

MUNICIPAL CORPORATION OF GREATER MUMBAI
City Civil Court Legal Department
B Ward

Shri.Uddhav B. Chandanshive

Assistant Commissioner

Public Information officer- Smt. Seena Rawade - ALO.

First Appellate Authority – Shri. Uddhav Chandanshive- Asstt.Com. (B Ward)

INTRODUCTION

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

The Particulars of functions & duties of public authority

1	Name and Designation of the Public authority	Smt. Seena Avinash Rawade, Asst. Law Officer City Civil Court, Mumbai.
2	Address	B ward office Bldg. Room no. 17. 1 st Floor, 121 Ramchandra bhatt marg, Babula Tank ,Cross Lane ,near J.J.Hospital Mumbai – 400 009. Contact no.23736622
3	Head of the office	Legal Department,Head office, 2 nd floor Room no. 200, Mahapalika Marg, Mumbai – 400 001.
4	Parent Government Department	
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, B Ward.
6	Jurisdiction Geographical	B Ward is bounded by the Thane Creek on East Lokmanya Tilak road,on South and Richards &

		croods Co. on North, mohamd ali road on west ,
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. & office timing	Telephone no.Contact no.23736622 office Timing ; 10.00 a.m. to 6.00 p.m. Monday to Friday & 1 st, 3 rd, 5 th saturday, Court working.
10	Weekly Holidays	all Saturday, All Sundays and Public Holidays.

2.

Organisation`s Structural Chart

Asst. Law Officer B WARD

Clerk	
-------	--

Peon / Labour

Section 4 (1) (b) (ii)**MANNUAL NO.2****The Powers of officers and employees in the office of Sr. Legal Asaistant .
Magistrate Court B ward****A**

Sr. no	Designation	Power-Financial	Under Which legislation/ Rules/Order/ GRs	Remark
		N/A		
		B		
Sr. no.	Designation	Power-Administrative	Under Which legislation/Rules/Order	Remarks
1.	Asst. Law Officer "B"ward	1)Power under Section 68 read with 517(1) of MMC Act, 1888-(a) Taking proceeding 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	MMC Act 1888	
2.	Clerk	1		
3.				
4.		1		
		C		
Sr. no.	Designation	Power-Magisterial	Under Which Legislation/ Rules/Order	Remarks
		N.A		

D

Sr. no.	Desigation	Power-Quasi Judicial	Under Which Legislation/ rules/order	Remark
		N.A.		
		E		
Sr. no.	Desigation	Power-Judicial	Under Which Legislation/ rules/order	Remark
		N.A.		

The duties of officers and employees in the office of Sr. Legal Assistant Magistrate Court at "B" ward.

A

Sr. no.	Desigation	Duties- Financial	Under Which Legislation/ rules/order	Remark
1.	Asst. Law Officer	1		
2.	Court Clerk	1		
3.				
4.	Peon	2		
		B		
Sr. no.	Desigation	Duties-Administrative	Under Which Legislation/ rules/order	Remark
1.	Asst. Law Officer	1.To represent the interest of Corporation in the Court of Law.	MMC. 1888	
		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, Dy. Law officer, Asstt. Commissioner every month.		
		6.To attend the meetings called by Law officer, Jt. Law officer, Dy.Law		

		officer, Asstt. Comm., DMC and Chairman of Legal Committee and also Ward Committee.		
		7. To give the legal opinion in the court matters and the files received from the various Departments of "B" ward regarding the Magistrate 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. Licence, Health, Bldg., Factory, Drainage, pest Control and Water Deptt. Before the Ld.M.M.Shindewadi Court, Dadar.		
		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.		
2.	Clerk	1. Prepare the cases of Licence and Health Deptt. & filing.		
		2. Maintain in the Court Registers of above said cases.		
		3. Prepare the board of every hearing.		
		4. Maintain offence Sheet register.		
		5. Attend the court at the time of hearing.		
		6. Prepare prosecution report of every month.		
		7. Collecting the warrants & summons from the court and distribute among the outdoor staff area wise.		
		8. collecting the papers from other departments.		
		9. 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	Attending Court with all action papers of Court cases.				
		2.All others usual work of office.				
		3. Any other work in respective of court cases and official work as and when necessary directed by the Sr. Legal Asstt.				
			C			
	Sr. no.	Designation	Duties- Magisterial	Under Which legislation/ rules/order		Remak
			N.A.			

D

Sr. no.	Designation	Duties-Quasi Judicial	Under Which legislation/ rules/order	Remak
		N.A.		
		E		
Sr. no.	Designation	Duties-Judicial	Under Which legislation/ rules/order	Remak
		N.A.		

Section 4(1)(b)(iii)

MANNUAL NO. 3

Procedure allowed in Decision making process, including Channels in Supervision and Accountability in the office of Assistant Law Officer "B"ward.

-NIL-

Section 4(1)(b)(iv)

MANNUAL NO. 4

Norms set for discharge of its functions in the office of Asst. Law Officer, City Civil Court , Bward.

-NIL-

Section 4(1)(b)(v)

MANNUAL NO. 5

The rules / regulation related with fuctions of Sr. Legal Assistant Magistrate Court , B ward. Organisational Targets (Annual)

--NOT APPLICABLE--

Section 4(1)(b)(vi)

MANNUAL NO. 6

Statement of Categories of documents held in the office Sr. Legal Assistant B 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.	Permanet
----	----------------	-------------	-----------	---	----------

'C' Class Record

1.	R.I.T. Register							Details of application received under R.T.I. Act.	5 years
2.	Inward Register	Inward Papers						Details of application/complaints/other documents received by department	5 years
3.	Outward Register	Outward Papers						Details of application/complaints/other documents forwarded to Internal department of 'B' ward	5 years
4.	R.T.I application & Their reply							Details of application received under RTI Act & reply given to the same.	5 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 City Civil Court, Mumbai- B ward.

-NOT APPLICABLE-

Section 4(1)(b) (viii)

Mnnual – 8

Statement of Bords, Councils, Committees or other bodies in the office of Sr. Legal Asstt.
Magistrate Court , B ward.

-NIL-

Section 4(1) (b) (ix)

Manual -9

Directory of the officers and employees

Sr.No.	Designation	Name of the Officer/ Employees	Cadre	Contact Details phone/ Fax
1	Asst. Law Officer	Smt. Seena Rawade	B 28	23736622- ext.115

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 regulation.

Sr. No.	Name and Designation	Details of Pay							
		Pay	GRP	DA	HRA	CA	MMA	TA	TOTAL
1	Smt. Seena Avinash Rawade (Asst. Law Officer)	74300	-	31206	20061	---	--	2700	128267
2	Smt. Swati Avinash Chavhan (Clerk)	35000	-	14700	9450	--	--	2700	61850
		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
			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 – 12

Manner of execution of subsidy program in the office of Sr. Legal Asstt. Magistrate Court , B ward.

-NIL-

Section 4(1)(b) (xiii)
Manual – 13

Particulars of recipients of concessions, permits or authorizations granted in the office of Sr. Legal Asstt. Magistrate Court , B ward.

-NIL-

Section 4(1)(b) (xiv)
Manual – 14

Details of information available in electronic form in the office of Sr. Legal Asstt. Magistrate Court , B 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 Asstt. Magistrate Court , B ward. Type 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.	3.00p.m. to 5.00 p.m. on (except holidays) with prior appointment only.	For Inspection of records no fee for first hour will be Charged, however fee of Rs. 5/- for each 15 minutes or fraction there of will be charged there after.	Office of Sr. Legal Asstant B ward office Bldg. Room no. 17. 1 st Floor, 121 Ramchandra bhatt marg, Babula Tank ,Cross Lane ,near J.J.Hospital Mumbai – 400 009. Contact no.23736622	Asstt. Law Officer Magistrate Court , B ward.

Section 4(1)(b) (xvi)

Manual – 16

Details of public information officer /APIOs/Appellate authority in jurisdiction of (public authority) in theSr. Legal Asstt. Magistrate Court , B ward.

PIO

A

Sr. no.	Name of PIO	Designation	Jurisdiction	Address Ph. no.	Appellate authority
			as PIO		
			under RTI		
1	Asst. Law Officer	Asst. Law Officer	B ward	Asst. Law Officer	Asstt. Commisioner
		Court B ward.		Court B ward.	B ward office
				B ward office Bldg.	Bldg. Room
				Room no. 17. 1 st	no. 17. 1 st
				Floor, 121	Floor, 121
				Ramchandra bhatt	Ramchandra
				marg, Babula	bhatt marg,
				Tank ,Cross Lane	Babula
				,near J.J.Hospital	Tank ,Cross
				Mumbai – 400 009.	Lane ,near
				Contact	J.J.Hospital
				no.23736622	Mumbai – 400
					009. Contact
					no. 23736622

APIOS**B**

Sr. no.	Name of APIO	Designation	Jurisdiction as	Address Ph.no.
			APIO under RTI	
	N.A.			

Appellate authority**C**

Sr. no.	Name of Appellate authority	Designation	Jurisdiction as authority	PIO reporting	E-mail id for purpose of RTI
1		Asstt. Commissioner	B ward office	Sr. Legal	
		Commissioner	Asstt. Commissioner	Asstt. Magistrate Court B	
			B ward office	ward.	
			Bldg. Room no. 17. 1 st	B ward office	
			Floor, 121	Bldg. Room no. 17. 1 st	
			Ramchandra bhatt marg,	Floor, 121	
			Babula	Ramchandra bhatt marg,	
			Tank ,Cross	Babula	
			Lane ,near	Tank ,Cross	
			J.J.Hospital	Lane ,near	
			Mumbai – 400	J.J.Hospital	
			009. Contact	Mumbai – 400	
			no. 23736622	009. Contact	
				no.23736622	

Section 4(1)(b) (xvii) – Others
Manual - 17

NIL