



## **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act 2005 of ' M/WEST ' Ward



Head Clerk / Managing Clerk, M/WEST Ward

**Address** Office of Asstt.Law Officer M/WEST Ward  
Shardbhau Acharya Marg  
Chembur (E), Mumbai – 400 071

Sr. No.	Section 4 (1) B Sub Clauses	Name of Manual
1		INTRODUCTION
2	4 (1) (b) (i)	The particulars of functions & duties of the Public Authority: -
3	4 (1) (b) (ii)	The Powers of officers and employees in the office of Asstt. Law Officer M/WEST Ward
4	4 (1) (b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability in the office of M/WEST Ward.
5	4 (1) (b) (iv)	Norms set for discharges of its functions in the office of M/WEST Ward
6	4 (1) (b) (v)	The rules/regulation related with the functions of M/WEST Ward
7	4 (1) (b) (vi)	Statement of categories of documents held in the office of M/WEST Ward at Chembur
8	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of <u>policy and implementation in the office</u>
9	4 (1) (b) (viii)	Statement of Boards, Councils, Committees of other bodies M/WEST Ward.
10	4 (1) (b) (ix)	Statement of Boards, Councils, Committees of other bodies M/WEST Ward.
11	4 (1) (b) (x)	Directory of the officers and employees Asstt. Law Officer of M/WEST Ward
12	4 (1) (b) (xi)	Details of remuneration of officers and employees in the office of Asstt. Law Officer M/WEST Ward
13	4 (1) (b) (xii)	Details of allocation of budget and disbursement made in

		the office of M/WEST Ward for the year 2015-2016
14	4 (1) (b) (xiii)	Details of beneficiaries of subsidy program in the office of M/WEST Ward for the year 2015-2016
15	4 (1) (b) (xiv)	Particulars of recipients of concessions, permits or authorizations granted in the office of M/WEST Ward for the year 2015-2016
16	4 (1) (b) (xv)	Details of information available in electronic form in the office of M/WEST Ward.
17	4 (1) (b) (xvi)	Particulars of facilities available for citizen for obtaining information in the office of M/WEST Ward
18	4 (1) (b) (xvii)	Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority)
19		Appellate authority

# MUNICIPAL CORPORATION OF GREATER MUMBAI

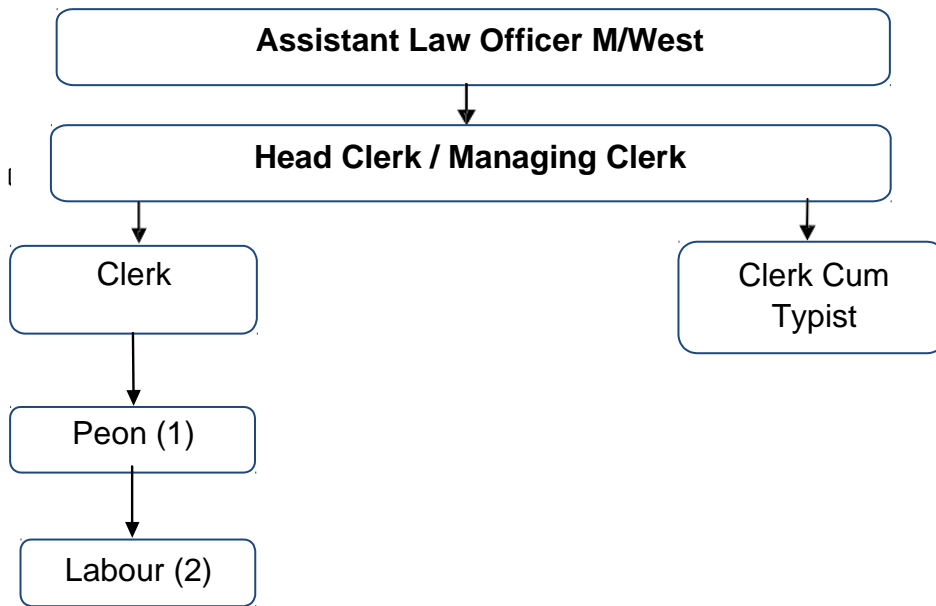
City Civil Court, Legal Department

## Introduction

### The particulars of functions & duties of the public authority

1	Name and Designation of the public	Shri Sunil Khandagle, Asstt. Law Officer, City Civil Court
2	Address	Room No. 208, 2 <sup>nd</sup> floor, M/West ward office Building, N. G. Acharya Marg, Near Natraj Cinema Chembur (E), Mumbai- 400 071
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	Law Officer
5	Reporting to which office	1) Law officer, Head Office, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001. 2) Jt. Law Officer, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001. 3) Dy. Law Officer, 2 <sup>nd</sup> floor, Room No.200, Mahapalika Marg, Mumbai- 400 001. 4) Assistant Commissioner, F/South Ward
6	Jurisdiction Geographical	M/West ward is bounded by the W.T. Patil Marg, G.M. Link Road on the East, Tansa Pipe Lines (2 nos.) on West Mumbai Sommaiya Nalla on North and Mahul Creek on South side.
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. Nos. & office timings	Telephone no : 24134560 Extn : 230 Office timing : 10.30 A.M. to 5.30 p.m. (Monday to Friday)
10	Weekly Holidays	Every Saturday, Sunday and Public Holidays.

### Organisation's Structural Chart (Organogram):



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

The powers of officers and employees in the office of Assistant Law Officer, City Civil Court M/West 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.		
3.	Clerk Cum Typist	Nil.		
4.	Typist	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 M/west 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.	Clerk	Nil.		
3.	Clerk Cum Typist	NIL.		
4.	Peon	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 F/South Ward		
		9. To give the replies regarding the applications received under RTI Act 2005.		
		10. Any other duties assigned by the higher authorities.		

2.	Head / 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.		



**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 M/West.**

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

Norms set for discharge of its functions in the office of Assistant Law Officer **M/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 **M/West.** Ward

**Section 4(1)(a)(vi)**  
**Manual – 6**

Statement of Categories of documents held in the office of Assistant Law  
Officer **M/West.** 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	Year wise	Entire proceedings of the suits Along with 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 <b><u>M/West.</u></b> ward.	05 Year

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, **M/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 City Civil Court **M/West.** ward.

---Nil--

**Section 4(1) (B) (IX)**

**Directory of the officers and employees Asstt. Law Officer of M/WEST Ward**

Sr. No.	Designation	Name of the officers/ employees	Cadre	Dt of Joining the post	Date of Joining in M/WEST Ward	Contact Details Ph/Fax/E-mail
1	Assistant Law Officer	Shri Sunil Khandagle	A	18.8.2016	01.6.2019	8087440865
2	Head / Managing clerk	Shri. Amol T. Kamble	C	01.8.2014	01.08.2018	9594665786
3	clerk		C			
4	Labour	1.Shri. Sanjay Nalawade 2.Shri.Sandip Lad 3.Varsha Rasal	D D D	4.11.2011 4.11.2011 07.6.2017	4.11.2011 4.11.2011 07.6.2017	

**Section 4(1) (b) (X)**

**Details of remuneration of officers and employees in the office of Asstt. Law Officer M/WEST Ward**

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	CCA	Special Allow. Trans Allows.  Project Allows.	Total
1	Assistant Law Officer	Shri Sunil Khandagle	17570+4800	25278	6711		1200	55,559
2	Managing clerk	Shri. Amol T. Kamble	11930+2800	16645	4419		600	36,619
3	clerk							
4	Labour	1.Shri. Sanjay Nalawade	6090+1800	8916	2367		600	19773
		2.Shri.Sandip Lad	6090+1800	8916	2367		600	19773
		3.Varsha Rasal	6090+1800	8916	2367		600	19773

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

**Manual – 11**

Details of allocation of budget and disbursement made in the office of Assistant Law Officer at **M/West** 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 **M/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, City Civil Court, at **M/West.** 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 **M/West.** 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 **M/West.** 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, Room no.208, 2 <sup>nd</sup> Floor, <b><u>M/West.</u></b> ward office, Chembur, Mumbai-71	Asstt. Law Officer, City Civil Court <b><u>M/West.</u></b> 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 **M/West.** Ward.

**PIO**

**A**

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Shri. Amol T. Kamble	Head Clerk / Managing Clerk City <u>M/West.</u> Ward	M/West Ward	Office of the Assistant Law Officer, M/West Ward,	Smt. Aruna Savla Law Officer Legal Department
				R.no.208 B, 2 <sup>nd</sup> flr.,	Room No. 200
				1 <sup>st</sup> Road,	2 <sup>nd</sup> floor,
				Chembur	Mahapalika Marg
				Mumbai – 71	Mumbai-400001
				Ph.022-25280175	Ph.022-22620251
				Ex.230	

#### 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.	Shri. U. H. Kedar	Law Officer	Legal Department Head Office	Asstt.Law Officer M/West	