



BRIHANMUMBAI MAHANAGARPALIKA

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

LEGAL DEPARTMENT Magistrate Court

Address - Sr.Legal Assistant,
Magistrate Court,
N Ward Building,
Jawahar Road, Ghatkopar (East)
Mumbai – 400 77

MUNICIPAL CORPORATION OF GREATER MUMBAI
Magistrate Court, Legal Department N ward

Introduction

THE INFORMATION UPDATED ON 09/2/2015 UNDER

THE RIGHT TO INFORMATION ACT 2005

The Names and Designations of Public Information officers.

Appellate Authority : Shri.S.M.Dwivedi
Asstt.Comm. N ward

Public Information Officer : Shri. Anil A Mhatre
Sr.Legal Assistant N ward

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	Shri Anil A Mhatre (Sr.Legal Assistant) N ward Magistrate Court.
2	Address	Asstt.commissioner N ward Office ,Jawahar Road,Ghatkopar (E) mumbai 400077.
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 N Ward
6	Jurisdiction Geographical	Ghatkopar East and West
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 25010161 Extn : 306 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 holiday

Organisation's Structural Chart (Orgonogram):

Post Details

Sr. No.	Name of post	Status of post
1	Sr. Legal Assistant	01
2	Court Clerk	01
3	Notice Clerk	01
4	Notice karkoon	Vacant
5	Building Mukadam	Vacant
6	Peon	01
7	Labour	Vacant

section 4(1) (b) (ii)

MANNUAL NO. 2

The powers of officers and employees in the office of Sr.Legal Assistant, Magistrate Court,N 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.	Sr.Legal Assistant	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	
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 Sr. Legal Assistant Magistrate Court at_N ward.

A

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

B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Sr.Legal Assistant	1. To represent the interest of Corporation in the Court of Law.	MMC Act 1888,	
		2. To attend the Court every day and defend the Corporation.		
		3. To prepare Complaints, Written Statements, 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 N ward every month.		
		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 N ward regarding the magistrate cour		
		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, 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 & summonses from the Court and distribute among the outdoor staff area wise.		

		8. Collecting the papers and 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.		
		10. Prepare the cases of License and Health Deptt. & filing.		
		11. Maintain in the Court, Court Registers of above said cases.		
3.	Notice Clerk	1. Service of notices of various departments within the ward & outside the Ward limitation. service of summons issued by Hon'ble Court.		
		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 Sr.Legal Assistant or other senior officers.		
4.	Notice Karkoon	1. Service of notice and summons of various department within and out side of Ward limitation.		Post vacant
		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 summonses of various departments within the ward limitation.		Post vacant
		2. Maintain summons and notice register.		
		3. Dispatching the warrants to respective police stations.		

		4. Maintain field diary for day to day work.		
	Bldg.Mukadam	5. Any other work in respect of court cases and official work as and when necessary directed by the Sr Legal Assistant or other		
		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.		
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 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 Sr.legal Assistant N ward

Counsels opinion/Experts opinion

Section 4(1)(b)(iv)

Manual – 4

Norms set for discharge of its functions in the office of Sr Legal Assistant Magistrate Court at N Ward.

Organisational Targetets (Annual)

NOT APPICABLE

Section4(1)(b)(v)

Manual – 5

The rules/regulation related with functions in the office of Sr Legal Assistant Magistrate Court at N Ward.

Organisational Targetets (Annual)

-- NOT APPLICABLE --

Section4(1)(a)(vi)

Manual –6

Statement of Categories of documents held in the office of Sr Legal Assistant N 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.Register	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 N ward.	5 Year
4.	RTI application & their reply File			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 Sr Legal Assistantl, Magistrate Court, N ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Manual – 8

Statement of Boards, Councils, Committees or Other bodies in the office of Sr Legal Assistantl, Magistrate Court, N ward.

---Nil--

Section 4(1)(b)(ix)

Manual – 9

Directory of the officers and employees

sr.no.	Designation	Name of the officers /employees	Cadre	Contact details ph/fax email
1	Sr Legal Asstt.	Shri. Anil A Mhatre	-	9869261512

Section 4(1)(b)(x)

Manual – 10

Sr. no	Name & Designation	Pay	GRP	DA	HRA	CA	MMA	TA	WC	RD 2
1	Mr.Anil A Mhatre Sr Legal Asstt.	18990	4300	26318	6987	463	-	600	-	-
2	Mr.Gajanan A Waghmode Court clerk	8130	2000	12055	3039	-	-	600	-	-
3	Mr.Gopal D Dahiwal Notice Clerk	6460	2000	10067	2538	463	-	600	-	-
4	Mr. Shashikant J Kamble. Peon	11670	1850	16089	4056	-	-	600	115	4.30

Section 4(1)(b)(xi)

Manual – 11

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
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

Form B for previous year

sr.no	Budget Head description	Grants received	Grant utilized	Grants surrendered	Result
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

Section 4(1)(b)(xii)

Manual – 12

Manner of execution of subsidy program in the office of Sr Legal Assistant, Magistrate Court, N 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, Magistrate Court, N ward.

-----Nil-----

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

Manual – 14

Details of information available in electronic form in the office of Sr Legal Assistant, Magistrate Court, N 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 Sr Legal Assistant, Magistrate Court, N 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 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 Sr Legal Assistant, N ward. Legal Dept. 3rd floor jawahar road Ghatkopar (E) m.400077	Sr Legal Assistant, Magistrate Court, N ward.
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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 Sr Legal Assistant, Magistrate Court, N ward

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Shri. Anil A Mhatre	Sr Legal Assistant, Magistrate Court, N ward.	N Ward	Sr Legal Assistant. Legal Dept. 3 flr. Jawahar road Ghatkopar (E). M 77	Assistant municipal commissioner N 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.	Shri.S.M.Dwivedi.	Asstt. municipal commissioner N ward	N ward Ghatkopar E / W	Sr Legal Assistant N Waed	

Section 4(1)(b)(xvii)-others

Manual – 17

Such other information as may be prescribed

Nil