

MUNICIPAL CORPORATION OF GREATER MUMBAI

Legal Department, “A” Ward

Introduction

Section4(1)(b)(i)

MANUAL NO. 1

The particulars of functions & duties of the public authority

1	Name and Designation of the public authority	Mrs.Radhika Vilas Pradhan, Sr.Legal Asstt. 41 st Metropolitan Magistrates’ Court at Shindewadi, Dadar, Mumbai 14.
2	Address	6th floor, “A” ward office Building,134’E’ Shahid Bhagatsigh Rd, near R.B.I.,Fort Mumbai- 400 001
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, “A” Ward
6	Jurisdiction Geographical	East- “A” ward ofM.C.G.M. is bounded by Dock area,BallardEstate,S.B.S.Road, P.D.Demellow Marg,Karnak Bunder Bridge, Ajikya Chowk to NavalDock. West- Netaji Subhash Marg, Navy Nagar to Foras RoadJunction on the west. North- Anandilal poddar Marg,Lokmanya tilak Marg ”F” road,Karnak BunderBridge, Ajinkya Chowk, P.D.Demellow Jn. South-Colaba Military Area on the south. central railway on West Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Margon South side covering North Central portion of the city.
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 :22607000,Extn : 7033 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.

Organisation's Structural Chart (Orgonogram):

Senior Legal Assistant, "A" Ward	
Court Clerk	Notice Clerk
Notice Karkoon	
Bldg.Mukadam	
Labour	

Section 4(1) (b) (ii)

MANUAL NO. 2

The powers of officers and employees in the office of Sr.Legal Assistant "A" 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	Power to grant casual leaves, to subordinate staff.	MMC Act 1888	
2.	Court Clerk	Nil.		
3.	Notice Clerk	Nil.		
4.	Notice Karkoon	Nil.		
5.	Bldg.Mukadam	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 “A” 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.		
5.	Bldg.Mukadam	NIL.		
6.	Labour	NIL.		

B

Sr.No.	Designation	Duties - Administrative	Under which legislation /rules / order/ GRs	Remarks
1.	Sr.LegalAssistant	1. To represent the corporation in The court of law.(41 st Metropolitan Magistrate's Court at Shindewadi, Dadar.	MMC Act 1888,	
		2. To attend the court days for the board of “A” ward. To conduct the trial. To look after the administrative work of “A” 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.To sign warrants report.		
		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 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.		
		6. To supervise the work of staff.		
		7. To attend the meetings called by Law Officer, Jt.Law Officer, Dy. Law Officer, Asstt.Commissioner& D.M.C.		

		8. To give the Legal information of the court matters received files from Dy.Law Officer & “A” ward.		
		9. To give the replies regarding the applications received under RTI Act 2005.		
		10. 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 41 st Metropolitan Magistrate’s Court at Shindewadi,Dadar .To maintain and repare Offence sheet register for noting received court cases for filing in the court from various dept. To prepare Complaint copies filing court cases. To regarding all court matters filed complaint in 41 st MM court		
		2. To keep the dockets record adjournmentdatewise to prepare court board and send to court for hearing. Carry forward the dates of respective court matters in the board register.		
		3. To prepare memos as per the instructions written on brief by Sr.Legal Asstt to the concerned deptt. in all court matters discussed in the court 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.To take court case no. To take entry in register and prepare dockets for office record and maintain it till disposal of case. To return docket information to concerned dept.after disposal of court case.		
		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 & warrants &keep record of it .		
		9. To maintain stationery register, RTI 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)	<ol style="list-style-type: none"> 1. As above clerical work. 2. To serve notices of various section whose party are staying out of ward jurisdiction. 3. To serve the summons. 4. To paste the summons. 5. To send warrants issued by Hon'ble Court to respective Police station. 		
4.	Notice Karkoon (Post is filled by health dept.of ward)	<ol style="list-style-type: none"> 1. As above clerical work. 2. To serve notices of various section whose party are staying out of ward jurisdiction. 3. To serve the summons. 4. To paste the summons. 5. To send warrants issued by 		
5.	Bldg.Mukadam (Post is filled by dept.of A.E.(B&F)/Maintenance dept. Authority holder staff)	<ol style="list-style-type: none"> 1. To attend the the Court with dockets and bring them back after hearing. Get the informing regarding next date of hearing of these court cases.To serve notices and summons. To prepare dockets, despatch papers, intimate to witnesses for evidence/cross etc. All other usual work of office & 		
6.	Labour	<ol style="list-style-type: none"> 2. All other usual work of office as directed by Sr.Legal Asstt. 		

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.,”A” ward.

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

Norms set for discharge of its functions in the office of Sr.Legal Asstt.”A” ward.

Organizational Targets (Annual)

-- NOT APPLICABLE -

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

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

Section 4(1)(a)(vi)

MANUAL - 6

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

Sr. No	Subject	Type of documents/ court cases filed or registered	File no. or Register No.	Particulars	Periodicity of preservation
'A' Class Record					
1.	Court case of the party	Proceedings	Yearwise	Entire proceedings of the court cases alongwith action papers.	Permanent
'B' Class Record					
1	Registers & records pertaining to court				30 years

'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	05 Year
3.	Outward Register	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of "A" ward.	05 Year
4.	RTI application & their reply			Details of application received under RTI Act & reply given to the same.	

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 Assistant, “A” ward.

Counsels opinion/Experts opinion

Section 4(1)(b)(viii)

MANUAL – 8

Statement of Boards, Councils, Committees or Other bodies in the office of Sr.Legal Assistant , “A” ward.

---Nil--

Section 4(1)(b)(xi)

MANUAL – 11

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

Section 4(1)(b)(xii)

MANUAL - 12

Manner of execution of subsidy program in the office of Sr.Legal Assistant , “A” 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, “A” Ward.

-----Nil-----

Section 4(1)(b)(xiv)

MANUAL - 14

Details of information available in electronic form in
the office of Sr. Legal Assistant. "A" 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 ,”A” 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	For inspection of records nofee for first hour will be charged, however fee of Rs.5/- for each15 minutes or fraction thereof will be charged thereafter.	Office of Sr.LegalAsstt 6 th floor, “A” ward Office, Fort Mumbai-1.	Sr.Legal Asstt. Legal Deptt. “A” 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 Sr.Legal Assistant,Legal Deptt."A"Ward.

PIO

A

Sr.No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.no	Appellate Authority
1	Radhika Vilas Pradhan	Sr.Legal Asstt.	"A" ward 41 St MM Court.	Office of Sr.Legal Asstt."A"ward Ext.7033	Mr.C.Chore Asstt. Commissioner "A" 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.Chandrakant Chore	Asstt. Commissioner "A" ward	A"Ward	A" ward office Building, 134shahid Bhagatsigh Rd, near R.B.I.,Fort Mumbai- 400 001