

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

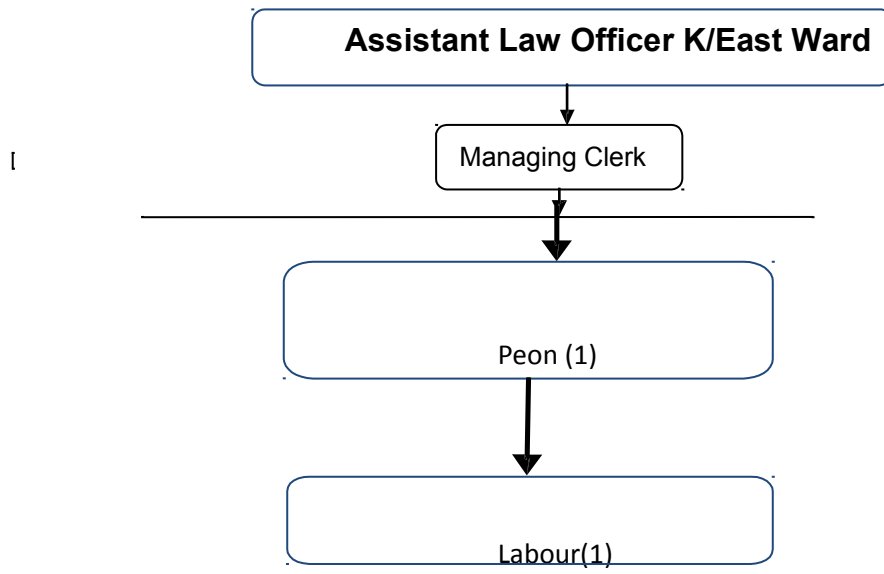
Section 4(1) (b) (i)

MANNUAL NO. 1

The particulars of functions & duties of the public authority

1	Name and Designation of the public authority	Smt. Sarita Chincholikar-Gumte, Asstt.Law Officer, City Civil Court
2	Address	Room No. 108 , 1st floor, K/East ward office Building, Azad Road, Gundavali, Andheri (East) , Mumbai- 400 069.
3	Head of the office	Legal Department , Head Office, 2 nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.
4	Parent Government Department	Dy. Law Officer, Legal Department (W.S.),Valentine Apartment,Building No.B-5, 1 st & 2 nd Floors,Reservoir Road, Near Ratnagiri Hotel,Malad (East), Mumbai-400 097
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, Legal Department (W.S.),Valentine Apartment,Building No.B-5, 1 st & 2 nd Floors,Reservoir Road, Near Ratnagiri Hotel, Malad (East),Mumbai-400 097 4) Assistant Commissioner, K/East Ward
6	Jurisdiction Geographical	Three railway station i.e. Jogeshwari (E), Andheri (E), Vilepale(E) are in K/E ward population of K/E is of Mixed Type Gaothans as like Marol, Bamanwada, Majas belongs to this ward. Famous verawali hill area is developed as Industrial area which include Maharashtra Industrial Development Corporation Marol. Some of the area is reserved for utilization of Export eq.Santacruz Electronics Export Project Zone (Sipz). Sahar International Airport is in this area hence hotel Business is developing in this area In the Map of City development Vile-Parle civic population is at south. Maharashtra Police Training is situated in this area also Head quarters of Hatari Police is in this area.
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 : 26813760 Extn : 742 Office timing : 10.30 A.M. to 5.30 p.m.(Monday to Friday , 1 st ,3 rd ,5 th Saturday)
10	Weekly Holidays	2 nd & 4 th Saturday, Sunday and Public Holidays.

Organisation's Structural Chart (Orgonogram):



Section 4(1) (b) (ii)

The powers of officers and employees in the office of Assistant Law Officer, City Civil Court K/East 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.	Mg.Clerk	Power to grant xerox bills and vouchers, all administrative work, leave to subordinate staff.		
3.	Peon	Nil.		
4.	Labour	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 K/E ward.

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Law Officer	Nil.		
2.	Mg.Clerk	Nil.		
3.	Peon	NIL.		
4.	Labour	NIL.		

B

Sr. No.	Designation	Duties - 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 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 K/ 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.	Peon	1. To attend court with all action papers of court cases.		
		2. All other usual work of office.		
4.	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

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)
MANNUAL NO. 3

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Law Officer K/ E ward

-- NOT APPLICABLE --

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

Norms set for discharge of its functions in the office of Assistant Law Officer K/E 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 K/E Ward

The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions

Sr.No.	Subject	G.R./Circular/Office order/Rule No. Notification etc. date	Remarks if any
1	Office	DMV/ENV/4345 dtd. 16.03.2006	
	Orders	As per MMC Act 365 to 481	
	Regulations	Implementation of all rules related to SWM Section	
	Instructions	NIL	
	Manuals	Please refer Manual 17	
	Records	Outward and Inward Book	

Section 4(1)(a)(vi)
Manual – 6

Statement of Categories of documents held in the office of Assistant Law Officer K/E ward.

Sr. No.	Subject	Type of Document file or register	File no. or Register No.	Particulars	Periodicity of preservation
'A' Class Record					
1.	Suit of the party	Proceedings	Year wise	Entire proceedings of the suits along with 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	05 Year
3.	Outward Register	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of K/E ward.	05 Year

4.	RTI application & their reply			Details of application received under RTI Act & reply given to the same.	
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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, K/E 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 K/E ward.

---Nil--

Section 4 (1) (b) (ix)

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Contact Details ph/ fax/ email
1	Asstt. Law Officer	Smt. Sarita Chincholikar- Gumte		9819830825 saritachincholikar@gmail.com
2.	Smt. Manisha Sharma	Mg. Clerk		9867558382 nandini_69pawar@yahoo.co.in

Section 4 (1) (b) (x)

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	Basic Pay	DA	HRA	Special Allowance, Transport allowance, Project allowance	Total
1.	Smt. Sarita Chincholikar-Gumte	Assistant Law Officer	22100+4800	32,011	8,070	463 +992 (HIS)	68,436
2.	Smt. Manisha Sharma	Mg. Clerk	17330+2800	23,955	6,039	600	50,724
3.	Shri Pitambar Singh	Peon	11970+1850	11,452	3040	-	28,312
4.	Shri Samir Mohite	Labour	5630+1800	7950	2229	600	18,209

Section 4(1)(b)(xi)

Manual – 11

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

-NOT APPLICABLE-

Section 4(1)(b)(xii)

Manual – 12

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

Types 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.	3.00 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 the Assistant Law Room No. 108 , 1st floor, K/East ward office Building, Azad Road, Gundavali, Andheri (East) , Mumbai- 400 069.	Asstt. Law Officer, City Civil Court K/E 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 K/E Ward.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Smt.Sarita Chincholikar-Gumte	Asstt. Law Officer City Civil Court K/E Ward	K/E Ward	Office of the Assistant Law Room No. 108 , 1st floor, K/East ward office Building, Azad Road, Gundavali, Andheri (East) , Mumbai- 400 069. Telephone no : 26813760 Extn : 742	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 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.		Law Officer	Legal Department Head Office	Asstt.Law Officer K/E Ward	

Section 4 (1) (b) (xvii) – Others

Such other information as may be prescribed

NIL