

**[1] The Particulars of Its Organization, Functions and Duties:**

The Metropolitan Magistrates' Courts, Ahmedabad was initially established in the Year 1961 with 01 Court of Chief Magistrate, 08 Courts of City Magistrates and 02 Courts of Special Judicial Magistrates, First Class (Mun) vide Government of Gujarat, Legal Department Resolution No. CCC-1060/6147-D dated 29/09/1961.

Thereafter, from time to time, numerous Metropolitan Magistrates alongwith allied administrative staff, were sanctioned and number of Metropolitan Magistrates Courts has increased for the Metropolitan Area of Ahmedabad City, to the present strength of 43 sanctioned Courts.

This organization is a sub-ordinate institute of the Hon'ble High Court of Gujarat. The Metropolitan Magistrates' Courts, Ahmedabad, has two main functions:

- (i) Judicial Functions, and
- (ii) Administrative Functions

The Duties of the Organization are to exercise the control over all its subordinate Courts functioning in its Territorial Jurisdiction.

[2] The Powers and Duties of its Officers and Employees

[3] The Procedure Followed in the Decision Making Process, including Channels of Supervision and Accountability :

<b>Sr. No.</b>	<b>Post</b>	<b>Responsibility</b>	<b>Reporting Authority</b>
1	Registrar	To carry out / facilitate all the Administrative Duties & to assist the Hon'ble CMM in the administrative function of the Court	Hon'ble Chief Metropolitan Magistrate, Ahmedabad.
2	Additional Registrar	To carry out / facilitate all the Administrative Duties & to assist the Hon'ble CMM in the administrative function of the Court	Hon'ble Chief Metropolitan Magistrate, Ahmedabad.
3	English Stenographer Grade – II (Class – II)	To carry out all the work pertaining to the said post, in English Transcription & Typing / Drafting all work assign by the superior's officers, in Courts & Department	Concerned Officer, to whom she/he is attached /assign.
4	Gujarati Stenographer Grade – II (Class – II)	To carry out all the work pertaining to the said post, in Gujarati Transcription & Typing / Drafting all work assign by the superior's officers, in Courts & Department	Concerned Officers, to whom she/he is attached /assign.

**[4] The Norms set by it for the Discharge of its Functions:**

Since the primary function of the Metropolitan Magistrates' Courts, Ahmedabad, is to dispense 'Justice' to the litigants and others in accordance with the laws, priority is given to achieve this aim.

While discharging official duties by the employees of Metropolitan Magistrates' Courts, Ahmedabad, the Rules Namely Non-Judicial Officers and Staff (Recruitment and Conditions of Service) Rules, 2017, framed by the Government of Gujarat are to be followed.

**[5] The Rules, Regulations, Instructions, Manuals and Recordsheld by it or under its controller used by its Employees for Discharge its Functions :**

Mainly the following Rules/Instructions are held by the Metropolitan Magistrates' Courts', Ahmedabad, to be followed by Staff of the Metropolitan Magistrates' Courts', Ahmedabad for discharging its functions.

(1) The Civil Manual (2) The Criminal Manual (3) The Code of Civil Procedure (4) The Code of Criminal Procedure (5) The Gujarat Civil Service Rules, 2000 (6) The Gujarat Civil Services Classification and Recruitment (General) Rules (7) The Non-Judicial Officers and Staff (Recruitment and Conditions of Service) Rules, 2017. Over and above, the various Gujarat Government Resolutions, Circulars, Notifications and Resolutions as well as the Circulars and Notifications issued by the Hon'ble High Court of Gujarat from time to time are also followed while discharging its functions.

[6] **A Statement of the Categories of Documents that are held by it or under its control :**

1. All the case records of different case disposed of and pending (as per rules)
2. Annual Confidential Reports, Gradation List and Seniority List of the staff members.

**[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 :**

There is no arrangement for consultation with the members of the public in relation to formulation of any policy or administration thereof.

**[8] 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 meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public :**

Sr. No	Name of Committee	Name of Members	Designation
1.	<b>The Departmental Promotion Committee for officers &amp; member of the Staff of these Courts</b>	(1) <b>Ms. H.S.Dave</b> (2) Mr. S.J.Panchal (3) Mr. D.J.Parmar (4) Mr. P.B.Nayak	<b>C.M.M.- Chairperson (Ex-officio)</b> Addl.C.M.M. Addl.C.M.M.No.17 Addl.C.M.M.No.03
2.	<b>Purchase Committee for all type of purchase/ Outsourcing Tasks of these Courts/ Computer Committee</b>	(1) <b>Ms. H.S.Dave</b> (2) Mr. S.J.Panchal (3) Mr. K.N.Prajapati (4) Mr. D.R.Joshi (5) Mr. A.G.Oza (6) Mr. S.G.Chanchu	<b>C.M.M.- Chairperson (Ex-officio)</b> Addl.C.M.M. Addl.C.M.M.No.19 Addl.C.M.M.No.12 Addl.C.M.M.No.13 Addl.C.M.M.No.15
3.	<b>Internal Complaints Committee</b>	(1) <b>Ms. H.S.Dave</b> (2) <b>Ms. B.G.Rathod</b> (3) Ms. A.J.Makwana (4) Mrs. K.Z.Kothiwala (5) Ms. G.K.Shah	<b>C.M.M., Chairperson</b> Addl.C.M.M.No.22 Addl.C.M.M.No.36 Sup./Bench Clerk,Record Branch Member (Advocate)
4.	<b>Samanvay Committee</b>	(1) <b>Ms. H.S.Dave</b> (2) Mr. S.J.Panchal (3) Mr. B.P.Mahida (4) Mr. D.J.Parmar (5) Ms. B.G.Rathod (6) Mr. Bharat H. Shah (7) Mr. A.S.Patel (8) Mr. Jignesh J. Raval (9) Mr. Chandrakant D. Rupera (10) Mr. Shekh Mo.Hanif Husenbhai	<b>C.M.M.- Chairperson</b> Addl.C.M.M. Addl.C.M.M.No.01 Addl.C.M.M.No.17 Addl.C.M.M.No.22 President, A'bad Cri.Court's Bar Asso. Secretary,A'bad Cri.Court's Bar Asso. Senior Executive, A'bad Cri.Court's Bar Asso. President, Junior Advocates Bar Asso. Vice President, Junior Advocates Bar Asso.
5.	<b>Metropolitan Magistrate Courts Management System (MMCMS) Committee.</b>	(1) <b>Ms. H.S.Dave</b> (2) Mr. S.J.Panchal (3) Mr. P.S.Suchak (4) Mr. D.R.Joshi (5) Executive Eng. (6) Registrar/Addi.Registrar (7) Court Manager (8) D.S.A./System Officers (9) President/Vice President	(1) <b>C.M.M.- Chairperson (Ex-officio)</b> (2) Member (Ex-officio) Addl.C.M.M. (3) Member, The Addl.C.M.M., Ct. 31 (4) Member, The Addl.C.M.M., Ct. 12 (5) Member R & B Dep., A'bad (6) Member-Secretary (7) Member (8) Member (9) Member, A'bad Cri.Bar. Asso.
6.	<b>Monitoring Committee</b>	[1] <b>The C.M.M., Ahmedabad</b> [2] The Addl.C.M.M., Ahmedabad. [3] Mr. K.N.Prajapati [4] Mr. D.R.Joshi [5] Senior Public Prosecutor [6] D.C.P./ Dy.S.P. [Nodal Officer] for service of summons.	(1) <b>Chairperson- (Exofficio)</b> [2] Member- (Exofficio) [3] Addl.C.M.M.No.19, Member [4] Addl.C.M.M.No.12, Member [5] Member [6] Member
7.	<b>The Departmental Examination Committee for the Higher &amp; Lower standard Departmental Examination.</b>	(1) <b>Ms. H.S.Dave</b> (2) Mr. S.J.Panchal (3) Mr. D.J.Parmar (4) Mr. K.N.Prajapati	<b>C.M.M.- Chairperson (Ex-officio)</b> Addl.C.M.M. Addl.C.M.M.No.17 Addl.C.M.M.No.19
8.	<b>Grievance Redressal Committee</b>	(1) <b>Ms. H.S.Dave</b> (2) Mr. Bharat H. Shah (3) Ms. Manishben S. Sendar (4) Mr.Ashvin S.Patel	<b>C.M.M.- Chairperson</b> President, A'bad Cri.Court's Bar Asso. APP, C.M.M.Court,Ahmedabad Secretary,A'bad Cri.Court's Bar Asso.

[9] **A Directory of its Offices and Employees :**

**Telephone Numbers of the Offices of the Metropolitan Magistrate Courts, Ahmedabad.**

<b>Information of the offices at Metropolitan Magistrate Courts, Ahmedabad.</b>			
<b>Sr.No.</b>	<b>Name Of Office</b>	<b>Code No.</b>	<b>Phone Number</b>
1	Registrar, Administrative Branch, Metropolitan Magistrates Courts, Ahmedabad	079	25502938
2	Secretary / Full Time Secretary District Legal Services Committee	079	25502933
3	Computer Branch, Metropolitan Magistrates Courts, Ahmedabad	079	25502790
4	Court Manager, Metropolitan Magistrates Courts, Ahmedabad	079	25502937



**[10] The Monthly Remuneration received by each of its Officers and Employees including the System of Compensation as provided on its Regulations :**

**As per the Non-Judicial Officers and Staff (Recruitment and**

**Conditions of Service) Rules, 2017, Dated: 10-04-2017.**

<b>Sr. No.</b>	<b>Name and class of the Post</b>	<b>Pay Scale (As per 7th Pay Commission)</b>
<b>1</b>	<b>Registrar, Metropolitan Magistrates' Courts, Ahmedabad. (Class – I)</b>	<b>56100-177500</b>
<b>2</b>	<b>Additional Registrar, Metropolitan Magistrates' Courts, Ahmedabad. (Class – I)</b>	<b>56100-177500</b>
<b>3</b>	<b>English Stenographer Grade – II (Class – II)</b>	<b>44900-142400</b>
<b>4</b>	<b>Gujarati Stenographer Grade – II (Class – II)</b>	<b>44900-142400</b>
<b>5</b>	<b>Superintendent/Bench Clerk Grade – II (Class – III)</b>	<b>39900-126600</b>
<b>6</b>	<b>Assistant Superintendent (Class – III)</b>	<b>25500-81100</b>
<b>7</b>	<b>Librarian (Class – III)</b>	<b>25500-81100</b>
<b>8</b>	<b>Assistant (Class – III)</b>	<b>19900-63200</b>
<b>9</b>	<b>Xerox Operator (Class – III)</b>	<b>19900-63200</b>
<b>10</b>	<b>Driver (Class – III)</b>	<b>19900-63200</b>
<b>11</b>	<b>Havildar (Class – IV)</b>	<b>15700-50000</b>
<b>12</b>	<b>Book Binder / Filer / Court Keeper (Class – IV)</b>	<b>15700-50000</b>
<b>13</b>	<b>Naik (Class – IV)</b>	<b>15000-47600</b>
<b>14</b>	<b>Peon / Watchman / Jail Warder / Sweeper / Hamal / Water Server / Liftman / Home attendant-Domestic attendant (Class – IV)</b>	<b>14800-47100</b>

**[11] The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

As per budget estimates of the Legal Department of the Government of Gujarat, which is available on the official website of the Government of Gujarat.

**[12] The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:**

No subsidy programme is being executed by the Metropolitan Magistrates' Courts, Ahmedabad.

**[13] Particulars of Recipients of Concessions, Permits, or Authorizations, granted by it:**

Does not arise

**[14] Details in Respect of the Information Available to or held by it Reduced in a Electronic Form :**

(1) Daily Cause List, (2) Classification Code of matters, (3) Case Status, (4) Judgments and Orders passed by the different Courts of Metropolitan Magistrate Courts, Ahmedabad, (5) KIOSK Machines showing the Case Status.

**[15] The particular of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:**

There is no library or reading room available in the Metropolitan Magistrates' Courts, Ahmedabad, for public use. The Public Information Officer, is available during, Office hours, on all working days.

**[16] The Names, Designations and Other Particulars of the Public Information Officers :**

<b>Sr. No.</b>	<b>Post</b>	<b>Designation under RTI Act</b>
<b>1</b>	<b>Ms. H. S. Dave, Chief Metropolitan Magistrate, Ahmedabad.</b>	<b>Appellate Authority under RTI Act</b>
<b>2</b>	<b>Mr. J. S. Shah, Addl. Chief Metropolitan Magistrate Court No. 10, Ahmedabad.</b>	<b>Public Information Officer under RTI Act</b>
<b>3</b>	<b>Mr. V. R. Jani I/c. Registrar, Metropolitan Magistrate Courts, Ahmedabad.</b>	<b>Assistant Public Information Officer under RTI Act</b>

**[17] Such other Information as may be prescribed and thereafter update, these publications, every year:**

The information is NIL:

*N.B. Utmost care has been taken in furnishing information correctly. If any information is found incorrect, it is purely accidental and unintentional.*



Legal Services Committee

Metropolitan Magistrates' Court,

Ahmedabad.

:: DISCLOSURE UNDER SECTIONS 4 OF RTI ACT ::

Legal Services Committee  
Metropolitan Magistrates' Court, Ahmedabad.

:: DISCLOSURE UNDER SECTIONS 4 ::

(1) The particulars of its organization, functions and duties.

(1) It shall be the duty of every District Authority / Committee to perform such of the functions of the State Authority in the District / Area of Jurisdiction as may be delegated to it from time to time by the State Authority.

(2) Without prejudice to the generality of the functions referred to the District Authority / Committee may perform all or any of the following functions, namely:

(a) Organize Lok Adalats ; and

(b) Perform such other functions as the State Authority may fix by regulations such as ;

1. To Provide Free Legal Aid (Advice & Appoint Advocate),
2. Organizing Lok Adalat,
3. To co-ordinate activities of Mediation Center.
4. Perform all the functions as may be directed by Gujarat State Legal Services Authority

(2) & (3) The powers and duties of its officers and employees & the procedure followed in the decision making process, including channels of supervision and accountability.

The powers and duties of the officers, its employees and the channels of supervision and their accountability are summarized herein below, in the following manner:

Sr. No.	Officer	Responsibility	Reporting
1	Full Time Secretary	<p>The powers and function of the Full Time Secretary of the Committee are-</p> <p>(a) To give free legal services to the eligible and weaker sections;</p> <p>(b) To organize Lok Adalat on the dates fixed by Gujarat State Legal Services and National Legal Services Authority;</p> <p>(c) To exercise the powers in respect of Administration, Finance and Budget matters of the Committee;</p> <p>(d) To manage the properties, records and funds of the Committee;</p> <p>(e) To maintain true and proper accounts of the Committee including periodical checking and auditing;</p> <p>(f) To prepare Annual Income and Expenditure Accounts and Balance Sheet of the Committee;</p>	<p>1. Hon'ble Member Secretary, Gujarat State Legal Services Authority.</p> <p>2. Hon'ble Chairman, Legal Services Committee, Metropolitan Magistrates Court.</p>

Sr. No.	Officer	Responsibility	Reporting
		<p>(g) To maintain up-to-date and complete statistical information</p> <p>(h) To perform such of the functions as are assigned to him under the Schemes formulated under sub-section (b) of Section 4 of the Act;</p> <p>(i) To perform such other functions as enjoined by the Act and shall carry out the instructions issued in that behalf from time to time by the Gujarat State Legal Services Authority.</p>	

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

Since the Legal Services Committee is established, to provide free and competent legal services to the weaker sections of the society, to ensure that opportunities for securing justice are not denied to any citizen by reason of economic or other disabilities, and to organize Lok Adalats to secure that the operation of the legal system promotes justice on a basis of equal opportunity, under the Legal Services Authorities Act, 1987, the Legal Services Committee discharge its functions following the below mentioned Act/Regulations/Rules:

1. The Legal Services Authorities Act, 1987
2. The Gujarat State Legal Services Authorities Rules, 1997
3. The Gujarat State Legal Services Authorities Regulations, 1998.

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

The employees on the establishment of Legal Services Committees are bound to the Gujarat Civil Services Rules, 2002 and all other Rules/Regulations framed by the State Government. So far as their discharging of duties is concerned, they are following 'the Legal Services Authorities Act, 1987', 'the Gujarat State Legal Services Authorities Rules, 1997' and 'the Gujarat State Legal Services Authorities Regulations, 1998'.

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

Applications, records of periodical returns and other information called by Gujarat State Legal Services Authority.

(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.

There is no arrangement for consultation with the members of the Public in relation to formulation of any policy or administration thereof.

(8) A statement of the boards, councils, committees and other bodies.

MONITORING & MENTORING COMMITTEE			
No.	Name of Members	Designation / Post	Address
1	Ms. H.S.Dave	Chairman	Legal Services Committee, 2 <sup>nd</sup> Floor, Metropolitan Magistrates Court
2	Mr. P . V . B h a t t	Co-Ordinator	
3	Mr. S. M. Merchant	Member	

[9] A directory of its officers and employees:

Sr. No	Designation	Telephone No Office	Fax
1	Full Time Secretary	079-25502933	-
2	Assistant Superintendent	079-25502933	-
3	Staff Room	079-25502933	-

[10] The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

Sr. No	Name of the Post	Pay in Pay Matrix
1	Full Time Secretary	Officer in the cadre of Senior Civil Judge & Addl. Chief Judicial Magistrate
2	Assistant Superintendent	25,500-81,100
3	Assistant	19,900-63,200

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

As per budget estimates of the Legal Department of the Government of Gujarat & Gujarat State Legal Services Authority, Ahmedabad.

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

Does not arise.

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

Does not arise.

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

The Schemes/Regulations framed by Central Government/State Government/National Legal Services Authority/Gujarat State Legal Services Authority as well as Training Modules/Material and FAQs are made available on the webpage of the Gujarat State Legal Services Authority, viz. <https://gslsa.gujarat.gov.in/gu/gslsanalsa>

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

There is no library or reading room in the Legal Services Committee for public use. The employee is available during Office hours on working days for providing necessary information.

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

1. **Ms. H.S. Dave** (Public Information Officer Appellate Authority)  
Chairman, District Legal Services Committee,
  
2. **Mr. J. S. Shah** (Public Information Officer)  
District Legal Services Committee, Phone No : 07925502933

**(17) Such other information as may be prescribed and thereafter update these publications every year:**

NIL