



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of 'T' Ward

ASSISTANT LAW OFFICER
LEGAL DEPARTMENT

Address - Office of Assistant Commissioner,
Assistant Law Officer,
(City Civil Court Section),
2nd Floor, Room No. 44,
BMC Building,
'T' Ward Office,
Devi Dayal Road, Paach Rasta,
Mulund (W), Mumbai – 400080.

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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, Court Room no. 4 (City Civil Court Court), 'T' 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, T ward whose office is situated at T ward office, 2nd Floor, Room No. 44, Devidayal Road, T ward Building, Mulund (W), Mumbai-400 080. 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, 2nd Floor, Room No. 44, Devidayal Road, T ward Building, Mulund (W), Mumbai-400 080. (City Civil Court Section), is under administrative control of Assistant Commissioner.

Assistant Law Officer,
Court Room no. 4
(City Civil Court Section),
Kalaghoda, Fort.

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. Pooja Nagarthawar, Court Room no. 4 (City Civil Court Section), Old Secreterial Building, Karmaveer Bhaurao Patil Road, Kalaghoda, Mumbai-01 |
| 2 | Address | Office of Assistant Commissioner, (City Civil Court Section), Legal Department, 2nd Floor, Room No. 44, Devidayal Road, T ward Building, Mulund (W), Mumbai- 400 080. |
| 3 | Head of the office | Brihanmumbai Mahanagar Palika Building, Law Officer, Legal Department, 3 rd Floor, Head Office, 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, 3 rd Floor, Room No. 200, Mahapalika Marg, Mumbai- 400 001. 2) Jt.Law Officer, 3 rd Floor, Room No.200, Mahapalika Marg, Mumbai- 400 001. 3) Dy.Law Officer,2 nd Floor, Roo, No. 200, Mahapalika Marg, Mumbai- 400 001. 4) Assistant Commissioner, Devidayal Road, T Ward Office, Mulund (W), Mumbai-400080. |
| 6 | Jurisdiction Geographic | ‘T’ Ward is bounded by Thane Creek on East side, Mulund Goregaon Link Road on South side, Hilly region of S.G.N.P. on West side and Boundary Nalla i.e. boundary between Thane and Mumbai City, on North 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. Nos. & office timings | Telephone no : 022-25645291 Extn : 350 Office timing : 10.00 A.M. to 6.00 p.m.(Monday to Friday) Court Timing-10.00A.M. to 06 P.M. (Monday & Tuesday) |
| 10 | Weekly Holidays | All Saturday, Sunday and Public Holidays. |

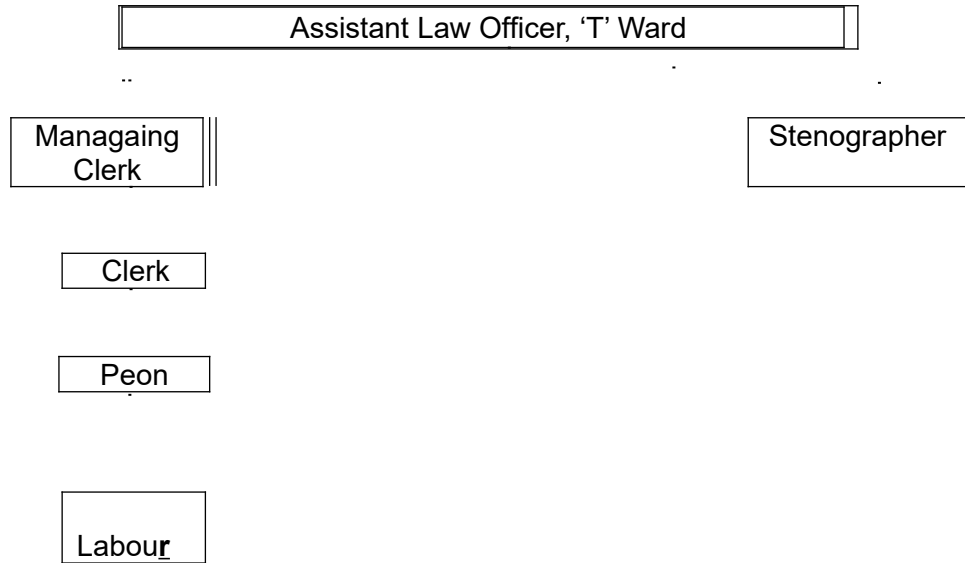
Section 4(1) (b) (i)

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 | WC | |
| 1. | Smt. Pooja Nagarthawar, Assistant Law Officer | 43700 | -- | 23161 | 13110 | -- | -- | 2700 | - | |
| 2. | Smt. Shivanya Reddy, Clerk | 32,300 | -- | 17,119 | 9,690 | -- | -- | 2,700 | -- | |
| 3. | Shri. Milind Thakare, Labour | 22,100 | -- | 11,713 | 6,630 | -- | -- | 1,000 | -- | |
| 4. | Shri. Sandeep More, Labour | 18,500 | -- | 9,805 | 5,550 | -- | -- | 1,000 | -- | |

Organization's Structural Chart



Organisation's Structural Chart (Orgonogram):

Post Details.

| Sr. No. | Name of Post | Status of post |
|----------------|---------------------|-----------------------|
| 1. | Asstt. Law Officer | 01 No. |
| 2. | Managing Clerk. | Vacant |
| 3. | Clerk. | 01 No. |
| 4. | Stenographer | Vacant |
| 6. | Peon | Vacant |
| 7. | Labour | 2 |

Section 4(1) (b) (ii)

MANNUAL NO. 2

The powers of officers and employees in the office of Assistant Law Officer, Judicial Magistrate, First Class, 42nd Court, 'T' 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 | (1) Power under Section 351 of MMC Act, 1888. (2) Any offenses which affect or likely to affect any property or interest of the Corporation or due administration of MMC act, 1888. (3) Power under MRTTP Act (4) Power under Code of Civil Procedure ,1908. (5) Power to grant casual leaves to subordinate staff. | MMC Act 1888 | |
| 2. | Court Clerk | 01 | | |
| 3. | Notice Clerk | Nil. | | |
| 4. | Notice Karkoon | Nil. | | |
| 5. | Building Mukadam | Nil. | | |
| 6. | Peon | Nil. | | |
| 7. | Labour | 02 | | |

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 / | Remarks |
|----------------|--------------------|------------------------------|----------------------------------|----------------|
|----------------|--------------------|------------------------------|----------------------------------|----------------|

| | | | | |
|--|--|------|--------------------------------|--|
| | | | rules / order / GRs | |
| | | 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 Assistant Law Officer, City Civil Court Section, 2nd floor, Court Room no. 4, at 'T' ward.

A

| Sr. No. | Designation | Duties - Financial | Under which legislation / rules / order / GRs | Remarks |
|----------------|-----------------------|---------------------------|--|----------------|
| 1. | Assistant Law Officer | Nil. | | 01 |
| 2. | Managing Clerk | Nil. | | Vacant |
| 3. | Clerk | Nil. | | 01 |
| 6. | Stenographer | Nil. | | Vacant |
| 7. | Peon | Nil. | | Vacant |
| 8. | Labour | Nil. | | 02 |

B

| Sr. No. | Designation | Power Financial | Under which legislation /rules/ order/GRs | Remarks |
|---------|-------------------------------------|--|---|---------|
| 1 | <u>Assistant Law Officer</u> | 1) To represent the interest of Corporation in the Court of Law. | | |
| | | 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, Deputy Law Officer, Assistant Commissioner 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 Prabhag Samittee. | | |
| | | 7) To give the legal opinion in the court matters and the files received from the various Departments of 'T' Ward regarding the City Civil Court. | | |
| | | 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. License, Health, Building & Factory, Drainage, Pest Control and Water Department before the City Civil Court, Fort. | | |
| | | 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. 12) Remark Dispatch papers daily. 13) Send intimation memos daily to the Concerned Department. 14) Prepare Counsel Notes if any and take Sanctions from Dy. Law Officer, Jt. Law Officer, Law Officer. 15) Study the matters for appearing in the Hon'ble Court. 16) Prepare Appeal (If Any). 17) Prepare Caveat (If Any). 18) Discuss with Concerned Officers, Asst. Commissioner, Complainants, Regarding Matters in the Court. | | |
| 2 | <u>Clerk</u> | 1) Prepare the Briefs of Suits of Building & Factory, License, Health, SWM, Maint. Dept. & filing. | | |
| | | 2) Maintain record of Court Registers of above said cases. | | |
| | | 3) Prepare the board of every hearing. | | |
| | | 4) Maintain Counsel Register. | | |
| | | 5) Verifying Counsel Bills and sending to the Accounts Department. | | |
| | | 6) Writing dispatch. | | |
| | | 7) 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. | | |
| | | 8) Prepare monthly report and yearly report and submit the same to Assistant Commissioner 'T' Ward and Deputy Law Officer. | | |
| 4 | <u>Stenographer</u> | 1) Doing all Typing Work. | | |
| 6 | <u>Peon/</u> | 1) Attending Court with all action papers | | |

| | | | | |
|--|----------------------|--|--|--|
| | <u>Labour</u> | 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 Assistant 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. | Designation | Duties – Judicial | Under which | Remarks |
|------------|--------------------|--------------------------|--------------------|----------------|
|------------|--------------------|--------------------------|--------------------|----------------|

| No. | | | legislation / rules / order / GRs | |
|-----|--|------|---|--|
| | | 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 Assistant Law Officer, Court Room no. 4 (City Civil Court Section), 'T' Ward.

Section 4(1)(b)(iv)

Manual – 4

Norms set for discharge of its functions in the office of Assistant Law Officer, Court Room no. 4 (City Civil Court Section), 'T'Ward.

Organizational Targets (Annual)

Section 4(1)(b)(v)

Manual – 5

The rules/regulation related with functions in the office of Assistant Law Officer,
Court Room no. 4 (City Civil Court Section), 'T'Ward.

Organizational Targets (Annual)

-- NOT APPLICABLE --

Section 4(1)(a)(vi)

Manual – 6

Statement of Categories of documents held in the office of Assistant Law Officer T
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 | 01 Year |

| | | | | | |
|----|-------------------------------|----------------|--|---|---------|
| | | | | department | |
| 3. | Outward Register | Outward papers | | Details of Applications/ complaints/ other documents forwarded to Internal departments of S 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 – 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 Assistant Law Officer, Court Room no. 4 (City Civil Court Section), 'T'Ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Manual – 8

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant
Law Officer, Court Room no. 4 (City Civil Court Section), 'T'Ward.

---Nil---

Section 4 (1) (b) (ix)
Manual – 9

Directory of the officers and employees

| Sr. No. | Designation | Name of the Officers/Employees | Cadre | Contract Details Ph/Fax/Email |
|----------------|-----------------------|---------------------------------------|--------------|---|
| 1 | Assistant Law Officer | Smt. Puja Nagarthwar | | Mob. No. 7821082445 Email ID advpoojan@gmail.com |
| 2 | Clerk | Smt. Shivanya Reddy | | Mob. No. 8850299700 Email ID shivanyareddy15@gmail.com |
| 3 | Labour | Shri. Milind Thakare, | | Mob. No. 8208171939 Email ID thakaremilind82@gmail.com |
| 4 | Labour | Shri. Sandeep More | | Mob. No. 7039313301 Email ID sandipmore5412@Gmail.Com |

Section 4 (1) (b) (x)

Manual – 10

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

Copy from Legal Manual

| Sr. No. | Name & Designation | Details of pay | | | | | | | | |
|---------|--|----------------|-----|--------|-------|----|-----|-------|----|--|
| | | Pay | GRP | DA | HRA | CA | MMA | TA | WC | |
| 1. | Smt. Puja Nagarthwar Assistant Law Officer | 43700 | -- | 23700 | 13110 | -- | -- | 2700 | - | |
| 2. | Smt. Shivanya Reddy, Clerk | 32,300 | -- | 17,119 | 9,690 | -- | -- | 2,700 | -- | |
| 3. | Shri. Milind Thakare, Labour | 22,100 | -- | 11,713 | 6,630 | -- | -- | 1,000 | -- | |
| 4. | Shri. Sandeep More, Labour | 18,500 | -- | 9,805 | 5,550 | -- | -- | 1,000 | -- | |

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 |
|----------------|--------------------------------|------------------------|-----------------------|---------------------------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

-----Nil-----

Section 4(1)(b)(xii)

Manual – 12

Manner of execution of subsidy program in the office of Assistant Law Officer, Court Room no. 4 (City Civil Court Section), 'T'Ward.

-----Nil-----

Section 4(1)(b)(xiii)

Manual – 13

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Law Officer, Court Room no. 4 (City Civil Court Section), 'T'Ward.

-----Nil-----

Section 4(1)(b)(xiv)

Manual – 14

Details of information available in electronic form in the office of Assistant Law Officer, Court Room no. 4 (City Civil Court Section), 'T'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

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. Monday Wednesday Friday With prior appointment only | RTI Payment pay previous day | Office of:- Assistant Law Officer T Ward, Legal Department, 2 nd floor, Room No. 44,Lala Devidayal Road, Mulund (W) Mumbai-80 | Assistant Law Officer 'T' Ward |
| 2 | Library and Reading Room | Not Available | Not Available | Not Available | Not Available |

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 Assistant Law Officer, Judicial Magistrate, First Class 42nd Court at 'T' Ward.

| PIO | | A | | | |
|---------|------------------------|--|-------------------------------|--|---|
| Sr. No. | Name of PIO | Designation | Jurisdiction as PIO under RTI | Address Ph. No. | Appellate authority |
| 1. | Smt. Pooja Nagarthawar | Assistant Law Officer, Court Room no. 4 (City Civil Court Section), at T ward. | T Ward | Office of the Assistant Commissioner, Assistant Law Officer, Court Room no. 4 (City Civil Court Section), 'T' Ward. at T Ward, Legal Department, 1 st Floor, Room No. 30, Devidayal Road, Mulund (W) Mum - 80. Ph-022-25645291, Ext. 341. | Deputy Law Officer, Joint Law Officer & Law Officer, Legal Department, Room No. , 3 rd 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. | Smt. Deepali Patil | Deputy Law Officer | Legal Department Head Office | Assistant Law Officer Court Room no. 4 (City Civil Court Section), at "T" ward. | |

Section 4 (1) (b) (xvii) – Others

Manual – 17

Such other information as may be prescribed

