



BRIHANMUMBAI MAHANAGARPALIKA

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

Junior Law Officer R/North Ward

**Address - Junior Law Officer (Criminal Court Vile Parle)
Room No 4, R/North Ward,
Dahisar (West)**

YEAR -2014-15

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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 Junior Law Officer, Vile Parle Court(Criminal),R/North 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 Junior Law Officer, R/North ward whose office is situated at R/North ward office, Room no.4, Dahisar (West) Mumbai-400 068 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 Junior Law Officer, Vile Parle Court(Criminal) is under administrative control of Assistant Commissioner.

Junior Law Officer,
Vile Parle Court(Criminal)

Section 4(1) (b) (i)

MANUAL NO. I

The particulars of functions & duties of the public authority

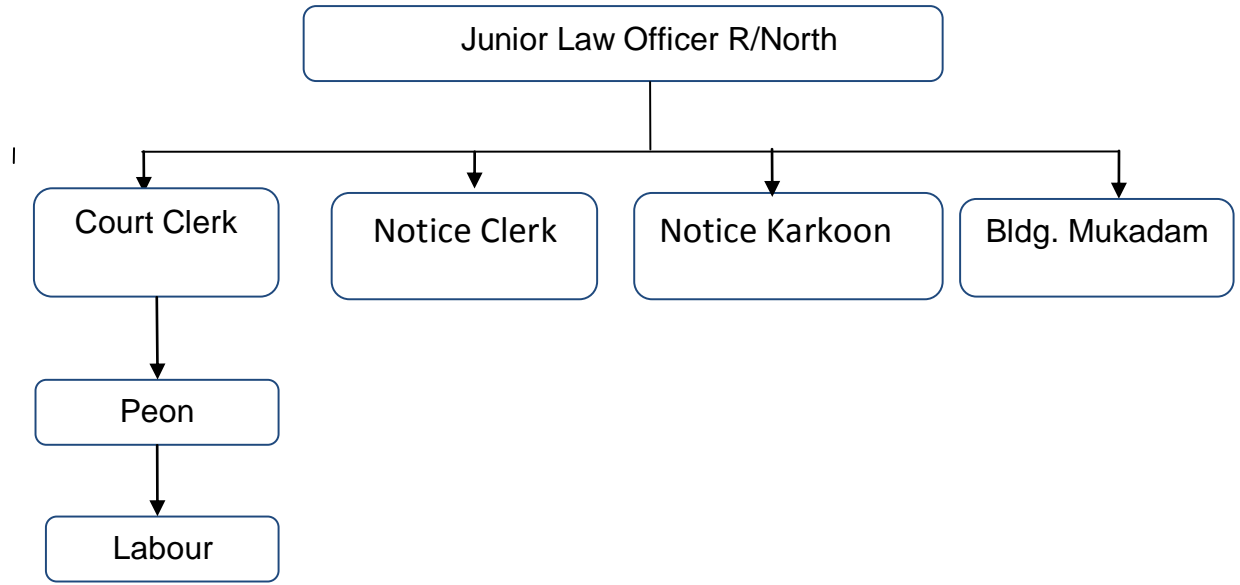
1	Name and Designation of the public authority	Shri Himmat Dalichand Mali, Junior .Law Officer, Metropolitan Magistrate Vile Parle Court
2	Address	Room No. 4, R/North ward office Dahisar (W)
3	Head of the office	Law Officer, Legal Department , Head Office, 2 nd floor, Room No.200, Mahapalika Marg, Mumbai- 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, R/North Ward
6	Jurisdiction Geographical	R/North ward is bounded by the Shaikh Khadan to Hanuman Tekadi on the East, Ganpat Patil Nagar on West, N.L.Complex and Dahisar Check Naka to Kandarpada on North and Rajesh Compound and Savarpada to Devidas Lane on South side.
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 : 28936000 Extn : 169 Office timing : 10.30 A.M. to 5.30 p.m.(Monday to Friday , 1 st ,3 rd ,5 th Saturday) Morning Court Timing: - 08 A.M. to 10 A.M. Court Timing-10.00A.M. to 06 P.M.
10	Weekly Holidays	2 nd & 4 th Saturday, Sunday and Public Holidays.

CORPORATION OF GREATER MUMBAI
Magistrate Court, Legal Department
Introduction

Copy from Legal Manual

Sr. No.	Name & Designation	Details of pay								
		Pay	GRP	DA	HRA	CA	MMA	TA	WA	
1.	Shri Himmat Dalichand Mali, Junior .Law Officer, Metropolitan Magistrate Vile Parle Court	19030	4300	24963	6999	463	200	600	0	
2.	Shri Ashok Narsappa Metre Notice Clark	13980	2000	15980	4794	463	200	600	0	
3	Shri Prakash Anna Waghmare- Buliding Mukadam	11770	1850	14573	4086	0	200	600	0	
4.	Mr. Pundlik Baliram Bhoir-- Labour	9240	1800	11813	3312	0	200	600	0	

Organization's Structural Chart
(Orgonogram):



Post Details.

Sr. No.	Name of Post	Status of post
1.	Junior Law Officer	01 No.
2.	Notice Clerk.	01 No.
3.	Mukadam	01 No.
4.	Labour	01 No.

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

The powers of officers and employees in the office of Junior. Law Officer, R/North ward Metropolitan Magistrate Vile Parle Court

A

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

B

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Junior .Law 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 1988	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

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

D

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

E

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

The duties of officers and employees in the office of Junior .Law Officer, R/North ward Metropolitan Magistrate Vile Parle Court

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Law Officer-II	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.	Labour	Nil.	Nil.	Nil.

B

1. Junior Law 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, Written Statements, 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 R/North 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 Asstt.Law 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 R/North 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 Junior .Law 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 Junior .Law 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 Junior .Law 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 Junior .Law 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 Junior Law Officer R/North 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 Junior Law Officer R/North 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 Junior Law Officer R/North 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 Junior Law Officer R/North ward
Metropolitan Magistrate at Vile Parle Court.

Sr. No.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
‘A’ Class Record					
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
‘C’ Class Record					
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 R/North 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 Junior Law Officer R/North Ward 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 Junior Law Officer
R/North Ward Metropolitan Magistrate at Vile Parle Court..

---Nil---

Section 4 (1) (b) (ix)

Manual – IX

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Contact Details ph/ fax/ email
1	Junior Law Officer R/North Ward.	Shri Himmat Dalichand Mali	1st	9820949306
2	Notice Clerk	Shri Ashok Narsappa Metre	C	9930345133
3	Mukadam	Shri Prakash Anna Waghmare	D	9004341232
4	Labour	Shri Pundalik Baliram Bhoir	D	9224149866

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.**

Sr. No.	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Shri Himmat Dalichand Mali	Junior Law Officer R/North Ward.(Vile Parle Court)	19030	24963	6999	1063	52055
2	Vacant	Court Clerk	Nil	Nil	Nil	Nil	Nil
3	Shri Ashok Narsappa Metre	Notice Clerk	13980	15980	4794	1063	35817
4	Shri Prakash Anna Waghmare	Bldg. Mukadam	11770	14573	4086	600	31029
5	Vacant	Peon	Nil	Nil	Nil	Nil	Nil
6	Shri Pundlik Baliram Bhoir	Labour	9240	11813	3312	600	24965

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 Junior Law Officer R/North Ward 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 Junior Law Officer R/North Ward Metropolitan Magistrate at Vile Parle Court.

-----Nil-----

Section 4(1)(b)(xiv)

Manual – XIV

Details of information available in electronic form in the office of Junior Law Officer R/North Ward Metropolitan Magistrate at Vile Parle Court.

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

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00P.m. Tuesday Thursday With prior appointment only	RTI Payment pay previous day	Office of:- Junior Law Officer Room No. 4, R/North ward office Dahisar (W)	Junior Law Officer R/North
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 Junior Law Officer R/North ward Metropolitan Magistrate at Vile Parle Court.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Shri Himmat Dalichand Mali	Junior Law officer R/North.	R/North	Office of the Junior Law officer (Vile Parle Court), Room No. 4, R/North ward office Dahisar (W) Ph.022-28936000 Ex.169	Assistant Commissioner R/North Ward Dy.Law Officer, Jt.Law Officer & Law Officer, Legal Department, Room No.200, 2 nd floor, Brihanmumbai Mahanagar Palika, Mahapalika Marg, Mumbai-400001. Ph.022-22620251

APIOs

B

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

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 Santoshkumar Dhonde	Assistant Commissioner	R/North Ward	Junior Law Officer R/North	–

Section 4 (1) (b) (xvii) – Others

Manual – XVII

Such other information as may be prescribed