and implementation thereof.
8	4 (1) (b) (viii)	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or far the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.
9	4 (1) (b) (ix)	Directory of the officers and employees
10	4 (1) (b) (x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.
11	4 (1) (b) (xi)	The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorisations granted by department.
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.
15	4 (1) (b) (xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers
17	4 (1) (b) (xvii)	Such other information as may be prescribed.

## Introduction

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under Section 4(1) b sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of **Sr. Legal Officer (Criminal Court Vile Parle)**,K/East ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Sr. Legal Officer, K/East ward whose office is situated at K/East ward office, Room no.303, Andheri (East), Mumbai-400 069 The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the A **Sr. Legal Officer (Criminal Court Vile Parle)**,K/East is under administrative control of Assistant Commissioner.

Sr. Legal Officer,  
K/East ward (Criminal Section)

**Section 4(1) (b) (i)**

**MANUAL NO. I**

**The particulars of functions & duties of the public authority**

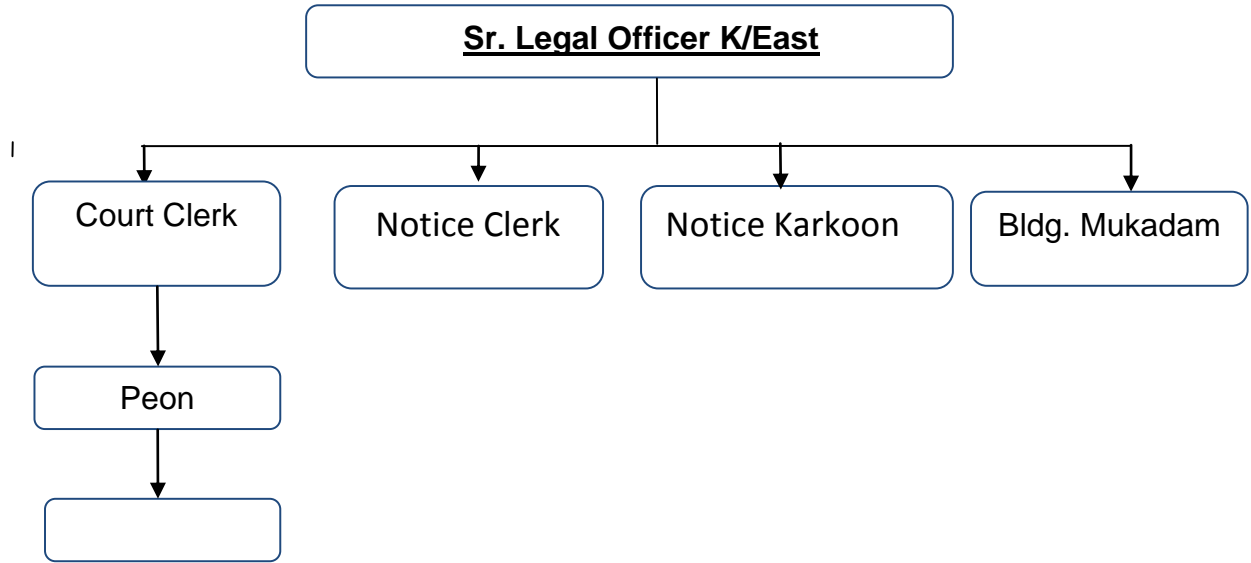
1	Name and Designation of the public authority	Shri Arjun H. Jaiswar, Sr. Legal Officer, K/East Ward Mumbai 400069.
2	Address	Room No.303, K/East ward office Andheri East Mumbai 400069.
3	Head of the office	Law Officer, Legal Department , Head Office, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.
4	Parent Government Department	Legal Department, Head Office, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.
5	Reporting to which office	1) Assistant Commissioner, K/East Ward
6	Jurisdiction Geographical	K/East ward is bounded by the <b><u>South side</u></b> Vile parle (East) from Milan Sub way, <b><u>North side</u></b> J.V. L.R.JOGESHWARI STN. <b><u>East side</u></b> Mithi Nadi Marol West Side Railway Line <b><u>West side</u></b> Vile Parle to Jogeshwari .
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 : 26840103, 26837104 Extn : 723 Office timing : 10.30 A.M. to 5.30 p.m.(Monday to Friday , 1 <sup>st</sup> ,3 <sup>rd</sup> ,5 <sup>th</sup> Saturday)  Court Timing-10.00A.M. to 06 P.M.
10	Weekly Holidays	2 <sup>nd</sup> & 4 <sup>th</sup> Saturday, Sunday and Public Holidays.

**CORPORATION OF GREATER MUMBAI**  
**Magistrate Court, Legal Department**  
**Introduction**

**Copy from Legal Manual**

Sr. No.	Name & Designation	Salary (Approx)
1	Shri Arjun H. Jaiswar Sr. Legal Officer	50,000/-
2	Vacant – Notice Clerk	43,000/-
3	Vacant – Court Clerk	35,000/-
4	Vacant – Building Mukadam	30,000/-
5	Vacant – Notice karkoon	30,000/-
6	Shri Rohit Pawar - Peon	25,000/

Organization's Structural Chart  
(Orgonogram):



**Post Details.**

Sr. No.	Name of Post	Status of Post	-
1	<b>Sr. Legal Officer</b>	<b>01</b>	
2	<b>Court Clerk</b>	<b>01</b>	
3	<b>Notice Clerk</b>	<b>01</b>	
4	<b>Notice Karkoon</b>	<b>01</b>	
5	<b>Building Mukadam</b>	<b>01</b>	
6	<b>Peon</b>	<b>01</b>	

**Section 4(1) (b) (ii)**  
**MANNUAL NO. II**

The powers of officers and employees in the office of Sr. Legal Officer, K/East ward for Metropolitan Magistrate Vile Parle Court

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power- Financial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
	Nil.	N.A	Nil.	Nil.

**B**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power- Administrative</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Sr. Legal 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 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 1888	Nil.
2.	Court Clerk	Nil.	Nil.	Nil.
3.	Notice Clerk	Nil.	Nil.	Nil.
4.	Notice Karkoon	Nil.	Nil.	Nil.
5.	Building Mukadam	Nil.	Nil.	Nil.
6.	Peon	Nil.	Nil.	Nil.
7.	Labour	Nil.	Nil.	Nil.

**C**

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

**D**

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

**E**

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

The duties of officers and employees in the office of Sr. Legal Officer, K/East ward for Metropolitan Magistrate Vile Parle Court

**A**

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Sr. Legal Officer	Nil.	Nil.	Nil.
2.	Court Clerk	Nil.	Nil.	Nil.
3.	Notice Clerk	Nil.	Nil.	Nil.
4.	Notice Karkoon	Nil.	Nil.	Nil.
5.	Bldg. Mukadam	Nil.	Nil.	Nil.
6.	Peon	Nil.	Nil.	Nil.
7.		Nil.	Nil.	Nil.

**B**

**1. Sr. Legal Officer:**

To represent the interest of Corporation in the Court of Law.  
 To attend the Court every day and defend the Corporation.  
 To prepare Complaints, preparation of evidence etc. in all matters.  
 To supervise the work of Staff.  
 To send the report to the Law Officer, Jt. Law Officer, Dy.Law Officer, Asstt.Commissioner every month.  
 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.  
 To give the legal opinion in the court matters and the files received from the various Departments of K/East Ward regarding the Magistrate Court.  
 To give the opinions regarding the applications received under R.T.I.Act - 2005  
 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. Vile Parle Court.  
 Conducting the Court Cases at the time of hearing before Magistrate Court.  
 Maintain the List of contested cases and discuss the points with concerned witnesses, etc.

**2. Court Clerk**

Prepare the cases of License and Health Deptt. & filing.  
 Maintain in the Court, Court Registers of above said cases.  
 prepare the board of every hearing.  
 Maintain offence sheet register.  
 Attend the Court at the time of hearing.  
 Prepare prosecution report of every month.  
 Collecting the warrants & summonses from the Court and distribute among the outdoor staff area wise.  
 Collecting the papers of other departments.  
 Any other work in respect of court cases and official work as and when necessary directed by the Sr. Legal Officer or other senior officers.  
 Prepare the cases of License and Health Deptt. & filing.  
 Maintain in the Court, Court Registers of above said cases.  
 Prepare monthly report and yearly report and submit the same to Asstt.Commissioner and Law Officer.



### 3 **Notice Clerk**

Service of notices & summonses of various departments within the ward & outside the Ward limitation.

Prepare the Court Cases of Bldg., Factory, & Drainage departments and filing in the Court.

Maintain the Court Case Registers, Summon Registers, Notice Register and Warrant Register, Offence Sheet Register.

Attend the Vile Parle Court at the time of hearing.

Prepare the summonses of Court Cases and distribute the same to the concerned staff working area wise.

Maintain the field diary for day to day work.

Collect the warrants from the Court and dispatch the same to the respective Police Stations.

Prepare the board of cases for every hearing.

Any other work in respect of court cases and official work as and when necessary directed by the Sr. Legal Officer or other senior officers.

### 4. **Notice Karkoon**

Service of notice and summons of various departments within and outside of Ward limitation.

Maintain summons and notice register.

Dispatching the warrants to respective police station.

Maintain field diary of day to day work.

Any other work in respect of court cases and official work as and when necessary directed by the Sr. Legal Officer or other senior officers.

### 5. **Bldg. Mukadam**

Service of notice and summonses of various departments within the ward limitation.

Maintain summons and notice register.

Dispatching the warrants to respective police stations.

Maintain field diary for day to day work.

Any other work in respect of court cases and official work as and when necessary directed by the Sr. Legal Officer or other senior officers.

### 6. **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 Sr. Legal Officer.

**C**

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

**D**

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

**E**

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

**Section 4(1)(b)(iii)****MANNUAL NO.III**

Procedure allowed in Decision making process, including channels of supervision and accountability in the office of Sr. Legal Officer K/East Ward for Metropolitan Magistrate at Vile Parle Court.

-- NOT APPLICABLE --

**Section 4(1)(b)(iv)****Manual – IV**

Norms set for discharge of its functions in the office of Sr. Legal Officer K/East Ward for Metropolitan Magistrate at Vile Parle Court.

Organisational Targets (Annual)

-- NOT APPLICABLE --

**Section 4(1)(b)(v)****Manual – V**

The rules/regulation related with functions in the office of Sr. Legal Officer K/East Ward for Metropolitan Magistrate at Vile Parle Court.

Organisational Targets (Annual)

-- NOT APPLICABLE --

**Section 4(1)(a)(vi)**

**Manual – VI**

Statement of Categories of documents held in the office of Sr. Legal Officer K/East Ward for Metropolitan Magistrate at Vile Parle Court.

<b>Sr. No.</b>	<b>Subject</b>	<b>Type of Document file or register</b>	<b>File no. or Register no.</b>	<b>Particulars</b>	<b>Periodicity of preservation</b>
<b>'A' Class Record</b>					
1.	Court Cases	Proceedings (Register)	Year wise 2009 to till date 17 Register	Entire proceedings of the Court Case along with memos, action papers.	Permanent
<b>'C' Class Record</b>					
1.	R.T.I Register	Register	1	Details of application received under R.T.I.Act	5 Years
2.	Inward Register	Inward papers	1	Details of Applications/ complaints/ other documents received by department	5 Years
3.	Outward Register	Outward papers	1	Details of Applications/ complaints/ other documents forwarded to Internal departments of K/East ward.	5 Years
4.	RTI application & their reply	File	1	Details of application received under RTI Act & reply given to the same.	5 Years

**Section 4(1)(b)(vii)**

**Manual – VII**

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 Sr. Legal Officer K/East Ward for Metropolitan Magistrate at Vile Parle Court..

**-- NOT APPLICABLE --**

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

**Manual – VIII**

Statement of Boards, Councils, Committees or Other bodies in the office of Sr. Legal Officer K/East Ward for Metropolitan Magistrate at Vile Parle Court..

---Nil---

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

**Manual – IX**

**Directory of the officers and employees**

<b>Sr. No.</b>	<b>Designation</b>	<b>Name of the Officers/ Employees</b>	<b>Cadre</b>	<b>Contact Details ph/ fax/ email</b>
1	Sr. Legal Officer K/East Ward.	Shri. Arjun H. Jaiswar	1st	26840103 Extn.723
2	Notice Clerk	Vacant	C	---do---
3	Court Clerk	Vacant	C	---do---
4	Peon	Shri Rohit Pawar	D	---do---
5	Notice Karkoon	Vacant	D	---do---
6	Building Mukadam	Vacant	D	---do---

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

**Manual – X**

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

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Salary (Approx)</b>
1	Shri Arjun H. Jaiswar Sr. Legal Officer	50,000/-
2	Vacant – Notice Clerk	43,000/-
3	Vacant – Court Clerk	35,000/-
4	Vacant – Building Mukadam	30,000/-
5	Vacant – Notice karkoon	30,000/-
6	Shri Rohit Pawar - Peon	25,000/

**Section 4 (1) (b) (xi)**

**Manual – XI**

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	Nil	Nil	Nil
	Nil	Nil	Nil	Nil

**Form B for previous year**

Sr. No.	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Result
	Nil	Nil	Nil	Nil	Nil
	Nil	Nil	Nil	Nil	Nil
	Nil	Nil	Nil	Nil	Nil

**Section 4(1)(b)(xii)**

**Manual – XII**

Manner of execution of subsidy program in the office of Sr. Legal Officer K/East Ward for Metropolitan Magistrate at Vile Parle Court.

-----Nil-----

**Section 4(1)(b)(xiii)**

**Manual – XIII**

Particulars of recipients of concessions, permits or authorizations granted in the office of Sr. Legal Officer K/East Ward for Metropolitan Magistrate at Vile Parle Court.

-----Nil-----

**Section 4(1)(b)(xiv)**

**Manual – XIV**

Details of information available in electronic form in the Sr. Legal Officer K/East Ward for Metropolitan Magistrate at Vile Parle Court.  
office of

<b>Sr. No.</b>	<b>Type of Documents file/Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person in Charge</b>
	Nil	Nil	Nil	Nil

**Section 4 (1) (b) (xv)**

**Manual – XV**

**The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room**

<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person In Charge</b>
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00P.m. Tuesday Friday With prior appointment only	RTI Payment pay previous day	Office of:- Sr. Legal Officer Room No. 303 K/East ward office	Sr. Legal Officer K/East
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

**Section 4(1)(b)(xvi)**

**Manual – XVI**

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Sr. Legal Officer K/East Ward for Metropolitan Magistrate at Vile Parle Court.

**PIO**

**A**

<b>Sr. No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address Ph. No.</b>	<b>Appellate authority</b>
1.	<b>Shri Arjun H. Jaiswar</b>	<b>Sr. Legal officer K/East .</b>	K/East	Office of the Sr. Legal officer Room No. 303, K/East ward office Andheri (East) Ph.022-26840103 Ex.723	Assistant Commissioner K/East Ward Office 1 <sup>st</sup> Floor Azad Road, Gundavali Andheri (East), Mumabi 400069. Ph.:022- 26840103

**APIOs**

**B**

<b>Sr.No.</b>	<b>Name of APIO</b>	<b>Designation</b>	<b>Jurisdiction as APIO under RTI</b>	<b>Address/ ph. no.</b>
	<b>N.A.</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**Appellate authority**

**C**

<b>Sr. No.</b>	<b>Name of Appellate authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>PIO reporting</b>	<b>E-mail id for purpose of RTI</b>
1.	<b>Smt. B. T. Kapse.</b>	<b>Assistant Commissioner</b>	K/East Ward	Sr. Legal Officer K/East	–

**Section 4 (1) (b) (xvii) – Others**

**Manual – XVII**

**Such other information as may be prescribed**