



BRIHANMUMBAI MAHANAGARPALIKA

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

LEGAL DEPARTMENT

Address - Assistant Law Officer,
39th Metropolitan Magistrates
Court(Criminal),
MCGM
Legal department
H/West Ward
St. Martin's Road,
Behind Bandra Police Station
Bandra
Mumbai 400 050

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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 Assistant Law Officer, 39th M.M. Court(Criminal),H/West 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 Assistant Law Officer, H/West ward whose office is situated at H/West ward office, St. Martin's Road, Behind Bandra Police Station, Bandra, Mumbai 400 050. 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 Assistant Law Officer, 39th MM Court(Criminal) is under administrative control of Assistant Commissioner.

Assistant Law Officer,
39th M.M. Court (Criminal)

Section 4(1) (b) (i)

MANNUAL NO. I

The particulars of functions & duties of the public authority

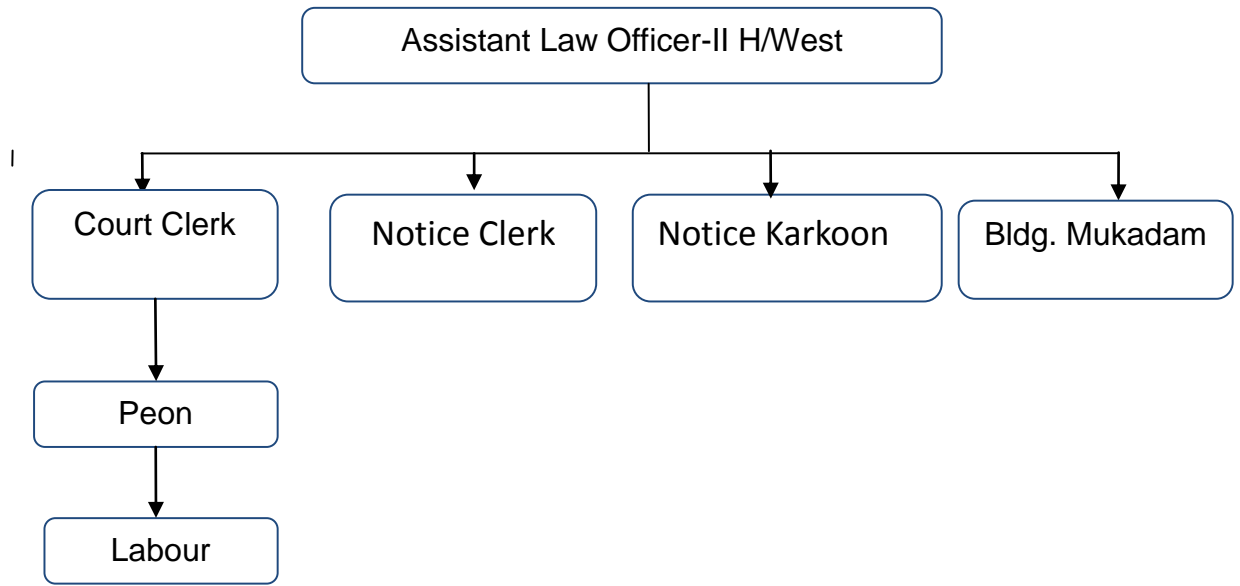
1	Name and Designation of the public authority	Smt. Tejal Amitab Sawant, Asstt.Law Officer-II, Magistrate Court
2	Address	H/West Ward Office, St. Martin's Road, Behind Bandra Police Station, Bandra, Mumbai 400 050
3	Head of the office	Law Officer, Legal Department , Head Office, 2 nd floor, Room No.200, 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, H/West Ward
6	Jurisdiction Geographical	H/West ward is bounded by the Milan Subway to Juhu Tara Rd to Bandra Reclamation to Carter Rd to Subhash Ngr.
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 : 26422311-14 Extn : 350 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.

MUNICIPAL 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.	Smt. Tejal Amitab Sawant. Asstt. Law Officer-II	10100.	4300	15408	4320	463	200	600		
2.	Mr. Gohil Vishram Tulshiram Notice Karkoon	12750	1900	15676	4395	-	200	600	115	
3.	Mr. Mandavkar Kisan Bhikaji- Peon	11450	1850	14231	-	-	200	600	115	

Organisation's Structural Chart (Orgonogram):



Post Details.

Sr. No.	Name of Post	Status of post
1.	Asstt. Law Officer- II	01 No.
2.	Court Clerk.	Vacant
3.	Notice Clerk.	Vacant
4.	Notice Karkoon.	01 No.
5.	Building Mukadam	Vacant
6.	Peon	01 No.
7.	Labour	Vacant

Section 4(1) (b) (ii)

MANNUAL NO. II

The powers of officers and employees in the office of Assistant Law Officer-II, Magistrate Court, H/West 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.	Assistant Law Officer-II	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	
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.		

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

The duties of officers and employees in the office of Assistant Law Officer-II Magistrate Court at H/West ward.

A

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

B**1 Assistant Law Officer-II :**

- 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 H/West 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. Etc, Shops and Establishment act, PCPNDT Act before the Ld.39th M.M. Court, Vile Parle.

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 H/West 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 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 Asstt.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 Asstt.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 Asstt.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 Asstt.Law Officer

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.III

Procedure allowed in Decision making process, including channels of supervision and accountability in the office of Assistant Law Officer H/West

Section 4(1)(b)(iv)

Manual – IV

Norms set for discharge of its functions in the office of Assistant Law Officer-II Magistrate Court at H/West Ward.

Organisational Targets (Annual)

Section 4(1)(b)(v)

Manual – V

The rules/regulation related with functions in the office of Assistant Law Officer-II Magistrate Court at H/West Ward.

Organisational Targets (Annual)

-- NOT APPLICABLE --

Section 4(1)(a)(vi)

Manual – VI

Statement of Categories of documents held in the office of Assistant Law Officer
H/West 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.	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	01 Year
3.	Outward Register	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of H/West ward.	01 Year
4.	RTI application & their reply			Details of application received under RTI Act & reply given to the same.	01 year

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 Assistant Law Officer-II, Magistrate Court, H/West ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Manual – VIII

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Law Officer-II, Magistrate Court H/West ward.

---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	Assistant Law Officer	Smt. Tejal A. Sawant		02226422311-14 extn 350

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	Details of pay								
		Pay	GRP	DA	HRA	CA	MMA	TA	WA	
1.	Smt. Tejal Amitab Sawant. Asstt. Law Officer-II	10100.	4300	15408	4320	463	200	600		
2.	Mr. Gohil Vishram Tulshiram Notice Karkoon	12750	1900	15676	4395	-	200	600	115	
3.	Mr. Mandavkar Kisan Bhikaji-Peon	11450	1850	14231	-	-	200	600	115	

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	

Form B for previous year

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

Section 4(1)(b)(xii)

Manual – XII

Manner of execution of subsidy program in the office of Assistant Law Officer-II Magistrate Court at **H/West** ward.

-----Nil-----

Section 4(1)(b)(xiii)

Manual – XIII

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Law Officer-II Magistrate Court at **H/West** ward.

-----Nil-----

Section 4(1)(b)(xiv)

Manual – XIV

Details of information available in electronic form in the office of Assistant Law Officer-II Magistrate Court at **H/West** 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 – 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. With prior appointment only	RTI Payment pay previous day	Office of:- Asstt.Law Officer H/West Ward Office St. Martins Road, behind Bandra Police Station, Bandra Mumbai 50	Asstt. Law Officer H/West
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 Assistant Law Officer-II Magistrate Court at **H/West** ward.

PIO A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Smt. Tejal A. Sawant	Assistant Law Officer-II Magistrate Court at <u>H/West</u> ward.	H/West Ward	Office of the Assistant Law Officer-II Magistrate Court at St. Martins Road, Behind Bandra Police Station, Bandra <u>Mumbai 50</u> Ph.022-26422311-14 60 Ex.350	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.			

Appellate authority C

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Mrs. Sharmila Modle	Dy.Law Officer	Legal Department Head Office	Assistant Law Officer-II Magistrate Court at <u>H/West</u> ward.	

Section 4 (1) (b) (xvii) – Others

Manual – XVII

Such other information as may be prescribed