

MUNICIPAL CORPORATION OF GREATER MUMBAI
City Civil Court, Legal Department
Introduction

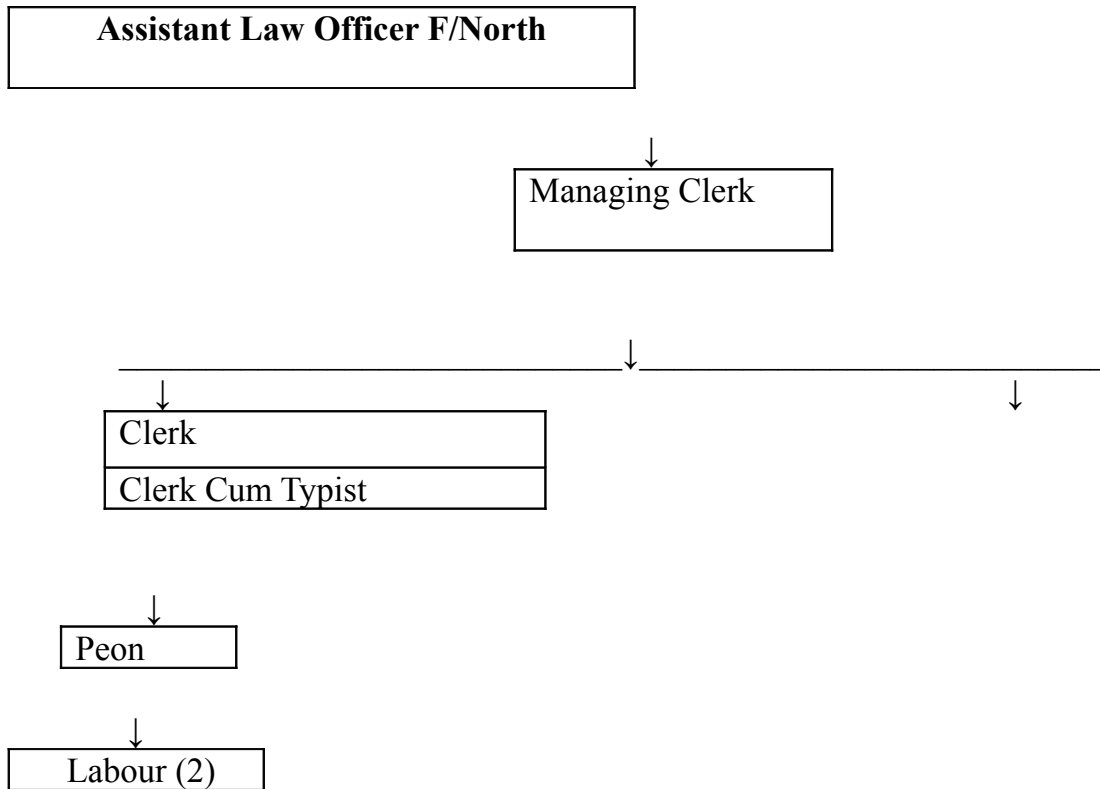
Section 4(1) (b) (i)
MANNUAL NO. 1

The particulars of functions & duties of the public authority

1	Name and Designation of the public authority	Smt. Smita Chavan, Asstt. Law Officer, City Civil Court
2	Address	Room No. 46, 4 th floor, F/North Ward Office Building, 96, Bhaudaji Road, Matunga Central (E), Mumbai- 400019.
3	Head of the office	Legal Department , Head Office, 2nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.
4	Parent Government Department	
5	Reporting to which office	1) Law officer , Head Office, 2nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001. 2) Jt. Law Officer, 2nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001. 3) Dy. Law Officer, 2nd floor, Room No.200,

		Mahapalika Marg, Mumbai- 400 001. 4) Assistant Commissioner, F/North Ward
6	Jurisdiction Geographical	F/North ward is bounded by the Thane creek on the East, central railway on West Mumbai Marathi Granth Sangrahalaya Marg on South and N.S. Mankikar Marg on North 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 : 022-24024353 Extn : 417, 418 Office timing : 10.30 A.M. to 5.30 p.m.(Monday to Friday , 1st ,3rd ,5th Saturday)
10	Weekly Holidays	2nd & 4th Saturday, Sunday and Public Holidays.

Organisation’s Structural Chart (Orgonogram):



Section 4(1) (b) (ii)
MANNUAL NO. 2

The powers of officers and employees in the office of Assistant Law Officer, City Civil Court F/North 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	Power to grant casual leaves, to subordinate staff.	MMC Act 1988	
2.	Clerk	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 Assistant Law Officer, City Civil Court F/North Ward

A

Sr. No.	Designation	Power- Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Law Officer	Nil		
2.	Clerk	Nil		
3	Labour	Nil		

B

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Law Officer	1	To represent the corporation in the court of law.	MMC Act 1988
		2	To attend the court every say and defend the corporation.	
		3	To inform the court orders to the	

			concerned department.		
		4	To prepare Affidavit-in-Reply, Written Statement, Affidavit of Evidence etc. in all matters.		
		5	To supervise the work of staff.		
		6	To send the report to the Law officer, Jt. Law Officer, Dy. Law Officer every week.		
		7	To attend the meetings called by Law Officer, Jt.Law Officer, Dy. Law Officer, Asstt. Commissioner, D.M.Cs and Chairman of Legal Committee and also Prabhag Samittee.		
		8	To give the Legal opinion in the court matters and the files received from the		

			various departments of F/North Ward		
		9	To give the replies regarding the applications received under RTI Act 2005.		
		10	Any other duties assigned by the higher authorities.		
2.	Managing Clerk	1	To maintain and prepare year wise register regarding all court matters filed by other side.		
		2	To find out the briefs from year wise records to prepare daily board and send to court for hearing. Carry forward the dates of respective court matters in the daily board register.		
		3	To prepare daily memos as per the instructions written on brief by Asstt. Law Officer to 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 Take dictation from Asst. Law Officer in the absence of Typist.		
		6	To maintain Inward & Outward register		
		7	To give monthly reports regarding the status of the matters.		
		8	To maintain records of all matters.		

		9	To maintain stationery register, RTI register , Gate-pass book		
		10	To get filing work done by peon.		
		11	Any other duties assigned by the higher authorities.		
3	Clerk cum Typist		As above		
4	Peon	1	To attend court with all action papers of court cases.		
		2	All other usual work of office.		
5	Labour	1	To attend the City Civil Court daily with daily board, and bring it back after hearing. Get the informing regarding next date of hearing of these court cases.		
		2	All other usual work of office as directed by A.L.O., managing clerk and clerks		

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		

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Law Officer F/North.

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

Norms set for discharge of its functions in the office of Assistant Law Officer F/North ward.

Organizational Targets (Annual)

-- NOT APPLICABLE --

Section 4(1) (b)(v)**Manual – 5**

The rules/ regulation related with functions in the office of Assistant Law Officer F/North Ward

Section 4(1)(a)(vi)**Manual – 6**

Statement of Categories of documents held in the office of Assistant Law Officer F/North ward.

Sr. No.	Subject	Type of Document file or register	File no. Register No.	Particulars	Periodicity of preservation
'A' Class Record					
1	Suit of the party	Proceedings	Yearwise	Entire proceedings of the suits alongwith memos, action papers.	Permanent

‘B’ Class Record					
1	Registers & records pertaining to court litigation				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	5 years
3	Outward Register	Outward papers		Details of Applications / complaints/ other documents forwarded to internal departments of F/North Ward	5 years
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 Assistant Law Officer, City Civil Court, F/North ward.

Counsels opinion/Experts opinion**Section 4(1)(b)(viii)****Manual – 8**

Statement of Boards, Councils, Committees other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

The legal Department deals with legal matters, there is no question constitute board, counsels, committee or other bodies.

Section 4(1)(b)(ix)**Manual – 9**

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. Smita Chavan		022- 24024353 Ext. No. 417

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.

Sr. No	Name	Designation Cadre	Basic Pay	Grade Pay
1	Smt. Smita Chavan	Assistant Law Officer	9300-34800	4800
2	Ku. Manjusha Ghaiwat	Clerk	5200-20200	2000

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 description	Head	Grant received	Planned use (give details area wise or work wise in a separate from)	Remarks
				Not applicable	

Form B for previous year

Sr. No.	Budget description	Head	Grant received	Grant utilized	Result
				Not applicable	

Section 4(1)(b)(xii)**Manual – 12**

Manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy. Concession Sanctioned
	Nil	Nil

Section 4(1)(b)(xiii)**Manual – 13**

Particulars of recipients of concessions, permits or authorizations granted by it.

-----Nil-----

Section 4(1)(b)(xiv)**Manual – 14**

Details of information available in electronic form in the office of Assistant Law Officer, City Civil Court, at F/North 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 Assistant Law Officer at F/North Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr. No.	Type of facility	Timing	Procedure	Location	Person in charge
	Inspection of Record as per RTI Act.	3.00 p.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 thereof will be charged thereafter.	Office of Asstt. Law Officer, city Civil Court, Room No.46, 4 th floor, F/North Ward Office Matunga Central (E), Mumbai-400019	Asstt. Law Officer, City Civil Court F/North 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 Assistant Law Officer, City Civil Court at F/North Ward.

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Smt. Smita Chavan	Asstt. Law Officer City Civil Court F/North Ward	F/North ward	Office of Asstt. Law Officer, city Civil Court, Room No. 46, 4 th floor, F/North Ward Office Building, 96, Bhaudaji Road, Matunga Central (E), Mumbai-400019 Ph. 022-24034353.	Smt. U.H. Deshpande, Law Officer, Legal Department, Room No.200, 2nd floor, Brihanmumbai Mahanagar Palika, Mahapalika Marg, Mumbai-40001. Ph.022-22620251

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as	Address/ Ph.
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			APIO under RTI	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	Shri. Keshav Ubale	Asstt. Commissioner	F/N Ward	Asstt. Law Officer F/N Ward	

Section 4(1)(b)(xvii)
Manual – 17

Such other information as may be prescribed.

To be done in due course as per requirement.

Organisation's Structural Chart (Orgonogram):