

**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. S. S. Modale, Asstt.Law Officer, City Civil Court   |
| 2  | Address                                      | 3rd floor, P/north ward office Building, Liberty Garden, Mamletdar wadi, Malad (W), Mumbai- 400 064.   |
| 3  | Head of the office                           | Legal Department , Head Office, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.  |
| 4  | Parent Government Department                 |  |
| 5  | Reporting to which office                    | 1) Law officer , Head Office, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.<br>2) Jt.Law Officer, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.<br>3) Dy.Law Officer, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.<br>4) Assistant Commissioner, P/North Ward |
| 6  | Jurisdiction Geographical                    | P/North ward is bounded by the East side of Kurar village, West side by Manori village, Madh Iland, Arabian Sea Coast & North side by Goras wadi, Valnai, Shankar lane, Ganesh nagar & South side by Govind nagar road, Chincholi bunder.  |
| 7  | Mission / Vision                             | “To represent the interest of corporation in the Dindoshi court ”.   |
| 8  | Organization’s structural Chart              | As per separate sheet attached   |
| 9  | Tel. No.s & office timings                   | Telephone no : 28823266 Extn : 261<br>Office timing : 10.30 A.M. to 5.30 p.m.(Monday to Friday , 1 <sup>st</sup> ,3 <sup>rd</sup> ,5 <sup>th</sup> Saturday)   |
| 10 | Weekly Holidays                              | 2 <sup>nd</sup> & 4 <sup>th</sup> Saturday, Sunday and Public Holidays.  |

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

**Asstt. Law Officer, P/North**

**Managing Clerk**

**Labour**

**Section 4(1) (b) (ii)**

**MANUAL NO. 2**

The powers of officers and employees in the office of Assistant Law Officer, City Civil Court P/North ward.

**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.             | Assistant Law Officer | Power to grant casual leaves, to subordinate staff. | MMC Act 1988   |                |
| 2.             | Clerk                 | 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 Assistant Law Officer, City Civil Court (Dindoshi) P/North ward.

**A**

| <b>Sr. No.</b> | <b>Designation</b>    | <b>Duties - Financial</b> | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|-----------------------|---------------------------|--|----------------|
| 1.             | Assistant Law Officer | Nil.                      |  |                |
| 2.             | Managing Clerk        | Nil.                      |  |                |
| 5.             | Labour                | NIL.                      |  |                |

**B**

| <b>Sr. No.</b> | <b>Designation</b>    | <b>Duties - Administrative</b>  | <b>Under which legislation / rules / order / GRs</b> | <b>Remarks</b> |
|----------------|-----------------------|---|--|----------------|
| 1.             | Assistant Law Officer | 1. To represent the corporation in the court of law.  | MMC Act 1988,  |                |
|                |                       | 2. To attend the court every day 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 P/N 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 City Civil court (Dindoshi, P/N) 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 maintain Inward & Outward register   |  |  |
|    |        | 6. To give monthly reports regarding the status of the matters.  |  |  |
|    |        | 7. To maintain records of all matters.   |  |  |
|    |        | 8. To maintain stationery register, RTI register , Gate-pass book  |  |  |
|    |        | 9. To get filing work done by peon.  |  |  |
|    |        | 10. Any other duties assigned by the higher authorities.   |  |  |
| 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.  |  |  |

**C**

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

**D**

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

**Section 4(1) (b) (iii)**  
**MANNUAL NO. 3**

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

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

Norms set for discharge of its functions in the office of Assistant Law Officer P/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 P/North Ward

**Section 4(1)(a)(vi)**

**Manual – 6**

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

| <b>Sr. No.</b>          | <b>Subject</b>                                     | <b>Type of Document file or register</b> | <b>File no. or Register No.</b> | <b>Particulars</b>  | <b>Periodicity of preservation</b> |
|-------------------------|--|--|---------------------------------|---|------------------------------------|
| <b>'A' Class Record</b> |  |  |                                 |   |                                    |
| 1.                      | Suit of the party                                  | Proceedings                              | Yearwise                        | Entire proceedings of the suits alongwith memos, action papers.   | Permanent                          |
| <b>'B' Class Record</b> |  |  |                                 |   |                                    |
| 1.                      | Registers & records pertaining to court litigation |  |                                 |   | 30 years                           |
| <b>'C' Class Record</b> |  |  |                                 |   |                                    |
| 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                             | 05 Year                            |
| 3.                      | Outward Register                                   | Outward papers                           |                                 | Details of Applications/ complaints/ other documents forwarded to Internal departments of P/North ward. | 05 Year                            |
| 4.                      | RTI application                                    |  |                                 | Details of application  |                                    |



|  |               |  |  |   |  |
|--|---------------|--|--|---|--|
|  | & their reply |  |  | 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, P/North ward.

**Counsels opinion/Experts opinion**

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

**Manual – 8**

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Law Officer City Civil Court P/North ward.

---Nil--

**Section 4(1)(b)(xi)**

**Manual – 11**

Details of allocation of budget and disbursement made in the office of Assistant Law Officer at P/North ward for the year 2013-2014.

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

**Manual – 12**

Manner of execution of subsidy program in the office of Assistant Law Officer City Civil Court at P/North 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, City Civil Court, at P/North Ward.

-----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 (Dindoshi), at P/North Ward.

| <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 Assistant Law Officer at P/North Ward.

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 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 , <sup>3rd</sup> Floor, P/North ward office, Malad (W), Mumbai-64 | Asstt. Law Officer, City Civil Court P/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 P/North Ward.

**PIO**

**A**

| <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.            | Smt. S. S. Modale  | Asstt. Law Officer City Civil Court P/North Ward | P/North Ward                         | Office of the Assistant Law Officer, P/North Ward, 3 <sup>rd</sup> floor, P/North ward, B.M.C. office, Liberty Garden, Mamletdar wadi, Malad (W), Mumbai – 64.<br>Ph.022-28823266<br>Ex.261 | Shri. Devendrakumar Jain, 1 <sup>st</sup> floor, P/North ward, B.M.C. office, Liberty Garden, Mamletdar wadi, Malad (W), Mumbai – 64.<br>Ph.022-28823266<br>Extn- 201. |

**APIOs**

**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> |
|---------------|---------------------|--------------------|---------------------------------------|-------------------------|
|               | N.A.                |                    |                                       |                         |

**Appellate authority**

**C**

| <b>Sr. No.</b> | <b>Name of Appellate authority</b> | <b>Designation</b>            | <b>Jurisdiction as Appellate authority</b>    | <b>PIO reporting</b>       | <b>E-mail id for purpose of RTI</b> |
|----------------|------------------------------------|-------------------------------|---|----------------------------|-------------------------------------|
| 1.             | Shri. Devendrakumar Jain           | Asstt. Commissioner , P/North | P/North ward Office (Other than Engg. Deptt.) | Asstt.Law Officer P/N Ward |                                     |

