



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of R/Central Ward

LEGAL DEPARTMENT

**Address - Junior Law Officer,
Vile Parle Court(Criminal),
R/Central Ward Office,
4th Floor, Municipal Market
Bldg.,
S.V.Road, Opp Railway
Station,
Borivali (West),
Mumbai – 400 092**

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Introduction

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under Section 4(1) b sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Junior Law Officer, Vile Parle Court(Criminal),R/Central ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Junior Law Officer, R/Central ward whose office is situated at R/Central ward office, 4th Floor, Municipal Market Bldg, S.V.Road, Borivali (W) Mumbai-400092. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Junior Law Officer, 39th M.M.VileParle Court(Criminal) is under administrative control of Assistant Commissioner.

Junior Law Officer,
39th M.M. Vile Parle Court (Criminal)

Section 4(1) (b) (i)

MANNUAL NO. I

The particulars of functions & duties of the public authority

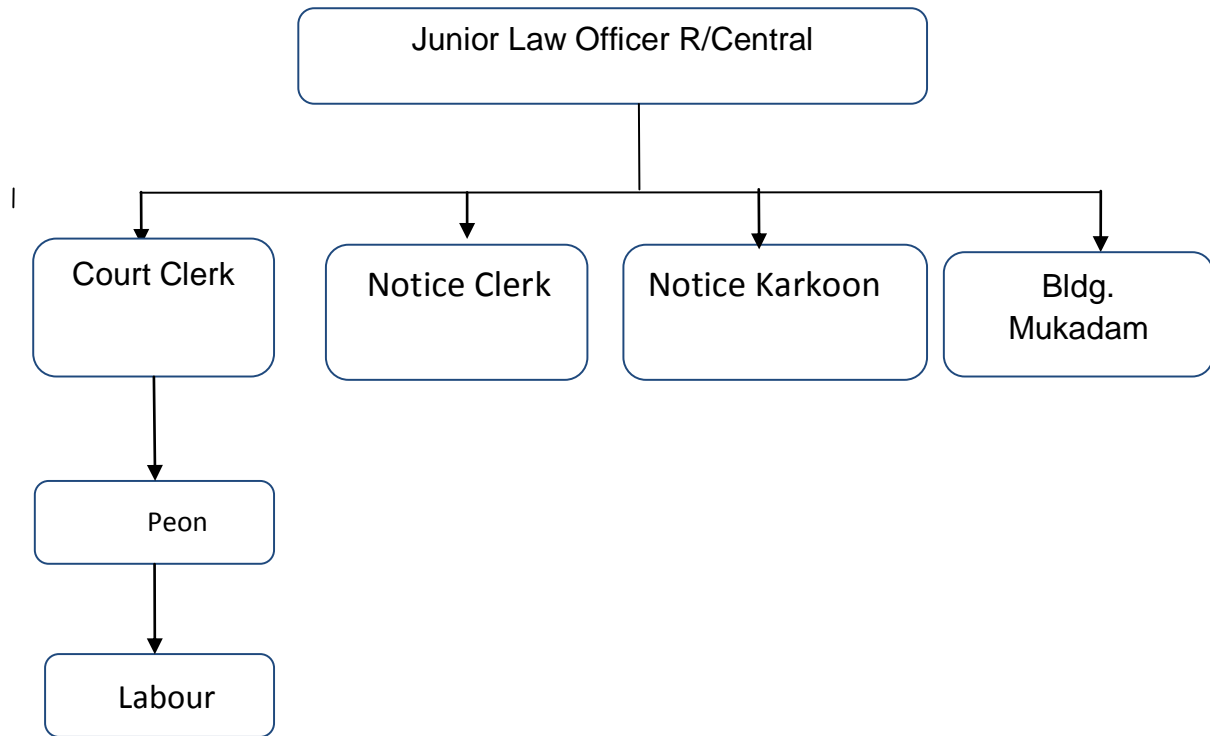
1	Name and Designation of the public authority	Shri Himmat D. Mali, Junior Law Officer, Magistrate Court
2	Address	4 th floor, R/Central ward office Building, S.V.Road, J. Borivali (West)l, Mumbai- 400 012
3	Head of the office	Law Officer, Legal Department , Head Office, 2 nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.
4	Parent Government Department	Legal Department, Head Office, 2 nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001.
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,(Criminal) 2 nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001. 3) Dy.Law Officer,(Criminal) 2 nd floor, Room No.200, Mahapalika Marg, Mumbai- 400 001. 4) Assistant Commissioner, R/Central Ward
6	Jurisdiction Geographical	R/Central ward is bounded by East - National Park, Borivali (E) West – Gorai Village (Beyond Creek), Borivali (W) North – Devidas Lane to Sudhir Phadke, Flyover Bridge, Nancy Colony Borivali (E) South - 90 Feet D.P.Road, Borsapada, Mahavir Nagar. Kandivali (W)
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 : 28946000 Extn : 402 Office timing : 10.30 A.M. to 5.30 p.m.(Monday to Friday , 1 st , 3 rd , 5 th Saturday) Morning Court Timing:- 08 A.M. to 10 A.M. Court Timing-10.00A.M. to 06 P.M.
10	Weekly Holidays	2 nd & 4 th Saturday, Sunday and Public Holidays.

MUNICIPAL CORPORATION OF GREATER MUMBAI
Magistrate Court, Legal Department
Introduction

Copy from Legal Manual

Sr. No.	Name & Designation	Details of pay								
		Pay	GRP	DA	HRA	CA	MM A	TA	WA	
1.	Mr. Himmat Mali Jun.. Law Officer	19030	4300	24963	6999	463	200	600	-	56555
2.	Shri Harshad Wesavkar- Court Clark.	17990	2000	21389	5997	-	200	600	-	48176
3.	Mr. Adam A Shaikh- Notice Clark	16900	2400	20651	5790	463	200	600	-	47004
4.	Mr. Pradeep Raut. Notice Karkoon	11530	1900	13430	4029	463	200	600	-	36267
5	Mr. Bonas Dsouza-- Labour	11930	1850	14745	4134	-	200	600	115	33874

Organisation's Structural Chart (Orgonogram):



Post Details.

Sr. No.	Name of Post	Status of post
1.	Jr. Law Officer	01 No.
2.	Court Clerk.	01 No.
3.	Notice Clerk.	01 No.
4.	Notice Karkoon.	01 No.
5.	Building Mukadam	Vacant
6.	Peon	Vacant
7.	Labour	01 No.

Section 4(1) (b) (ii)

MANNUAL NO. II

The powers of officers and employees in the office of Jr Law Officer, Magistrate Court, R/Central 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.	Jr. Law Officer	1) Power under Section 68 read with 517(1) of MMC Act, 1888 – (a) Taking proceedings against any person who is charged with, (1) Any offence committed under the MMC Act, 1888,/PCPNDT Act/Shop & Estt Act./Prevention of Fire Act/Nursing Act (2) Any offences which affect or likely to affect any property or interest of the Corporation or due administration of MMC act, 1888, (3) Committing any nuisance whatsoever. 2) Power to grant casual leaves to subordinate staff.	MMC Act 1988 PCPNDT Act Shop&Estt Act./Prevention of Fire Act/Nursing Act	
2.	Court Clerk	Nil.		
3.	Notice Clerk	Nil.		
4.	Notice Karkoon	Nil.		
5.	Building Mukadam	Nil.		Vacant
6.	Peon	Nil.		Vacant
7.	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 Junior Law Officer Magistrate Court at R/Central ward.

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Jr. Law Officer	Nil.		
2.	Court Clerk	Nil.		
3.	Notice Clerk	Nil.		
4.	Notice Karkoon	Nil.		
5.	Bldg. Mukadam	Nil.		Vacant
6.	Peon	Nil.		Vacant
7.	Labour	Nil.		

B**1. Junior Law Officer :**

To represent the interest of Corporation in the Court of Law.

To attend the Court every day and defend the Corporation.

To prepare Complaints, Written Statements, preparation of evidence etc. in all matters.

To supervise the work of Staff.

To send the report to the Law Officer, Jt. Law Officer, Dy.Law Officer, Asstt.Commissioner every month.

To attend the meetings called by Law Officer, Jt. Law Officer, Dy.Law Officer, Asstt.Comm., D.M.Cs. and Chairman of Legal Committee and also Prabhag Samittee.

To give the legal opinion in the court matters and the files received from the various Departments of R/Central Ward regarding the Magistrate Court.

To give the opinions regarding the applications received under R.T.I.Act - 2005

Launching the prosecution under MMC Act of various departments viz. Licence, Health, Bldg., Factory, Drainage, Pest Control and Water Deptt. before the 39th M.M.Vile Parle

Court, Prevention of Fire Act PCPNDT Act, Shop & Estt. Act, Nursing Act etc.

Conducting the Court Cases at the time of hearing before Magistrate Court.

2. Court Clerk

Prepare the cases of License and Health Deptt. & filing.
Maintain in the Court, Court Registers of above said cases.
prepare the board of every hearing.
Maintain offence sheet register.
Attend the Court at the time of hearing.
Prepare prosecution report of every month.
Collecting the warrants & summonses from the Court and distribute among the outdoor staff area wise.
Collecting the papers of other departments.
Any other work in respect of court cases and official work as and when necessary directed by the Asstt.Law Officer or other senior officers.
Prepare the cases of License and Health Deptt. & filing.
Maintain in the Court, Court Registers of above said cases.
Prepare monthly report and yearly report and submit the same to Asstt.Commissioner R/Central and Law Officer.

3 Notice Clerk

Service of notices & summonses of various departments within the ward & outside the Ward limitation.
Prepare the Court Cases of Bldg.,Factory,& Drainage departments and filing in the Court.
Maintain the Court Case Registers, Summon Registers, Notice Register and Warrant Register, Offence Sheet Register.
Attend the Vileparle Court at the time of hearing.
Prepare the summonses of Court Cases and distribute the same to the concerned staff working area wise.
Maintain the field diary for day to day work.
Collect the warrants from the Court and dispatch the same to the respective Police Stations.
Prepare the board of cases for every hearing.
Any other work in respect of court cases and official work as and when necessary directed by the Jr Law Officer or other senior officers.

4. Notice Karkoon

Service of notice and summons of various departments within and outside of Ward limitation.
Maintain summons and notice register.
Dispatching the warrants to respective police station.
Maintain field diary of day to day work.
Any other work in respect of court cases and official work as and when necessary directed by the Jr.Law Officer or other senior officers.

5. Bldg.Mukadam

Service of notice and summonses of various departments within the ward limitation.
Maintain summons and notice register.
Dispatching the warrants to respective police stations.
Maintain field diary for day to day work.

6

Peon

1. Attending Court with all action papers of Court Cases.
2. All other usual work of office.
3. Any other work in respect of court cases and official work as and when necessary directed by the Jr.Law Officer
3. Any other work in respect of court cases and official work as and when necessary directed by the Jr.Law Officer

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.III

Procedure allowed in Decision making process, including channels of supervision and accountability in the office of Junior Law Officer R/Central

Section 4(1)(b)(iv)

Manual – IV

Norms set for discharge of its functions in the office of Junior Law Officer Magistrate Court at R/Central Ward.

Organisational Targets (Annual)

Section 4(1)(b)(v)

Manual – V

The rules/regulation related with functions in the office of Junior Law Officer Magistrate Court at R/Central Ward.

Organisational Targets (Annual)

-- NOT APPLICABLE --

Section 4(1)(a)(vi)

Manual – VI

Statement of Categories of documents held in the office of Junior Law Officer
R/Central ward.

Sr. No..	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
'A' Class Record					
1.	Court Case No.	Proceedings	Year wise	Entire proceedings of the Court Case along with memos, action papers.	Permanent
'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	01 Year
3.	Outward Register	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of R/Central ward.	01 Year
4.	RTI application & their reply			Details of application received under RTI Act & reply given to the same.	01 year

Section 4(1)(b)(vii)

Manual – VII

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 Junior Law Officer, Magistrate Court, R/Central ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Manual – VIII

Statement of Boards, Councils, Committees or Other bodies in the office of Junior Law Officer, Magistrate Court R/Central ward.

---Nil---

Section 4 (1) (b) (ix)

Manual – IX

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Contact Details ph/ fax/ email
1	Junior Law Officer	Shri Himmat Mali		Jrlo04.legal@mcgm.gov.in M - 9820249306

Section 4 (1) (b) (x)
Manual – 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 Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Shri Himmat Mali	Jr. Law Officer (Criminal Court Vile Parle)	19030	24963	6999	-	56555
2	Shri Harshad Wesavkar- Court Clerk.	Court Clerk	17990	21389	5997	-	48176
3	Mr. Adam A Shaikh- Notice Clark	Notice Clerk	16900	20651	5790	-	47004
4	Mr. Pradeep Raut. Notice Karkoon	Notice Karkoon	11530	13430	4029	-	36267
5	Mr. Bonus Dsouza-- Labour	Labour	11930	14745	4134	-	33874

Section 4 (1) (b) (xi)

Manual – XI

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
	-	-	-	-

Form B for previous year

Sr. No.	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Result
	-	-	-	-	-

Section 4(1)(b)(xii)

Manual – XII

Manner of execution of subsidy program in the office of Junior Law Officer Magistrate Court at R/Central ward.

-----Nil-----

Section 4(1)(b)(xiii)

Manual – XIII

Particulars of recipients of concessions, permits or authorizations granted in the office of Junior Law Officer Magistrate Court at R/Central ward.

-----Nil-----

Section 4(1)(b)(xiv)

Manual – XIV

Details of information available in electronic form in the office of Junior Law Officer Magistrate Court at R/Central 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 – XV

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00P.m. Monday & Wednesday With prior appointment only	RTI Payment pay previous day	Office of:- Jr..Law Officer R/Central, 4 th Flr, Municipal Market Bldg, S.V.Road, Borivali (W) Mum-92	Jr.. Law Officer R/Central
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

Section 4(1)(b)(xvi)

Manual – XVI

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Junior Law Officer Magistrate Court at R/Central ward.

PIO		A			
Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Shri Himmat Mali	Jr. Law Officer (Criminal Court Vile Parle)	R/Central Ward	Office of the Junior Law Officer Magistrate Court at R/Central ward, Muniicipal Market Bldg, S.V.Road, Borivali (W) Mumbai-400 092. Ph.022-28946000 Ex.402	Asstt. Commissioner, R/Central Ward R/Central ward, Muniicipal Market Bldg, S.V.Road, Borivali (W) Mumbai-400 092. Ph.022-28946000

PIOs

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 Kishor Gandhi	Asstt. Commissioner,	R/Central Ward	Junior Law Officer Magistrate Court at R/Central ward.	Jrlo04.legal@mcmgm.gov.in

Section 4 (1) (b) (xvii) – Others

Manual – XVII

Such other information as may be prescribed

C-5

BRIHANMUMBAI MAHANAGARPALIKA

CIRCULAR No. 3

Dt. 25.02.2013

Sub. :- Special Drive to be held on 3rd March, 2013 in Metropolitan Magistrate Courts.

Deputation of Additional Staff in 39th Court Vile Parle, 41st & 42nd Court at Shindewadi, Dadar.

A meeting was conveyed in the chamber of Hon'ble Metropolitan Magistrate 39th Court, Vile Parle, Mumbai on 25.02.2013 at 1.00 p.m. to discuss the issue of Special Drive to be held on 3rd March, 2013. The Dy. Municipal Commissioner (CRA), Law Officer, Dy. Law Officer, Criminal Court and few Legal Assistants of Western Suburbs were present in the meeting.

As per the directions of the Hon'ble High Court, Bombay, a special drive is organized on 3rd March, 2013 in Metropolitan Magistrate, 39th Court at Vile Parle and 41st and 42nd Court at Shinde Wadi, Dadar which is exclusively dealing with the prosecutions filed under MMC Act, 1898. It is proposed to keep 20,000 cases in the Special Drive pertaining to 9 MCGM Wards in Western Suburbs which falls under jurisdiction of 39th Court at Vile Parle, Mumbai. The notices/ summons are being issued in those 20,000 cases through the staff working under the Legal Assistants. It is proposed to keep 600 cases in the Special Drive pertaining to 15 MCGM Wards in Eastern Suburbs & City which falls under jurisdiction of 41st and 42nd Metropolitan Magistrate Courts at Shindewadi, Dadar, Mumbai. The notices/ summons are being issued in those 600 cases through the staff working under the Legal Assistants. The summonses in 20,600 cases are required to be served well before the dates of special drive i.e. on 3rd March, 2013. The present M.C.G.M. staff serving the notices/ summons is inadequate for the said purpose.

All the Assistant Commissioners of the wards situated in Western Suburbs, Eastern Suburbs and City are directed to ensure that the additional staff be provided forthwith for serving the notices / summons in order to achieve the success of the special drive. The Zonal Dy. Municipal Commissioners are also instructed to supervise this work and see that the notices to the concerned parties are served in time. The Dy. Municipal Commissioner (CRA) is instructed to co-ordinate the said work with the Zonal D.M.Cs and Ward Assistant Commissioners.

W. Madan
Law Officer / LE
✓ Asstt. Commissioner ... F/S... Ward
25/2/13
D.M.C. (City)

SP 01
C.C. : D.M.C. 20, 11, 12, 13, 14, 15, 16, 17, 18
27 FEB 2013
40926

LA
[Signature]
A.C.F.S. 27/2/13

C-5

BRIHANMUMBAI MAHANAGARPALIKA

CIRCULAR No. - 3

Dt. 25.02.2013

Sub. :- Special Drive to be held on 3rd March, 2013 in
Metropolitan Magistrate Courts.

Deputation of Additional Staff in 39th Court Vile Parle,
41st & 42nd Court at Shindewadi, Dadar.

A meeting was conveyed in the chamber of Hon'ble Metropolitan Magistrate 39th Court, Vile Parle, Mumbai on 25.02.2013 at 1.00 p.m. to discuss the issue of Special Drive to be held on 3rd March, 2013. The Dy. Municipal Commissioner (CRA), Law Officer, Dy. Law Officer, Criminal Court and few Legal Assistants of Western Suburbs were present in the meeting.

As per the directions of the Hon'ble High Court, Bombay, a special drive is organized on 3rd March, 2013 in Metropolitan Magistrate, 39th Court at Vile Parle and 41st and 42nd Court at Shinde Wadi, Dadar which is exclusively dealing with the prosecutions filed under MMC Act, 1888. It is proposed to keep 20,000 cases in the Special Drive pertaining to 9 MCGM Wards in Western Suburbs which falls under jurisdiction of 39th Court at Vile Parle, Mumbai. The notices/ summons are being issued in those 20,000 cases through the staff working under the Legal Assistants. It is proposed to keep 600 cases in the Special Drive pertaining to 15 MCGM Wards in Eastern Suburbs & City which falls under jurisdiction of 41st and 42nd Metropolitan Magistrate Courts at Shindewadi, Dadar, Mumbai. The notices/ summons are being issued in those 600 cases through the staff working under the Legal Assistants. The summonses in 20,600 cases are required to be served well before the dates of special drive i.e. on 3rd March, 2013. The present M.C.G.M. staff serving the notices/ summons is inadequate for the said purpose.

All the Assistant Commissioners of the wards situated in Western Suburbs, Eastern Suburbs and City are directed to ensure that the additional staff be provided forthwith for serving the notices / summons in order to achieve the success of the special drive. The Zonal Dy. Municipal Commissioners are also instructed to supervise this work and see that the notices to the concerned parties are served in time. The Dy. Municipal Commissioner (CRA) is instructed to co-ordinate the said work with the Zonal D.M.Cs and Ward Assistant Commissioners.

W. Dadar
Law Officer / LC
25/2/13
Dy. M.C. CRA
Asstt. Commissioner A. to T. Ward

W. Dadar
25/2/13
A.M.C. (City)

C.C. : B.M.C. Zone- I To VII

Ah.0/418/FS
27/2/13

C-3

BRIHANMUMBAI MAHANAGARPALIKA

CIRCULAR NO. - 5

Dt. 28.03.2013

Sub. :- Special Drive to be held on 30th March, 2013 in Metropolitan Magistrate Courts.

Deputation of Additional Staff in 39th Court Vile Parle,

41st & 42nd Court at Shindewadi, Dadar.

A meeting was conveyed in the chamber of Hon'ble Chief Metropolitan Magistrate, Esplanade Court, Mumbai on 26.03.2013 at 4.00 p.m. to discuss the issue of Special Drive to be held on 30th March, 2013. The Dy. Law Officer (I.C.), Small Cause, Labour, Industrial and Criminal Courts and Mr. Vaidya, Sr. Legal Assistant present in the meeting

As per the directions of the Hon'ble High Court, Bombay, a special drive is organized on 30th March, 2013 in Metropolitan Magistrate, 39th Court at Vile Parle and 41st and 42nd Court at Shinde Wadi, Dadar which is exclusively dealing with the prosecutions filed under MMC Act, 1888. The notices/ summons are being issued in the court cases filed by M.C.G.M., through the staff working under the Legal Assistants. The notices/ summons are being issued through the staff working under the Legal Assistants. The summonses are required to be served well before the date of special drive i.e. on 30th March, 2013. The present M.C.G.M. staff serving the notices/ summons is inadequate for the said purpose.

All the Assistant Commissioners of the wards situated in Western Suburbs, Eastern Suburbs and City are directed to ensure that the additional staff be provided forthwith for serving the notices / summons in order to achieve the success of the special drive.

[Signature]
28/3/13
D.M.C. (C.R.A.)

Asstt. Commissioner 'A to T' Ward

C.C. : D.M.C. Zone-I to VII.

ALO LA

[Signature]
28/3/13 Acc. Recy.

[Signature]
I-21-13
S.A. 10