

MUNICIPAL CORPORATION OF GREATER MUMBAI

Legal Department, "L" 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. Arvind T. Rathod , Asstt. Law Officer- II. 42 nd Metropolitan Magistrates' Court at Shindewadi, Dadar, Mumbai 14.
2	Address	3 rd floor, "L" ward office Building, L Y Market , S.G.Barve marg, kurla (W) Mumbai- 400 070
3	Head of the office	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, "L" Ward
6	Jurisdiction Geographical	North :- Powai South :- Sion Khadi East :- Ghatkopar Vikhroli Hill Tansa Pipe Line West :- Mithi River
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 :022 26505103,Extn : 307 Office timing : 10.30 A.M. to 5.30 p.m.(Monday to Friday , 1 st ,3 rd ,5 th Saturday)

10	Weekly Holidays	2 nd & 4 th Saturday, Sunday and Public Holidays
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Organisation's Structural Chart (Orgonogram):

Post Details

Sr. No.	Name Of Post	Status Of Post
1	Asstt. Law Officer – II	01
2	Court Clerk	01(Working Arrangement)
3	Notice Clerk	Vacant (Shri Mohd. Rafiq Pallavkar, Notice Clerk Was relieved & directed to Law Officer On 03/12/2014 Vide No. ACL/21255/Esstt.)
4	Building Mukadam	02 Post Vacant
5	Peon / Labour	02 (Working Arrangement)

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The powers of officers and employees in the office of Sr. Legal Assistant "L" 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.	Asstt. Law Officer- II.	Power to grant casual leaves, to subordinate staff.	MMC Act 1988	
2.	Court Clerk	Nil.		
3.	Notice Clerk	Nil.		
4.	Bldg.Mukadam	Nil.		
5.	Peon / 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 Sr.Legal Assistant "L" ward.

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules/order / GRs	Remarks
1.	Asstt. Law Officer- II.	Nil.		
2.	Court Clerk	Nil.		
3.	Notice Clerk	NIL.		
4.	Bldg.Mukadam	NIL.		
5.	Labour	NIL.		

B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules/ order / GRs	Remarks
1.	Asstt. Law Officer- II.	1.To represent the corporation in The court of law.(42 nd Metropolitan Magistrate's Court at Shindewadi, Dadar.	MMC Act 1988,	
		2.To attend the court days for the board of "L" ward. To conduct the trial. To look after the administrative work of "L" 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.		
		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.		
		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.		
		4.To attend the meetings called by Law Officer, Jt. Law Officer, Dy. Law Officer, Asstt. Commissioner & D.M.C.		
		5.To give the Legal information of the court matters received files from Dy.Law Officer & "L" ward.		

		6.To give the replies regarding the applications received under RTI Act 2005.		
		7.Any other duties assigned by the higher authorities.		

2.	Court Clerk (Post is filled by health dept.of ward)	1. To receive all action papers for the purpose of filing the complaint before Hon'ble 42 nd Metropolitan Magistrate's Court at Shindewadi, Dadar. To maintain and Prepare Offence sheet register, To prepare Complaint Copies for filing Court Cases, Taking noting of court cases filed in the court in Court Register.		
		2. To keep the dockets datewise as per the adjournment given by the court, and send it to the court on the date of hearing, carry forward the dates in court register.		
		3. To prepare memos as per the instructions written on brief by Sr.Legal Asstt to the concerned deptt. and also take necessary respective entries of such memos in the registers.		
		4. To call departmental officers alongwith instructions in court matters.		
		5. To attend court with all action papers of court cases which are on board, To take entry in register and prepare dockets for office record and maintain it till disposal of case. To intimate result to the concerned deptt.		
		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 & keep record of it .		
		9. To maintain stationery register, RTI register, fair fine register, Court case registers etc.		
		10. Any other duties assigned by the higher authorities. To get filing work done by peon.		

3.	Notice Clerk (Post filled by City Engineer. Authority holder staff)	1.As above clerical work. 2.To serve out of ward jurisdiction notices under various section. 3.To serve the summons. 4. 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)	1. To serve notices and summons. 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 Assisstant.		
6.	Labour	1. To attend the the Court with dockets and bring them back after hearing. Get the information regarding next date of hearing of these court cases.All other usual work of office as directed by Asstt. Law Officer- II.		

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)
MANUAL NO. 3

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Sr.Legal Asstt, "L" ward.

Counsels Opinion / Experts Opinion

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

Norms set for discharge of its functions in the office of Sr.Legal Asstt. "L" ward

Organisational Targtets (Annual)
-- NOT APPLICABLE -

Section 4(1)(b)(v)
MANUAL - 5

The rules/regulation related with functions in the office of Sr. Legal Asstt. "L" Ward.

Organisational Targtets (Annual)
-- NOT APPLICABLE -

Section 4(1)(a)(vi)
MANUAL - 6

Statement of Categories of documents held in the office of Sr.Legal Assistant / Law Officer "L" ward.

Sr. No	Subject	Type of document / 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 alongwith action papers.	Permanent
'B' Class Record					
1. Registers & records pertaining to court					
'C' Class Record					
1.	R.T.I Register			Details of application received under	5 Years
2.	Inward Register	Inward papers		Details of Application/ complaints/ other documents received by department	05 Years
3.	Outward Register	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of "L" ward.	05 Years

4.	RTI application & their reply			Details of application received under RTI Act & reply given to the same.	
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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 Sr.Legal Assistant "L" ward.

Counsels opinion/Experts opinion

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Statement of Boards, Councils, Committees or Other bodies in the office of Sr.Legal Assistant "L" ward.

---Nil--

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Sr. No.	Designation	Name Of the Officers / Employee	Cadre	Contact Details Ph / Fax Email
1	Asstt. Law Officers	Shri. Arvind T. Rathod		8080122945

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Sr. No	Name & Designation	Pay	GRP	DA	HRA	CA	TA
1	Shri. Arvind T. Rathod	12420	4300	19897	5016	463	600

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MANUAL - 11

Details of allocation of budget and disbursement made in the office of Sr.Legal Assistant "L" ward for the year 2013-2014.

---Nil--

Section 4(1)(b)(xii)

MANUAL - 12

Manner of execution of subsidy program in the office of Sr. Legal Assistant "L" ward.

-----Nil-----

Section 4(1)(b)(xiii)

MANUAL - 13

Particulars of recipients of concessions, permits or authorizations granted in the office of Sr.Legal Assistant, "L" Ward.

-----Nil-----

Section 4(1)(b)(xiv)

MANUAL - 14

Details of information available in electronic form in the office of Sr. Legal Assistant. "L" Ward.

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

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MANUAL - 15

Particulars of facilities available for citizen for obtaining information in the office of Sr.Legal Assistant, "L" Ward. Types of facilities :-

Information about facilities for inspection of record.

Sr.No.	Type of Facility	Timings	Procedure	Location	Person in Charge
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1.	Inspection of Record as per RTI Act.	3.00 p.m. to 5.00 p.m on (except holidays) with prior appointment	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 Sr.Legal Asstt. 3 rd , floor, "L" ward Office, Kurla (W) Mumbai-70.	Asstt. Law Officer- II. "L" ward
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Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Sr.Legal Assistant,Legal Deptt."L"Ward.

PIO			A		
Sr.No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.no	Appellate Authority
1	Shri. Arvind T. Rathod ,	Asstt. Law Officer- II.	"L" ward 42 nd M M Court.	Office of Legal Deptt. "L"ward Bldg., 3 rd floor, S.G. Barve Marg, Kurla (W), M-70 Ext. 307	Ajitkumar Ambi - Asstt. Commissioner "L" 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 Appellate	Designation	Jurisdiction	Address/Ph.no
1	Mr. Ajitkumar Ambi	Asstt. Commissioner "L" ward	L"Ward	L" ward office Building, L. Y. Market, S.G.Barve marg, Kurla (W)Mumbai- 400 070

**Section 4(1)(b)(xvii) - Others
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Such Other information as may be prescribed

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