

RIGHT TO  
INFORMATION ACT,  
2005

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

OFFICE OF  
  
DISTRICT  
GOVERNMENT  
PLEADER & PUBLIC  
PROSECUTOR, DHULE  
& NANDURBAR  
DISTRICT

Station Road, District & Sessions Court premises, Dhule Tal. & Dist.  
Dhule

<b>Issue No.</b>	<b>Detail of Issue</b>
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Issue No.9	A directory of its officers and employees.
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Issue No.11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.
Issue No.12	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.
Issue No.13	Particulars of recipients of concessions, permits or authorization granted by it.
Issue No.14	Details in respect of the information, available to or held by it, reduced in an electronic form.
Issue No.15	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.
Issue No.16	The names, designations and other particulars of the Public Information Officers.
Issue No.17	Such other information as may be prescribed.

**DISTRICT GOVERNMENT PLEADER AND  
PUBLIC PROSECUTOR,  
DHULE & NANDURBAR**

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

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

**Name of the Organization:**

The District Government Pleader and Public Prosecutor,  
Dhule & Nandurbar

The Organization is Government Office of the Law and  
judicial Department, Mantralaya, Mumbai-32.

**Functions of the Organization :**

The Organization have it's two main functions.

- i) To conduct cases on behalf of State Government and Central Government if necessary.
- ii) Administrative Function

**Duties of the Organization :**

- i) To distribute work amongst Addl. Public Prosecutor Asstt. Govt. Pleader.
- ii) To maintain the grants received from the Government, time to time.
- iii) To deal with the all correspondence relates to the Department of Law and Judiciary, Govt. of Maharashtra and other department of Government.

- iv) To handle the administration in views of the procedural laws, Maharashtra Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.
- v) To conduct departmental enquiry on behalf of Controlling Officer.

**2) The Power of duties of its officers and employees. There are following cadres of the Law Officers;**

- i) The District Government Pleader and Public Prosecutor.
- ii) Addl. Government Pleader and Asstt. Govt. Pleader.

To conduct Sessions Cases Spl. Cases, Cri. Cases Cri. Appeal, Cri. Revision Appln., Cri. Bail Applications and Civil Matters, Land Reference matters, Darkhasts all other matter relating to Government.

To sent Appeal proposals before the Jt. Sect. Law and Judiciary Deptt. Aurangabad after scrutinizing cases.

**Power & duties of Employees.**

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

- Class-III** : Clerk-Cum-Stenographer  
Senior Clerk  
Junior Clerk
- Class-IV** : Peon

**Duties of Employees**

- Clerk-Cum -Steno:** Typewriter. To take diction of DGP and APP And AGP and transcribe the same.

**Senior Clerk :** To maintain Grant register and to write Account Cash book, Correspondence, Accounts, To prepare bills of DGP And APP.

**Junior Clerks :** To maintain the register of cases allotted to APP & AGP in the respective District & Sessions Court, Civil Judge Sr. Division to maintain inward and outward register, to maintain Civil, Criminal and Darkhast register, to look after the maintenance of those case and to do the work as per procedural laws and the duties assigned by the head of the Organization and by the Officers.

**Class-IV**

**Peon :** To obey the order of Presiding Officer, to do the work of cleaning of office, to distribute the tapal and dak and to watch the office rooms etc.

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

The Officers follows the procedure is being followed as per, Law Officers Rules 1984.

The employees working in this office as procedure being followed as per Maharashtra Law Officers Rules 1984.

The District Government Pleader & Public Prosecutor, Dhule supervise the work of the organization and exercises control over it. Likewise, he distribute the work as per duty list amongst the staff and control over the grants received from the Government authorities for its appropriate expenditure.

The Office submits returns and information to the Head of the Organization for onwards transmission to the Law and Judicial Department, yearly statement and whenever called for.

The District Govt. Pleader and Public Prosecutor, and Addl. P.P. and A.G.P. are conducted the Civil and Criminal cases filed in the Court and after it's registration the cases against the State are being allotted amongst the A.P.P. and A.G.P. by rotation.

**4) The norms set by it for the discharge of its functions.**

The organization discharges its function in view of the norms set by the Government and the Maharashtra Law Officers Rules, the Rules of Maharashtra Civil Services, Maharashtra Budget Manuals, Maharashtra Treasury Rules, Regulations, and Government Resolution, Circulars and Notification.

**5) The Rules, Regulation, 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 functions by the employees.

1. The Maharashtra Law Officers Rules 1984
2. The Code of Civil Procedure, 1908
3. The Code of Criminal Procedure, 0973
4. The Maharashtra Civil Services Rules.
5. The Maharashtra Budget Manual-
6. The Maharashtra Treasury Rules
7. 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.

**6) A statement of the categories of documents that are held by it or under its control.**

The following registers/documents are maintained by this Organization;

1. Grant Register
2. Register of General Cash Book
3. Register of Treasury Token
4. Bill Register
5. Register of Acquaintance Roll
6. Register of Appeal Proposal
7. Register of Cases distribution of work
8. Govt. Resolution and Circular files
9. Office Orders and Misc. files
10. Register of Inward and Outward
11. Register of Postage Stamp and account
12. Gazette

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

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

**8) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice and as to whether meetings 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.

**9) A directory of its officers and employees.**

The following is the directory of the Officers of the Organization;

<b>Sr. No</b>	<b>Name of the Law Officer</b>	<b>Office Telephone No.</b>
1	The District Government Pleader & Public Prosecutor Dhule	02562-280946 [FAX]
2	The Additional Govt. Prosecutor, Dhule	02562-237339

**10) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

The information is as under;

<b>Sr. No.</b>	<b>Cadre/Category</b>	<b>Pay Scale/s</b>
1	The District Government Pleader & Public Prosecutor, Dhule	As per Govt. Reso. of Law & Judiciary Deptt. Mantralaya, Mumbai
2	The Addl. Govt. Prosecutor, Public Prosecutor, Dhule	As per Govt. Reso. of Law & Judiciary Deptt. Mantralaya, Mumbai
3	Class III and IV	It is maintained in the establishment of District and Sessions Judge, Dhule



- 11) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

Initially the Organization receives the grants under various heads from the Government, funds are used to keep for the expenditure of the organization for expenditure of honorarium and allowances, traveling allowances and office expenses.

- 12) The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.**

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

- 13) Particulars of recipients of concessions, permits or authorization granted by it.**

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

- 14) Details in respect of the information, available to or held by it, reduced in an electronic form.**

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

- 15) 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.

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

Only one Public Information Officer has been appointed for the Organization by the District Government Pleader and Public Prosecutor, Dhule in view of the directions of the Hon'ble Law and judiciary Deptt. Mantralaya whose particulars are as follows;

**Name** : **Adhar Santu Wagh**  
**Designation** : Addl.Public Prosecutor & A.G.P.  
Dhule  
**Jurisdiction** ; For Dhule & Nandurbar District.  
**Address** : District Government Pleader and  
Public Prosecutor, District & Session  
Court, Dhule  
**Phone No.** : 02562-237339, 280946 [FAX]

**Appellate Authority is**

**Name** : **Shamkant Ravaji Patil**  
**Designation** : Public Prosecutor & D.G.P.  
Dhule  
**Jurisdiction** ; For Dhule District.  
**Address** : District Government Pleader and  
Public Prosecutor, District & Session  
Court, Dhule  
**Phone No.** : 02562-237339, 280946 [FAX]

**17) Such other information as may be prescribed;**

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

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Sd/-  
**Shamkant Ravaji Patil**  
Public Prosecutor & District  
Government Pleader, Dhule &  
Nandurbar