

Section 4(1) (b) (i)

MANNUAL NO. 1

MUNICIPAL CORPORATION OF GREATER MUMBAI
City Civil Court, Legal Department

Introduction

The particulars of functions & duties of the public authority

1	Name and Designation of the public authority	Shri.Pradip M Patil , Asstt.Law Officer (I), City Civil Court, Dindoshi.
2	Address	Legal Department (Dindoshi Court, K/West Ward Bldg., 2 nd floor, Paliram Path, Opp BEST Depot, Andheri(W), Mumbai 400 058
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, K/West Ward
6	Jurisdiction Geographical	K/West ward is bounded by.
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 : 26239190/26239102 Extn : 357 Office timing : 10.00 A.M. to 6.00 p.m.(Monday to Friday)
10	Weekly Holidays	Saturday,Sunday and Public Holidays.

Organisation's Structural Chart (Orgonogram):

Assistant Law Officer K/West Ward

|

Clerk

|

Labour (2)

Section 4(1) (b) (ii)

MANNUAL NO. 2

The powers of officers and employees in the office of Assistant Law Officer, City Civil Court K/West 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 (i)	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 K/West ward.

A

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

B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Law Officer (I)	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/West Ward		
		9. To give the replies regarding the applications received under RTI Act 2005.		
		10.Any other duties assigned by the higher authorities.		
2.	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.	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.		
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.		

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 (I) K/West.

-- NOT APPLICABLE --

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

Norms set for discharge of its functions in the office of Assistant Law Officer (I) K/West 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 (I) , K/West 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/West 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				Permanent
'C' Class Record					
1.	R.T.I Register			Details of application received under R.T.I.Act	Permanent

2.	Inward / Outward Register	Inward / Outward papers		Details of Applications/ complaints/ other documents received by department	Permanent
3.	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 (I), City Civil Court (Dindoshi), K/West 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(I), City Civil Court K/West ward.

---Nil---

Section 4(1)(b)(ix)

Directory of the officers and employees

Sr.N.	Designation	Name of the Officers/ Employees	Cadre	Contact Details Ph/Fax/e-mail
-------	-------------	---------------------------------	-------	-------------------------------

1.	Asstt. Law Officer	Shri.Pradip M Patil		9920223861
2	Clerk	Shri.Shripad Dhure		9920305420

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.	Shri.Pradip Patil	Assistant Law Officer (I)	62200	10574	14928	1200	88902
2.	Shri.Shripad Dhure	Clerk	36100	6137	8664	600	51500
3	Shri. Anil Meher	Labour	22800	3876	5472	600+115	32863

Section 4(1)(b)(xi)

Manual – 11

Details of allocation of budget and disbursement made in the office of Assistant Law Officer (I) at K/West ward for the year 2016-2017.

---Nil---

Section 4(1)(b)(xii)

Manual – 12

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

-----Nil-----

Section 4(1)(b)(xiv)

Manual – 14

Details of information available in electronic form in the office of Assistant Law Officer (I), City Civil Court (Dindoshi), at K/West 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 (I) at K/West 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.	Legal Department (Dindoshi Court, K/West Ward Bldg., 2 nd floor, Paliram Path, Opp BEST Depot, Andheri(W), Mumbai 400 058	Asstt. Law Officer (I), City Civil Court (Dindoshi),K/ West Ward.

Section4(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 (I), City Civil Court (Dindoshi) at K/West Ward.

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Shri. Pradip M Patil	Asstt. Law Officer (I) City Civil Court (Dindoshi) K/W Ward	K/West Ward	Office of the Legal Department (Dindoshi Court, K/West Ward Bldg., 2 nd floor, Paliram Path, Opp BEST Depot, Andheri(W),	Shri. Asst. Commissioner, K/West K/West Ward Bldg., 2 nd floor, Paliram Path, Opp BEST Depot, Andheri(W),

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
1.	Smt. A.K.Sawla	Law Officer	Legal Department, Head Officer	Asstt.Law Officer (I) K/W Ward	

Section 4 (1) (b) (xvii) – others

Such other information as may be prescribed

---Nil---