

जा.क./जिसका/1586/2012.
जिल्हा सरकारी वकील कार्यालय,
नांदेड.
दिनांक : 30 नोव्हेंबर, 2012.

प्रति,

मा. स्व. य. कापडणीस,
कार्यासन अधिकारी,
कार्यासन -7,
विधी व न्याय विभाग,
मंत्रालय, मुंबई-32.

विषय : माहितीचा अधिकार अधिनियम 2005 17 बाबीवरील माहिती
अद्यावत करणे बाबत...

संदर्भ : आपले पत्र क. केमाअ 2012/प्रक11/का-7, दि. 19.11.2012.

महोदय,

उपरोक्त संदर्भीय विषयास अनुसरून आपणास कळविण्यात येते की,
आपण संदर्भीय पत्रान्वये मागवलेली माहिती या सोबत पाठविण्यात येत आहे.

करीता माहितीस्तव सादर.

आपला विश्वासु,



(वि. आर. मोसले)
जिल्हा सरकारी वकील, नांदेड.

INFORMATION UNDER CLAUSE 4(1)(B) OF RIGHT TO INFORMATION ACT

- 1) **The Particulars of its organization, function and duties.**
Particulars :-

Name of the Organization :

The Office of the District Government Pleader & Public Prosecutor, Nanded . The Organization is sub-ordinate institution of the Law and Judiciary Department Mantralaya Mumbai-32.

Functions of Organization have its two main function.

- i) Judicial Function and
- ii) Administrative Function.

Duties of the Organization :

- i) To exercise the control over all it's subordinate Nanded District Government Pleader, Asst. Govt. Pleader , Biloli, Asst. Govt. Pleader, Kandhar and Asst. Govt. Pleader, Bhokar functioning in it's territorial jurisdiction.
- ii) To distribute the various grants amongst it's subordinate authorities received from the Government, time to time.
- iii) To deal with the all correspondence relates to Hon'ble Law & Judiciary Deptt., Government of Maharashtra and with other Govt. Offices.

- 2) **The powers and duties of its Law officers and employees.**
There are following cadres of the Law Officers:-

- i) The District Government Pleader, Nanded.
- ii) The Asst. Govt. Pleader, Nanded , Biloli, Kandhar & Bhokar.

The above Law Officers deals with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions and Land Acquisition Matters and Civil Matters Pertaining to Appellate and C.J.S.D. Courts in Nanded District.

Powers & Duties of Employees.

The various categories of the employees of organization are as under,

Class-III : Senior Clerk
Junior Clerk

Class-IV Peon.

Duties of Employees

Senior Clerk :-Have to do the work correspondence letters, Bills, and Administrative work Properly.

(2)

Junior Clerk :- Have the custody of cases instituted in the maintained Civil and Criminal Section separately. Two Jr. Clerks separately Civil and Criminal Section. One Clerk is for Out word Inward Section.

Class -IV

Peon :- To obey the order of Presiding officer from the work of cleaning of Office, to distribute the tapal and dak and all types of menial works.

03) The procedure followed in the decision making process including channels of supervision and accountability.

The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Law and Judiciary Department Mantralaya Mumbai-32. The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble Law and Judiciary Department Mantralaya Mumbai-32. Monthly, quarterly, half yearly, and whenever called for.

04) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

The below listed rules, regulations, instructions, manuals, records are hold by the organization or are being used for its control or discharging its function by the employees.

1. The Civil Manual 1986
2. The Criminal Manual, 1980
3. The Code of Civil Procedure, 1908
4. The Code of Criminal Procedure 1973
5. The Maharashtra Civil Services Rules.
6. The Maharashtra Budget Manual,
7. The Bombay Financial Rules,
8. The Maharashtra Treasury Rules
9. The Various Government Resolutions, Circulars Gazettes etc. issued by the Government of Maharashtra and the Resolutions, Circulars, and Notifications issued by the Hon'ble High Court, from time to time.

05) A Statement of the categories of documents that are held by it or under its control.

The following register/documents are maintained by this Organization;

- 1 The Institution and Disposal Register for all categories of Civil Side.
- 2 The Institution and Disposal Register for all categories of Criminal Side.
- 3 The Separate Register for Appeal Proposals in Civil and Criminal Side.
4. The Register for Inward and Outward Section.

For the purpose of maintaining Accounts of the organization, the registers. i.e. The Books for Genral Cash Book, Bank Pass Book, Misc.Expenditure Register, Permananat Advance Register, Other then Treasury Register, Token Register, Bill Register and etc.

- 06) **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation its policy or implementation thereof.**

The information as relates to this issue/point so far as it organization is concerned is "Nil".

- 07) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.**

The information as relates to this issue/point so far as it organization is concerned is "NIL"

- 08) **A directory of its officers and employees.**

The following is the directory of the Officers of the Organization :-

The Criminal Fees of Law Officer is prepared as per court attendance certificate issued by the Hon'ble Court and rate of fees is fixed as per Resolution No.DGP/2008/MS/129 (42)-XVI dated 16-01-2008 and maximum Rs.1200/-day taxed original court attendance certificate.

The Staff Salarary prepaed by the Hon'ble District Court Nanded.

Class-III

01.Clerk-Stenographer/Senior Clerk	Rs.5200-20200 PB-I + G.P. 2400
02.Junior Clerk./Driver	Rs.5200-20200 PB-I + G.P. 1900
	Rs.5200-20200 PB-I + G.P. 1800

Class-IV

1.Peon/Watchman/Sweeper	Rs.4440-7440 1-S + G.P. 1300 & allowances as per rules.
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- 09) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.**

Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst it's subordinate Courts/authorities as per their requirements and the remaining funds are used to keep for the expenditure of the organization for expenditure of pay & allowance, over-time allowance, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

(4)

- 10) **The manner of execution of subsidy programmes, including the amounts allocated and the detail of beneficiaries of such programmes.**
- 11) **Particulars of receipts of concessions, permits or authorizations granted by it.**
This office is not permit authorizations.
- 12) **Details in respect of the information, available to or held by it, reduced in an electronic form.**

Nil.

- 13) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, it maintained for public use.**

No such facilities are available to citizens for obtaining information, including the working hours of a library or reading room.

- 14) **The names, designations and other particulars of the Public Information Officers.**

Only one Public Information Officer has been appointed for the Organization by the Dist. Government Pleader, Nanded.

Name :- Mrs.A.J.Kurtadikar
Designation :- Asst.Govt.Pleader,Nanded.
Jurisdiction :- For Nanded District.
Address :- District & Sessions Court, Nanded.
Phone :- 02462-234765

Appellate Authority is :- District Government Pleader,Nanded.

Jurisdiction :- For Nanded District.

Address :- District & Sessions Court, Nanded.

Phone :- 02462-234765

- 15) **Such other information as may be prescribed:**

Your's faithfully,


(B.R.Bhosle)
District Government Pleader,
Nanded.

टिप :- विवरण पत्र 5 मध्ये स्वाक्षरीच्या ठिकाणी नजरचुकीने सौ. ए.जे. कुलकर्णी ऐवजी सौ. ए. जे. कुर्तडीकर हे नाव वाचावे.

विवरणपत्र-5(अ)

(सर्व मंत्रालयीन विभागांनी त्यांची व त्यांच्या अधिपत्याखालील कार्यालयांची माहिती सादर करावयाचे विवरणपत्र)

प्रशासकीय विभागाचे नाव : - जिल्हा सरकारी वकील कार्यालय, नांदेड

कार्यालयाचे नाव	माहिती अधिकारी व अधिपतीय अधिका-यांचे नामफलक दर्शविलेल्या कार्यालयांची संख्या									
	मुख्य कार्यालय	नाम फलक आहे काय	विभाग स्थायवरील कार्यालये	नाम फलक आहे काय	जिल्हा स्थायवरील कार्यालये	नाम फलक आहे काय	तालुका स्थायवरील कार्यालये	नाम फलक आहे काय	इतर प्रकार	नाम फलक आहे काय
1 नंत्रालयीन विभाग अधिपत्याखालील संचालनालय / आयुक्तालय / महामंडळ / मंडळ			जिल्हा सरकारी वकील कार्यालय नांदेड	होय	जिल्हा सरकारी वकील कार्यालय नांदेड	होय				
2 / अधिनियमान्वये स्थापन झालेले आयुक्त कार्यालय इत्यादी यांचे नाव										
1)										
2)										
3)										
4)										
5)										

स्वाक्षरी / -

(सौ. ए.जे. कुर्तडीकर)

सहा सरकारी वकील तथा माहिती अधिकारी,
जिल्हा सरकारी वकील कार्यालय, नांदेड.

दिनांक : - 30 / 11 / 2012