

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

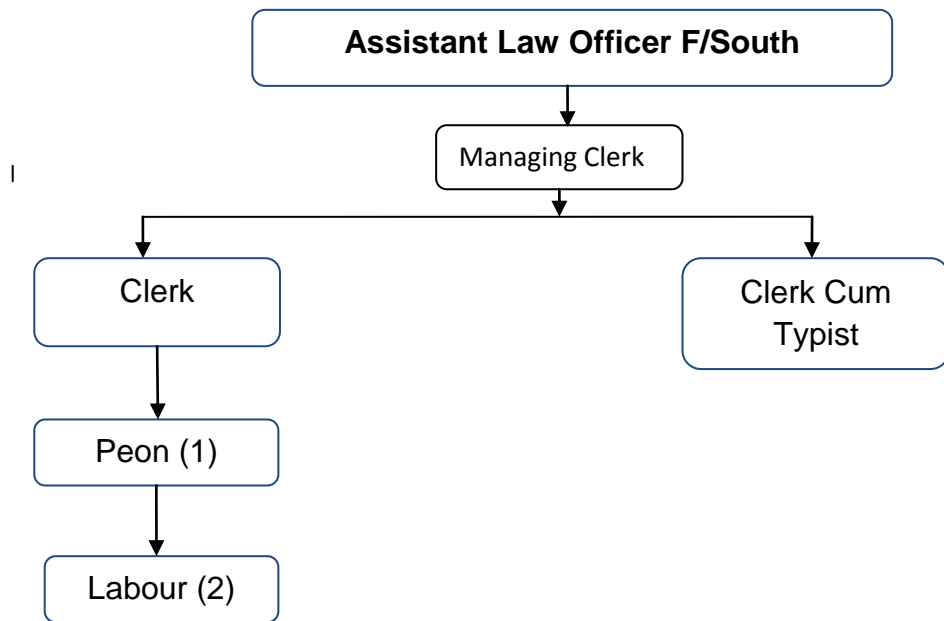
**Section 4(1) (b) (i)**

**MANNUAL NO. 1**

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

1	Name and Designation of the public authority	Shri Bhaskar More, Asstt.Law Officer, City Civil Court
2	Address	Room No. 9, 1st floor, F/South ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parel, Mumbai- 400 012
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. 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	F/South ward is bounded by the Thane creek on the East, central railway on West Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Marg on South side covering North Central portion of the city.
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 : 24134560 Extn : 126 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):



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

**MANNUAL NO. 2**

The powers of officers and employees in the office of Assistant Law Officer, City Civil Court F/South 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 F/South 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.	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**

<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 F/South.**

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

Norms set for discharge of its functions in the office of Assistant Law Officer F/South 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 F/South Ward

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

**Manual – 6**

Statement of Categories of documents held in the office of Assistant Law  
Officer F/South 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 F/South 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, F/South 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 F/South 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 F/South 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 F/South 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 F/South 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 F/South 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 F/South 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 Asstt. Law Officer, City Civil Court , Room no.9, 1 <sup>st</sup> Floor, F/South ward office, Parel, Mumbai-12	Asstt. Law Officer, City Civil Court F/South 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 F/South Ward.

**PIO**

**A**

Sr. No .	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Shri. Bhaskar H. More	Asstt. Law Officer City Civil Court F/S Ward	F/South Ward	Office of the Assistant Law Officer, F/South Ward, R.no.9, 1 <sup>st</sup> flr., Brihanmumbai Mahanagar	Shri. U.H.Kedar, Law Officer, Legal Department, Room No.200, 2 <sup>nd</sup> floor,

				Palika, Jn. Of Dr. B. A. Road & Elphinston Road, Parel, Mumbai-400 012. Ph.022- 2416 45 60 Ex.126	Brihanmumbai Mahanagar Palika, Mahapalika Marg, Mumbai-40001. Ph.022- 22620251
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**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 F/S Ward	