



## **BRIHANMUMBAI MUNICIPAL CORPORATION**

**As per provision of RTI Act 2005, section 4, 17 Manuals of 'N' ward**

### **ASSISTANT LAW OFFICER** **LEGAL DEPARTMENT (Cri. Section) 'N' ward**

**Address:-** Office of Assistant Commissioner, 'N' Ward.,  
Assistant Law Officer, 3<sup>rd</sup> Floor, Legal  
Department, 'N' ward, Jawahar Road,  
Ghatkopar (E), Mumbai-400077.

**Year:- 2024-2025**

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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, Shindewadi Court (Criminal), 'N' 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, N ward whose office is situated at N ward office, 3<sup>rd</sup> Floor, Room No. 303, Jawahar Road, N ward Building, Ghatkopar (E), Mumbai-400 077. 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, (Criminal Section) is under administrative control of Assistant Commissioner.

Assistant Law Officer,  
N ward (Cri. Sec)



## BRIHANMUMBAI MUNICIPAL CORPORATION

### Legal Department, “N” Ward

#### Introduction

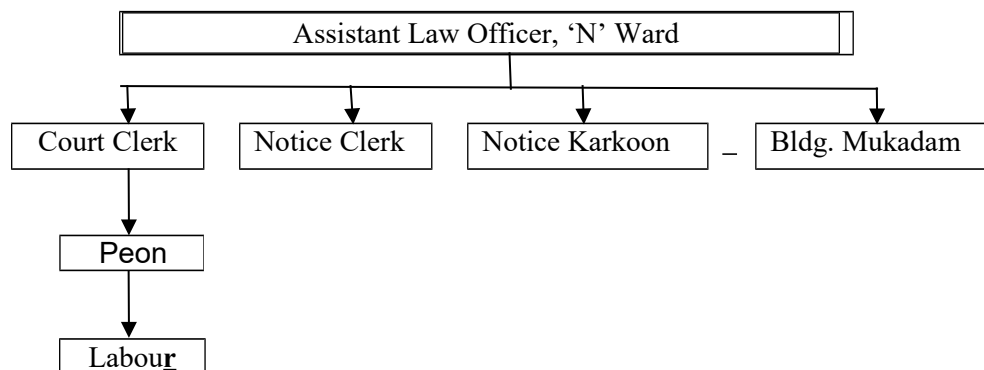
#### Section 4(1)(b)(i) MANUAL NO. 1

#### The particulars of functions & duties of the public authority

1	Name and Designation of the public authority	Shri. Shantaram B. Mahajan, Assistant Law Officer. N Ward (Criminal Section)
2	Address	Office of Assistant Commissioner, Legal Department, Room no. 303, 3 <sup>rd</sup> floor, “N” ward office Building, Jawahar road, Ghatkopar (E) Mumbai- 400 077.
3	Head of the office	Brihanmumbai Mahanagarpalika Building, Law Officer, Legal Department, Room No. 311, 3 <sup>rd</sup> floor, BMC Head Office, Mahapalika Marg, Mumbai- 400 001.
4	Parent Government Department	Brihanmumbai Mahanagarpalika Building, Law Officer, Legal Department, Room No. 311, 3 <sup>rd</sup> floor, BMC Head Office, Mahapalika Marg, Mumbai- 400 001.
5	Reporting to which office	1) Law officer, BMC Head Office, Room No. 311, 3 <sup>rd</sup> floor, Mahapalika Marg, Mumbai- 400 001. 2) Jt. Law Officer, BMC Head Office, Room No. 311, 3 <sup>rd</sup> floor, Mahapalika, Marg, Mumbai- 400 001. 3) Dy. Law Officer, BMC Head Office Room No. 200, 2 <sup>nd</sup> floor, Mahapalika Marg, Mumbai-400 001. 4) Assistant Commissioner, “N” Ward, 2 <sup>nd</sup> Floor, Municipal Office Building, Jawahar Road, Ghatkopar (E)-400077.

6	Jurisdiction Geographical	<p><b>North :-</b> From the end of Varsha nagar along Western boundary of Godrej company, 17th road (Park site colony), along L.B.S. road meeting Vikhroli station and Pirojsha Godrej Marg up to the Nalla of Thane creek south to Kannamwar Nagar</p> <p><b>South :-</b> Netaji Palkar marg, Khalai village, Nathani steel yar, South to Chittaranjan nagar, Hindu Cemetery up to Nalla near Ghatkopar Pumping station.</p> <p><b>East :-</b> Thane Creek</p> <p><b>West :-</b> From Netaji Palkar Marg along Ghatkopar and Vikhroli Hills up to Varsha nagar of Park site colony</p>
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	<p>Telephone no : 022 25010161, Extn : 306</p> <p>Office timing : 10.00 A.M. to 6.00 P.M. (Monday to Friday.)</p> <p>Court Timing- 10.00 A.M. to 6.00 P.M. (Thursday)</p>
10	Weekly Holidays	All Saturday, Sunday and Public Holidays

#### **Organization’s Structural Chart**



**Organisation's Structural Chart (Orgonogram):**

**Post Details**

<b>Sr. No.</b>	<b>Name Of Post</b>	<b>Status Of Post</b>
1	Asstt. Law Officer	01
2	Court Clerk	01
3	Notice Clerk	01
4	Notice Karkoon	Vacant
5	Building Mukadam	Vacant
6	Peon	Vacant
7	Labour	01

**Section 4(1) (b) (ii)**  
**MANUAL NO. 2**

The powers of officers and employees in the office of Asstt. Law Officer “N” ward.  
(Criminal Section)

A

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

B

<b>Sr. No.</b>	<b>Designation</b>	<b>Power-Administrative</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Asstt. 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 Offence 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 Karkoor	Nil.		
5.	Bldg. Mukadam	Nil.		
6.	Peon	Nil.		
7.	Labour	Nil.		

C

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

D

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

E

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



The duties of officers and employees in the office of Asstt. Law Officer - “N” ward  
(Criminal Section)

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Asstt. Law Officer	Nil.		01
2.	Court Clerk	Nil.		01
3.	Notice Clerk	NIL.		01
4.	Notice Karkoon	NIL.		Vacant
5.	Bldg.Mukadam	NIL.		Vacant
6.	peon	NIL.		Vacant
7.	Labour	NIL.		01

## B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Asstt. Law Officer	1. To represent the corporation in The court of law.( Hon'ble Judicial Magistrate's 42 <sup>nd</sup> Court at Shindewadi, Dadar.	MMC Act 1888,	
		2. To attend the court days for the board of “N” ward. To conduct the trial. To look after the administrative work of “N” 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., Pest Control 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.		
		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 & “N” ward.		
		9. To give the replies regarding the applications received under RTI Act 2005.		

		10. Any other duties assigned by the higher authorities.		
		11. To give the opinion regarding the applications received under R.T.I. Act-2005		

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 Judicial Magistrate's 42 <sup>nd</sup> 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 date wise 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 Asstt. Law Officer to the concerned deptt. and also take necessary respective entries of such memos in the registers.		
		4. To call departmental officers along with 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)	<ol style="list-style-type: none"> <li>1. As above clerical work.</li> <li>2. To serve out of ward jurisdiction notices under various section.</li> <li>3. To serve the summons.</li> <li>4. To send warrants issued by Hon'ble Court to respective Police station.</li> <li>5. prepare the court cases of Building &amp; Factory, Drainage department, Building Proposal Dept. and filing in the court.</li> <li>6. Maintain the court case registers, summons registers, notice register, offence sheet register.</li> <li>7. Maintain the field diary for day to day work.</li> <li>8. collect the warrant from the court and dispatch the same to the respective police stations.</li> </ol>		
4.	Notice Karkoon	<ol style="list-style-type: none"> <li>1. Service of notice and summons of various department within and out side of ward limitation.</li> <li>2. Maintain Summons and notice register.</li> <li>3. Dispatching the warrants to respective police station.</li> <li>4. Maintain field diary of day to day work</li> <li>5. any other work in respect of court cases and official work as and when necessary directed by the Assistant Law Officer or other senior officers.</li> </ol>		

5.	Bldg. Mukadam (Post is filled by deptt. of A.E. (B&F)/Maintenance dept.	1. To serve notices and summons. To prepare dockets, dispatch 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 Asstt. Law Officer.		
6.	Peon/Labour	1. To attend the Court 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		

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)**  
**MANUAL NO. 3**

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Asstt. Law Officer “N” ward. (Criminal Section)

**Counsels Opinion / Experts Opinion**

**Section 4(1) (b) (iv)**

**MANUAL NO. 4**

Norms set for discharge of its functions in the office of Asstt. Law Officer “N” ward.  
(Criminal Section)

Organizational Targets (Annual)

-- NOT APPLICABLE -

**Section 4(1)(b)(v)**

**MANUAL - 5**

The rules/regulation related with functions in the office of Asstt. Law Officer “N” ward. (Criminal Section)

Organizational Targets (Annual)

**-- NOT APPLICABLE --**



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

Statement of Categories of documents held in the office of Asstt. Law Officer “N” ward.  
(Criminal Section)

<b>Sr. No</b>	<b>Subject</b>	<b>Type of document / court cases filed or registered</b>	<b>File no. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of preservation</b>
<b>‘A’ Class Record</b>					
1.	Court case of the party	Proceedings	Year wise	Entire proceedings of the court cases along with action papers.	Permanent
<b>‘B’ Class Record</b>					
1. Registers & records pertaining to court					
<b>‘C’ Class Record</b>					
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	01 Years
3.	Outward Register	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of “N” ward.	01 Years
4.	RTI application & their reply			Details of application received under RTI Act & reply given to the same.	01 Years

**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 Asstt. Law Officer “N” ward. (Criminal Section)

**Counsels opinion/Experts opinion**

**-- NOT APPLICABLE --**

**Section 4(1)(b)(viii)**

**MANUAL - 8**

Statement of Boards, Councils, Committees or Other bodies in the office of Asstt. Law Officer "N" ward. (Criminal Section)

---Nil--

**Section 4(1)(b)(ix)**  
**MANUAL -9**

Directory of Officers & Employees

<b>Sr. No .</b>	<b>Name Of the Officers / Employee</b>	<b>Designation</b>	<b>Date of Joining on post</b>	<b>Contact Details Ph / Fax Email</b>	<b>Address of the employee</b>
1	Shri. Shantaram Bhikan Mahajan	Asstt. Law Officer	09.01.2012	8097879377 022 25010161, Extn : 306 alo02gr2.legal@mcgm.gov.in	Titwala
2	Shri. Gajanan A. Waghmode	Court Clerk	16.02.2009	022 25010161, Extn : 306	Titwala
3	Shri. Santosh K. Shinde	Notice Clerk	12.06.2008	022 25010161, Extn : 306	Kalyan
4	Shri. Kishor P. Gore	Labour	15.09.2017	022 25010161, Extn : 306	Ambarnath

**Section 4(1)(b)(x)****MANUAL -10**

The monthly remuneration received by each of its officers and employees including the system of compensation as provide in its regulations

<b>Sr. No .</b>	<b>Name &amp; Designation</b>	<b>Designation</b>	<b>Pay Scale (7<sup>th</sup> Pay Matrix)</b>	<b>Date of Joining on post</b>
1	Shri. Shantaram Bhikan Mahajan	Asstt. Law Officer	55,200/-	09.01.2012
2	Shri. Gajanan A. Waghmode	Court Clerk	38,300/-	16.02.2009
3	Shri. Santosh K. Shinde	Notice Clerk	31,100/-	12.06.2008
4	Shri. Kishor P. Gore	Labour	22,100/-	15.09.2017

**Section 4(1)(b)(xi)**  
**MANUAL - 11**

Details of allocation of budget and disbursement made in the office of Asstt. Law Officer  
“N” ward (Criminal Section) for the year 2024-2025.

---Nil---

**Section 4(1)(b)(xii)**

**MANUAL - 12**

Manner of execution of subsidy program in the office of Asstt. Law Officer “N” ward.  
(Criminal Section)

---Nil---



**Section 4(1)(b)(xiii)**

**MANUAL - 13**

Particulars of recipients of concessions, permits or authorizations granted in the office of  
Asstt. Law Officer “N” ward. (Criminal Section)

-----Nil-----

**Section 4(1)(b)(xiv)**  
**MANUAL - 14**

Details of information available in electronic form in the office of Asstt. Law Officer - “N” ward. (Criminal Section)

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

**Section 4(1)(b)(xv)**  
**MANUAL – 15**

Particulars of facilities available for citizen for obtaining information in the office of Asstt. Law Officer “N” ward. (Criminal Section) Types of facilities :-

Information about facilities for inspection of record.

<b>Sr.No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person in Charge</b>
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. & necessary charges as	Office of Asstt. Law Officer “N” ward. 3 <sup>rd</sup> floor, “N” ward Office, Jawahar road, Ghatkopar (E) Mumbai-77.	Asstt. Law Officer “N” ward (Cri. Sec)

**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 Asstt. Law Officer “N” ward (Criminal Section)

<b>PIO</b>				<b>A</b>	
<b>Sr.No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address/Ph.no</b>	<b>Appellate Authority</b>
1	Shri. Shantaram Bhikan Mahajan	Asstt. Law Officer	“N” ward (Ce. Sec.)	Office of Legal Deptt. “N”ward Bldg., 3 <sup>rd</sup> floor, Jawahar road, Ghatkopar (E), M-77 Telephone no : 022 25010161, Ext. 306	Shri. Gajanan V. Bellale - Asstt. Commissioner “N” ward

<b>APIOs</b>				<b>B</b>	
<b>Sr.No.</b>	<b>Name of APIO</b>	<b>Designation</b>	<b>Jurisdiction as APIO under RTI</b>	<b>Address/Ph.no.</b>	<b>Appellate Authority</b>
	NA	NA	NA	NA	NA

<b>Appellate authority</b>				<b>C</b>	
<b>Sr.No.</b>	<b>Name of Appellate</b>	<b>Designation</b>	<b>Jurisdiction</b>	<b>Address/Ph.no</b>	
1	Shri. Gajanan V. Bellale	Asstt. Commissioner “N” ward	“N”Ward	“N” ward office Building, 2 <sup>nd</sup> Floor, Jawahar road, Ghatkopar (E) Mumbai- 40077	

**Section 4(1)(b)(xvii) - Others**  
**MANUAL – 17**

Such Other information as may be prescribed

-----Nil-----