

**INFORMATION AS PER THE PROVISIONS CONTAINED IN SUB SECTION 1
OF SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005**

A.	Particulars of its organizations, function and Duties
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Name of the organizations:-

The Maharashtra judicial Academy and Indian Mediation Centre and Training Institute” was registered under Registration of Societies Act 1860.

Function and Duties:-

The aims and objects of the Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute shall be as follows.

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| i. | To provide training to judicial Officers; |
| ii. | To provide facilities of training to Para Judicial and quasi judicial officers; |
| iii. | To provide facilities of training to Police Officers, Public Prosecutors, Government Advocates, Medical Officers, etc; |
| iv. | To provide facilities of training to Ministerial Officers working in the High Court of Bombay and in District. |
| v. | To provide judicial education to Judicial Officers. |
| vi. | To undertake, recognize and facilitate study course, conferences seminars, lectures and research in the matters relating to court Management and Administration of Justice; |
| vii. | To conduct or sponsor training programs for Judicial Officers and Court Administrators who are dealing with the Courts, Management of Case Laws and Court Technology (Computers);. |
| Viii. | To provide and disseminate information and arrange lectures relating to administration of justice. |
| ix. | To publish syllabi, commentary books, books periodicals, reports and other lectures relating to law and allied fields; |
| x. | To undertake documentation of important, legal and allied materials; |
| xi. | To establish and maintain library; |
| xii. | To prescribe rules and regulations for the management and administration of the Academy; |
| Xiii. | To strengthen the rule of law by suggesting procedural, substantive and institutional reforms; |
| Xiv. | To co-operate, interact and collaborate with other societies, institutions and organizations, national and international in the pursuit of all or any of the above objectives of the Academy; |
| xv. | To assist, interact and collaborate in promoting study of court management with other institutions and bodies, both within the country and abroad; |
| xvi. | Mediation Centre and Training Institute would operate at a National and International level, thereby bring a transformative approach to the |
| xvii. | mediation; |
| xviii. | To do all such other lawful acts and things as are conducive or incidental to the attainment of the objectives of the Academy; |

To establish educational institutions to impart legal education.

B. The power and Duties of the officers and employees.

Sr No	Officer/Official	Function and Duties
01	Hon'ble Officiating Director	<p>a) Subject to any order that may be passed by the Chairman, the Director shall be responsible for -</p> <ul style="list-style-type: none">(i) The proper administration of the affairs and funds of the Academy.(ii) Prescribing the duties to all the employees of the Academy including allocation of work;(iii) Preparation the duties to all the employees of the Academy including allocation of work.(iv) Maintenance of accounts and its audit;(v) Co-ordinating and exercising the general supervision on all the activities of the Academy and upon the work and conduct of the employees of the Academy. <p>b) The Director shall maintain a record of the minutes of the meetings of the Governing Council, Committees, sub-committees etc., and perform such other duties as may assigned to him by the Chairman from time to time.</p> <p>c) The Director shall prepare Annjual Report and Accounts of the Academy for consideration of the Governing Council;</p> <p>d) In the event of the absence of the Director for a long period of leave or his inability to act on any other ground, the Chairman may make interim arrangement to look after his duties.</p>
02	Joint Director	<ol style="list-style-type: none">1. Head of Department (Controlling Officer)2. Administration of the affairs and funds of the Academy General supervision upon the work and conduct of the employees.
03	Faculty Members/ Additional directors	<ol style="list-style-type: none">1. Educate and train Judicial Officer, Official etc.2. Assisting Hon'ble Director, Joint Director any petty matters and training programme.
04	Deputy Director	<ol style="list-style-type: none">1. Assisting Hon'ble Director, Joint Director.2. Acting as the DDO of Academy.3. Assisting the Hon'ble Joint Director in inviting tenders, finalizing Annual Maintenance Contracts and other civil works.4. Supervising Housekeeping works, Gardening

		works, canteen works, electricity work and civil works. 5. Act as Public Information Officer
05	Assistant Director	To follow all the directions and order received from Hon'ble Joint Director, Additional Director, and Deputy Director.
06	Officer in Charge of Establishment	1. To follow all the directions and order received from from Hon'ble Joint Director, Additional Director, and Deputy Director 2. Initiate all the matters relating to the branch assigned to them
07	Chief Librarian	All Work relating to library.
08	It Project Manager -cum Instructor	To manage all the I.T related works including the website, network connectivity and Hardware installed in the Academy
07	Section Officer	1. Accountants and Administration work. 2. To follow all the directions and order received from from Hon'ble Joint Director, Additional Director, and Deputy Director.
08	Account Officer	The accounts officer shall be responsible for handling such financial matters
09	Stenographer (Lower Grade)	The duty assigned to them by the officer including type work
10	Assistants	1. The duty assigned to them by the officer. 2. Other duty as per duty List.
12	Clerks	1. The duty assigned to them by the officer. 2. Other duty as per duty List.
13	Drivers	Drive and Maintenance all the vehicles of the Academy
14	Peon	1. The duty assigned to them by the officer. 2. Other duty as per duty List.

C.	The procedure followed in the decision making process, including channels of supervision and accountability
	<ul style="list-style-type: none"> ➤ The decisions are taken in Executive Committee Meeting. ➤ The Submissions are put up before Hon'ble Director and Chairman and as per their direction, further cause of action taken place

D.	The norms set for the discharge of its functions.
	➤ The functions of the Academy are discharge in view of the rules and

regulations framed and adopted by the Maharashtra Judicial Academy.

E.	The Rules, Regulations, Instruction, Manual and Records held by it or under control or used by Employees for discharging functions.
	<ul style="list-style-type: none">➤ Rules framed under Memorandum of Association. 6 Instruction issued and adopted by Hon'ble Governing Council, Executive, Executive Committee, Office note approved by Hon'ble Chairman and Officiating Director as well as Hon'ble High Court

F.	Statement of the Categories of documents that are held or under Control.
Sr. No.	Category of documents
	Date wise record of submission, minutes of Governing Council and Executive Committee meeting.
G.	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relations to the formulation of policy or implementation thereof.
	<ul style="list-style-type: none">➤ As per Memorandum Association & Rules.➤ Maharashtra Civil Services Rules,➤ Guidelines/recommendations of the Hon'ble Shetty Commission, Padmanabhan Commission and Reddy commission and other applicable rules and guidelines.

H.	A Statement of the board, 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 meetings of those boards, council committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
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There are following Committees in the Maharashtra Judicial Academy;

01	Governing Council
02	Executive Committee
03	Internal Complaint Committee constituted under Sexual Harassment of women at Workplace (Prevention Prohibition and Redressal) Act, 2013

Details of committee members already provided on official website.

The meetings are not open to public and the minutes are not accessible to the public.

I.	Directory of Officers and Employees.
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The office contact information and details are already made available on the official website of MJA.

J.	Monthly remuneration received by the Officers and employees.
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So far as Judicial officers are concerned as per the pay scale made applicable under Reddy Commission. So far as employees are concerned as per the pay scale made applicable under 7th pay Commission.

Sr. No	Name of the Post	No of Posts	Pay Scale
1	Director	1	As applicable to the Sitting Judge of the High Court or as may be fixed by the Governing Council
2	Joint Director	2	As per Reddy Commission
3	Additional Director (Academics)	1	As per Reddy Commission.
4	Additional Director (Mediation)	1	As per Reddy Commission
5	Additional Director (Jurist)	1	As per Reddy Commission
6	Deputy Director	1	As per Reddy Commission
7	Assistant Director	1	As per Reddy Commission

GROUP-B

Sr. No	Name of the Post	No of Post	Pay Scale
1	Private Secretary to Director.	1	As per the pay scale made applicable under 7 th pay Commission.
2	Chief Librarian	1	As per the pay scale made applicable under 7 th pay Commission.
3	I.T. Project Manager-cum-Instructor	1	As per the pay scale made applicable under 7 th pay Commission.
4	Section Officer	2	As per the pay scale made applicable under 7 th pay Commission.
5	Accounts Officer		As per the pay scale made applicable under 7 th pay Commission.

GROUP-C

Sr. No	Name of the Post	No of Post	Pay Scale
1	Stenographer	4	As per the pay scale made applicable under 7 th

	Lower Grade		pay Commission.
2	Assistant	6	As per the pay scale made applicable under 7 th pay Commission.
3	Assistant Librarian	1	As per the pay scale made applicable under 7 th pay Commission.
4	Typist/clerk	8	As per the pay scale made applicable under 7 th pay Commission.
5	Driver	4	As per the pay scale made applicable under 7 th pay Commission.

GROUP-D

Sr. No	Name of the Post	No of Post	Pay Scale
1	Peon	14	As per the pay scale made applicable under 7 th pay Commission.
2	Book Binder	Outsourcing	Outsourcing
3	Pantry Staff	Outsourcing	Outsourcing
4	Gardner	Outsourcing	Outsourcing
5	Watchman	Outsourcing	Outsourcing
6	Sweeper-cum-Scavenger	Outsourcing	Outsourcing
7	Cook	Outsourcing	Outsourcing

K.	Budget allocated to each it agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.
	➤ General budget Grant is received from the Hon'ble Bombay High Court and Government of Maharashtra. The funds are used for the expenditures on account of pay and allowances; wages; training expenses of judicial officers; office expenses; recurring expenses etc.

L.	The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes.
	➤ Not applicable

M.	Particulars of recipients of concessions, permits or authorization granted.
	➤ Not applicable

N.	Details in respect of the information, available to or held by it, reduced in an electronic form.
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➤ Necessary information in electronic form is available on the official website.

O. The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use.

➤ The Library and reading room are not for public use.

P. Name, Designations and other Particular of the Public Information Officer.

Appellate Authority	Dr. Shri. Makarand S. Deshpande Additional Director District Judge, Faculty Member, Appellate Authority, Maharashtra Judicial Academy.
Public Information Officer	Shri Bhushan R. Thakur Deputy Director, Civil Judge Senior Division and Addl. Chief Judicial Magistrate.

Q. Such other information as may be prescribed.

➤ Nil

Assistant

Shri Bhushan R. Thakur
Public Information Officer &
Deputy Director

Shri Girish R. Agrawal
Joint Director