

—: माहितीचा अधिकार अधिनियम २००५ अंतर्गत कलम ४(१)(ख) मधील १७ बाबीची माहिती :- (माहे जानेवारी—२०२४ ची अद्ययावत माहिती)

मुख्य महानगर दंडाधिकारी कार्यालय, एस्प्लनेड, मुंबई-
Office Of Chief Metropolitan Magistrate, Esplanade, Mumbai.

दूरध्वनी — ०२२-२०८२५७७४
०२२-२२६२०४६४

फॅक्स — ०२२-२२६२०४६६

ई-मेल — cmm-mum.mh@bhc.gov.in,
registrar.esplan@bhc.gov.in

वेबसाईट — <https://cmmumbai.dcourts.gov.in/>

१. रचना कार्ये व कर्तव्य यांचा तपशील.
२. अधिकारी व कर्मचारी यांचे अधिकार आणि कर्तव्य.
३. निर्णय घेण्याच्या प्रक्रियेत अनुसरण्यात येणारी कार्यपध्दती तसेच पर्यवेक्षण आणि उत्तरदायित्व प्रणाली.
४. स्वतःची कार्ये पार पाडण्यासाठी त्यांच्याकडून ठरवण्यात आलेली मानके.
५. कार्यालयात असलेले किंवा नियंत्रणात असलेले किंवा त्यांची कार्ये पार पाडण्यासाठी कर्मचारी वर्गाकडून वापरण्यात येणारे नियम, विनियम, सूचना, नियमपुस्तिका आणि अभिलेख.
६. कार्यालयात असलेल्या किंवा त्याच्या नियंत्रणाखाली असलेल्या दस्तऐवजांचे प्रवर्गांचे विवरण.
७. आपले धोरण तयार करण्याच्या किंवा त्याची अंमलबजावणी करण्याच्या संबंधात, लोकांशी विचारविनिमय करण्यासाठी किंवा लोकांकडून निवेदने केली जाण्यासाठी अस्तित्वात असलेल्या कोणत्याही व्यवस्थेचा तपशील
८. आपला एक भाग म्हणून किंवा सल्ला देण्याच्या प्रयोजनासाठी म्हणून घटित केलेल्या दोन किंवा अधिक व्यक्तींच्या मिळून बनलेल्या मंडळांचे, परिषदांचे, समित्यांचे आणि अन्य निकायांचे विवरण आणि त्या मंडळांच्या, परिषदांच्या, समित्यांच्या आणि अन्य निकायांच्या बैठकी लोकांसाठी खुल्या आहेत किंवा कसे किंवा अशा बैठकीची कार्यवृत्ते जनतेला पहावयास मिळण्याजोगी आहेत किंवा कसे याबाबतचे विवरण.
९. अधिका—यांची व कर्मचा—यांची निर्देशिका.
१०. प्रत्येक अधिका—याला व कर्मचा—याला मिळणारे मासिक वेतनाचा, तसेच प्राधिकरणाच्या विनियमांमध्ये तरतूद केल्याप्रमाणे नुकसानभरपाई देण्याची पध्दती
११. शासन सर्व योजनांचा तपशील, प्रस्तावित खर्च दर्शविणारा, आपल्या प्रत्येक अभिकरणाला नेमून दिलेला अर्थसंकल्प आणि संवितरित केलेल्या रकमांचा अहवाल
१२. अर्थसहाय कार्यक्रमाच्या अंमलबजावणीची रीत तसेच वाटप केलेल्या रकमा आणि अशा कार्यक्रमांच्या लाभधिकाऱ्यांचा तपशील.
१३. ज्या व्यक्तींना सवलती, परवाने किंवा प्राधिकारपत्रे दिलेली आहेत अशा व्यक्तींचा तपशील.
१४. इलक्ट्रॉनिक स्वरूपात त्यास उपलब्ध असलेल्या किंवा त्याच्याकडे असलेल्या माहितीच्या संबंधातील तपशील.

१५. माहिती मिळविण्यासाठी नागरिकांना उपलब्ध असणा—या सुविधांचा तपशील, तसेच सार्वजनिक वापरासाठी चालविण्यात येत असलेल्या ग्रंथालयाच्या किंवा वाचनालयाच्या कामकाजाच्या वेळांचा तपशील.

१६. जन माहिती अधिकारी व सहायक जन माहिती अधिका—यांची नावे, पदनाम आणि तपशीले

१७. विहित करण्यात येईल अशी इतर माहिती.

१ या कार्यालयाची रचना कार्ये व कर्तव्य यांचा तपशील. HOME

माननीय उच्च न्यायालयाच्या अधिपत्याखाली, मुख्य महानगर दंडाधिकारी, मुंबई यांचे कार्यालय, महापालिका मार्ग, एस्प्लनेड, मुंबई येथे कार्यरत आहे. माननीय प्रभारी मुख्य महानगर दंडाधिकारी, मुंबई श्रीमती सायली ते. दंडे हे या कार्यालयाचे प्रमुख असून त्यांच्या नियंत्रणाखाली १४ अतिरिक्त मुख्य महानगर दंडाधिकारी व ६० महानगर दंडाधिकारी यांची न्यायालये बृहन्मुंबईत विखुरलेली आहेत. एस्प्लनेड, माझगांव (सध्या शिवडी येथे), गिरगांव, शिंदेवाडी, दादर, बांद्रा, अंधेरी, बोरिवली, मुलुंड, विक्रोळी, कुर्ला, बॅलार्डपियर, सी.एस.टी रेल्वे, मुंबई सेंट्रल, विले पार्ले, बाल न्यायालय उमरखाडी, मुंबई या ठिकाणी ही न्यायालये आहेत.

एस्प्लनेड न्यायालयीन इमारत व गिरगांव न्यायालयीन इमारत यांस 'सांस्कृतिक वारसा' म्हणून दर्जा प्राप्त आहे.

न्यायालयांचे कामकाज खाली दिलेल्या वेळेत चालते.

न्यायालयाची वेळ :—सकाळी ११.०० ते संध्याकाळी ०५.४५ वाजेपर्यंत, जेवणासाठी वेळ — दुपारी ०२.०० ते ०२.४५

कार्यालयाची वेळ :— सकाळी १०.३० ते संध्याकाळी ०६.०० वाजेपर्यंत, जेवणासाठी वेळ —दुपारी ०२.०० ते ०२.३०

साप्ताहिक सुट्टी :— दुसरा व चौथा शनिवार, रविवार व मा. उच्च न्यायालयाने मान्यता दिलेल्या वार्षिक सुट्टया.

या व्यतिरिक्त प्रत्येक सुट्टीच्या दिवशी पोलिस रिमांडचे काम पाहण्यासाठी एस्प्लनेड, दादर, बोरिवली व बांद्रा न्यायालयीन केंद्रात प्रत्येकी एक हॉलिडे रिमांड कोर्ट चालविण्यात येते. तसेच मुंबई मध्यवर्ती कारागृह, भायखळा कारागृह व ठाणे मध्यवर्ती कारागृह मधील बंदी आरोपींना गुन्हा कबुल करावयाचा असल्यास त्यांच्या सोयीसाठी कारागृहात प्रत्येक कार्यालयीन कामकाजाच्या दिवशी एक 'जेल कोर्ट' चालविले जाते. या व्यतिरिक्त महाराष्ट्र विधीसेवा प्राधिकरण यांनी आखून दिलेल्या वेळापत्रकानुसार लोक न्यायालय व नॅशनल लोक अदालत यांचे आयोजन केले जाते तसेच, मा. उच्च न्यायालय, मुंबई यांच्या पूर्व परवानगीने या न्यायालयाच्या अखत्यारित येत असलेल्या न्यायालयांमध्ये जुने केसेस संपविण्यासाठी विशेष मोहीम देखील राबविली जाते. मा. उच्च न्यायालय, मुंबई यांनी आखून दिलेल्या वेळापत्रकानुसार मध्यस्थी जाणीव कार्यक्रम या न्यायालयाच्या अखत्यारित येत असलेल्या १६ न्यायालयीन केंद्रांमध्ये घेतला जातो.

भारतीय दंडसंहिता आणि इतर कायद्यांच्या अंतर्गत या न्यायालयात गुन्हेगारी स्वरूपाची प्रकरणे दाखल होतात व न्यायिक प्रक्रियेच्या अधीन राहून न्यायिक अधिकारी ही प्रकरणे निकाली काढली जातात. भारतीय दंडसंहिता आणि इतर कायद्यांच्या तरतूदीनुसार या कार्यालयातल्या न्यायिक अधिका—यांची कार्यक्षमता व कर्तव्य ठरतात. उपरोक्त न्यायिक अधिका—यांच्या नियंत्रणाखाली निम्नलिखित अधिकारी/कर्मचारी यांच्या मनुष्यबळावर न्यायालयात तसेच कार्यालयाचे कामकाज चालते.

१. प्रबंधक
२. उप—प्रबंधक
३. सहायक प्रबंधक
४. कार्यालयीन अधीक्षक, मुख्य दुभाषी, वरिष्ठ नियंत्रक न्यायलिपिक
५. मुख्य लिपिक, न्यायिक लिपिक, वरिष्ठ न्यायलिपिक
६. दुभाषी
७. सहायक अधीक्षक, वरिष्ठ लिपिक, अभिलेखापाल, रोखपाल
८. स्वीय सहायक, लघुलेखक (उच्च स्तर, निम्नस्तर)
९. लिपिक—टंकलेखक, सहायक रोखपाल
१०. वाहन चालक
११. चतुर्थ श्रेणी कर्मचारी जसे हवालदार, नाईक, शिपाई, हमाल, चपराशी, सफाई कामगार, माळी आणि उदवाहन चालक.

मा. उच्च न्यायालय, मुंबई यांच्या आदेशानुसार या कार्यालयात कोर्ट मॅनेजर हे पद देखील कार्यरत आहे. सदर पदाची नियुक्ती ही करारपध्दतीवर मा. उच्च न्यायालय, मुंबई यांच्या आदेशानुसार केली जाते.

या कार्यालयातील विहित कर्तव्य सूचीनुसार प्रत्येक अधिकारी आणि कर्मचारी यांची कर्तव्ये आणि उत्तरदायित्व प्रणाली तसेच पर्यवेक्षण इत्यादी ठरवण्यात आलेला आहे.

२. या कार्यालयातील अधिकारी व कर्मचारी यांचे अधिकार आणि कर्तव्य. [HOME](#)

DUTY LIST OF REGISTRAR

1. Drawing and Disbursing Officer for all Metropolitan Magistrates' Courts, Mumbai – signing salary bills and all types of other bills of all Gazetted Officers and Staff Members and attending meetings arranged by Pay and Accounts office for DDO.
2. Public Information Officer under Right to Information Act, for all 75 Metropolitan Magistrate's Courts, Mumbai attending 1st and 2nd Appeals of RTI, calling information from concerned Courts/Departments/Offices whenever necessary.
3. Assisting Hon'ble Chief Metropolitan Magistrate in administration related issues.
4. Correspondence with other Districts' Court Registrars related to administration issues. Addressing various types of correspondence to Mantralaya, Pay Verification Unit, Reserve Bank of India, Mumbai other Departments and staff members of various Courts.
5. Communicating order passed by Hon'ble Chief Metropolitan Magistrate, Mumbai to concerned applicants/offices/staff members, Judicial Officers.
6. Putting up submissions before Hon'ble Chief Metropolitan Magistrate and Advisory Committee for granting promotions to staff members, for grant of benefit of higher pay scale (10 Years, 20 Years and 30 Years as per 7th Pay Commission, for promotion of Class IV Cadre employees to Class III Cadre, for

holding their typing tests and interview, making suitable arrangements for the same and any subject to be place before Advisory Committee.

7. Assisting in holding Departmental Examinations (Lower and Higher Standard) of Staff Members and making arrangement for the same.

8. Assisting in holding work shop for Judicial Officers.

9. Assisting in making arrangements for holding Pre-Lok-Adalat meeting in Chief Metropolitan Magistrates' Court hall for all Addl. Chief Metropolitan Magistrates and Metropolitan Magistrates presided over by the Hon'ble Member Secretary MALSA and Secretary DLSA, Mumbai.

10. Attending Monthly Meetings and Quarterly Meetings held in Hon'ble Chief Metropolitan Magistrate's Chamber with Jailors, Local Arms Division officers for escorting Under Trial Prisoners, Medical Officers of Mumbai Central Prison, Byculla District Prison, Thane Central Prison and Taloja Central Prison as well as JJ Hospital and attending to correspondence, minutes of meetings, maintaining files of the meetings.

11. Attending monthly meeting related to data of pending 3 Years, 5 Years and 10 Years old cases of Under Trial Prisoners also attend by APP and Sr. PI from Office of DCP (Admn/Operations) in the chamber of Hon'ble Chief Metropolitan Magistrate.

12. Compliance of Inspection Notes recorded by the Hon'ble City Civil & Sessions Court pertaining to Registrar's Office and sending reminder to all departments of establishment and Judicial Clerks at Esplanade for speedy compliance of the Inspection Notes.

13. Signature in entries made in the service books of all staff members (Class-II, III,IV).

14. Communicating adverse remarks passed in Annual Confidential Reports of staff members(Class-IV)

15. In-Charge of Muster (Attendance Registers) of Staff Members.

16. To attest the affidavits required to be filed in Judicial Proceedings in Esplanade Court.

17. To inspect Offices of various Centres of Courts.

18. To supervise over the subordinate staff of establishment section in Chief Metropolitan Magistrate's Office.

19. Any other directions of Hon'ble Chief Metropolitan Magistrate, Mumbai.

Sd/-

(Smt. S. T. Dande)

I/c.Chief Metropolitan Magistrate,
Esplanade, Mumbai.

Mumbai.

Date :29.01.2022.

DUTY LIST OF DEPUTY REGISTRAR

(a) **Maintenance of Building :**

i) To call the estimates and plans of the minor works which are to be carried out on TOP PRIORITY BASIS from all the centres of the Courts and to forward the same to the Hon'ble High Court for sanction and grant of funds.

ii) To report to the Hon'ble High Court whether the funds allotted for carrying out the minor works are fully utilized within the specific period.

iii) To see all the correspondence regarding repairs,progress reports of infrastructure of all centres and

maintenance of buildings and to put up before the Chief Metropolitan Magistrate for directions and compliance.

iv) To make a proposal for providing Anti termite treatment to court buildings.

(b) Canteen, PCO Booth, Private Zerox machine :

i) To see whether the permission is obtained for running the canteen, PCO Booth & private Zerox machine & to process applications received in this respect.

ii) To see whether the agreement in respect of the running of the canteen PCO Booth, & private Zerox machine has been executed as per the terms and conditions as laid down by the Hon'ble High Court and whether the agreement has been renewed from time to time.

iii) To see whether the recovery of rent, electricity charges, water charges is made and to make correspondence in this regard with the concerned centre of Courts and Hon'ble High Court if required.

(c) Morning Courts & Evening Courts :

i) To look whether the Morning & Evening Courts are functioning properly.

ii) To make the monthly roster of the staff for morning & evening court duty rotation-wise.

iii) To make the posting of the Spl. Metropolitan Magistrates at different centres of Morning & Evening courts with the approval of Hon'ble C.M.M. whenever Notification is issued by Hon'ble High Court.

iv) To call for the applications for the appointment of Spl. Metropolitan Magistrate and to scrutinize the application.

v) To arrange for the meeting of selection committee for the Interview of the candidates for the appointment of the Spl. Metropolitan Magistrate.

vi) To maintain the register of all correspondence relating to the morning & evening Courts.

vii) To issue orders of staff for appointment on Morning/Evening Court Establishment.

(d) Jail Visit/Meeting :

i) To make weekly roster of Jail Visit to be made by the Metropolitan Magistrate and other Gentlemen.

ii) To arrange for the quarterly meeting and to make correspondence in this regard.

iii) To attend to correspondence and to maintain the file of Jail Visit reports of Metropolitan Magistrates and Sessions Court Judges and the relating correspondence.

iv) To attend to letters received from Sessions Court or any other court in respect of Under trial prisoners & comply with the directions given.

(e) Petition writers/stamp Vendors :

i) To see whether the petition writers and stamp vendors working at different centres of Courts are having the necessary permission from the Court Authorities.

ii) To see whether they are following the terms and conditions as laid down by the Criminal Manual.

iii) To accept the applications for Petition writers and stamp vendors and to scrutinize whether all

the formalities are completed as per criminal Manual and to place the same before Hon'ble Chief Metropolitan Magistrate with remarks for necessary orders.

(f) **Attendance of the Matters in Courts :**

To attend the Courts in the matters which are assigned to the Deputy Registrar.

(g) **Affidavits, Attestation :**

i) Attesting affidavits in Judicial proceedings & to maintain the register in respect of the same.

ii) To maintain the files in relation with his/her duties.

iii) To comply with the Inspection Notes pertaining to his/her duties.

iv) To supervise the Press Declaration Section and sign the letters of intimation to the public.

(h) **E – Court Project :**

To look after all the work of all centres pertaining to E – Court Project & to maintain files in respect of the same.

(i) **Legal Workshop of Judicial Officers :**

To maintain the files & to look after the work of organisation of workshop.

(j) Any other work entrusted by the Registrar or the Chief Metropolitan Magistrate.

Mumbai,
Date : 25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai.

DUTY LIST OF ASSISTANT REGISTRAR – I

(ESPLANADE - STATIONERY SECTION)

1. To see that the High Court, Supreme Court and Sessions Court Writs are returned to the respective Courts duly complied by the concerned Courts of the Metropolitan Magistrates.
2. To attend the Summons, Warrants, & Notices received from the Courts situated outside Mumbai for services/executions in Mumbai and send it for service/execution in Mumbai to the Commissioner of Police or concerned Police Stations.
3. To see the Indent of Stationery, forms, Spl. forms clothes, uniforms of Class D employees submitted to the Government in time and other Indents required by office from time to time and to control over the stationery for distributing to other centre of Courts and to maintain Registers of receipt and distribution of stationery.
4. To distribute the new furnitures and Law books to all Centre of Courts, to update the library with new Law books/ Acts pertaining to court's use, to see if new furniture is required and to make correspondence for purchase of new furniture as per Government guidelines.
5. To distribute computer, printer and its accessories, water cooler, fax machine, xerox machine and any other dead stock articles as per requirement of the office.
6. To look after the maintenance of the Cars and Cash Van and to issue the order of Drivers on the Pool

Car.

7. To supervise the work of maintaining the Master Dead Stock of the property.
8. To supervise the work of Residential Library of the Presiding Officers and its maintenance.
9. To supervise the work of maintenance of Library of the Chief Metropolitan Magistrate.
10. To circulate all Judgements/ orders received from Honorable Supreme Court, High Court & Sessions Court & any other correspondence directed to be circulated and to maintain the file in this respect.
11. To maintain file of G.R. /Notifications received from Government and High Court and bring it to the notice of concerned and comply with the direction of circulation if necessary.
12. To circulate amendments made in any act or manual and to incorporate the same in the original office record book for reference.
13. To look after the work relating to the installation and disconnection of the Telephone, Broad Band connection at the residence of the Judicial Officers and the work of Laptops provided to the Judicial Officers and any other correspondence related thereto.
14. To maintain the files in relation with his/her work.
15. To comply with the Inspection Notes pertaining to his/her duties.
16. To supervise & pursue the work of all kinds of statements & see it will reach to the Hon'ble High Court & any other Authority in time.
17. To take step in respect of broken unrepairable furniture and for disposal of the same to the authorized dealer.
18. To look after and maintain the files of i) Fax, Xerox, Water Cooler, A.C. machines and Computers.
19. Attesting affidavits in Judicial proceedings & to maintain the register in respect of the same.
20. Any other work entrusted by the Registrar or the Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai.

DUTY LIST OF ASSISTANT REGISTRAR - II

(ESPLANADE – CASH SECTION)

1. To look after the work related to Mediation, maintain files, call for statements from the courts and forward to the concerned authority, maintain files of meeting of Mediation committee in Esplanade centre.
2. To look after budget estimate, appropriate reports, statements of Grant-in-aid.
3. To look after all matters concerning the entire accounts of the Department.
4. To check all the accounts books maintained by the Department.
5. To check all the cheques prepared by the Asstt. Superintendent at Esplanade Centre of Courts.
6. To check all the pension cases, T. A, bills, contingency bills, Bills of Withdrawal from G.P.F.
7. To check the G. P. F accounts of Class D employees.
8. To attend the work of Audit Inspection of A. G. Office and to comply with the Audit Inspection Note.

9. Attesting affidavits in Judicial proceedings & to maintain the register in respect of the same.
10. To discharge the duties of Assistant Public Information Officer of Esplanade Centre and to maintain the register and files.
11. To look after the work in respect of office connections of Water, Telephone, Electricity and Property Tax of Esplanade Centre and all other centres of courts and any other correspondence related thereof.
12. To supervise over the work of Staff appointed for verifying the Surety.
13. To supervise over the work of Video Conferencing and to do all the correspondence related thereto.
14. To comply with the Inspection Notes pertaining to his/her duties.
15. To maintain the files in relation with his/her work.
16. Any other work entrusted by the Registrar or the Chief Metropolitan Magistrate.

Date :25/10/2013

Sd/-
Mumbai, (M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai.

DUTY LIST OF ASSISTANT REGISTRARS

(At Dadar, Bandra, Borivali and Kurla Centre of Courts)

1. The Asst. Registrar of respective centre shall assist in holding the meeting as per schedule of Mediation, shall make all the correspondence related to the Mediation and maintain the files.
2. To attest affidavits pertaining to judicial proceeding and to maintain register of the same.
3. To attend to the maintenance of Court building and administration and make correspondence with concerned P.W.D. and other authorities.
4. To check daily account maintained by the cashier and the accountant.
5. To operate the Bank Account with In-charge Magistrate of concerned Centre.
6. To check the attendance Roll of the Concerned staffs.
7. To check the proper working of Electric Meter, Water Meter and to make correspondence in respect of telephone bills and ISDN bills with the concerned authorities and forward the bills received to the Head Office immediately after due verification.
8. To look after and maintain the files of
 - i) Working of Video Conferencing.
 - ii) E-Court Project.
 - iii) Canteen, Petitioner Writer, Stamp Vendor, PCO/Xerox Booth.
 - iv) Fax, Xerox, Water Cooler, A.C. machines and Computers.
9. To supervise over the work of compliance of writs of all courts at the Centre.
10. To see that the correspondence received from Head Office is brought to the notice of the concerned court.
11. To supervise the work of Server Operator and get judgment or any correspondence received by email downloaded and bring to the notice of concerned courts.
12. To maintain correspondence, if any, regarding Server Room.

13. To supervise the work of E – Court Project & Server Room.
14. To Look after the work of Lok Adalat /Special Drive and to submit the statement to Head Office in time of all Courts at the respective Centre.
15. To make correspondence with Head Office regarding Morning & Evening Court pertaining to list of names of staff members for appointment on Morning & Evening Court establishment, maintaining their Muster Roll and forward the attendance sheet of Magistrates and Muster Roll of staffs to Head Office.
16. To see the statement of all courts are sent in time and to forward urgent information/statement immediately as and when called.
17. To attend the work of Assistant Public Information Officer and maintain the register and files and forward all the statements related thereto.
18. To supervise the works of the staff attached to their centre.
19. To maintain the files in relation with his/her work.
20. To comply with the inspection notes pertaining to his/her tables.
21. Any other work entrusted by the controlling Presiding Officer.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai.

DUTY LIST OF THE OFFICE SUPERINTENDENT

(Of The Office Of Chief Metropolitan Magistrate, Esplande, Mumbai)

1. To collect the letters received by this Office and to put up before the Hon'ble Chief Metropolitan Magistrate.
2. To give the above-said letters to the Inward Clerk for making entries and to distribute between the concerned Branch/Sections.
3. To place the submissions and details of the staff members who are due for promotion before the Hon'ble Chief Metropolitan Magistrate and the Advisory Committee.
4. Placing the lists of the staff members as called by the Hon'ble Chief Metropolitan Magistrate alongwith the dates of their respective tenures of postings, their places of postings and their residential address to enable the Chief Metropolitan Magistrate to make transfers of the concerned staff.
5. To look after the work of Inter District Transfer of candidates & application on the compassionate grounds in this office as per the directions of the Chief Metropolitan Magistrate.
6. To exercise control over the staff working in establishment section.
7. To prepare the Roster of Holiday Remand Duty to Magistrates and maintain the register thereof.
8. To prepare the Roster of Night Bail remand duties to the Magistrates and maintain the register thereof.
9. To prepare the Roster of Daily Jail Court Duties to the Magistrates and maintain the register thereof.

10. To prepare and circulate the list of concessional leave to be availed by the Judicial Officers from April to June and to maintain the register thereof.
11. To make correspondence with the Hon'ble High Court/Sessions Court/ Mantralaya and Magistrate's Courts, as per the directions of the Chief Metropolitan Magistrate.
12. To prepare the Office Orders/Notifications as per the directions of the Honorable Chief Metropolitan Magistrate.
13. To issue office circulars as per the directions of the Hon'ble Chief Metropolitan Magistrate and to maintain the file of the Office Circulars.
14. To attend the work of granting quasi permanency benefits to staff, and confirmation in post.
15. To maintain the files of Maha Lokadalat and Mega Lokadalat.
16. Incharge of Free Legal Aid (Lokadalat & the statements).
17. To issue Circulars for conducting Higher Standard & Lower Standard Departmental Examinations & to look after the work of the Examinations & also to maintain the record of Examinations.
18. To maintain the other files in relating to his/her work.
19. To comply with the Inspection Notes pertaining to his/her work.
20. Any other work entrusted by the Registrar and the Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai.

DUTY LIST OF CHIEF INTERPRETER

(Working In The Court Of Chief Metropolitan Magistrate, Esplanade, Mumbai)

1. In-charge of daily board.
2. He is custodian of all cases & applications.
3. To attend the Chief Metropolitan Magistrate when the Court is working and to call out the cases fixed for hearing.
4. To write Roznamas in the cases.
5. To arrange the daily board and get it typed from the typist.
6. To maintain the memorandum book (Diary).
7. To make an arrangement for Flag Hoisting in the Court Building on Republic Day, Maharashtra Day and Independence Day.
8. Incharge of Hon'ble CMM's Court library. To receive the library book & enter it in Library Register and to maintain the library book register to look after the maintenance of Chief Metropolitan Magistrates Court library.
9. To attend the work of Judicial Clerk in his/her absence.
10. To comply with the Inspection Notes pertaining to his/her duties.
11. Any other work entrusted by the Presiding Officer.

Mumbai,

Sd/-
(M. P. Bage)

Date :25/10/2013

I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai.

*** In view of Office Circular No. CMM/OC/18/2017 dtd. 21/06/2017 the following modifications are made in Duty List of Sr. Judicial Clerk Sr. No. 2 : “He is custodian of all cases, applications and documents related with cases and applications of the concerned court.”**

DUTY LIST OF SR. JUDICIAL CLERK

(At Mazgaon Centre of Courts)

1. To maintain Muster roll and Late Muster Roll & to see the working of Bio-metric attendance Unit.
2. To maintain the casual leave account.
3. To see that the Court building and its surrounding is kept clean.
4. To supervise the work of Interpreter, Clerks, typists and stenographers, Peons and Hamals.
5. Custodian of Muddemal properties, documents, records and dead stock of the concerned court.
6. To attend the correspondence, to take orders of the presiding officer on the letters received and draft reply accordingly.
7. To comply the orders of the court.
8. The Sr. Judicial Clerk shall assist in holding the meeting as per schedule of Mediation, shall make all the correspondence related to the Mediation and maintain the files. To look after the work of Mediation of their respective court.
9. To sign the summons, notices, memos, and to check, the warrants and initial it and to send it for services and execution.
10. To supervise over the work of Video Conferencing and to do all the correspondence related thereto.
11. To make submissions on surety applications of their respective court & supervise over the work of Staff appointed for Surety Verification.
12. To check various types of bonds ordered to be taken by the Court.
13. To attend the High Court and Sessions Court Writs.
14. To prepare Appeal Book and send Record and Proceedings to the Supreme Courts, High Court and Sessions Court.
15. To send periodical returns to the Head Office.
16. To issue attendance certificate to the witnesses.
17. To verify the diet and travelling expenses to be paid to the witnesses.
18. To receive the applications for copies of their respective court.
19. To compare the certified copies of notes of evidence and judgment to be supplied to the parties.
20. To sign the certified copies of orders and judgments of their respective Court.
21. To sign the daily fees register.
22. To see whether the results of each and every cases, notices, applications, (Remand & Bail) are written/noted in the specific register by the subordinate staff.
23. To get the work of classification of disposed cases done from General Clerk, warrant clerk, summon clerk and other staff.

24. To receive the properties and documents received in cases as exhibits and keep them in custody.
25. To enter the Muddemal and various property in the property register and to arrange the Muddemal in cupboard on the racks arranged in Muddemal room number-wise, case-wise and year-wise.
26. To affix the identifying slip to the Muddemal i.e. Case No., Court No., Muddemal Property No., Safe Register number and date and to handover the valuable Muddemal to the Cashier for safe custody.
27. To write the orders of the disposal in the Muddemal register.
28. To take steps for auction of Muddemal articles, hold auction as per the direction of the Presiding Officer & credit the sale proceeds to the Government.
29. To return the properties and documents as per orders of the Court.
30. To take steps for auction of Muddemal articles hold auction as per the direction of the Presiding Officer and credit the sale proceeds to the Government.
31. To make the statements and Balance Sheet of the Muddemal property.
32. To check the accounts of the Centre.
33. To deal with lunacy matters.
34. To attend to the maintenance of Court building and administration and make correspondence with concerned P.W.D. and other authorities.
35. To discharge the duties of Assistant Public Information Officer.
36. To comply with the Inspection notes pertaining to his/her duties.
37. To look after and maintain the files of
 - i) Working of Video Conferencing.
 - ii) E-Court Project.
 - iii) Canteen, Petitioner Writer, Stamp Vendor, PCO/Xerox Booth.
 - iv) Fax, Xerox, Water Cooler, A.C. machines and Computers.
38. To supervise the work of Server Operator and get judgment or any correspondence received by email downloaded and bring to the notice of concerned courts.
39. To maintain correspondence regarding Server Room.
40. To supervise the work of E – Court Project & Server Room.
41. To maintain all files except those maintained by his/her subordinate staff.
42. To maintain the Dead Stock Register and Property Register.
43. To Look after the work of Lok Adalat /Special Drive and to submit the statement to Head Office in time of all Courts at the respective Centre.
44. To attend the work of Audit Inspection of A. G. Office and to comply with the Audit Inspection Notes.
45. Any other work entrusted by the Presiding Officer.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai.

*** In view of Office Circular No. CMM/OC/18/2017 dtd. 21/06/2017 the following modifications are made in Duty List of Sr. Judicial Clerk Sr. No. 5 : “ Custodian of Muddemal properties, dead stock, records and documents not related with the cases and applications of the concerned court.”**

CONTROLLING JUDICIAL CLERK

(At Mulund, Vikhroli, Shindewadi, Juvenile, CST Railway, Ballard-pier, Girgaon, Mumbai Central Railway, Andheri & Vile-Parle Centre of Courts)

1. To maintain Muster roll and Late Muster Roll & to see the working of Bio-metric attendance Unit.
2. To maintain the casual leave account.
3. To see that the Court building and its surrounding is kept clean.
4. To supervise the work of Interpreter, Clerks, typists and stenographers, Peons and Hamals.
5. Custodian of Muddemal properties, documents, records and dead stock of the concerned court.
6. To attend the correspondence, to take orders of the presiding officer on the letters received and draft reply accordingly.
7. To comply the orders of the court.
8. The Controlling Judicial Clerk of respective centre shall assist in holding the meeting as per schedule of Mediation, shall make all the correspondence related to the Mediation and maintain the files. To look after the work of Mediation of their respective court.
9. To sign the summons, notices, memos, and to check, the warrants and initial it and to send it for services and execution.
10. To supervise over the work of Video Conferencing and to do all the correspondence related thereto.
11. To make submissions on surety applications of their respective court & supervise over the work of Staff appointed for Surety Verification.
12. To check various types of bonds ordered to be taken by the Court.
13. To attend the High Court and Sessions Court Writs.
14. To prepare Appeal Book and send Record and Proceedings to the Supreme Courts, High Court and Sessions Court.
15. To send periodical returns to the Head Office.
16. To issue attendance certificate to the witnesses.
17. To verify the diet and travelling expenses to be paid to the witnesses.
18. To receive the applications for copies of their respective court.
19. To compare the certified copies of notes of evidence and judgment to be supplied to the parties.
20. To sign the certified copies of orders and judgments of their respective Court.
21. To sign the daily fees register.
22. To see whether the results of each and every cases, notices, applications, (Remand& Bail) are written/noted in the specific register by the subordinate staff.
23. To get the work of classification of disposed cases done from General Clerk, warrant clerk, summons clerk and other staff.
24. To receive the properties and documents received in cases as exhibits and keep them in custody.

25. To enter the Muddemal and various property in the property register and to arrange the Muddemal in cupboard on the racks arranged in Muddemal room number-wise, case-wise and year-wise.
26. To affix the identifying slip to the Muddemal i.e. Case No., Court No., Muddemal Property No., Safe Register number and date and to handover the valuable Muddemal to the Cashier for safe custody.
27. To write the orders of the disposal in the Muddemal register.
28. To take steps for auction of Muddemal articles, hold auction as per the direction of the Presiding Officer & credit the sale proceeds to the Government.
29. To return the properties and documents as per orders of the Court.
30. To take steps for auction of Muddemal articles hold auction as per the direction of the Presiding Officer and credit the sale proceeds to the Government.
31. To make the statements and Balance Sheet of the Muddemal property.
32. To check the accounts of the Centre.
33. To deal with lunacy matters.
34. To attend to the maintenance of Court building and administration and make correspondence with concerned P.W.D. and other authorities.
35. To discharge the duties of Assistant Public Information Officer.
36. To comply with the Inspection notes pertaining to his/her duties.
37. To look after and maintain the files of
 - i) Working of Video Conferencing.
 - ii) E-Court Project.
 - iii) Canteen, Petitioner Writer, Stamp Vendor, PCO/Xerox Booth.
 - iv) Fax, Xerox, Water Cooler, A.C. machines and Computers.
38. To supervise the work of Server Operator and get judgment or any correspondence received by email downloaded and bring to the notice of concerned courts.
39. To maintain correspondence regarding Server Room.
40. To supervise the work of E – Court Project & Server Room.
41. To maintain all files except those maintained by his/her subordinate staff.
42. To maintain the Dead Stock Register and Property Register.
43. To Look after the work of Lok Adalat /Special Drive and to submit the statement to Head Office in time of all Courts at the respective Centre.
44. To attend the work of Audit Inspection of A. G. Office and to comply with the Audit Inspection Notes.
45. Any other work entrusted by the Presiding Officer.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai.

*** In view of Office Circular No. CMM/OC/18/2017 dtd. 21/06/2017 the following modifications are made in Duty List of Sr. Judicial Clerk Sr. No. 5 :“ Custodian of Muddemal properties, dead stock, records and documents not related with the cases and applications of the concerned court.”**

DUTY LIST OF JUDICIAL CLERK.

1. To see that the Court hall and its surrounding is kept clean.
2. To supervise the work of Interpreter, Clerks, Typists, Stenos, peons and Hamals.
3. Custodian of Muddemal properties, documents, records and dead stock of the concerned court.
4. To attend the correspondence, to take orders of the Presiding Officer on the letters received and draft replies accordingly.
5. To comply the orders of the Court.
6. To sign the summons, notices, memos and to check the warrants and initial it and to send it for services and execution.
7. To make submissions on surety applications.
8. To check various types of bonds ordered to be taken by the Court.
9. To attend the writs of High Court and Sessions Court.
10. To prepare Appeal Book and send Record and Proceedings to the Supreme Court, High Court and Sessions Court.
11. To scrutinize & send periodical returns & any other statements required by the higher authority from time to time to the Head Office.
12. To issue attendance certificate to the witnesses.
13. To receive the application for certified copies.
14. To verify the diet and travelling expenses to be paid to the witnesses.
15. To compare the certified copies of notes of evidence and judgment to be supplied to the parties.
16. To sign the certified copies of orders and judgments.
17. To sign the daily fees register.
18. To see whether the results of each and every cases, notices, applications (Remand and Bail) are written/noted in the specific register by the subordinate staff.
19. To get the result of cases entered into the CIS System from the subordinate staff daily and to get the system updated time to time.
20. To get the work of classification of disposed cases done from General Clerk, Warrant Clerk, Summons Clerk and other staff regularly and send the same to record room.
21. To arrange to send the case to Cash Section when order of BDF or disposal of Valuable Muddemal Property is passed in the case.
22. To receive the properties and documents received in cases as exhibits and keep them in custody.
23. To receive the Muddemal produced in the court & check the muddemal according to the description.
24. To enter the Muddemal & valuable property in the property register and to arrange the Muddemal in cupboard on the racks arranged in Muddemal room number-wise, case-wise and year-wise.
25. To affix the identifying slip to the Muddemal i.e. Case No., Court No., Muddemal Property No, Safe

- Register number and date and to handover the valuable Muddemal to the Cashier for safe custody.
26. To write the orders of the disposal in the Muddemal register.
 27. To take steps for disposal of Muddemal articles as per the orders of the Court.
 28. To return the properties and documents as per orders of the Court.
 29. To take steps for auction of Muddemal articles and hold auction as per the direction of the Presiding Officer and Credit the sale proceeds to the Government.
 30. To make statements and Balance Sheet of the Muddemal properties.
 31. To deal with lunacy matters.
 32. To look after the work of Mediation of their respective court.
 33. To prepare the Balance Sheet as per the directions of the Hon'ble High Court.
 34. To place the circulars, Office Orders and any other correspondence before Judicial Officer.
 35. To comply with the Inspection notes pertaining his/her duties.
 36. To maintain all files except those maintained by his/her subordinate staff.
 37. To maintain the dead stock register and property register.
 38. Any other work entrusted by the Presiding Officer.

Sd/-

Mumbai,
Date :25/10/2013

(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

- **In view of Office Circular No. CMM/OC/18/2017 dtd. 21/06/2017 the following modifications are made in Duty List of Sr. Judicial Clerk Sr. No. 3 : “ Custodian of Muddemal properties, dead stock, records and documents not related with the cases and applications of the concerned court.”**

DUTY LIST OF THE STAFF WORKING AS A HEAD CLERK

(In The Office Of The Chief Metropolitan Magistrate, Esplanade, Mumbai)

1. To check pay bills, to be initialed for the approval, confirmation and correctness and other work related with the pay bills.
2. To initial for the approval, confirmation, correctness, the submissions on the leave applications.
3. To initial on the entries made in service books regarding leave, increment on annual, on promotion, advance increment, hometown concessions, Maharashtra Darshan, remarks on the Departmental inquiries, deemed promotions, etc.
4. To prepare seniority list and to maintain the confirmation order, to prepare the gradation list and the same be circulated among the staff members.
5. To give the permanency benefits to the staff of class C and D employees.
6. To make the submissions regarding twelve years deemed promotions.
7. To make available of related papers for the propose of departmental inquiries and to attend the D.E. in related with the leave.
8. To make the fixation of pay of class B, C and D employees.
9. To make the correspondence with the employment exchange, general administrative department

Mantralaya relating to the appointments of class C and Class D employees and other correspondence in relating to the work of establishment section.

10. To implement the Maharashtra Civil Services Rules in the office.

11. To maintain the register for annual increment to class B, Class C and D employees.

12. To assist the Office Superintendent in conducting the Higher Standard & Lower Standard Departmental Examinations & to get enter the results of the Examinations in Service Book of concerned employees from Service Book Section.

13. To look after the work & correspondence regarding Bio-metric Attendance and maintain the files.

14. Any other work entrusted by the Registrar and Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF INTERPRETER.

1. In-charge of daily board.

2. He is an custodian of all cases & applications.

3. To attend the Magistrate when the Court is working and to call out the cases.

4. To write the roznamas in the cases.

5. To arrange the daily board and get it type from the typist.

6. To maintain the Memorandum Book(Diary).

7. To be the in-charge of the Court Library.

8. To receive the library books and to enter it in the Library Register.

9. To attend the Holiday Remand.

10. To assist the Judicial Clerk after Court work and to attend the work of Judicial Clerk in his or her absence.

11. To comply with the inspection notes pertaining to his/her duties.

12. Any other work entrusted by the Presiding Officer.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

- **In view of Office Circular No. CMM/OC/18/2017 dtd. 21/06/2017 the following modifications are made in Duty List of Sr. Judicial Clerk Sr. No. 2 : “He is custodian of all cases, applications and documents related with cases and applications of the concerned court.”**

**DUTY LIST OF PERSONAL ASSISTANTS &
STENOGRAPHERS (H.G. & L. G.).**

1. To receive the case papers for transcribing the dictation.
2. To take the dictation of the Presiding Officer.
3. To maintain the Register as to when the dictation is taken and transcribe.
4. To make confidential correspondence and maintain the Personal File of the Presiding Officer.
5. To preserve the dictation books/ schedule programme book of Presiding Officer.
6. To type the evidences of witnesses in the court in the absence of Court Typist & as and when directed by the Presiding Officer.
7. To comply with the inspection notes pertaining with his/her duties.
8. To upload the Order and Judgements passed by the Presiding Officer on CIS daily and maintain the register.
9. Any other work entrusted by the Presiding Officer.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

- **In view of Office Circular No. CMM/OC/05/2023 dtd. 23/01/2023 the modification is made in Duty List of Personal Assistant and Stenographer (H.G.&L.G.) at Sr. No. 6 : “To type the evidences of witnesses in the Court.”**

DUTY LIST OF SENIOR CLERK OF ALL CENTRE OF COURTS

1. To maintain the surety register.
2. To verify the surety applications.
3. To maintain the files in relation with his/her work.
4. To comply with the inspection notes pertaining to his/her duties.
5. To maintain Mediation cases Register as per rule.
6. To maintain the Casual Leave account, Muster Roll & Late Muster Roll. (Except Esplanade Centre)
7. To supervise over the service of postage stamp account.(Except Esplanade Centre)
8. To maintain the accounts of Stationery (Dead Stock) under the controll of Asst. Registrar / Controlling Judicial Clerk.(Except Esplanade Centre)
9. Any other work entrusted by the Addl. Chief Metropolitan Magistrate, Asst.Registrar/Controlling Judicial Clerk.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFFS WORKING IN CENTRAL RECORD ROOM
UNDER THE SUPERVISION OF THE INCHARGE PRESIDING OFFICER

(1 RECORD KEEPER AND 1 CLERK-TYPIST)

1. To receive the classified record of all Courts.
2. To check all the record received by him/her as per list submitted by the Court concerned.
3. To give the acknowledgment in respect of record received.
4. To arrange the record court-wise and year-wise in the Record Room and to preserve it for the specified period.
5. To make the submission and to take the order for the destruction of the record.
6. To hand over the cases called by the Court who has send the record, after order made by the In-charge Presiding Officer of the Central Record Room.
7. To receive the applications for copies.
8. To put up it before the In-charge P.O. for order and if it is granted to furnish copies to the concerned.
9. To maintain the registers pertaining to his/her work.
10. To comply with the inspection notes pertaining to his/her duties.
11. Any other work entrusted by the In-charge officer.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING IN CASH SECTION AS A
CASHIER UNDER THE SUPERVISION OF THE REGISTRAR.

(1 Chief Cashier, 1 Head Cashier & 1 Asstt. Cashier)

1. To go to Reserve Bank of India and –
 - i) To deposit daily cash of this centre and remittance of fines, fees of other centres.
2. To receive remittance of fine, fees from all centres of Courts in term of cash and Demand twice in a week i.e. Tuesday & Friday.
3. To disburse the various types of Exchequer of Telephones, water, light, rent bills etc and Bhatta to all centres and to maintain the record of above payment with acknowledgment.
4. To receive valuable Muddemal Properties items and F.D.R. from the Courts of this centre and to maintain the Safe register for the said properties, to round up theMuddemal articles as and when it is disposed of and on completing all formalities and to prepare the balance sheet for the pending valuable Muddemal articles.
5. To receive daily cash counter and arrange it to deposit in R.B.I. on next day.
6. To receive the amount of fine, A/C No. I, A/C No.II, Gaming, Deposition, Misc Amount, and to receive also the fine, fees of the Morning Courts.
7. To carry out the daily work in various ways with the help of the other Cashiers.
8. To maintain the following registers -
 - i) Safe Register

- ii) F.D.R. Register
- iii) Salary Outward Register for Class C & D
- iv) Bhatta Book
- v) Rough Cash (Treasury withdrawals) Book
- vi) P.S., New papers, Petrol Supply etc.
- vii) Cash-Book (B.T.R.-4)
- viii) General Cash Book (Remittance Register)
- ix) Un-disbursed Salary Register
- x) Permanent Allowance Book
- xi) Monthly salary outstanding Statement
- xii) To prepare the remittance Statements
- xiii) To maintain Outward Register.

9. To maintain the files in relating to their works.

10. To transfer the cash amounts payable to different parities through NEFT as per the guidelines issued in this respect & maintain the files.

11. Head Cashier/Asstt. Cashier is to look after the work of the Chief Metropolitan Magistrate Cashier in his/her absence.

12. Head Cashier/Asstt Cashier to do the work as per the supervision of the Chief Cashier.

13. To comply with the Inspection Notes pertaining to their duties.

14. Any other work entrusted by the Registrar.

Sd/-

Mumbai,
Date :25/10/2013

(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

**DUTY LIST OF THE ASSISTANT SUPERITENDENT & OTHER STAFF
WORKING IN ACCOUNT SECTION UNDER THE SUPERVISION OF THE
ASSTT. REGISTRAR-II & THE REGISTRAR.**

1. To receive the applications for Refund of Cash Bail, for verification whether cash bail amount is lying in Account or not.
2. To make payment by NEFT/RTGS through RBI and maintain the record regarding payment.
3. To prepare the list of BDF Cases and issue cheque for Bail Deposit Forfeiture amount in cases from all Courts.
4. To keep the record of all applications and cheques.
5. To prepare the challans of A/c No. I, A/c No. II, fines and fees amount.
6. To receive and check the remittance from all centres.
7. To prepare the fine, fees, forfeiture challans and maintain the remittance register.
8. To maintain the record & Memos of fine and fees of all the centres.
9. To prepare the statements of fine and fees of all the centres.
10. To prepare the statement of fine, fees, forfeiture challans received from RBI and send to P.A.O. for

verification and to finance department.

11. To maintain record of lapsed bail deposit of all centres.
12. To receive the applications for refund of cash from lapsed amount.
13. To maintain the refund of fine register.
14. To prepare the bill of refund of cash from lapse deposit and to submit it to Pay and Accounts office.
15. To prepare Balance Sheet of A/c. I & A/c. II items.
16. To maintain the various types of Registers as follows -
 - i) Bail Deposit Register (A/c. I)
 - ii) Witness Bhatta Register 44
 - iii) Miscellaneous Deposit (A/c No.II) Register
 - iv) Remittance Register
 - v) Gaming Register
 - vi) Bail Deposit Forfeiture Register
 - vii) Cheque Book Register
 - viii) PLA Cash Book
 - ix) RTI Register
 - x) Contingency Register 144
 - xi) Tabulated Register
 - xii) Challans Register
 - xiii) Fair Fine Register, etc.
17. To maintain files pertaining to their works.
18. To comply with the Inspection Notes pertaining to their duties.
19. Any other work entrusted by the Asstt. Registrar or the Registrar.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

**DUTY LIST OF HEAD CASHIER/ ASSISTANT CASHIER OTHER THAN
ESPLANADE.**

1. To receive fine amount, to prepare the receipt and hand over to the concerned parties.(Form 'A' for Bail Deposit, Form 204 for fine & 113 for others)
2. To receive the bail deposit and all kinds of payment ordered by the Court.
3. To receive the Bail deposit from the Police and parties.
4. To make endorsement of fine paid or not paid on docket of case papers.
5. To deposit the fine and other amount in Bank as per the Chief Metropolitan Magistrate's order.
6. To send the Demand Draft to the H.O. and Reserve Bank.
7. To take custody of valuable items and keep them in the safe.
8. To maintain the Safe Register.

9. To prepare the Balance Sheet of the Valuable Muddemal property which is in the custody of the Cashier.
10. To make payment of the witnesses.
11. To maintain Permanent Advance Register (Gen 145).
12. To write Rough Cash book.
13. To maintain Fair Fine Register.
14. To maintain the register of Receipt book.
15. To maintain securities Register (FDR, NSC, etc.). To maintain the FDR Register for those amount invested in Bank in the name of Court.
16. To prepare monthly memo of fine fees and forfeiture.
17. To transfer the cash amounts payable to different parites through NEFT as per the guidelines issued in this respect & maintain the files.
18. To attend the work of Asstt. Superintendent/Accountant in his/her absence.
19. To comply with the inspection notes pertaining to his/her table.
21. Any other work entrusted by the Asstt. Registrar/Sr. J.C./Controlling J.C. Or Controlling Presiding Officer.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF ASSISTANT SUPERINTENDENT.

(Except Esplanade Centre of Courts.)

1. To receive Refund application for Bail amount and other deposits.
2. To maintain Account I & II, Deposition, gaming, B.D.F. & RTI Register.
3. To make the payment by NEFT/RTGS through RBI.
4. To maintain Tabulated Book.
5. To maintain General Cash Book (BTR4) Subsidiary.
6. To prepare challans of the fine, fees and forfeiture and Account I & II also.
7. To prepare Balance Sheet of A/c.I & II amounts and maintain the register.
8. To prepare contingency bills.
9. To maintain the Contingency Register (Form144).
10. To prepare and send detailed bills (Contingency for payment of H.O.)
11. To prepare plus and minus memo for every month and to send it to A.G. Office in duplicate.
12. To verify the cash deposit whether it is pending or not, so as to avoid doublepayment or over payment.
13. To make arrangement to bring cheque book from P & A Office.
14. To maintain cheque register.
15. To maintain Surety Register.
16. To verify Surety application.

17. To prepare lapsed deposit statement.
18. To attend the work of Cashier in his/her absence.
19. To maintain the files in relation with his/her work.
20. To comply with the inspection notes pertaining to his/her tables.
21. Any other work entrusted by the Asstt. Registrar/ Sr. J.C./Controlling J.C. Or Controlling Presiding Officer.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING IN NON-GAZATTED PAY BILL SECTION UNDER THE SUPERVISION OF THE HEAD CLERK AND THE OFFICE SUPERINTENDENT

(1 Post of Assistant Superintendent and 7 Posts of Clerk)

DUTIES OF ASSISTANT SUPERINTENDENT

1. To prepare the G.I.S. Bill of retired employees.
2. To maintain the register name-wise of the Employees every half year and to post the salary for every month in it.
3. To prepare the acquittance roll (Centrewise) of the staff.
4. To prepare the Festival Advance Bills for Diwali, Idd & Christmas.
5. To inform the Government as to how many employees granted the House Building Advance and its balance.
6. To deduct the L.I.C. installments, prepare the invoice & to tally with entries made in the registers.
7. To take the note in Bill Register and Token Register after granting the Pay bills, Supplementary bills, Encashment bill etc.
8. To prepare the Challans of recovery and challans of refund.
9. To prepare the Census sheets of the employees in the month of June every year and to submit it to the Government.
10. To prepare Balance of bills which is sent to Pay & Accounts Office from Bill Register.
11. To check the acquittance of salary & others after received back and to file it.
12. To calculate the Income Tax of the Staff Members.
13. Other work allotted by the Head Clerk/Office Superintendent under the direction of the Chief Metropolitan Magistrate .

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,

Esplanade, Mumbai

**DUTY LIST OF THE STAFF WORKING IN NON-GAZATTED PAY
BILLSECTION UNDER THE SUPERVISION OF THE HEAD CLERK AND
THE OFFICE SUPERINTENDENT**

(1 Post of Assistant Superintendent and 7 Posts of Clerk.)

DUTIES OF THE CLERKS

1. To prepare the Salary Bill and to make the entries in the Bill Register for pay.
2. To make the entries of the Leave in the Bill register.
3. To take the note of Increment granted by annual & on promotion.
4. To prepare L.W.P. refund statement & G.I.S. statement.
5. To prepare H.B.A. statement and to prepare the Bill.
6. To prepare the Statement of G.P.F. & Income Tax.
7. To prepare Supplementary Bill, Encashment Bills, Bonus Bills.
8. To prepare the Bills of D.A. arrears, to prepare the Statement and to take the entries in the register.
9. To make the entries of G.I.S., Festival Advance, H.B.A. in register.
10. To prepare the Yearly Statements of G.I.S. & Profession Tax.
11. To prepare the Salary Certificates if demanded by employees.
12. To tally LIC deduction from the register with the invoice.
13. To take the entries of all bills in the Token register.
14. To prepare the Salary slips.
15. To make the entries of G.P.F. deductions in the register.
16. To prepare new salary register in the month of March every year.
17. Other work allotted by the Head Clerk/Office Superintendent under the directions of the Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

**DUTY LIST OF THE STAFF WORKING IN GAZETTED OFFICERS'S PAY
BILL SECTION UNDER THE SUPERVISION OF THE HEAD CLERK AND
OFFICE SUPERINTENDENT.**

(1 Assistant Superintendent & 2 Clerks)

1. To maintain the monthly Pay Bill Register.
2. To prepare monthly salary bills and slips of salary.
3. To calculate the Income Tax.
4. To maintain the Service Books i.e. to make the entries of Annual increments, Advance Increments, Leave, Home Town Concession, Deputation, H.T.C. On transfer etc.
5. To maintain the Bill Register and Cheque Register,

6. To maintain their record of all kinds of leave.
7. To prepare arrears of Pay Commission and thereafter to prepare the bills.
8. To prepare all kind of supplementary bills, i.e. T.A./ L.T.C./ Medical/ Computer Advance/G.P.F. Withdrawal/T.A. Advance etc.
9. To prepare the Pension Papers.
10. To prepare the Bills of Retired Officers i.e. G.P.F./G.I.S./Earned Leave Encashment/Death cum retired Gratuity, etc.
11. To make the correspondence with the Hon'ble High Court and Government.
12. To maintain the Personal file of the Officers.
13. Other work allotted by the Head Clerk/ Office Superintendent under the directions of the Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING IN LEAVE SECTION UNDER THE SUPERVISION OF THE HEAD CLERK AND OFFICE SUPERINTENDENT.:

(1 Assistant Superintendent and 2 Clerks)

1. To receive the application of all kinds of leave i.e. Casual Leave, Earned Leave, Special Leave, extraordinary leave of Class B,C, & D employees.
2. Put it up before sanctioning authority after making the submission.
3. After sanctioned to make its entry in the service book of the concerned employees.
4. To maintain the personal files of all employees and to file all types of applications of the staff in their personal files.
5. To maintain the leave register.
6. To maintain the service book of all employees and to take entries of increments, transfers, retirement, home town declarations, Maharashtra Darshan, Advance increment, results if any, in show-cause notice and departmental inquiry and fixation.
7. To prepare office order after sanctioning the leave and number it.
8. To maintain the personal account of leave.
9. To give one year leave record of every employees to the Pay Bill Section for increment purpose.
10. To furnish the information i.e. Date of Birth, date of joining, date of retirement and other relevant information from the service book to other sections.
11. Custodian of the Service Books of all employees except Class A.
12. To maintain the register for Service Books of retired employees and to prepare the Bill of encashment of unutilised leave.
13. To maintain the Regular Muster and Late Muster of all employees attached to the Esplanade Centre of Courts.

14. To maintain the files of

- i) Late Condonation
- ii) Attendance Certificate,
- iii) Statement of Increment,
- iv) Attendance Certificate of Class IV employees who are working as a Residential Chaparasi.

15. Any other work entrusted by the Head Clerk/Office Superintendent under the directions of the Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING IN PENSION BRANCH UNDER THE SUPERVISION OF THE ASSTT REGISTRAR – II

(Assistant Superintendent & 3 Clerks)

1. To prepare T.A. & D.A. bills of all staff of Class B, C & D .
2. To prepare Home Town & Maharashtra Darshan bills of all staff except Class A.
3. To prepare Medical Bills of all staff except class A.
4. To prepare G.P.F. withdrawal and refundable bills.
5. To maintain broad sheets and account of G.P.F. of Class D staff and to make entries in the Pass Books of G.P.F. of Class D staff.
6. To maintain the Master Lists of G.P.F. & D.C.P.S. of Class B & C staff.
7. To prepare the pension papers of Class B, C & D employees.
8. To prepare the documents for the pension of retired persons as well as deceased persons,
9. To prepare Pensioners arrears Bills who retired in the year 1996 and onwards.
10. Any other work entrusted by the Assistant Registrar - II under the direction of the Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING IN BUDGET SECTION UNDER THE SUPERVISION OF ASSTT REGISTRAR – II

(1 Sr. Clerk and Clerk)

1. Reconciliation of statement with the Statement of Pay & Accounts office and thereafter to prepare the progress Expenditure statement.
2. To prepare Quarterly Statement of all heads.
3. To sent the Annual Budget to Mantralaya in the month of October of every year.
4. To send Eight monthly revised Budget estimate to Mantralaya in the month of December of every year.
5. To send Nine monthly revised Budget estimate to Mantralaya in the month of January of every

year.

6. To send the statement of Probable expenditure & surrender the savings to Mantralaya on 15th March of every year.
7. To tally the monthly abstract of this office to the abstract of the office of the Accountant General.
8. To send the statement regarding the Actual Expenditure during the year in the month of June to the Mantralaya.
9. Any other work entrusted by the Assistant Registrar -II under the direction of the Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

**DUTY LIST OF THE STAFF WORKING IN STATIONERY BRANCH UNDER
THE SUPERVISION OF ASST REGISTRAR – I**

(2 Clerks)

1. To maintain Master DEAD STOCK register containing Furnitures of all centres of Courts.
2. To maintain Dead Stock Register for Esplanade Center of Courts and to maintain the stock and Distribution of Stationery register.
3. To arrange the stationery in Godown and distribute to the Establishment Section and Centre of Courts as per their demand and availability.
4. To bring the stationery from the Printing Press and from Mumbai Central Bus stand or their Parcel Office.
5. To take the typewriters to Printing Press for repairing and to bring it back.
6. To make correspondence regarding the stationery i.e. forms, registers, clothes, other stationery etc. to the concerned authorities and to make inquiries for availability of Stationery and if available to bring it if necessary to go personally for inquiry regarding above referred matter.
7. To maintain the Home Library of the Presiding Officer for the delivery of the books and return back after transfer of the presiding Officer or on retirement.
8. If shortage of stationery or other inquiry regarding stationery, to go to the court of Sessions, High Court and small Cause Court.
9. Other related concerned work with this branch.
10. Any other work entrusted by Assistant Registrar - I under the direction of the Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING IN JUDICIAL BRANCH UNDER THE

SUPERVISION OF THE ASSTT. REGISTRAR- II

(3 clerks)

DUTIES OF THE WRIT SECTION: 2 CLERKS

1. To receive writs/Notices/Judgment Copies from High Court of Mumbai and their benches and Supreme Court of India.
2. To make entries of Writs/Notices/Judgment copies in the Registers.
3. To take out Zerox copies of writs received from High Court & Supreme Court.
4. To prepare forwarding letter for sending the writs/notices to the respective courts, Addl. Commissioner of Police & concerned Police stations for execution and service & to obtain the signature of the Metropolitan Magistrate, 23rd Court, on forwarding letters.
5. To receive back the said writs/notices and acknowledgments of Record & Proceedings from all concerned, to take the note of outward no. of Courts and round up the entry.
6. To prepare the list of writs/notices sent back to Hon'ble High Court, Supreme Court & Session Court.
7. To prepare forwarding for sending the Original Record and Proceedings of all courts to High Court and Session Court.
8. To prepare slips to re-forward the complied writs/ notices to the higher court.
9. To receive back the Original R & P from High Court and Sessions Court and back to concerned courts.
10. To prepare acknowledgment files for writs/notices sent to Upper Courts.
11. To maintain the correspondence file which is made with the higher courts.
12. To maintain the record of Judgment copies received from the higher courts.
13. To send reminders to whom the writs/ notices are sent for compliance of pending writs/notices.
14. To maintain dispatch book for local writs and original R & P and proceedings of all courts.
15. To make the correspondence in related with the work of this section.
16. Any other work, entrusted by the Assistant Registrar-I under the direction of the Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING IN THE JUDICIAL BRANCH

UNDER THE SUPERVISION OF THE ASSTT. REGISTRAR-II

(3 Clerks)

DUTIES OF OUTSIDE WARRANTS, SUMMONS, NOTICE CLERK

1. To receive the out stations summons, warrants & Notices, to forward the same to the Commissioner of Police for execution and service.
2. To prepare the progress report of the undertrial Prisoners and to submit it to the Hon'ble High Court, Mumbai.
3. To maintain the file of transfer orders of cases issued.

4. To maintain the register and file for the complaint made by the accused persons regarding ill-treatment.
5. To maintain the file for –
 - i) Acknowledgment receipt received from Commissioner of Police.
 - ii) General file for jail intimation & Judicial intimation etc.
6. To maintain the outward register for this section and other related work to this section.
7. To maintain the Register for the process received from the High Court outside of Maharashtra.
8. To maintain the file the G.R. Received/Notification/Circulars.
9. To maintain the file of circulated Judgments.
10. Any Other work entrusted by the Asstt. Registrar -I under the direction of the Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING IN THE STATISTICS BRANCH
UNDER THE SUPERVISION OF THE REGISTRAR

(3 Clerks)

1. To receive the various types of Statements from the Metropolitan Magistrate's Court's, to verify it and to take the entries in the relevant statement register.
2. To prepare the consolidation report of each statement periodically and forward it to the High Court, Mumbai.
3. To collect the information which is asked by the Hon'ble High Court time to time and sent it to the same within stipulated period to Hon'ble High Court, Mumbai.
4. To maintain the files for various statements and other correspondence including Mediation & Lokadalat.
5. To collect the information from other Courts of A.C.M.M. and M.M.s in the format of ANALYTICAL STATEMENT and thereafter to prepare Annual Statements No. I, II, IX, X, XI, XII, XV and Statement in Form A and Form B and sent to the Hon'ble High Court, Mumbai.
6. Any other work entrusted by the Registrar under the direction of the Chief Metropolitan Magistrate, Mumbai.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING IN CONTINGENCY BRANCH
UNDER THE SUPERVISION OF ASSTT. REGISTRAR - II

(1 Post of Asstt. Superintendent & 2 Posts of Clerks.)

1. To prepare Petty Supply (P.S.) and Particular Professional Services (P.P.S) Bills of all Centres of Courts.
2. To prepare the Salary Bills and Acquittance of Spl. Metropolitan Magistrates.
3. To prepare Telephone Bills of Office Telephone and Residential Telephone of the Presiding Officers.
4. To prepare Electricity & Water Bills of all Centre of Courts.
5. To prepare Petrol Bills and Car maintenance Bill of all vehicles.
6. To prepare the Peon allowance, Robe allowance bills of Judicial Officers.
7. To prepare Rent Bill of Nyay Mandir at Dadar and maintenance Bill of Vikhroli Courts.
8. To prepare the Salary Bill of Daily Wages of Sweeper.
9. To prepare T.A. (Ordinary), Office Stationery Office Furniture, Law Books (Purchasing & Binding) & Newspapers Bills and maintenance bill of Zerox & Cyclostyle machine.
10. To prepare the vouchers & maintain the Bhatta book and other concerned work to this section.
11. Any other work entrusted by the Asstt. Registrar - II under the direction of the Chief Metropolitan Magistrate, Mumbai.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING IN PRESS DECLARATION SECTION
UNDER THE SUPERVISION OF DEPUTY REGISTRAR

(2 Clerks)

1. To supply the formats of application, Authentication of declaration, ceasing declaration, transfer of title, keeper of press, etc, as per the requirements of theconcerned persons under Press & Registration of Books Act 1867.
2. To receive applications duly completed in all respects.
3. To send application to the Addl. I/c. Chief Metropolitan Magistrate, 3rd Court, Esplanade for signature for sending the same to New Delhi.
4. To receive correspondence from Registrar of Newspapers for India, New Delhi.
5. To intimate printer & publisher about allotment or rejection of title by sending them letters.
6. To give appointment to publisher for authentication.
7. To identify printer and publisher.
8. To put papers along with all the relevant documents before the Addl. Chief Metropolitan Magistrate, 3rd Court, Esplanade for authentication.
9. To send copies of declaration to R.N.I. by registered A.D.
10. To send copies of declaration to Examiner of Books Department.
11. To maintain the registers of inward and outward of applications.
12. To maintain publisher's copy register.
13. To maintain register of all press declarations.
14. To maintain the file for office correspondence.

15. To preserve the register of confessional statements, witness statements and dying declaration.
16. To maintain register of certified true copies of Press Declaration.
17. To receive the letters of Registrar and Dy. Registrar.
18. To maintain the files of correspondence of the Registrar.
19. To maintain Inward and Outward register of the correspondence of the Registrar.
20. To comply with the Inspection Notes pertaining to his/her duties.
21. Any other work entrusted by the Dy. Registrar/Registrar/Addl. Chief Metropolitan Magistrate, 3rd Court, Esplanade, Mumbai.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING AS A INWARD CLERK UNDER THE SUPERVISION OF OFFICE SUPERINTENDENT AND HEAD CLERK:

(1 Clerk)

1. To receive the letters and send it to the Office Superintendent.
2. After scrutiny by the Office Superintendent, to receive it for making the inward.
3. To inward all letters and to distribute them to the concerned sections.
4. To maintain the Inward Register for Marathi & English correspondence separately.
5. To maintain the Letter Distribution Register.
6. To receive telephone calls and transfer it to the concerned section and Presiding Officers.
7. To comply with the Inspection Notes pertaining to his/her duties.
8. Any other work entrusted by the Registrar/Head Clerk/Office Superintendent.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE STAFF WORKING AS A OUTWARD CLERK UNDER THE SUPERVISION OF OFFICE SUPERINTENDENT AND HEAD CLERK

(1 Clerk)

1. To receive the letters for sending it to the concerned offices/persons.
2. To make the entries of the said letters in the Outward Register.
3. To maintain the Outward Register for Marathi & English correspondence separately.
4. To maintain the Letter Distribution Register for this Centre of Courts and separate Register for the letters of other Centre of Courts.
5. To dispatch the Office Orders, Writs, Confidential Letters to the concerned courts/persons.
6. To maintain the Postal Stamps (Service) Register.

7.To distribute the Service Stamps to the other centre of courts as per the availability and directions.

8. To comply with the Inspection Notes pertaining to his/her duties.

9. Any other work entrusted by the Registrar/Head Clerk/Office Superintendent.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF GENERAL CLERK

1. To receive the charge-sheet from Police, to check the relevant documents and make the entries in the register with the permission of the court.
2. To receive daily board cases from Interpreter to write its next date of hearing along with effective order in the board of such date and sent it to the concerned staff for compliance of the court order.
3. To prepare all kind of memos.
4. To enter the results of disposed-of cases in K-patruk (Disposal) Register.
5. To make entry of writs received from the Supreme Court, High Court and Sessions Court in the Register.
6. To prepare the statement of pending writs for more than 30 days.
7. To prepare the Balance Sheet (Sood) of pending cases.
8. To assist the Judicial Clerk for sending R & P of committal cases to the Court of Sessions, Mumbai.
9. To assist the Judicial Clerk for preparing all kind of statements.
10. To prepare list of classified cases with the help of Typist, Summons Clerk and Warrant Clerk and sent it to the Central Record Room.
- 11.To arrange to send the case to Cash Section when order of BDF or disposal of Valuable Muddemal Property is passed in the case.
12. To dispatch the letters.
13. To make the entry of R.A., Bail Applications, and FIR in its respective registers.
14. To do the comparing work with the Judicial Clerk.
15. To send the cases to Centralise Filing Cell for numbering & receive back.
16. To maintain the files in relation with his/her duties.
17. To maintain the following registers:
 - i) Police Case Register
 - ii)High Court and Sessions Court Writ Register
 - iii) Bail Application Register
 - iv) Remand Application Register
 - v) FIR Register
18. To look after the work of Interpreter in his/her absence.
19. Any other work entrusted by the Presiding Officer or Judicial Clerk.

ADDITIONAL DUTIES OF THE GENERAL CLERK ATTACHED TO CONTROLLING JUDICIAL CLERK.

20. To maintain the Service Stamps Account.
21. To write the Muster Roll and Late Muster Roll.
22. To maintain the Casual Leave Application File.
23. To maintain the Accounts of Stationery.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF HEAD TYPIST/ TYPIST/ CLERK-TYPIST

1. To type daily board fixed for hearing.
2. To prepare the copies of orders, Judgments and evidence etc., and send it to Judicial Clerk for comparing and certifying.
3. To maintain copying fee accounts.
4. To deliver the copies to the Concerned parties.
5. To maintain Balance Sheet of copying applications.
6. To type the evidence of witnesses in the cases in open Court as and when directed by the Presiding Officer.
7. To type the statement of accused in the absence of Steno.
8. To type the list of classified disposed of cases for sending it to the Central Record Room.
9. To maintain the files in relation with his/her work.
10. To comply with the Inspection notes pertaining to his/her duties.
11. To maintain the following registers :
 - i) Register of copies supplied to the accused in Jail.
 - ii) Register of Application for Certified Copies.
 - iii) Register of Urgent delivery copying Application.
12. Any other work entrusted by the Presiding Officer or Judicial Clerk.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF SUMMONS CLERK/ CLERK-TYPIST

1. To receive the case papers from General Clerk for compliance of the orders.
2. To make entry of complaint cases in Register (Summons & Case Register).
3. To make entry of miscellaneous application in Register.
4. To receive process fees.
5. To prepare summonses to the accused persons, witnesses & letters to Doctor, and Notices in Private cases and Police cases.
6. To assist the General Clerk for preparing the list of classified disposed of cases for sending it to the

Central Record Room.

7. To maintain the files in relation with his/her work.
8. To maintain the following Registers :
 - i) Summons Cases Register.
 - ii) Miscellaneous Application Register.
 - iii) Process Fees Register.
 - iv) Inward Register.
 - v) To maintain the Register of Referral & Referred cases for mediation.
9. To do the work of classification of disposed cases regularly and prepare list for sending to record room.
10. To enter result of cases in CIS Software and see that all entries are updated from time to time.
11. To prepare list of cases in which order of B.D.F. is passed and send the same to Head Cashier alongwith cases.
12. To send the case to the Head Cashier in case of order of disposal of Valuable Muddemal Property for making entry in V.M.R.
13. To comply with the Inspection notes pertaining to his/her duties.
14. To do any other work entrusted by Presiding Officer or Judicial Clerk.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

LIST OF DUTIES OF WARRANT CLERK/ CLERK-TYPIST

1. To receive the case papers from the General Clerk for the compliance of the orders of the Warrant.
2. To issue warrants in Police and Complaint Cases.
3. To issue Distress Warrants.
4. To prepare the Bail Bonds and the Cash Bonds.
5. To make the entry of the cases kept on Dormant File in Dormant File Register.
6. To prepare the Balance-Sheet of the Dormant File Cases.
7. To maintain the files in relation with his/her work.
8. To maintain the following Registers :
 - i) Arrest Warrant Register & to make regular entries about cancellation/returned/ execution of warrants.
 - ii) Conviction Warrant Register.
 - iii) Remand Warrant Register.
 - iv) Dormant File Cases Register.
 - v) Distress Warrant Register.
 - vi) Search Warrant Register.
 - vii) Outward Register for Marathi & English correspondence separately.

9. To do the work of classification of disposed cases regularly and prepare list for sending to record room.
10. To enter result of cases in CIS Software and see that all entries are updated from time to time.
11. To prepare list of cases in which order of B.D.F. is passed and send the same to Head Cashier alongwith cases.
12. To send the case to the Head Cashier in case of order of disposal of Valuable Muddemal Property for making entry in V.M.R.
13. To comply with the Inspection notes pertaining to his/her duties.
14. To do any other work entrusted by Presiding Officer or Judicial Clerk.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

**DUTY LIST OF THE STAFF WORKING IN CONFIDENTIAL & INSPECTION
BRANCH UNDER THE SUPERVISION OF THE CHIEF METROPOLITAN
MAGISTRATE, ESPLANADE, MUMBAI**

1. To maintain Inward & Outward Register of Confidential Section.
2. To seal and dispatch all confidential letters/orders/circulars etc. of Hon'ble Chief Metropolitan Magistrate to the Hon'ble High Court/ Sessions Court/ Centres of Courts and/or any other offices.
3. To call for the special reports of the Presiding Officers under whom the staff due for review, as per the requirement, and to place the same before the Hon'ble Chief Metropolitan Magistrate and the committee for review.
4. To communicate the orders of the Review Committee to the concerned staff.
5. To maintain and preserve the files of the Review Committee Meetings and all correspondence made thereof.
6. To prepare the lists of the staff members and sent their blank C.R.s to each Presiding Officers for their reports, in the month of April every year, and on receipt thereof, to place the C.R.'s before the Reviewing Authority (Hon'ble Chief Metropolitan Magistrate) and communicate adverse remarks if any, to the staff as per Hon'ble Chief Metropolitan Magistrate's directions.
7. To preserve and maintain the Confidential Reports of Class B,C, & D staff.
8. To draw articles of charge and other annextures, prepare show cause notices., etc staff concerned. To cause to serve the Departmental Inquiry Papers upon the staff concerned and receipt of their written statement of defence, to forward the papers to the Inquiry Officer appointed by the Hon'ble Chief Metropolitan Magistrate.
9. To maintain the files of the Departmental Inquiries, Preliminary Inquiries, show cause notices, etc. of the staff.
10. To maintain the files of representations/appeals/writ petitions made by the staff, against the final order in the Departmental Inquiries held against them, or order of review communicated to them, and to send reports/remarks to the Hon'ble High Court, if required, on the directions of the Hon'ble Chief

Metropolitan Magistrate.

11. To do all the typing work of Confidential and Inspection Branch.
12. To receive the Inspection Notes of the Courts inspected by the Inspection Authority, and to forward the same to the Court concerned for compliance.
13. To issue reminders/letters for ensure speedy compliance, on the directions of Hon'ble Chief Metropolitan Magistrate .
14. To receive the complied Inspection Notes and place the same before the Honorable Chief Metropolitan Magistrate for deputing a Judicial Officer for physical verification of the compliance's made by the Court concerned.
15. On receipt of the report of the concerned Judicial Officer, to forward the notes to the Hon'ble High Court along-with the Hon'ble Chief Metropolitan Magistrate's certificate and letter; and to preserve one set of the Inspection Notes, in this office for office record.
16. To ensure that any directions/compliance pertaining to the Hon'ble Chief Metropolitan Magistrate in the inspection notes of the concerned courts are complied with the help of the Registrar/Deputy Registrar or staff concerned, by issuing letters/directions if necessary to all concerned.
17. To send letters/reminders to the Presiding Officers/Courts calling for their statements of Muddemal Property and Classification of cases.
18. To maintain the files of correspondence related to the property statements/classification of the cases etc.
19. Any other work entrusted by the Registrar & Chief Metropolitan Magistrate.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

DUTY LIST OF THE TYPIST/CLERK-TYPIST WORKING UNDER THE SUPERVISION OF THE OFFICE SUPERINTENDENT AT ESPLANADE CENTRE OF COURTS

1. To type the letters pertaining to the correspondence of the Office Superintendent and the Head Clerk.
2. To type the Office Orders.
3. To type the schedules related to the Pay Bill Section, Pension Section and Contingency Branch.
4. To comply with the Inspection notes pertaining to his/her duties. with the Inspection Notes pertaining to his/her work.
5. Any other work entrusted by the Registrar, Office Superintendent and the Head Clerk.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

**DUTY LIST OF THE CLERK/TYPIST (SERVER OPERATOR) LOOKING
AFTER THE WORK OF SERVER SECTION OF THE CENTRE**

1. Switch on & off the server on every working day.
2. Maintain the server and server room dust free with the help of Sweeper.
3. Ensure adequate cooling available for the server.
4. Ensure that proper power supply and serviceability of UPS all the time.
5. Ensure prompt backup of CIS data and Office server data at the end of the day & upload/dispatch the CIS data to NIC via VPN.
6. Ensure no unauthorised person accesses the server room and server. Whenever server operator moves out for a long time, he is to lock the server room and seek permission from MM or Judicial clerk in this regard.
7. He is to ensure that no unauthorised person occupies the server room on the pretext of relaxing in the air conditioning system.
8. No unwanted items to be kept in the server room nor he should permit anybody to do so.
9. He/she is to maintain a complaints register wherein complaints from different courts pertaining to PCs, server, Laptops, printers, etc are logged in. He is also to ensure that these complaints are attended by the AMC contractor promptly.
10. He / she should assist the court clerk in respect of problem related to data entry of cases.
11. He / She should receive and send fax and log the same in the fax In/Out register.
12. He / She should check the email regularly (atleast at an interval of one hour), take printout of the mails received and put up the same to the concerned authority. He should also maintain a proper log of the same in the mail In / Out register.
13. He / She should comply with the Inspection notes pertaining to his / her duties.
14. He / She should perform any other work entrusted by Asst Registrar / Judicial Clerk as per the directions of the Controlling / Presiding Officer relating to e- court/ server / CIS.

Mumbai,
Date :25/10/2013

Sd/-
(M. P. Bage)
I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

FOR INSERTION IN THE DUTY LIST

In view of Hon'ble High Courts Letter No. B(W)6009/2011 dtd. 17th September, 2014 following additional Duties are inserted in the Duty List of respective Officials :

Maintenance of Washrooms :

- i. Overseeing the cleanliness of Washrooms by Safaigars.
- ii. To see whether the Washrooms are clean

- iii. To see the upgradation & maintenance of the Garden is done by the Gardner.
- iv. To maintain the Attendance Register of the persons appointed by Contractor and send the same to the Head Office with remarks of the Controlling Judicial Officer about the state of cleanliness after end of every month.
- v. Any other duty in this respect issued by the Chief Metropolitan Magistrate, Mumbai from time to time.

Officials designated for looking after the above duties :-

Sr. no	Name of the Centre	Designation of the Official who are appointed to look after the work of Maintenance of Washrooms	Designation of the Official who will hold the charge to look after the said work in absence of regular Official
1	Esplanade	Deputy Registrar	Office Superintendent
2	CST	Judicial Clerk	Interpreter
3	Ballard Pier	Judicial Clerk 38 th Court	Judicial Clerk of 33 rd Court
4	Mazgaon (at Sewree)	Judicial Clerk 2 nd Court	Judicial Clerk 25 th Court
5	Juvenile	Judicial Clerk	Interpreter
6	Bhoiwada-Dadar	Assistant Registrar	Judicial Clerk 5 th Court
7	Shindewadi-Dadar	Judicial Clerk 41 st Court	Judicial Clerk 42 nd Court
8	Kurla	Assistant Registrar	Judicial Clerk 11 th Court
9	Vikhroli	Head Clerk	Judicial Clerk 31 st Court
10	Mulund	Judicial Clerk 27 th Court	Judicial Clerk 53 rd Court
11	Girgaon	Judicial Clerk 4 th Court	Judicial Clerk 14 th Court
12	Mumbai Central	Judicial Clerk	Interpreter
13	Bandra	Assistant Registrar	Judicial Clerk 9 th Court
14	Vile Parle	Judicial Clerk, 39 th Court	Judicial Clerk, 55 th Court
15	Andheri	Judicial Clerk Railway Mobile Court	Judicial Clerk 44 th Court
16	Borivali	Assistant Registrar	Judicial Clerk 24 th Court

चतुर्थ श्रेणी कर्मचारी यांची वर्गवार कर्तव्यसूची:-

पद :- चपराशी :-

१. न्यायिक अधिकाऱ्याच्या घरी कर्तव्याचे पालन करणे. न्यायिक अधिकाऱ्याने सांगितलेली कामे

दक्षतापूर्वक पार पाडणे.

२. न्यायिक अधिकाऱ्यांनी सांगितलेल्या कामाची कर्तव्यपुर्ती करणे जसे बँकेची कामे व इतर कार्यालयीनी कामे.

३. न्यायिक अधिकाऱ्यांनी वेळोवेळी दिलेल्या इतर सूचनांचे योग्य ते पालन करणे.

पद :- हमाल :-

१. न्यायालय, न्यायिक अधिकाऱ्यांचे कक्ष, न्यायालयाचे कार्यालय इत्यादी साफ सफाई करणे.

२. रोजच्या केसेसची तारखेनुसार विभागणी करून बोर्ड बनवण्यात मदत करणे तसेच न मिळालेल्या केसेसची दुभाषींना तात्काळ माहिती देणे व सदरच्या केसेस शोधून काढणे.

३. एका टेबलावरून दुसऱ्या टेबलावर फाईली पोहचविणे तसेच कार्यालयीन पत्रे, कार्यालयील केसेस, एका कोर्टातून दुसऱ्या कोर्टात किंवा विभागात/कार्यालयात वरिष्ठांच्या आज्ञेनुसार पोहचविणे.

४. न्यायीक अधिकारी, न्यायीक लिपिक व इतर कर्मचारी यांनी वेळोवेळी दिलेले इतर कुठल्याही कार्यालयीन कामाचे पालन करणे.

५. कोर्टाचे दालन, कार्यालय, न्यायीक अधिकाऱ्यांचे कक्ष उघडणे व बंद करणे.

६. न्यायिक अधिकारी, न्यायीक लिपिक व इतर कर्मचारी यांच्या सांगण्यानुसार खटल्यांचे कागदपत्र काढून देणे.

७. खटल्यांच्या संदर्भात आलेले टपाल वेळोवेळी खटल्यांमध्ये टाचणे.

८. रोजच्या दैनंदिन खटल्यातील, दुभाषींना सी.आय.एस.(CIS) मधून काढलेले राजनाम्याचे व्यवस्थित कात्रण कापुन, संबंधित खटल्यामध्ये दुभाषींच्या देखरेखेखाली दक्षतापूर्वक चिटकविणे.

९. साक्षांकित प्रतीच्या अर्जावरील आदेशाच्या पूर्ततेकामी, संबंधित लिपिकाने सांगितलेल्या कादपत्रांच्या छायांकित प्रती (Xerox) काढणे व सदरची मूळ कागदपत्रे परत संबंधित लिपिकाच्या स्वाधीन करणे.

१०. माननीय उच्च न्यायालय, माननीय सत्र न्यायालय व इतर माननीय न्यायालये येथे पाठविण्यात येणारे खटले व्यवस्थित शिवणे.

११. माननीय उच्च न्यायालय, माननीय सत्र न्यायालय व इतर माननीय न्यायालये तसेच मध्यवर्ती अभिलेख विभाग (Central Record Room) येथे खटल्यांची ने-आण करणे.

१२. माननीय उच्च न्यायालय, माननीय सत्र न्यायालय व इतर माननीय न्यायालये व इतर शासकीय कार्यालय येथे कार्यालयीन पत्रांची ने-आण करणे.

१३. सहकारी शिपाई/नाईक/हवालदार यांच्या अनुपस्थितीत त्यांची सर्व कामे पार पाडणे.

१४. न्यायीक अधिकारी यांनी सांगितलेली कामे वेळेत पूर्ण करणे.

पद :- शिपाई/नाईक/हवालदार:-

१. न्यायिक अधिकारी, न्यायीक लिपिक व इतर कर्मचारी यांनी दिलेल्या आदेशाचे पालन करणे.

२. न्यायिक अधिकाऱ्यांना न्यायालयात घेऊन जाणे, न्यायालयात त्यांच्यामागे उभे राहणे तसेच खटले व कागदपत्रे इत्यादी वकील वर्ग, पक्षकार इत्यादींना न्यायिक अधिकाऱ्यांच्या आज्ञानुसार देणे.

३. खटल्याला, अर्जाला लावलेले कोर्ट फी स्टॅम्प छिद्र पाडणे व खटल्यामध्ये सदरची कागदपत्रे टाचून ठेवणे.

४. हमाल, नाईक, हवालदार व शिपाई यांच्या अनुपस्थित एकमेकांची कामे करणे.

५. न्यायिक अधिकारी, न्यायीक लिपिक व इतर कर्मचारी यांनी वेळोवेळी दिलेले इतर कुठल्याही कार्यालयीन कामाचे पालन करणे.

६. अधिकारी व कर्मचारी यांच्या सांगण्यानुसार खटल्याचे कागदपत्र काढून देणे.

७. रोजच्या केसेसची तारखेनुसार विभागणी करून बोर्ड बनवण्यास मदत करणे तसेच न मिळालेल्या केसेसची दुभाषींना तात्काळ माहिती देणे व सदरच्या केसेस शोधून काढणे.

८. रोजच्या बोर्डातील केसेसमध्ये, दुभाषींनी काढलेल्या राजनाम्याची प्रती दुभाषींच्या देखरेखेखाली केसेसमध्ये चिटकविणे.

९. साक्षांकित प्रतीच्या अर्जावरील आदेशाच्या पूर्ततेकामी, संबंधित लिपिकाने सांगितलेल्या कादपत्रांच्या छायांकित प्रती (Xerox) काढणे व सदरची मूळ कागदपत्रे परत संबंधित लिपिकाच्या स्वाधीन करणे.

१०. माननीय उच्च न्यायालय, माननीय सत्र न्यायालय व इतर माननीय न्यायालये येथे पाठविण्यात येणारे खटले व्यवस्थित शिवणे.

११. माननीय उच्च न्यायालय, माननीय सत्र न्यायालय व इतर माननीय न्यायालये तसेच मध्यवर्ती अभिलेख विभाग (Central Record Room) येथे खटल्यांची ने-आण करणे.

१२. सहकारी हमाल यांच्या अनुपस्थितीत त्यांची सर्व कामे पार पाडणे.

१३. माननीय उच्च न्यायालय, माननीय सत्र न्यायालय व इतर माननीय न्यायालये व इतर शासकीय कार्यालय येथे कार्यालयीन पत्रांची ने-आण करणे.

पद :- सफाई कामगार :-

१. न्यायालयातील मुतारी व संडास स्वच्छ ठेवणे.

२. कोर्टातील जीने व वन्हांडे व आवार स्वच्छ ठेवणे.

३. अधिकारी व कर्मचारी यांनी दिलेल्या इतर कुठल्याही कामाचे पालन करणे.

पद :- उद्वाहन चालक :-

१. उद्वाहनातून नियमाप्रमाणे माणसांची ने-आण करणे.

२. उद्वाहन नादुरुस्त झाल्यास अधिकाऱ्यांच्या सूचनेनुसार उद्वाहन कंत्राटकास संपर्क साधणे व उद्वाहन तात्काळ दुरुस्त करून घेणे.

३. अधिकारी व कर्मचारी यांनी दिलेल्या इतर कुठल्याही कामाचे पालन करणे.

पद :- झेरॉक्स ऑपरेटर :-

१. खटल्यातील कागदपत्रांचे आवश्यकतेनुसार झेरॉक्स करून देणे.

२. अधिकारी व कर्मचारी यांनी दिलेल्या कागदपत्रांचे झेरॉक्स करून देणे.

३. झेरॉक्स मशीन सुस्थितीत राहिल याची काळजी घेणे.

४. मशीन नादुरुस्त झाल्यास अधिकाऱ्यांच्या सांगण्यानुसार झेरॉक्स मशीन कंत्राटदाराशी संपर्क साधणे व मशीनतत्काळ दुरुस्त करून घेणे.

५. झेरॉक्सच्या प्रतींची नोंदवहीत रोजच्या रोज नोंद घेणे (रीडींग लिहून ठेवणे).

६. अधिकारी व कर्मचारी यांनी दिलेल्या इतर कुठल्याही कामाचे पालन करणे.

पद:- माळी :-

१. न्यायालयातील आवार सुशोभित झाडांची व रोपट्यांची लागवड करणे व जोपासना करणे.

२. न्यायालयातील आवार स्वच्छ ठेवणे.

३. अधिकारी व कर्मचारी यांनी दिलेल्या इतर कार्यालयीन कामाचे पालन करणे.

पद:- शिपाई/हमाल (प्रबंधक, उपप्रबंधक व साहाय्यक प्रबंधक कार्यालय) :-

१. प्रबंधक, उपप्रबंधक व साहाय्यक प्रबंधक यांच्या आदेशाचे पालन करणे व त्यांनी सांगितलेली कामे दक्षतापूर्वक पार पाडणे.

२. कार्यालय उघडणे व बंद करणे.

३. कार्यालयाची स्वच्छता ठेवणे.

४. माननीय उच्च न्यायालय, माननीय सत्र न्यायालय इतर माननीय न्यायालये व इतर शासकीय कार्यालय येथे कार्यालयीन पत्रांची ने-आण करणे.

५. प्रबंधक, उपप्रबंधक व साहाय्यक प्रबंधक यांना सकाळी न्यायालयीन आवारातून कार्यालयात घेऊन येणे व सायंकाळी कार्यालयातून न्यायालयीन आवाराबाहेर सोडणे.

६. प्रबंधक, उपप्रबंधक व साहाय्यक प्रबंधक यांनी वेळोवेळी दिलेल्या इतर सूचनांचे योग्य ते पालन करणे.

पद:- शिपाई/हमाल (आस्थापना विभाग) :-

१. कार्यालयीन अधिक्षक व साहाय्यक प्रबंधक यांच्या आदेशाचे पालन करणे व त्यांनी सांगितलेली कामे दक्षतापूर्वक पार पाडणे.

२. कार्यालय उघडणे व बंद करणे.

३. कार्यालयाची स्वच्छता ठेवणे.

४. माननीय उच्च न्यायालय, माननीय सत्र न्यायालय इतर माननीय न्यायालये येथे कार्यालयीन पत्रांची ने-आण करणे.

५. मंत्रालयीन विभाग, लेखा व अधिदान कार्यालय येथे कार्यालयीन देयकांची/पत्रांची ने-आण करणे.

६. कार्यालयीन अधिक्षक व साहाय्यक प्रबंधक यांनी वेळोवेळी दिलेल्या इतर सूचनांचे योग्य ते पालन

करणे.

पद:- शिपाई/हमाल (रोख विभाग, एस्प्लनेड न्यायालयीन केंद्र) :-

१. प्रबंधक, साहाय्यक प्रबंधक, साहाय्यक अधिकक्षक व मुख्य रोखपाल यांच्या आदेशाचे पालन करणे व त्यांनी सांगितलेली कामे दक्षतापूर्वक पार पाडणे.
२. रोख विभाग उघडणे व बंद करणे.
३. रोख विभागाची स्वच्छता ठेवणे.
४. रोख विभागात जमा असलेली रक्कम, रोखपाल विभागातील तृतीयश्रेणी कर्मचाऱ्यांसोबत भारतीय रिझर्व्ह बँकेत जमा करण्यासाठी जाणे.
५. रोख विभागातील NEFT व इतर कामे करण्यासाठी कार्यालयाच्या संबंधित बँकेत जाणे.
६. रोख विभागातील अभिलेख (पावती पुस्तके, चलन, रजिस्टर इत्यादी) वर सील मारणे.
७. रोख विभागातील अभिलेख (पावती पुस्तके, चलन, रजिस्टर इत्यादी) व्यवस्थित बांधणे व सुरक्षित ठेवणे.

पद:- शिपाई/हमाल (रोख विभाग, एस्प्लनेड न्यायालयीन केंद्र वगळून इतर न्यायालयीन केंद्र) :-

१. साहाय्यक प्रबंधक, साहाय्यक अधिकक्षक व मुख्य रोखपाल यांच्या आदेशाचे पालन करणे व त्यांनी सांगितलेली कामे दक्षतापूर्वक पार पाडणे.
२. रोख विभाग उघडणे व बंद करणे.
३. रोख विभागाची स्वच्छता ठेवणे.
४. रोख विभागात जमा असलेली रक्कम, रोखपाल विभागातील तृतीयश्रेणी कर्मचाऱ्यांसोबत भारतीय रिझर्व्ह बँकेत जमा करण्यासाठी जाणे.
५. रोख विभागात जमा झालेला खासकीय महसुल, संबंधित रोखपाल विभागातील तृतीयश्रेणी कर्मचाऱ्यांसोबत, मुख्यालयातील रोखपाल विभाग, एस्प्लनेड, मुंबई येथे जमा करणे.
६. रोख विभागातील अभिलेख (पावती पुस्तके, चलन, रजिस्टर इत्यादी) वर सील मारणे.
७. रोख विभागातील अभिलेख (पावती पुस्तके, चलन, रजिस्टर इत्यादी) व्यवस्थित बांधणे व सुरक्षित ठेवणे.

सही / -

(एम.आर.ए.शेख)

मुख्य महानगर दंडाधिकारी,

एस्प्लनेड, मुंबई

३.निर्णय घेण्याच्या प्रक्रियेत अनुसरण्यात येणारी कार्यपध्दती तसेच पर्यवेक्षण आणि उत्तरदायित्व प्रणाली.

HOME

वर उल्लेख केल्याप्रमाणे भारतीय दंडसंहिता तसेच इतर कायदे यातील तरतूदींच्या व फौजदारी प्रक्रीया संहितेच्या अधीन राहून न्यायिक अधिकारी न्यायालयात न्यायनिवाडा करतात. तसेच त्यांच्या नियंत्रणाखालील कर्मचारी हे त्यांच्या आदेशानुसार तसेच फौजदारी प्रक्रीया नियमावलीच्या अनुषंगाने आवश्यक कार्यवाही करतात. या कार्यालयाच्या कर्तव्य सूचीनुसार कर्मचाऱ्यांचे उत्तरदायित्व तसेच कार्यपध्दती ठरते. तसेच प्रशासकीय कामकाज हे सल्लागार समितीच्या संमती व सल्ल्याने चालते. या व्यतिरिक्त भारतीय संविधानानुसार अस्तित्वात असलेले प्रचलित कायदे, मा. सर्वोच्च न्यायालय, मा. उच्च न्यायालयाने वेळोवेळी पारित केलेले आदेश व निर्गमित केलेले परिपत्रके, महाराष्ट्र नागरी सेवा नियम तसेच शासनाने निर्गमित केलेले निर्देश व परिपत्रके नुसार देखील या कार्यालयाची कार्यपध्दती अनुसरण्यात येते.

४. स्वतःची कार्ये पार पाडण्यासाठी त्यांच्याकडून ठरवण्यात आलेलेली मानके. HOME

माननीय उच्च न्यायालय, मुंबई यांनी न्यायिक अधिकारी यांना प्रत्येक दिवसासाठी एक याप्रमाणे गुणांकन दिले आहे. न्यायिक अधिकाऱ्यांनी संपविलेल्या विविध खटल्यांसाठी गुणांकन निश्चित केले जाते. तसेच कर्मचारी हे न्यायिक अधिकाऱ्यांच्या नियंत्रणाखाली असतात व कर्मचाऱ्यांच्या कर्तव्यांचे मुल्यमापन न्यायिक अधिकारी करतात.

५. कार्यालयात असलेले किंवा नियंत्रणात असलेले किंवा त्यांची कार्ये पार पाडण्यासाठी कर्मचारी वर्गाकडून वापरण्यात येणारे नियम, विनियम, सूचना, नियमपुस्तिका आणि अभिलेख HOME

माननीय उच्च न्यायालय, मुंबई यांच्या फौजदारी नियमपुस्तिका (किमीनल मॅन्युअल), फौजदारी दंडसंहिता तसेच महाराष्ट्र नागरी सेवा नियम मधील तरतूदीनुसार कर्मचारी वर्ग कार्य करत असतात. या कार्यालयात मुख्य महानगर दंडाधिकारी यांनी प्रत्येक पदासाठी कर्तव्य सूची जारी केलेली आहे, कृपया मुद्दा क्र. २ मध्ये दिलेली माहिती पहावी.

६. कार्यालयात असलेल्या किंवा त्यांच्या नियंत्रणाखाली असलेल्या दस्तऐवजाचे प्रवर्गांचे विवरण HOME

न्यायालयातील दस्तऐवज हा भारतीय दंडसंहितेनुसार चालणाऱ्या प्रकरणांचा भाग असतो. कार्यालयातील प्रशासकीय दस्तऐवज हे सेवानियमानुसार आणि वित्त नियम, प्रशासकीय नियम या प्रमाणे असतात. न्यायालयातील कामकाजासाठी वापरण्यात येणाऱ्या विविध प्रकारच्या नोंदवहया फौजदारी दंडसंहिता प्रकरण २० याप्रमाणे व न्यायालयातील प्रशासकीय कामकाजासाठी वापरण्यात येणाऱ्या विविध प्रकारच्या नोंदवहया या महाराष्ट्र नागरी सेवा नियम आणि वित्तीय नियम यांच्या प्रमाणे ठेवले जातात.

७. आपले धोरण तयार करण्याच्या किंवा त्याची अंमलबजावणी करण्याच्या संबंधात, लोकांशी विचारविनिमय करण्यासाठी किंवा लोकांकडून निवेदन केली जाण्यासाठी अस्तित्वात असलेल्या कोणत्याही व्यवस्थेचा तपशील HOME

हे कार्यालय माननीय उच्च न्यायालयाच्या अखत्यारीत असल्याने धोरणात्मक बाबी आणि त्याची अंमलबजावणी या बाबतीत पूर्णपणे माननीय उच्च न्यायालयाच्या आदेशाधीन आहे. त्यामुळे लोकांशी विचार विनिमय करण्यासाठी किंवा लोकांकडून निवेदने केली जाण्यासाठी कोणतीही व्यवस्था अस्तित्वात नाही.

८. आपला एक भाग म्हणून किंवा सल्ला देण्याच्या प्रयोजनासाठी म्हणून घटित केलेल्या दोन किंवा अधिक व्यक्तींच्या मिळून बनलेल्या मंडळांचे, समित्यांचे आणि अन्य निकायांचे विवरण..... इत्यादी HOME

या कार्यालयात माननीय उच्च न्यायालय, मुंबई व महाराष्ट्र शासनाच्या आदेशानुसार वेगवेगळ्या प्रशासकीय विषयांच्या हाताळणी व नियंत्रण करण्यासाठी स्थापन करण्यात आलेल्या समित्या पुढील प्रमाणे आहेत :

- १- सल्लागार समिती (Advisory Committee.)
- २- मध्यस्थ निरिक्षण उपसमिती. (Mediation Monitoring Sub-Committee.)
- ३- Lower and Higher Standard Departmental Examination - 2023
- ४- कर्मचारी व अधिकारी वर्गाची समन्वय समिती (Employee and Officers Co-ordination Committee)
- ५- खरेदी/ ई—निविदा समिती. (E-Tendering/ Purchase Committee.)
- ६- जिल्हा न्यायालय लिंग संवेदीकरण व अंतर्गत तक्रार समिती. (District Court Gender Sensitization and Internal Complaints Committee - DGSICC.)
- ७- जुनी व निरर्थक प्रकरणे छाननी समिती (Scrutiny Committee in respect of Stale & Ineffective cases.)
- ८- District Level Sub-Committee of State Court Management System(SCMS)
- ९- Workshop Core Committee.
- १०- Review Committee for Service review of Staff members.
- ११- Formation of Co-ordination Committee for disposal of cases before National Lok Adalat
- १२- Offences against Women and children
- १३- Action plan monitoring committee.
- १४- ई संगणक समिती (Computer Committee.)
- १५ Committee for monitoring expeditious trial of UTP of 10 and 3 years old cases
- १६ Committee for monitoring expeditious trial of UTP of 5 and 10 years old cases
१७. Internal Complaint committee as per directions of Visaka's cases
१८. Nomination of Judicial Officer as District Project Co-Ordinator and Nodal Officer
- १९- Construction Monitoring committee.
- २०- Committee to ascertain the problems/difficulties faced by women lawyers, litigants and non-Judicial Staff as regards infrastructural issues.

९- अधिकाऱ्यांची व कर्मचाऱ्यांची निर्देशिका- HOME

या कार्यालयातील अधिकाऱ्यांची व कर्मचाऱ्यांची निर्देशिका यादी खालील प्रमाणे आहे.,

ESPLANADE CENTRE :
 Chief Metropolitan Magistrate - 22627026
 Office (Board Line) – 22620464
 Registrar – 22655774 (D)
 Office Superintendent – 22655773

Sr No.	Court Complex Name & Address	Contact No.	Govt. Email Id
1	CMM Court, Esplanade Court, Mahapalika Marg, Mumbai - 400 001	02220825773 / 02220825774/ 02222620464 / 02220821725	cmm-mum.mh@bhc.gov.in registrar.esplan@bhc.gov.in
2	Metropolitan Magistrate's Court, Mazgaon, Nyay Mandir Opp. Tadvadi, Nesbit Road, Mumbai - 400 010	022 - 24127394	acmmmaz-mum.mh@bhc.gov.in
3	Metropolitan Magistrate's Court, Kurla, Lal Bahadur Shastri Marg, Mumbai - 400 083	022 - 26506423	acmmkurla.mum.mh@bhc.gov.in
4	Metropolitan Magistrate's Court, Girgaon, Sardar Vithalbai Patel Road, Near Harkisandas Hospital, Girgaon, Mumbai - 400 002	022 - 23824502	acmmgir-mum.mh@bhc.gov.in
5	Metropolitan Magistrate's Court, Dadar, Nyay Mandir, Near Bhoiwada Police Station St. Paull Street Road, Dadar(E) - 400 014	022 - 24127781 022 - 24127783	acmmdadar.mum.mh@bhc.gov.in
6	Metropolitan Magistrate's Court, Vikhroli, Building No. 2, Sai Prasad Shopping Centre, Kannamwar Nagar, Vikhroli, Mumbai - 400 083	022 - 25782605	acmmvik-mum.mh@bhc.gov.in
7	Metropolitan Magistrate's Court, Borivali, Behind Borivali Police Station, Court Galli, S.V. Road, Borivali(W), Mumbai - 400 092	022 - 28903337	acmmbori-mum@bhc.gov.in
8	Metropolitan Magistrate's Court, Bandra, 'Bhaskar' Building, Bandra(E), Mumbai - 400 050	022 - 26581126	acmmban-mum.mh@bhc.gov.in
9	Metropolitan Magistrate's Court, Andheri, Court Lane, Andheri-Kurla Road, Andheri(E), Mumbai - 400 069	022 - 26840280	acmmmanderi-mum@bhc.gov.in
10	Metropolitan Magistrate's Court, Ballard Pier, B.P.T. Rly Manager Office, Ballard Estate, Mumbai - 400 038	022 - 22616048	acmmballard.mh@bhc.gov.in
11	Metropolitan Magistrate's Court, Shindewadi, Municipal School Building, Ground Floor, Abaji Palav Marg, Dadar(E), Mumbai - 400 014	022 - 24114527	mmsmw-mum.mh@bhc.gov.in
12	Metropolitan Magistrate's Court, Juvenile, Dongari, Children Home, Umakhadi, Dongari, Mumbai - 400 009	022 - 23712110	mmjuv-mum.mh@bhc.gov.in
13	Metropolitan Magistrate's Court, Mulund, Near Topiwala College, Sarojini Naidu Road, Mulund, Mumbai - 400 060	022 - 25610243	mmmulund.mum.mh@bhc.gov.in
14	Metropolitan Magistrate's Court, C.S.T., Behind Computer Section C.S.T. Compound, Mumbai - 400 001	022 - 22620431	mmcst.mum.mh@bhc.gov.in
15	Metropolitan Magistrate's Court, Vile Parle, Municipal Market, 1st Floor, St. Baptist Road, Vile Parle(W), Mumbai - 400 056	022 - 26127836	mmvp-mum.mh@bhc.gov.in
16	Metropolitan Magistrate's Court, Mumbai Central, Bombay Central Reservation Counter, Rly. Compound Near Rly. Provision Stores, Mumbai - 400 008	022 - 23071231	mmmct.mum.mh@bhc.gov.in

**CENTREWISE TELEPHONE LIST OF METROPOLITAN MAGISTRATES,
MUMBAI**

ESPLANADE CENTRE : Chief Metropolitan Magistrate - 22627026
Establishment Office - 22620464
Registrar - 22655774
Office Superintendent - 22655773

Sr. No.	N A M E	DESIGNATION	COURT
1	Shri. M. R. A. Shaikh	Chief Metropolitan Magistrate, Mumbai.	Chief Court, Esplanade
3	Shri. J. C. Yadav	Addl. Chief Metropolitan Magistrate, Mumbai.	3 rd Court, Esplanade
6	Smt. K. S. Zanwar	Addl. Chief Metropolitan Magistrate, Mumbai	8 th Court, Esplanade
9	Shri. P. P. Modi	Addl. Chief Metropolitan Magistrate, Mumbai.	19 th Court, Esplanade
13	Shri. L. S. Padhen	Addl. Chief Metropolitan Magistrate, Mumbai.	37 th Court, Esplanade
15	Shri. S. P. Shinde	Addl. Chief Metropolitan Magistrate, Mumbai.	47 th Court, Esplanade
28	Smt. R. B. Thakur	Metropolitan Magistrate, Mumbai	23 rd Court, Esplanade
32	Shri. G. S. Mane	Metropolitan Magistrate, Mumbai	28 th Court, Esplanade
66	Shri. H. U. Joshi	Metropolitan Magistrate, Mumbai	64 th Court, Esplanade

MAZGAON CENTRE : 24127394

2	Shri. S. V. Dindokar	Addl. Chief Metropolitan Magistrate, Mumbai.	2 nd Court, Mazgaon
16	Shri. A. S. Chonde	Metropolitan Magistrate, Mumbai	6 th Court, Mazgaon
22	Smt. V. J. Kore	Metropolitan Magistrate, Mumbai	15 th Court, Mazgaon (Additional PITA Court)

26	Shri. V. B. Gulve-Patil	Metropolitan Magistrate, Mumbai	20 th Court, Mazgaon
29	Shri. S. B. Kale	Metropolitan Magistrate, Mumbai	25 th Court, Mazgaon
47	Shri. D. S. Patale	Metropolitan Magistrate, Mumbai	46 th Court, Mazgaon
56	Smt. P. V. Hingne	Metropolitan Magistrate, Mumbai	54 th Court, Mazgaon (PITA)
58	Shri. A. A. Walujkar	Metropolitan Magistrate, Mumbai	56 th Court, Mazgaon
71	Shri. S. H. Gaherwar	Metropolitan Magistrate, Mumbai	69 th Court, Mazgaon
72	Shri. M. V. Chavhan	Metropolitan Magistrate, Mumbai	70 th Court, Mazgaon

ANDHERI CENTRE : 26840280

10	Shri. J. W. Gaikwad	Addl. Chief Metropolitan Magistrate, Mumbai.	22 nd Court, Andheri
18	Smt. R. M. Shaikh	Metropolitan Magistrate, Mumbai	10 th Court, Andheri
45	Shri. S. C. Tayade	Metropolitan Magistrate, Mumbai	44 th Court, Andheri
49	Shri. N. V. Bansal	Metropolitan Magistrate, Mumbai	Railway Mobile Court, Andheri
50	Shri. K. G. Sawant	Metropolitan Magistrate, Mumbai	48 th Court, Andheri
65	Shri. R. D. Dange	Metropolitan Magistrate, Mumbai	63 rd Court, Andheri
67	Shri. H.A.H.I. Hashmi	Metropolitan Magistrate, Mumbai	65 th Court, Andheri
68	Shri. V. C. Gawai	Metropolitan Magistrate, Mumbai	66 th Court, Andheri

BALLARD PIER CENTRE : 22616048

Sr. No.	N A M E	DESIGNATION	COURT
14	Shri. S. P. Kekan	Addl. Chief Metropolitan Magistrate, Mumbai.	38 th Court, Ballard Pier

23	Shri. B. V. Baravkar	Metropolitan Magistrate, Mumbai	16 th Court, Ballard Pier
36	Shri. H. R. Patil	Metropolitan Magistrate, Mumbai	33 rd Court, Ballard Pier

BANDRA CENTRE : 26581126/26478044

7	Shri. K. H. Thombre	Addl. Chief Metropolitan Magistrate, Mumbai.	9 th Court, Bandra
19	Shri. K. C. Rajput	Metropolitan Magistrate, Mumbai	12 th Court, Bandra
35	Smt. A. M. Shah	Metropolitan Magistrate, Mumbai	32 nd Court, Bandra
60	Shri. M. P. Saraf	Metropolitan Magistrate, Mumbai	58 th Court, Bandra
73	Shri. A. B. Jadhav	Metropolitan Magistrate, Mumbai	71 st Court, Bandra

BORIVALI CENTRE : 28903337

11	Shri. B. N. Chikne	Addl. Chief Metropolitan Magistrate, Mumbai.	24 th Court, Borivali
24	Shri. A. M. Mujawar	Metropolitan Magistrate, Mumbai	17 th Court, Borivali
30	Shri. S. M. Patil	Metropolitan Magistrate, Mumbai	26 th Court, Borivali
44	Shri. S. D. Gawade	Metropolitan Magistrate, Mumbai	43 rd Court, Borivali
69	Shri. A. D. Ghuge	Metropolitan Magistrate, Mumbai	67 th Court, Borivali
70	Shri. S. M. A. Sayyed	Metropolitan Magistrate, Mumbai	68 th Court, Borivali

DADAR CENTRE : 24127781/24127783

5	Smt. J. P. Shirale	Addl. Chief Metropolitan Magistrate, Mumbai.	5 th Court, Dadar
17	Shri. M. V. Phade	Metropolitan Magistrate, Mumbai	7 th Court, Dadar
20	Smt. K. M. Pingle	Metropolitan Magistrate, Mumbai	13 th Court, Dadar

33	Shri. P. S. Shinde	Metropolitan Magistrate, Mumbai	29 th Court, Dadar
64	Shri. S. P. Bhosale	Metropolitan Magistrate, Mumbai	62 nd Court, Dadar

GIRGAON CENTRE : 23824502

4	Smt. S. U. Deshmukh	Addl. Chief Metropolitan Magistrate, Mumbai.	4 th Court, Girgaon
21	Shri. A. S. Tekale	Metropolitan Magistrate, Mumbai	14 th Court, Girgaon
25	Shri. Krishnarao K. Patil	Metropolitan Magistrate, Mumbai	18 th Court, Girgaon
41	Shri. N. A. Patel	Metropolitan Magistrate, Mumbai	40 th Court, Girgaon

KURLA CENTRE : 26506423

8	Smt. K. P. Rathore	Addl. Chief Metropolitan Magistrate, Mumbai.	11 th Court, Kurla
34	Shri. S. H. Garad	Metropolitan Magistrate, Mumbai	30 th Court, Kurla
46	Smt. M. S. Kochar	Metropolitan Magistrate, Mumbai	45 th Court, Kurla
53	Shri. K. C. Mane	Metropolitan Magistrate, Mumbai	51 st Court, Kurla
54	Shri. M. P. Bihare	Metropolitan Magistrate, Mumbai	52 nd Court, Kurla
59	Shri. J. M. Ambodkar	Metropolitan Magistrate, Mumbai	57 th Court, Kurla
61	Shri. S. K. Khan	Metropolitan Magistrate, Mumbai	59 th Court, Kurla
62	Shri. V. H. Chavan	Metropolitan Magistrate, Mumbai	60 th Court, Kurla
63	Shri. N. K. Joshi	Metropolitan Magistrate, Mumbai	61 st Court, Kurla

MULUND CENTRE : 25610243

31	Shri. S. D. Chakkar	Metropolitan Magistrate, Mumbai	27 th Court, Mulund
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55	Shri. M. R. Washimkar	Metropolitan Magistrate, Mumbai	53 rd Court, Mulund
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VIKHROLI CENTRE : 25782605

12	Shri. S. M. Kale	Addl. Chief Metropolitan Magistrate, Mumbai.	31 st Court, Vikhroli
37	Shri. A. A. Bhatewara	Metropolitan Magistrate, Mumbai	34 th Court, Vikhroli
51	Shri. D. T. Patil	Metropolitan Magistrate, Mumbai	49 th Court, Vikhroli
52	Shri. V. K. Umale	Metropolitan Magistrate, Mumbai	50 th Court, Vikhroli
74	Shri. D. D. Suryavanshi	Metropolitan Magistrate, Mumbai	72 nd Court, Vikhroli
75	Shri. R. V. Pande	Metropolitan Magistrate, Mumbai	73 rd Court, Vikhroli

SHINDEWADI CENTRE : 24114527

42	Shri. A. W. Kshirsagar	Metropolitan Magistrate, Mumbai	41 st Court, Shindewadi
43	Shri. K. S. Suryawanshi	Metropolitan Magistrate, Mumbai	42 nd Court, Shindewadi

JUVENILE CENTRE : 23712110

27	Smt. R. J. Patil	Metropolitan Magistrate, Mumbai	21 st Court, Juvenile (Suburb), Umarkhadi
48	Smt. Y. P. Marulkar	Metropolitan Magistrate, Mumbai	Juvenile Court, Umarkhadi

VILE-PARLE CENTRE : 26127836

40	Shri. B. C. More	Metropolitan Magistrate, Mumbai	39 th Court, Vile-Parle
57	Shri. S. N. Sarde	Metropolitan Magistrate, Mumbai	55 th Court, Vile Parle

MUMBAI CENTRAL CENTRE : 23071231

39	Shri. B. K. Gawande	Metropolitan Magistrate, Mumbai	36 th Court, M.C.T.
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C.S.T. CENTRE : 22620431

38 Shri. A. N. Mane Metropolitan Magistrate, Mumbai 35th Court, C.S.T.

कर्मचा—यांची निर्देशिका यादी साठी कृपया मुद्दा क्र. १० मधील माहिती पहावी.

१०. प्रत्येक अधिकाऱ्याला व कर्मचाऱ्याला मिळणारे मासिक वेतनाचा, तसेच प्राधिकरणाच्या विनियमांमध्ये तरतूद केल्याप्रमाणे नुकसानभरपाई देण्याची पध्दती HOME

या कार्यालयातील अधिकाऱ्यांच्या व कर्मचाऱ्यांच्या वेतनाचा तपशील सोबत खालीलप्रमाणे दिला आहे. सदर कार्यालय हे न्याय विभागात मोडत असल्यामुळे प्राधिकरण या वर्गात मोडत नाही. नुकसान भरपाईची प्रथा या कार्यालयास लागू नाही.

STATEMENT OF MONTHLY REMUNERATION RECEIVED BY GAZETTED OFFICERS FOR THE MONTH OF DECEMBER 2023 PAID IN JANUARY 2024

Sr. No.	Name Of Judicial Officer	Post	Gross Salary
1 Post of Chief Metropolitan Magistrate			
1	Shri. M. R. A. Shaikh	CMM	230542
14 Post of Addl. C. M. M.			
2	Shri. B. N. Chikne	ACMM	229469
3	Smt. S. U. Deshmukh	ACMM	266692
4	Shri. S. V. Dindokar	ACMM	223929
5	Shri. J. W. Gaikwad	ACMM	202919
6	Shri. S. P. Kekan	ACMM	241624
7	Shri. S. M. Kale	ACMM	197108
8	Shri. P. P. Modi	ACMM	202919
9	Shri. L. S. Padhen	ACMM	241624
10	Smt. K. P. Rathore	ACMM	234689

11	Shri. S. P. Shinde	ACMM	234689
12	Smt. J. P. Shirale	ACMM	208905
13	Shri. K. H. Thombre	ACMM	211270
14	Shri. J. C. Yadav	ACMM	241624
15	Smt. K. S. Zanwar	ACMM	221417

62 Post of Metropolitan Magistrate

16	Shri. J. M. Ambodkar	MM	241624
17	Shri. S. P. Bhosale	MM	185998
18	Shri. M. P. Bihare	MM	190766
19	Shri. N. V. Bansal	MM	241624
20	Shri. B. V. Baravkar	MM	208905
21	Shri. A. A. Bhatewara	MM	197108
22	Shri. A. S. Chonde	MM	234689
23	Shri. M. V. Chavan	MM	227958
24	Shri. V. H. Chavan	MM	191473
25	Shri. R. D. Dange	MM	185998
26	Shri. S. H. Gaherwar	MM	227958
27	Shri. B. K. Gawande	MM	202919
28	Shri. V. B. Gulve-Patil	MM	241624
29	Shri. S. D. Gawade	MM	241624
30	Shri. S. H. Garad	MM	191473
31	Shri. V. C. Gawai	MM	234689
32	Shri. A. D. Ghuge	MM	227958
33	Smt. P. V. Hingane	MM	234689

34	Shri. H. A. H. I. Hashmi	MM	234689
35	Shri. N. K. Joshi	MM	191473
36	Shri. H. U. Joshi	MM	241624
37	Shri. A. B. Jadhav	MM	191473
38	Shri. A. W. Kshirsagar	MM	202919
39	Smt. M. S. Kochar	MM	191473
40	Smt. V. J. Kore	MM	227958
41	Shri. S. K. Khan	MM	180683
42	Shri. S. B. Kale	MM	197108
43	Shri. A. N. Mane	MM	234689
44	Shri. G. S. Mane	MM	234689
45	Shri. K, C. Mane	MM	234689
46	Smt. Y. P. Marulkar	MM	202919
47	Shri. B. C. More	MM	191473
48	Shri. A. M. Mujawar	MM	197108
49	Smt. R. J. Patil	MM	202919
50	Shri. D. T. Patil	MM	185998
51	Smt. K. M. Pingle	MM	227958
52	Shri. R. V. Pande	MM	241624
53	Shri. H. R. Patil	MM	170522
54	Shri. M. V. Phade	MM	208905
55	Shri. D. S. Patale	MM	241624
56	Shri. N. A. Patel	MM	241624
57	Shri. K. K. Patil	MM	185091

58	Shri. Shivdatta M. Patil	MM	185998
59	Shri. K. C. Rajput	MM	215066
60	Shri. M. P. Saraf	MM	197108
61	Shri. P. S. Shinde	MM	202919
62	Smt. A. M. Shah	MM	191473
63	Shri. K. G. Sawant	MM	191473
64	Shri. S. M. A. Sayyed	MM	241624
65	Shri. D. D. Suryavanshi	MM	191473
66	Shri. S. N. Sarde	MM	202919
67	Smt. R. M. Shaikh	MM	241624
68	Shri. K. S. Suryawanshi	MM	234689
69	Shri. A. S. Tekale	MM	191473
70	Smt. R. B. Thakur	MM	202919
71	Shri. S. C. Tayde	MM	234689
72	Shri. V. K. Umale	MM	197108
73	Shri. A. A. Walujkar	MM	234689
74	Shri. M. R. Washimkar	MM	257827

STATEMENT OF MONTHLY REMUNERATION FOR THE MONTH OF DECEMBER
2023 PAID IN JANUARY 2024

Post of Registrar, Mumbai

1	Smt. P. U. Sawant	Registrar	127733
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STATEMENT OF MONTHLY REMUNERATION FOR THE MONTH OF DECEMBER
2023 PAID IN JANUARY 2024

Post of Court Manager, Mumbai

1 Shri. S. B. Patole Court Manager 73045

(On Contract Basis as per direction of
Hon'ble High Court, Bombay)

**Statement of Monthly remuneration received by Staff members for the Month of
December 2023**

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Andheri Center

Sr. No.	Name	Post	Gross
1	Aniketa Avinash Shirke	Higher Grade Stenographer	1,27,733
2	Asha Satish Khedekar	Higher Grade Stenographer	92,095
3	Chitra Sameer Jathar	Higher Grade Stenographer	1,11,714
4	Sneha Shrikant Gharat	Higher Grade Stenographer	1,02,622
5	Pooja Kiran Kocharekar	Lower Grade Stenographer	97,593
6	Sanjana Sanjay Sawant	Lower Grade Stenographer	82,311
7	Shobha Vishwanath Mane	Lower Grade Stenographer	97,593
8	Sujata Prakash Jadhav	Lower Grade Stenographer	82,311
9	Amit Chandrakant Agashe	Judicial Clerk	61,254
10	Bhagyashree Santosh Palande	Judicial Clerk	74,540
11	Chandrashekhar Shrirang Bhosale	Judicial Clerk	72,027
12	Dhananjay Gulabrao Patil	Judicial Clerk	61,254
13	Meenakshi Dhondiram Gimonkar	Judicial Clerk	85,626
14	Samrudhi Suhas Dhanawade	Judicial Clerk	82,926
15	Shruti Shailesh Ambekar	Judicial Clerk	82,210

16	Ajay Pradhan Pawar	Interpreter	52,494
17	Archana Dilip Randive	Interpreter	64,583
18	Dinesh Pandurang Patange	Interpreter	61,088
19	Kiran Ashok Ramugade	Interpreter	61,088
20	Raju Govindrao Vaidu	Interpreter	51,034
21	Sheetal Santosh Singh	Interpreter	70,511
22	Shweta Shreyas Vaidya	Interpreter	74,573
23	Vaibhavi Vijay Lad	Interpreter	74,573
24	Prashant Ashok Patil	Senior Clerk	58,425
25	Neelam Sagar Pawar	Clerk Typist	54,742
26	Pankaj Balkrishna Talekar	Clerk Typist	42,016
27	Pravin Balkrishna Varak	Clerk Typist	44,531
28	Ranjit Vilas Chalke	Clerk Typist	45,885
29	Ravindra Namdev Ade	Clerk Typist	56,161
30	Ritika Nitin Mane	Clerk Typist	45,885
31	Rutuja Rupesh Dahiwalkar	Clerk Typist	54,742
32	Sachin Krishna Shinde	Clerk Typist	40,856
33	Sana Atik Mulla	Clerk Typist	45,885
34	Sandesh Shantaram Patil	Clerk Typist	40,813
35	Sharvari Abhishek Rane	Clerk Typist	42,016
36	Sonali Pradeep Bhoir	Clerk Typist	60,259
37	Suhas Vitthal Khamkar	Clerk Typist	57,322
38	Umesh Kashinath Pawar	Clerk Typist	62,000
39	Vidya Akshay Gurjar	Clerk Typist	45,885
40	Vijay Jayvant Gadade	Clerk Typist	42,016
41	Ajinkya Prakash Pawar	Typist	44,531
42	Anand Bhimrao Koli	Typist	45,885

43	Anita Rajesh Poojari	Typist	63,741
44	Balu Chandar Bhawari	Typist	47,239
45	Dhanashri Vivek Surve	Typist	53,195
46	Dinesh Shantaram Chiplunkar	Typist	54,742
47	Kiran Kishor Kedari	Typist	42,016
48	Mangesh Savtaram Shelar	Typist	53,195
49	Mangesh Vasant Pawar	Typist	47,239
50	Namrata Nathuram Botle	Typist	62,000
51	Nirmala Dada Bangar	Typist	42,016
52	Prashant Bhagwan Gawde	Typist	54,742
53	Rupali Sandeep Satam	Typist	53,765
54	Sunil Sambhaji Boinwad	Typist	47,239
55	Sushmita Mangesh Mandavkar	Typist	54,742
56	Anjali Anil Suley	Assistant Cashier	54,742
57	Mahesh Subhash Gaikwad	Assistant Cashier	53,195
58	Mayuresh Ashok Vaidya	Assistant Cashier	45,885
59	Laxman Kamalya Banduke	Peon	44,222
60	Laxmi Nanji Patel	Peon	50,892
61	Madhukar Bhiku Hadake	Peon	59,671
62	Pradeep Ramesh Kini	Peon	46,902
63	Pushkarraj Gopinath Wankhedkar	Peon	39,365
64	Rajendra Madhukar Shinde	Peon	44,222
65	Ramdas Bhiku Mahagavakar	Peon	43,395
66	Ramu Govindrao Jadhav	Peon	39,365
67	Ravindra Ganpat Patil	Peon	63,181
68	Sachin Kashinath Torane	Peon	43,054
69	Samidha Sanjay Khanvilkar	Peon	36,960

70	Santosh Vasudeo Bhosale	Peon	63,181
71	Shanta Gangaram Myagadi	Peon	50,892
72	Anil Gopal Phalsamkar	Hamal	41,823
73	Anil Mansing Khude	Hamal	44,194
74	Bhagwan Tukaram Bhendekar	Hamal	29,964
75	Gajanan Laxmanrao Kamble	Hamal	33,914
76	Haresh Nana Thakare	Hamal	37,317

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Ballard Pier

1	Nisha Sanjay Bhise	Personal Assistant	1,56,795
2	Mahesh Brijalal Chavan	Higher Grade Stenographer	1,27,733
3	Pradnya Dipesh Kamble	Lower Grade Stenographer	87,147
4	Manasi Anil Orpe	Judicial Clerk	82,926
5	Priti Dhananjay Wankhede	Judicial Clerk	74,103
6	Supriya Sarang Koshe	Judicial Clerk	87,770
7	Nishant Rushinath Nagwekar	Interpreter	70,511
8	Prasad Dilip Salgar	Interpreter	70,511
9	Vilas Narayan Gorule	Interpreter	74,573
10	Samidha Subhash Mayekar	Assistant Superintendent	70,285
11	Vaishali Haresh Kedari	Senior Clerk	58,425
12	Arvind Ishwar Adate	Clerk Typist	44,531
13	Ashwini Suryakant Fasmale	Clerk Typist	45,885
14	Kisan Beera Bhoir	Clerk Typist	58,879
15	Pratik Prakash Mahajan	Clerk Typist	42,016
16	Purushottam Pandurang Chendvankar	Clerk Typist	53,765
17	Surajkumar Shahaji Panchal	Clerk Typist	53,195
18	Amol Shivaji Sorate	Typist	47,239

19	Daiwashala Maroti Jayewar	Typist	47,239
20	Rina Mahesh Bhoir	Typist	57,837
21	Sharad Madhukar Dusane	Typist	62,000
22	Umakant Sadashiv Ahire	Typist	50,293
23	Umesh Gopinath Shinde	Typist	47,239
24	Snehal Vishal Khirit	Assistant Cashier	54,742
25	Virul Narendra Patange	Assistant Cashier	54,742
26	Rajendra Pandurang Darekar	Naik	65,295
27	Baban Jalindhar Zombade	Peon	66,295
28	Dinkar Kondiba Chavan	Peon	49,956
29	Mukund Shama Jadhav	Peon	60,451
30	Sambhaji Sitaram More	Peon	63,181
31	Sunil Mohan Parab	Peon	49,956
32	Ganesh Pradip Jadhav	Hamal	37,317
33	Kailas Govind Temkar	Hamal	37,317
34	Nitin Balkrishna Khanvilkar	Mehatar	61,451

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Bandra

1	Amruta Jaywant Thali	Assistant Registrar	1,10,433
2	Vinita Nitin Hatode	Personal Assistant	1,51,953
3	Aditi Ravikiran Dalvi	Higher Grade Stenographer	88,556
4	Sandeep Rambhau Darekar	Higher Grade Stenographer	1,02,622
5	Sanjivani Rishikesh Parab	Higher Grade Stenographer	1,11,714
6	Sheetal Sarvesh Ludbe	Higher Grade Stenographer	1,08,619
7	Deepak Govind Dingankar	Judicial Clerk	80,677
8	Kavita Mandar Ranade	Judicial Clerk	87,770
9	Suresh Laxman Chogale	Judicial Clerk	82,123

10	Vaishali Manoj Nagaonkar	Judicial Clerk	87,770
11	Vaishali Vijay Kale	Judicial Clerk	80,677
12	Kishorkumar Kushaba Vartak	Interpreter	74,573
13	Nilesh Maganlal Chaudhari	Interpreter	61,088
14	Sheetal Shailesh Karekar	Interpreter	74,573
15	Vijay Rajaram Lohar	Interpreter	61,088
16	Vijayshree Ashok Pawar	Interpreter	70,511
17	Jayashree Satish Gangurde	Assistant Superintendent	67,416
18	Amol Vasant Sheelvant	Senior Clerk	66,510
19	Sachin Ashok Hiwarale	Head Cashier	58,425
20	Ankita Sandeep Sawant	Clerk Typist	39,949
21	Deepali Yashwant Chavan	Clerk Typist	41,016
22	Dinesh Madanlal Sharma	Clerk Typist	56,761
23	Geeta Ganesh Dongre	Clerk Typist	60,259
24	Hemangi Krishna Gorule	Clerk Typist	45,885
25	Mrunal Suresh Waghmare	Clerk Typist	42,016
26	Nayana Dayanand Holam	Clerk Typist	62,000
27	Pramila Anant Adam	Clerk Typist	42,016
28	Reshma Vilas Awale	Clerk Typist	42,016
29	Sangeeta Sambhaji Ubale	Clerk Typist	62,000
30	Shama Nitin Naiksatam	Clerk Typist	44,531
31	Asha Sahadev Mohite	Typist	44,531
32	Balasaheb Narayan Kasbe	Typist	47,506
33	Dinesh Arun Kharat	Typist	42,016
34	Kiran Satappa Kokitakar	Typist	54,742
35	Mahesh Bhagwat Chaudhari	Typist	47,506
36	Sanjay Madhukar Pol	Typist	63,741

37	Shubhada Sahadev Mohite	Typist	53,195
38	Kirti Madhukar Bhanawat	Assistant Cashier	54,742
39	Mahendra Sudhakarrao Jondhale	Assistant Cashier	54,742
40	Vithal Ramchandra Jadhav	Liftman	66,295
41	Virendra Pratap Singh	Naik	55,272
42	Anil Sakharam Parab	Peon	44,222
43	Devidas Supadu Bachhav	Peon	45,548
44	Kiran Hanumant Gaikwad	Peon	51,836
45	Mangesh Gangaram Parab	Peon	49,956
46	Pandurang Vithoba Gundal	Peon	63,181
47	Prasanna Shankar Roge	Peon	51,836
48	Ravindra Sakharam Pingle	Peon	59,721
49	Reshma Ramesh Bhosale	Peon	59,721
50	Seema Sunil Khude	Peon	44,222
51	Suresh Sambhaji Ovhal	Peon	39,365
52	Uttam Sambhaji Jadhav	Peon	40,530
53	Kishan Gangadhar Dhokne	Hamal	35,652
54	Tanaji Bhimrao Patil	Chapراسي	34,820

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Borivali

1	Smita Manoj Rumde	Assistant Registrar	1,07,319
2	Anuradha Sanjay Deokar	Personal Assistant	1,39,324
3	Advaita Arjun Warang	Higher Grade Stenographer	1,16,356
4	Archana Shivdas Kubal	Higher Grade Stenographer	1,02,622
5	Kavita Dinesh Chivilkar	Higher Grade Stenographer	1,39,324
6	Kumudini Chandrakant Kasale	Higher Grade Stenographer	1,16,356
7	Nilambari Mohan Prabhavalkar	Higher Grade Stenographer	1,04,378

8	Sachin Bhimrao Sawant	Higher Grade Stenographer	1,02,622
9	Kadambari Hanumantrao Yewale	Judicial Clerk	87,770
10	Samidha Sameer Bidye	Judicial Clerk	82,926
11	Sandhya Vivek Sathe	Judicial Clerk	85,348
12	Sarita Shrirang Sherlekar	Judicial Clerk	68,554
13	Sneha Ulhas Potdar	Judicial Clerk	87,770
14	Sanjana Sanjay Gosavi	Interpreter	61,984
15	Santosh Ram Kashid	Interpreter	64,583
16	Shilpa Satish Naik	Interpreter	64,583
17	Sonali Kiran Doke	Interpreter	70,511
18	Yamini Santosh Kokate	Interpreter	70,511
19	Sejal Satish Chalke	Head Cashier	67,416
20	Shilpa Deepak Patil	Head Cashier	58,425
21	Amit Hanamant Ghorpade	Clerk Typist	40,813
22	Anjali Santosh Gaikwad	Clerk Typist	42,016
23	Keshav Sahebrao Jadhav	Clerk Typist	51,647
24	Mahesh Arvind Harmalkar	Clerk Typist	62,000
25	Megha Arun Gaikar	Clerk Typist	45,885
26	Neha Amey Chavan	Clerk Typist	42,016
27	Neha Avish Raul	Clerk Typist	45,885
28	Prachi Sameer Pednekar	Clerk Typist	62,000
29	Prafull Dinesh Bhadwalkar	Clerk Typist	44,531
30	Prajakta Sudhir Kamble	Clerk Typist	44,531
31	Rupesh Chandrakant Keluskar	Clerk Typist	40,385
32	Sanskriti Mandar Sawant	Clerk Typist	65,482
33	Shruti Jayant Ghade	Clerk Typist	45,885
34	Swapna Suresh Jadhav	Clerk Typist	54,742

35	Abhijeet Shivaji Sawant	Typist	44,531
36	Amit Satish Bhoite	Typist	50,293
37	Baliram Shivaji Chakor	Typist	40,813
38	Nikhilesh Suhas Gharat	Typist	47,239
39	Prakash Subhash Shinde	Typist	47,239
40	Sanjay Anna Bagul	Typist	50,293
41	Smita Nilesh Sonawane	Typist	54,742
42	Tushar Yuvraj Mane	Typist	42,016
43	Yogesh Dagdu Shinde	Typist	40,813
44	Rina Sushant Haldankar	Assistant Cashier	54,742
45	Ritesh Ramesh Sharma	Assistant Cashier	47,506
46	Sainath Pandurang Kandalkar	Assistant Cashier	52,993
47	Shashikant Baburao Magar	Assistant Cashier	54,742
48	Santosh Sadashiv Desai	Naik	55,440
49	Amod Shankar Chavan	Peon	44,222
50	Jayshree Harishchandra More	Peon	54,777
51	Jitendra Balkrishna Vaidya	Peon	45,548
52	Pramod Shankar Duple	Peon	55,440
53	Sandeep Dattaram Kakaye	Peon	51,836
54	Suresh Soma Dhadam	Peon	63,392
55	Sushil Tukaram Pawar	Peon	52,858
56	Tanil Maganbhai Solanki	Peon	49,956
57	Vishwas Bajirao Bhosale	Peon	63,181
58	Akshay Sanjay Bhosale	Hamal	33,914
59	Deepak Ashok Koli	Hamal	37,317
60	Dhiraj Balkrishna Dalvi	Hamal	35,652
61	Kiran Janardan More	Hamal	39,314

62	Rohan Ravindra Ahire	Hamal	39,314
63	Navnath Tuljaram Hotkar	Mali	57,691

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
CSMT

1	Sushama Vishwanath Rajgole	Higher Grade Stenographer	1,23,320
2	Manoj Suresh Deore	Judicial Clerk	61,254
3	Sandhya Rajesh Ballal	Interpreter	70,511
4	Dipali Vilas Dalvi	Assistant Superintendent	67,416
5	Sunil Yegappa Done	Head Cashier	65,482
6	Ketki Jayant Salunke	Clerk Typist	50,293
7	Rahul Laxman Kokane	Clerk Typist	39,722
8	Vaishali Shashikumar Ingle	Clerk Typist	62,000
9	Kunda Atmaram Mandavkar	Typist	62,000
10	Aparna Suryakant More	Assistant Cashier	65,482
11	Satish Sudhakar Kavatkar	Peon	51,836
12	Onkar Datta Rathod	Hamal	35,702

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Dadar (at Sewree)

1	Rajanrao Sahebrao Desale	Assistant Registrar	1,10,433
2	Shekhar Sharad Kulkarni	Personal Assistant	1,56,451
3	Sunil Atmaram Joshi	Higher Grade Stenographer	1,01,524
4	Vedangi Vikas Mulye	Higher Grade Stenographer	1,27,733
5	Dnyaneshwar Chandrakant Atre	Lower Grade Stenographer	92,176
6	Rahul Raman Telavane	Lower Grade Stenographer	92,176
7	Komal Parag Pawar	Judicial Clerk	72,027
8	Mohan Sitaram Nigudkar	Judicial Clerk	87,770
9	Rohini Ramesh Gaikwad	Judicial Clerk	80,677

10	Subhash Jeevan Sonavane	Judicial Clerk	63,006
11	Umesh Madhukar Naik	Judicial Clerk	98,428
12	Anuja Abhishek Kelaskar	Interpreter	72,445
13	Arati Santosh Ghadigaonkar	Interpreter	74,573
14	Kamini Yogeshwar Bharambe	Interpreter	70,511
15	Narendrakumar Bhikaji Choukekar	Interpreter	64,583
16	Yogita Eknath Thakur	Interpreter	70,511
17	Janhavi Jayesh Mhatre	Assistant Superintendent	63,741
18	Purva Prashant Joshi	Head Cashier	67,416
19	Sachin Dattatray Bhadane	Head Cashier	65,482
20	Antara Ganesh Ghadshi	Clerk Typist	62,000
21	Avinash Premnath Valekar	Clerk Typist	54,742
22	Neha Vidyanand Parab	Clerk Typist	65,482
23	Nutan Dilip Visawale	Clerk Typist	54,742
24	Sandip Sajan Rathod	Clerk Typist	54,742
25	Sanjana Sandip Parab	Clerk Typist	63,741
26	Shital Gangadhar Jagtap	Clerk Typist	43,177
27	Vaishali Shrawana Muthe	Clerk Typist	44,575
28	Vasant Gangaram Sonavane	Clerk Typist	62,000
29	Dipti Rajesh Sontakke	Typist	47,239
30	Kalpesh Satish Joshi	Typist	62,000
31	Pallavi Prashant Lahane	Typist	62,000
32	Sandeep Dattarao Zinjade	Typist	47,239
33	Santosh Dhansing Pawar	Typist	63,741
34	Siddhi Omkar Tendulkar	Typist	45,885
35	Sunil Yewaji Kuwar	Typist	58,879
36	Swapnil Vinayak Sawant	Typist	47,239

37	Trupti Mahesh Nimkar	Typist	67,416
38	Kartik Nanasaheb Jadhav	Assistant Cashier	54,742
39	Ashok Bhila Bediskar	Naik	64,795
40	Ashok Srirang Gaikwad	Peon	50,452
41	Damayanti Devram Pagare	Peon	52,606
42	Deepak Rajendra Jagtap	Peon	49,956
43	Narendra Pandurang Salunkhe	Peon	62,681
44	Nitin Babaji Bagve	Peon	51,836
45	Prashant Bharat Pednekar	Peon	51,836
46	Ravindra Anandrao Mane	Peon	66,295
47	Miltan Santmarshal Farnandis	Hamal	34,963
48	Sachin Vinayak Rathod	Hamal	34,820
49	Vishal Kaduba Gaikwad	Hamal	34,913
50	Mahadev Dnyanu Waydande	Mehatar	61,451

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Esplanade

1	Shubhangi Avinash Narvekar	Office Superintendent	1,10,433
2	Dattaram Chintaman Pasalkar	Assistant Registrar	98,323
3	Rasika Vishnu Nerekar	Assistant Registrar	1,01,264
4	Kavita Ashok Shirkar	Chief Interpreter And Translator	1,07,319
5	Archana Satish Shinde	Personal Assistant	1,19,324
6	Mahesh Prakash Sonawane	Higher Grade Stenographer	1,02,622
7	Manjiri Mahesh Jadhav	Higher Grade Stenographer	1,16,356
8	Parag Ashok Karulkar	Higher Grade Stenographer	1,23,572
9	Rutuja Rakesh Lad	Higher Grade Stenographer	1,27,733
10	Saee Sachin Sawant	Higher Grade Stenographer	1,05,524
11	Sandeep Bhaskar Avsarmal	Higher Grade Stenographer	1,16,356

12	Sayali Mahesh Sawant	Higher Grade Stenographer	94,690
13	Hanumant Dhanaji Desai	Lower Grade Stenographer	84,632
14	Manisha Hemant Kharat	Lower Grade Stenographer	92,176
15	Dilip Gundu Ghogare	Judicial Clerk	87,770
16	Kiran Baliram Gadade	Judicial Clerk	61,254
17	Kiran Gopal Kamble	Judicial Clerk	85,348
18	Kumardatt Tulshiram Bhumkar	Judicial Clerk	87,770
19	Meghana Mahesh Loke	Judicial Clerk	80,677
20	Prabha Sanjay Ghadge	Judicial Clerk	81,256
21	Sanjay Kacharu Shelar	Judicial Clerk	82,926
22	Satyanarayan Ramkisan Sharma	Judicial Clerk	74,540
23	Subhash Ratan Baisane	Judicial Clerk	90,365
24	Vandana Jayesh Rana	Head Clerk	82,926
25	Bibhishan Changdeo Bansode	Interpreter	68,913
26	Harshal Manohar Mahashabde	Interpreter	72,445
27	Jyoti Sunil Gite	Interpreter	70,511
28	Narayan Digambar Galande	Interpreter	61,088
29	Nita Ganpat Kamble	Interpreter	69,261
30	Sanjeev Vishnu Kadav	Interpreter	74,573
31	Vilas Chatragun Sakhare	Interpreter	61,088
32	Vinay Abhiman Kalwaghe	Interpreter	64,583
33	Jitendra Shridhar Chavan	Assistant Superintendent	85,175
34	Lavankush Sadashiv Savkhedkar	Assistant Superintendent	67,416
35	Manisha Vijay Palkar	Assistant Superintendent	71,285
36	Prashant Chandrakant Khambekar	Assistant Superintendent	67,416
37	Priti Mahesh Sakare	Assistant Superintendent	67,416
38	Sanjana Sandeep Deve	Assistant Superintendent	67,416

39	Siddharth Umakant Sonawane	Assistant Superintendent	69,350
40	Swati Sakharam Dandwate	Assistant Superintendent	67,416
41	Mahesh Janardan More	Senior Clerk	56,761
42	Janhavi Paresh Sarangdhar	Head Typist	76,006
43	Anagha Sandesh Khot	Head Cashier	78,255
44	Mukesh Gulabrao Chaudhari	Head Cashier	58,425
45	Amit Narayan Kambli	Clerk Typist	47,239
46	Brijesh Harishchandra Patil	Clerk Typist	54,742
47	Chandpasha Nyayahmad Shaikh	Clerk Typist	39,722
48	Chetan Balkrishna Varsolkar	Clerk Typist	54,742
49	Devidas Janardan Mane	Clerk Typist	42,016
50	Dinesh Sudhakar Jadhav	Clerk Typist	51,647
51	Dipak Chandrakant Bhandgar	Clerk Typist	45,885
52	Firoj Lotan Pinjari	Clerk Typist	54,742
53	Ganesh Gopalrao Namde	Clerk Typist	63,741
54	Gangaram Baburao Patil	Clerk Typist	50,158
55	Jamir Jahangeer Landge	Clerk Typist	44,531
56	Jyoti Amit Waingankar	Clerk Typist	50,293
57	Kirti Vaibhav Patil	Clerk Typist	45,885
58	Madhura Narayan Biwalkar	Clerk Typist	43,266
59	Manisha Sadashiv Anbhavane	Clerk Typist	62,000
60	Milind Mahendra Gujrathi	Clerk Typist	74,968
61	Neeta Kuldeep Dalvi	Clerk Typist	54,742
62	Neha Devendra Mhapsekar	Clerk Typist	60,259
63	Nitin Prabhakar Jagtap	Clerk Typist	54,742
64	Nutan Laxman Aroskar	Clerk Typist	45,885
65	Pankaj Ramchandra Pophale	Clerk Typist	53,195

66	Pooja Lakshmikant Raut	Clerk Typist	54,742
67	Pradeep Shridhar Bhurke	Clerk Typist	62,000
68	Prakash Sagun Kothawale	Clerk Typist	62,000
69	Rahul Shantaram Sawant	Clerk Typist	45,885
70	Rahul Uttamrao Divekar	Clerk Typist	31,607
71	Ramakant Anant Shelar	Clerk Typist	54,742
72	Roshan Bhivaji Chavan	Clerk Typist	42,016
73	Sandip Sakharam Nikumbh	Clerk Typist	47,239
74	Sanjay Jaiprakash Gaikwad	Clerk Typist	54,742
75	Santosh Gajanan Barabde	Clerk Typist	62,000
76	Santosh Gopal Nachanekar	Clerk Typist	42,016
77	Sarita Abhijit Shirdhankar	Clerk Typist	50,293
78	Satish Angad Bagade	Clerk Typist	62,000
79	Shital Hindurao Madane	Clerk Typist	54,742
80	Shivaji Bharat Hotkar	Clerk Typist	45,885
81	Shivani Sachin Bolade	Clerk Typist	60,079
82	Shivnath Eknath Fulpagare	Clerk Typist	62,000
83	Sonal Ravi Shinde	Clerk Typist	65,482
84	Sonal Ravindra Salve	Clerk Typist	62,000
85	Suman Prabhakar Gawade	Clerk Typist	62,000
86	Swati Nandkumar Hajare	Clerk Typist	43,202
87	Swati Vinayak Kumbhar	Clerk Typist	42,016
88	Tejas Abasaheb Thombare	Clerk Typist	54,742
89	Vaishali Vilas Sawant	Clerk Typist	40,856
90	Vasim Mukhtar Ahmad	Clerk Typist	54,742
91	Vidyadhar Sharad Kadam	Clerk Typist	61,319
92	Vikram Maruti Pawar	Clerk Typist	42,016

93	Anil Ramesh Salunke	Typist	40,813
94	Anita Dayanand Besare	Typist	54,742
95	Avinash Narayan Dhum	Typist	47,239
96	Dipak Shantaram Chiplunkar	Typist	62,000
97	Ganesh Sahebrao Mahajan	Typist	50,293
98	Hemant Rohidas Patil	Typist	45,885
99	Laxman Ananta Zipare	Typist	60,259
100	Milind Dinkar Mayekar	Typist	54,742
101	Poonam Amit Shinde	Typist	62,000
102	Poonam Vijay Band	Typist	54,742
103	Prashant Kisan Bhosale	Typist	47,239
104	Prashant Sukhadeo Bansode	Typist	50,293
105	Ram Ganeshrao Kondekar	Typist	54,742
106	Sachin Jagannath Parab	Typist	62,000
107	Sandeep Chiman Malhe	Typist	54,742
108	Sandip Ramesh Kumbhare	Typist	44,531
109	Sandip Zanak Rakshe	Typist	47,239
110	Sanket Bhimsen Jadhav	Typist	54,742
111	Sumit Rajaram Chorge	Typist	47,239
112	Ujwala Sunil Khanwilkar	Typist	62,000
113	Vikas Dhanaji Kesarkar	Typist	44,531
114	Yogesh Vijay Nimbalkar	Typist	50,293
115	Ankita Suneel Patil	Assistant Cashier	54,742
116	Atul Dilip Ahire	Assistant Cashier	47,239
117	Duryodhan Ramchandra Shendage	Assistant Cashier	39,722
118	Ganesh Bhaskar Wagh	Assistant Cashier	54,742
119	Ganesh Fakirba Jadhao	Assistant Cashier	44,531

120	Ganesh Hari Vanjale	Assistant Cashier	54,742
121	Kunal Bapurao Patil	Assistant Cashier	42,016
122	Madhuri Yuvaraj Patade	Assistant Cashier	63,741
123	Mangesh Jayram Jadhav	Assistant Cashier	47,506
124	Nandkishor Prabhakar Shirude	Assistant Cashier	54,742
125	Nilesh Raghunath Tayade	Assistant Cashier	54,742
126	Pandurang Vitthal Mote	Assistant Cashier	42,016
127	Prashant Surendra Sonkamble	Assistant Cashier	45,885
128	Rajani Shivanand Maindargi	Assistant Cashier	54,742
129	Sachin Shamrao Sargar	Assistant Cashier	54,742
130	Aniket Ghanshyam Lawande	Driver	45,885
131	Chandrahasya Chandrakant Velapure	Driver	40,856
132	Deepak Babu Shirke	Driver	66,660
133	Jagannath Shankar Chavan	Driver	78,405
134	Mandar Vishwanath Ogale	Driver	47,239
135	Navnath Janu Dahiphale	Driver	64,762
136	Qamruddin Abbas Jalgaonkar	Driver	66,660
137	Rajesh Nandkumar Nakhwa	Driver	78,405
138	Santosh Sarjerao Bade	Driver	66,660
139	Shivnanda Basappa Kothare	Driver	71,312
140	Vinod Jayant More	Driver	78,405
141	Santosh Jagannath Pawar	Liftman	55,953
142	Deepak Pandurang Pokhare	Naik	68,198
143	Ajit Sakharam Waghmare	Peon	51,836
144	Amol Ram Dhawde	Peon	49,956
145	Arif Mohammad Kazi	Peon	65,295
146	Ashwini Rajesh Aarkade	Peon	40,480

147	Bhima Barku Dhakne	Peon	44,222
148	Bhushan Balkrushna Satam	Peon	49,956
149	Jitendra Suresh Randive	Peon	49,956
150	Laxman Appasaheb Jagdale	Peon	45,548
151	Narayan Ramchandra Parab	Peon	49,956
152	Raju Parvati Baikar	Peon	58,046
153	Sanjay Suresh Patekar	Peon	50,892
154	Shashikant Deu Joshi	Peon	50,792
155	Vijay Sudhakar Uke	Peon	51,836
156	Arjun Ramrao Rathod	Hamal	35,652
157	Chandrakant Soma Kawale	Hamal	35,652
158	Kunal Milind Wahane	Hamal	35,652
159	Nilesh Bhaskar Tayade	Hamal	39,314
160	Nilesh Sadhuram Nikame	Hamal	35,652
161	Nitin Julal Sawant	Hamal	34,820
162	Rajesh Ashok Bandabe	Hamal	39,364
163	Ramesh Laxman Donde	Hamal	40,444
164	Sachin Nagorao Bhalerao	Hamal	35,652
165	Sandip Shivdas Bhamare	Hamal	34,820
166	Sanjay Nagnath Gejage	Hamal	40,444
167	Santosh Ramchandra Shrimangle	Hamal	35,652
168	Vikas Anil Kale	Hamal	35,702
169	Yogesh Digambar Pawar	Hamal	44,194
170	Akash Ganesh Jadkar	Chaprasi	33,156
171	Aniket Bharat Gondse	Chaprasi	33,156
172	Arun Lotan Thakur	Chaprasi	32,324
173	Atul Kalyan Rathod	Chaprasi	34,820

174	Atul Ramesh Joshi	Chapراسى	33,156
175	Daulat Parshuram Ambekar	Chapراسى	34,820
176	Dhondiba Maroti Shidane	Chapراسى	33,156
177	Dinesh Digambar Thorat	Chapراسى	33,156
178	Gangadhar Champatrao Tuppekar	Chapراسى	33,156
179	Ganpat Biraji Bhoir	Chapراسى	34,820
180	Harun Jahangir Nasar	Chapراسى	33,156
181	Jyoti Bhushan Zuje	Chapراسى	33,156
182	Kuldip Tanaji Channe	Chapراسى	33,988
183	Machhindranath Atmaram Kharade	Chapراسى	34,820
184	Mahesh Babaso Dhekale	Chapراسى	33,156
185	Mohan Dharmaraj Pawar	Chapراسى	33,156
186	Nikhil Shalikram Bholane	Chapراسى	33,156
187	Nilesh Rajendra Borase	Chapراسى	33,156
188	Nitin Narayan Kadam	Chapراسى	33,156
189	Prashant Dattatray Pisal	Chapراسى	33,156
190	Rakesh Shantaram Binnar	Chapراسى	33,156
191	Ramesh Ganpati Sidane	Chapراسى	33,988
192	Ravindra Bhagwan Gaikwad	Chapراسى	33,156
193	Sagar Navanath Pawar	Chapراسى	33,156
194	Tulshidas Pundlik Gawai	Chapراسى	34,820
195	Vijay Balavant Patil	Chapراسى	33,156
196	Yogesh Sukalal Marathe	Chapراسى	33,156
197	Ashok Dhanji Rathod	Mehatar	51,836
198	Ashok Govind Chandurkar	Mali	52,572

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Girgaon

1	Sachin Ankush Sawant	Personal Assistant	1,35,345
2	Vaishali Sagar Chaudhary	Higher Grade Stenographer	1,27,733
3	Poonam Pravin Kadam	Lower Grade Stenographer	87,147
4	Pramod Pandurang Jadhav	Judicial Clerk	61,254
5	Rajabindusar Nandakumar Tayade	Judicial Clerk	70,452
6	Sanika Sunil Parab	Judicial Clerk	80,677
7	Seema Chandrashekhar Jambavalikar	Judicial Clerk	82,926
8	Aarti Rajesh Karekar	Interpreter	74,573
9	Ashwini Amar Talekar	Interpreter	74,573
10	Kritika Sanjay Londhe	Interpreter	70,511
11	Veena Vilas Nimankar	Interpreter	70,511
12	Prasad Bhimrao Mohite	Assistant Superintendent	71,285
13	Santosh Shivaji Gavali	Head Cashier	67,416
14	Gaurav Baban Warankar	Clerk Typist	45,885
15	Hemangi Narendra Palkar	Clerk Typist	54,742
16	Ninad Pandurang Thakrul	Clerk Typist	40,856
17	Punam Bharat Tike	Clerk Typist	36,319
18	Rameshwar Janardhan Bansode	Clerk Typist	45,885
19	Vishal Namdeo Paturkar	Clerk Typist	54,742
20	Altab Shaphuddin Shaikh	Typist	47,239
21	Ashish Shankar Chavan	Typist	44,531
22	Bharati Harshad Maske	Typist	54,742
23	Bhupesh Prakash Naik	Typist	50,293
24	Ramakrishna Narayan Diwate	Typist	47,239
25	Vivek Krishna Bandkar	Typist	47,239
26	Ashwini Vilas Rajmane	Assistant Cashier	47,239
27	Dipali Pandit Kedar	Assistant Cashier	54,742

28	Umesh Pandit Mali	Assistant Cashier	42,016
29	Vishal Baburao Rajegore	Assistant Cashier	54,742
30	Santosh Mahadev Shinde	Liftman	66,295
31	Jayawant Rajaram Khanvilkar	Peon	52,102
32	Kalpana Rangnath Gaikwad	Peon	59,721
33	Kamal Shankar Bapardekar	Peon	59,721
34	Santosh Sakharam Rane	Peon	59,721
35	Santosh Waman Sawant	Peon	50,452
36	Shailesh Maruti Sorate	Peon	40,530
37	Shreya Shrikrishna Kadam	Peon	59,721
38	Bhaiyasaheb Sanjay Patil	Hamal	35,702
39	Rashtrapal Sonaji Pakhale	Hamal	35,702

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Juvenile, Dongri

1	Aruna Vijay Patil	Judicial Clerk	82,648
2	Sangeeta Vijay Tambe	Judicial Clerk	78,428
3	Tanushriya Ganpat Sawant	Interpreter	74,573
4	Vandana Gopinath Narvekar	Interpreter	77,273
5	Ajay Chandrakant Kathare	Clerk Typist	54,742
6	Alankar Suntilal Bagul	Clerk Typist	50,293
7	Rohini Baban Karande	Clerk Typist	63,741
8	Umesh Damu Kharat	Clerk Typist	45,885
9	Dinesh Govind Gosavi	Typist	43,678
10	Shyam Ram Khupate	Typist	50,293
11	Mohsin Badruddin Shaikh	Xerox Operator	54,406
12	Asha Sawalaram Sonawane	Peon	54,477
13	Dattu Dnyandeo Shinde	Peon	36,836

14	Shahedbano Niyz Adam Sayed	Peon	44,144
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Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Kurla

1	Jitendra Jagannath Dixit	Personal Assistant	1,27,733
2	Alka Rajendra Mahale	Higher Grade Stenographer	92,095
3	Manasi Mahesh Aranke	Higher Grade Stenographer	1,05,524
4	Manisha Nilesh Shimpi	Higher Grade Stenographer	1,08,619
5	Sharmila Shantaram Shinde	Higher Grade Stenographer	92,095
6	Sunjila Sandeep Khurpe	Higher Grade Stenographer	96,819
7	Swara Sagun Gawde	Higher Grade Stenographer	1,02,622
8	Mukesh Devidas Patil	Lower Grade Stenographer	77,668
9	Snehal Satish Mahadik	Lower Grade Stenographer	78,739
10	Ashish Ravindra Bhagwat	Judicial Clerk	72,027
11	Prasad Dilip Patrudkar	Judicial Clerk	61,254
12	Prashant Pandurang Bastav	Judicial Clerk	87,770
13	Pratibha Atul Jagtap	Judicial Clerk	82,926
14	Rajesh Raghunath Mohite	Judicial Clerk	72,027
15	Sachin Parshuram Barde	Judicial Clerk	61,254
16	Shubhangi Rajdatt Shinde	Judicial Clerk	80,677
17	Upesh Dhondu Kamble	Judicial Clerk	61,254
18	Vishwas Shankar Ragade	Judicial Clerk	68,554
19	Bhaskar Ramesh Pawar	Interpreter	70,511
20	Dilip Chaitram Shirsath	Interpreter	70,511
21	Jitendra Jaywant Gharkar	Interpreter	62,071
22	Ravi Namdev Warghade	Interpreter	70,511
23	Ravindra Lotan Ahire	Interpreter	70,511
24	Savita Manoj Kharnare	Interpreter	61,088

25	Sunil Raghunath Shukla	Interpreter	77,044
26	Vijay Bhashkarrao Naik	Head Cashier	58,425
27	Vijay Rajaram Vinerkar	Head Cashier	67,416
28	Deepak Subhash Pardeshi	Clerk Typist	54,742
29	Ganesh Prabhakar Bhandari	Clerk Typist	45,885
30	Jyotsna Sudhir Chavan	Clerk Typist	40,856
31	Kishor Ramesh Bhokare	Clerk Typist	50,293
32	Mahendra Diwakar More	Clerk Typist	65,482
33	Mahesh Dayanand Dhere	Clerk Typist	45,885
34	Nilima Sanjay Narkar	Clerk Typist	62,000
35	Sandeep Tukaram Teli	Clerk Typist	44,531
36	Sanjay Damodar Hirole	Clerk Typist	58,990
37	Seema Anil Khade	Clerk Typist	42,016
38	Shaila Vijay Patsute	Clerk Typist	47,239
39	Snehal Rajan Shirsat	Clerk Typist	60,259
40	Vaishali Harish Keshwani	Clerk Typist	53,765
41	Vijay Bhatu Suryawanshi	Clerk Typist	60,259
42	Vijay Ravindra Chaudhari	Clerk Typist	45,885
43	Vinay Shivilsa Maitrani	Clerk Typist	50,293
44	Ashwini Kiran Chaugule	Typist	44,531
45	Deepa Ashok Kumbhargan	Typist	47,239
46	Harshada Nilesh Gholap	Typist	42,016
47	Meena Thaka Gawari	Typist	47,389
48	Mrinal Milind Shinde	Typist	54,742
49	Pratiksha Ravindra Iswalkar	Typist	53,195
50	Ranjita Shrikant Patil	Typist	44,531
51	Rukmini Rajendra Ghadge	Typist	65,482

52	Sangram Rajaram Kabugade	Typist	39,722
53	Sunil Kondiba Survase	Typist	54,742
54	Vaishali Nilesh Galange	Typist	54,742
55	Yogesh Janardhan Bakkar	Typist	62,000
56	Arjun Mahadev Pitambare	Assistant Cashier	47,506
57	Chandrashekhar Raghunath Patil	Assistant Cashier	65,482
58	Suvidha Girish Zende	Assistant Cashier	54,742
59	Jaywant Vishnu Kadam	Driver	78,405
60	Vishram Vasant Bhogale	Naik	65,295
61	Anant Laxman Patil	Peon	59,721
62	Brahaspati Harishchandra Parab	Peon	63,181
63	Chandrakant Babu Pingle	Peon	51,836
64	Dilip Krishnarao Deshatwar	Peon	59,721
65	Gopal Madhukar Patil	Peon	45,548
66	Jayant Banshiram Phapale	Peon	51,836
67	Manoj Vithal Kharat	Peon	49,956
68	Narendra Jayram Shelar	Peon	46,902
69	Ravindra Maruti Sangle	Peon	49,332
70	Shashikant Dnyandev Sawant	Peon	58,621
71	Surekha Vikas Ovhal	Peon	59,721
72	Amol Uttam Helode	Hamal	35,652
73	Amol Uttamrao Raut	Hamal	35,702
74	Chandramani Sitaram Paradhe	Hamal	35,652
75	Mahesh Manohar Bambarkar	Hamal	40,394
76	Namdeo Nago Dhole	Hamal	37,317
77	Rahul Ganesh Patil	Hamal	35,702
78	Sanjay Vasant Chavan	Hamal	35,652

79	Sarita Devlal Lilhare	Hamal	35,652
80	Vishwadeep Popatrao Pawar	Hamal	35,702
81	Tejas Sudhir Palkar	Chaprasi	27,756
82	Laxman Budha Bhangre	Mehatar	61,451
83	Shantaram Babu Bodake	Mali	43,395

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Mazgaon

1	Sulochana Hiran Nile	Sr. Judicial Clerk	1,04,205
2	Kishor Ramkrishna Hiwarkar	Personal Assistant	1,39,324
3	Kailas Rajaram Wagh	Higher Grade Stenographer	1,05,524
4	Kirti Sanjay Ghadigaonkar	Higher Grade Stenographer	1,08,619
5	Manisha Ranjit Pawar	Higher Grade Stenographer	1,27,733
6	Rakhi Ganesh Zemse	Higher Grade Stenographer	1,27,733
7	Shraddha Sushant Satoskar	Higher Grade Stenographer	1,02,622
8	Shubhangi Vikas Pednekar	Higher Grade Stenographer	1,08,619
9	Supriya Harshal Kapre	Higher Grade Stenographer	1,07,492
10	Umesh Prabhakar Kavitar	Higher Grade Stenographer	1,07,492
11	Ankita Ganpat Palav	Lower Grade Stenographer	87,147
12	Mansi Milind Keer	Judicial Clerk	72,027
13	Mugdha Madhukar Valanju	Judicial Clerk	82,926
14	Padmakar Madhukar Kadam	Judicial Clerk	61,254
15	Parag Ganpat Pawar	Judicial Clerk	80,677
16	Prasad Shankar Sawant	Judicial Clerk	87,770
17	Rahul Kamalakar Patil	Judicial Clerk	72,027
18	Sunil Vinayak Narvekar	Judicial Clerk	87,770
19	Suvarna Pravin Parab	Judicial Clerk	82,926
20	Anita Kiran Jagtap	Interpreter	64,583

21	Babasaheb Daut Mujawar	Interpreter	61,088
22	Deepak Kondiram Shelar	Interpreter	70,511
23	Ganesh Savalaram Kale	Interpreter	70,511
24	Pradeep Pralhad Damre	Interpreter	61,088
25	Ramkrishna Keshav Pawar	Interpreter	72,892
26	Sarika Bhanudas Lande	Interpreter	68,913
27	Savita Amod Kanitkar	Interpreter	74,573
28	Sudhir Balkrishna Ramane	Interpreter	68,913
29	Vijay Arjun Deore	Assistant Superintendent	67,416
30	Sandeep Dharma Taur	Senior Clerk	65,482
31	Sanjay Eknath Kambale	Senior Clerk	62,339
32	Hemant Ganpat Chalke	Record Keeper	71,285
33	Aakanksha Aadinath Jadhav	Clerk Typist	44,531
34	Ajay Bhagwanrao Joshi	Clerk Typist	47,506
35	Dhanaji Shivaji Thorat	Clerk Typist	45,885
36	Kavita Anil Ghodke	Clerk Typist	54,742
37	Mahesh Shankar Sushir	Clerk Typist	50,293
38	Pawan Dattatray Shinde	Clerk Typist	45,885
39	Prashant Shriram Mahajan	Clerk Typist	50,293
40	Pratik Nitin Karnuk	Clerk Typist	45,885
41	Rahul Dilip Suryawanshi	Clerk Typist	50,293
42	Sagar Chandrakant Khedkar	Clerk Typist	53,195
43	Samadhan Sukhdev Sartape	Clerk Typist	40,242
44	Sanjeevani Santosh Yadav	Clerk Typist	66,441
45	Satyawan Gorak Aran	Clerk Typist	45,885
46	Sindhu Lavkumar Tarpe	Clerk Typist	42,016
47	Tanushree Dhananjay Raut	Clerk Typist	37,318

48	Ujwala Mahesh Ingawale	Clerk Typist	43,177
49	Vinaya Vasant Nakti	Clerk Typist	65,482
50	Yuvraj Baliram Sawale	Clerk Typist	53,689
51	Ajinkya Pandurang Mandke	Typist	44,531
52	Amit Jayram Padvi	Typist	47,239
53	Darshana Rajesh Shivalkar	Typist	62,000
54	Hemlata Anand Bhalekar	Typist	45,885
55	Kiran Shantaram Ahirrao	Typist	47,239
56	Mahesh Ravindranath Thakur	Typist	62,000
57	Pramila Dashrath Jadkar	Typist	62,000
58	Pushpa Madhukar Lokhande	Typist	47,239
59	Raghavendra Dilip Chinchure	Typist	54,742
60	Ravi Chandrakant Bhoite	Typist	44,531
61	Rohini Rohan Desai	Typist	54,742
62	Rupali Swapnil Kadam	Typist	45,885
63	Sandeep Vijay Ghige	Typist	47,239
64	Sandip Bhagoji Jangli	Typist	62,000
65	Sanyukta Shashank Vaishampayan	Typist	42,016
66	Surendra Suresh Bhosale	Typist	47,239
67	Vilas Vitthal Kadam	Typist	47,239
68	Mamta Anil Sadalge	Cashier Clerk	47,506
69	Ankit Laxman Bhoir	Assistant Cashier	42,016
70	Dipak Sidram Durge	Assistant Cashier	45,885
71	Nilesh Gajanan Saykar	Assistant Cashier	60,259
72	Sameer Jaywant Pangerkar	Assistant Cashier	57,322
73	Ashok Shantaram Sawant	Liftman	75,464
74	Vinayak Shankar Jadhav	Naik	65,295

75	Ankush Jagannath Chavan	Peon	51,310
76	Ashok Sakharam Kamble	Peon	51,836
77	Baban Shivaji Waghmode	Peon	51,836
78	Bhimrao Tanga Pagare	Peon	49,956
79	Deepak Harishchandra Khandare	Peon	51,836
80	Mahesh Balkrishna Dhure	Peon	49,956
81	Navin Shahu Gaikwad	Peon	63,181
82	Priyanka Pravin Hajare	Peon	49,906
83	Rajendra Babaji Rane	Peon	52,858
84	Rupesh Balkrishna Chavan	Peon	59,721
85	Sachin Sakharam Tetgure	Peon	45,548
86	Sakharam Laxman Sakpal	Peon	63,081
87	Suryakant Vishnu Panale	Peon	52,858
88	Umesh Ishwara Gaikwad	Peon	45,498
89	Vaibhav Harishchandra Gosavi	Peon	43,345
90	Aniket Balraj Raute	Hamal	35,652
91	Arun Pochiram Alandikar	Hamal	35,702
92	Geetanjali Shankar Shelar	Hamal	44,194
93	Mayur Vasant Shelake	Hamal	34,820
94	Radha Sidharth Sonawane	Hamal	38,316
95	Rakesh Ramesh Gudhekar	Hamal	35,702
96	Rameshwar Namdev Rathod	Hamal	31,917
97	Suresh Daya Solanki	Mehatar	49,332
98	Chintaman Janku Bokad	Mali	61,451

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
MCT

1	Alam Shabbir Shaikh	Lower Grade Stenographer	67,246
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2	Sanjay Babaji Ghadigaonkar	Interpreter	70,511
3	Rashmi Rajendra Pathare	Assistant Superintendent	76,006
4	Ramesh Tulshiram Rathod	Head Cashier	51,754
5	Sharad Chandrakant Mali	Clerk Typist	45,885
6	Arati Ashok Kurkule	Assistant Cashier	45,885
7	Geeta Santosh Thakur	Assistant Cashier	54,742
8	Sajid Abdulgafur Kazi	Peon	52,252
9	Subhash Tryambakrao Jadhav	Hamal	44,194

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Mulund

1	Meghana Ganesh Namde	Higher Grade Stenographer	92,095
2	Prakash Anant Mahadik	Higher Grade Stenographer	1,27,733
3	Rehman Alimiya Mukadam	Judicial Clerk	80,677
4	Savita Anant Jagtap	Judicial Clerk	82,926
5	Janhavi Vinayak Yadav	Interpreter	74,573
6	Laxman Dattaram Gawade	Interpreter	72,892
7	Mugdha Manish Shinde	Assistant Superintendent	71,285
8	Hemant Narayan Narwade	Senior Clerk	67,416
9	Anita Uday Jagtap	Clerk Typist	60,259
10	Atmaram Shrihari Aghav	Clerk Typist	62,000
11	Geeta Shailesh Phadkale	Clerk Typist	50,293
12	Maroti Mohanrao Kadam	Clerk Typist	54,742
13	Aadinath Pramod Jadhav	Typist	44,531
14	Bhushan Prakash Gangurde	Typist	47,239
15	Anand Malhari Ubale	Assistant Cashier	50,293
16	Rasika Umesh Patil	Assistant Cashier	54,742
17	Deepak Maruti Anbhule	Peon	51,836

18	Jayvant Gopal Shelavale	Peon	49,956
19	Satyawan Bhagoji Parab	Peon	51,836
20	Savita Ananda Mali	Peon	49,956
21	Vinita Vidyadhar Neswankar	Peon	46,902

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Shindewadi, Dadar

1	Geeta Ramesh Salvi	Higher Grade Stenographer	1,15,002
2	Arun Shankarrao Chavan	Lower Grade Stenographer	67,246
3	Minal Sunil Narvekar	Judicial Clerk	87,770
4	Vandana Vijaykumar Toppo	Judicial Clerk	87,770
5	Reshma Siddharth Kudwalkar	Interpreter	64,583
6	Vaishali Bramhanand Sonawale	Interpreter	74,573
7	Samidha Sumedh Khanvilkar	Assistant Superintendent	65,482
8	Jagdishprasad Rammurat Mourya	Clerk Typist	45,885
9	Kalpana Kuldeep Yadav	Clerk Typist	54,742
10	Nilkanth Rohidas Sawant	Clerk Typist	53,195
11	Sagar Dilip Salgar	Clerk Typist	47,239
12	Sidram Satappa Kore	Clerk Typist	65,482
13	Swapnali Sunil Patkar	Clerk Typist	39,648
14	Ajinkya Chandrakant Gurao	Typist	47,239
15	Kiran Chandrakant Raut	Typist	47,239
16	Shailesh Waman Damse	Typist	47,239
17	Bhikaji Balawant Vichare	Peon	65,295
18	Jayashree Bhausheeb Khude	Peon	46,852
19	Sandesh Maruti Varadkar	Peon	51,836
20	Santram Shankarrao Ingole	Hamal	35,164

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Vikhroli

1	Pournima Ganpat Sonawane	Higher Grade Stenographer	1,15,002
2	Pratima Chandrashekhar Kulkarni	Higher Grade Stenographer	1,07,492
3	Rishita Rakesh Sarnobat	Higher Grade Stenographer	93,812
4	Rohini Kumar Hotkar	Higher Grade Stenographer	1,04,378
5	Nilesh Chandrakant Gangurde	Lower Grade Stenographer	73,238
6	Nilesh Shankar Mahajan	Lower Grade Stenographer	84,632
7	Abhijit Kabir Gaikwad	Judicial Clerk	61,254
8	Neelima Vinay Ganpule	Judicial Clerk	78,428
9	Priya Prakash Gawade	Judicial Clerk	95,728
10	Siddhi Vinayak Sawardekar	Judicial Clerk	82,656
11	Sneha Sunil Wadkar	Judicial Clerk	82,926
12	Sunil Shivajirao Buwa	Judicial Clerk	61,254
13	Chetan Ashok Musale	Interpreter	68,913
14	Gauri Yogesh Mahadik	Interpreter	74,573
15	Pooja Prasad Naik	Interpreter	74,573
16	Pradeep Bhaskar Nikam	Interpreter	74,573
17	Sandip Ramchandra Baraskar	Interpreter	73,211
18	Sudhakar Yashwant Birari	Interpreter	70,511
19	Archana Sandeep Salvi	Assistant Superintendent	76,006
20	Rahi Rajesh Patade	Head Typist	65,482
21	Ashlesha Anilkumar Mane	Clerk Typist	53,195
22	Ganesh Baban Chaher	Clerk Typist	50,293
23	Ishwar Anil Nikhade	Clerk Typist	54,742
24	Manojkumar Gangadhar Biradar	Clerk Typist	47,239
25	Mansi Manish Parab	Clerk Typist	62,000

26	Sandhya Manoj Patil	Clerk Typist	62,000
27	Sangeeta Rameshwar Mali	Clerk Typist	54,742
28	Shradha Dattu Kangane	Clerk Typist	54,742
29	Swara Rasik Mahadik	Clerk Typist	61,319
30	Ajit Shivaji Sonawane	Typist	50,293
31	Amruta Rohit Gawade	Typist	44,531
32	Manoj Madhukar Dusane	Typist	47,239
33	Neha Nikhil Devkar	Typist	44,531
34	Pradnya Prabhakar Rane	Typist	54,742
35	Prashant Dilip Sapkal	Typist	54,742
36	Perna Vinod Kadam	Typist	62,000
37	Shekhar Arjun Jadhav	Typist	45,885
38	Kalpana Hemant Sonawane	Assistant Cashier	45,885
39	Lalit Nandkumar Vaidya	Assistant Cashier	54,742
40	Sanket Ulhas Pandav	Assistant Cashier	54,742
41	Ganesh Yashwant Koyande	Peon	46,852
42	Indumati Sitaram Burse	Peon	57,991
43	Jitendra Suresh More	Peon	44,194
44	Krishna Tukaram Taware	Peon	64,795
45	Krutika Kishor More	Peon	52,858
46	Nilesh Gautam Bhujbal	Peon	46,902
47	Pravin Arun Mode	Peon	49,956
48	Pravin Purushottam Garasiya	Peon	46,902
49	Shobha Devidas Kusher	Peon	46,902
50	Baliram Madhukar Dompale	Hamal	34,820
51	Harshadkumar Dinkarrao Patole	Hamal	37,367
52	Santosh Vaman Jadhav	Hamal	40,394

Centerwise Statement of Monthly remuneration received by Staff for the Month of December 2023 of
Vile Parle

1	Shivaji Shrimant Koli	Higher Grade Stenographer	97,458
2	Kajal Kiran Gadade	Lower Grade Stenographer	71,241
3	Dinesh Dilip Shivgan	Judicial Clerk	61,254
4	Santosh Arjun Vhatkar	Judicial Clerk	74,540
5	Ananya Amit Ayare	Interpreter	70,511
6	Yogesh Pundalik Mayekar	Interpreter	58,626
7	Chandrakant Wamanrao More	Assistant Superintendent	58,425
8	Akshata Anil Majgaonkar	Clerk Typist	42,016
9	Ashwini Vikas Chavan	Clerk Typist	59,578
10	Manisha Rajaram Gujale	Clerk Typist	1,56,390
11	Narsing Dagadu Pandhare	Clerk Typist	54,742
12	Preshita Janardan Chordekar	Clerk Typist	45,885
13	Anjali Haresh Sawardekar	Typist	54,742
14	Nilesh Balkishan Ughade	Typist	44,531
15	Pranay Prakash Lad	Typist	45,885
16	Ajit Bhagoji Dhadke	Peon	61,681
17	Ashwin Ramkrishna Wagh	Peon	49,956
18	Prakash Vasant Bovalekar	Peon	51,310
19	Pratibha Prabhakar Paste	Peon	48,432
20	Ramesh Rajaram Gharaniya	Mehatar	52,412

List of Staff members who are employees on the establishment of the Chief Metropolitan Magistrate, Esplanade, Mumbai and on Deputation of the establishment of other offices as on 31st December, 2023

Sr. No	EMPLOYEES NAME	GROSS	DESIGNATION
1	SMT. S. V. MESTRI	-	Judicial Clerk (On Deputation to Special

			Court, Hon'ble High Court, Bombay)
2	SHRI. V. M. SONAWANE	-	Peon (On Deputation to Hon'ble High Court, Bombay)

११. सर्व योजनांचा तपशील, प्रस्तावित खर्च दर्शविणारा, आपला प्रत्येक अभिकरणाला नेमून दिलेला अर्थसंकल्प आणि संवितरित केलेल्या रकमांचा अहवाल HOME

या कार्यालयाच्या कामकाजाचे स्वरूप न्यायदानाचे असल्याने या कार्यालयाच्या अंतर्गत कुठलीही योजना शासन पातळीवर राबवली जात नाही. त्यामुळे तत्संबंधी कोणताही अर्थसंकल्प नाही. संवितरित केलेल्या रकमांचा अहवाल खालील प्रमाणे आहे.

STATEMENT SHOWING THE INFORMATION AS PER YOUR LETTER No. R.T.I/ /2020
DT. .01.2024

(as on 31st December 2023)

Point No. (xi)

OFFICE NAME ; CHIEF METROPOLITAN MAGISTRATE , ESPLANADE, FORT,MUMBAI

DEMAND NO. : J-01

FINANCIAL YEAR ; 2023-24

(Rs. In Thousand)

Object	Plan	Sanction Budget	Budget Allocated	Expenditure (upto 31st December 23)
	NON-PLAN			
Salary (01)		1129620	916821	724406.763
Overtime Allowance (03)		307	152	126.36
Electricity/Water/Telephone (06)		21797	16347.7	16263.112
Contract Services (10)		153009180		6647.615
Travelling Expenditure (11)		3197	1595.7	246.97
Office Expenditure (13)		2850020000		14804.666
Rent, Rates & Taxes (14)		3220	1610	756.12
Publications (16)		50	50	48.364
Computer Expenses (17)		30001500		1425.705
Minor Works (27)		49952	49952	0
Professional & Special Services (28)		150	75	28.459

TOTAL 1255093 1017283.4 764754.134

OFFICE NAME ; CHIEF METROPOLITAN MAGISTRATE , ESPLANADE, FORT,MUMBAI

DEMAND NO. : J-01

MAJOR HEAD : 20140323-800 PREVENTION OF CRUELTY TO ANIMAL AND POOR BOX FUND

DETAIL HEAD : 31 GRANT IN AID

FINANCIAL YEAR ; 2023-24

(Rs. In Thousand)

Object	Plan	Sanction Budget	Budget Allocated	Expenditure (upto December 23)
NON SALARY	NON-PLAN	0	0	0

OFFICE NAME ; CHIEF METROPOLITAN MAGISTRATE , ESPLANADE, FORT,MUMBAI

DEMAND NO. : J-03

MAJOR HEAD : 36040272 COMPENSATION AND ASSIGNMENT TO LOCAL BODIES AND PANCHAYAT RAJ INSTITUTION

DETAIL HEAD : 31 GRANT IN AID

FINANCIAL YEAR ; 2023-24

(Rs. In Thousand)

Object	Plan	Sanction Budget	Budget Allocated	Expenditure (upto December 23)
NON SALARY	NON-PLAN	10911.364	10911.364	0

OFFICE NAME ; CHIEF METROPOLITAN MAGISTRATE , ESPLANADE, FORT,MUMBAI

DEMAND NO. : J-02

MAJOR HEAD : 22350623 104 SOCIAL SECURITY AND WELFARE

DETAIL HEAD : 50 OTHER CHARGES

FINANCIAL YEAR ; 2023-24

(Rs. In Thousand)

Object	Plan	Budget Distributed	Budget Allocated	Expenditure (upto December 23)
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PAYMENT AGAINST DEPOSIT LINKED INS. SCH.	NON-PLAN	175.326	175.326	175.326
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OFFICE NAME ; CHIEF METROPOLITAN MAGISTRATE , ESPLANADE, FORT,MUMBAI
DEMAND NO. : J-05

MAJOR HEAD : 76100472 - 201 HOUSE BUILDING ADVANCE

DETAIL HEAD : 55 LOAN AND ADVANCES

FINANCIAL YEAR ; 2023-24

(Rs. In Thousand)

Object	Plan	Budget Distributed	Budget Allocated	Expenditure (upto December 23)
	Non-plan			
LOAN AND ADVANCES	NON-PLAN	6565.107	6565.107	6535.988

OFFICE NAME ; CHIEF METROPOLITAN MAGISTRATE , ESPLANADE, FORT,MUMBAI
DEMAND NO. : J-05

MAJOR HEAD : 76101842 - 204 ADVANCE FOR COMPUTER ADVANCE

DETAIL HEAD : 55 LOAN AND ADVANCES

FINANCIAL YEAR ; 2023-24

(Rs. In Thousand)

Object	Plan	Budget Distributed	Budget Allocated	Expenditure (upto December 23)
	Non-plan			
LOAN AND ADVANCES	NON-PLAN	0	0	0

OFFICE NAME ; CHIEF METROPOLITAN MAGISTRATE , ESPLANADE, FORT,MUMBAI
DEMAND NO. : J-05

MAJOR HEAD : 76100481 - 202 ADVANCE FOR PURCHASE OF MOTOR CONVEYANCES

DETAIL HEAD : 55 LOAN AND ADVANCES

FINANCIAL YEAR ; 2023-24

(Rs. In Thousand)

Object	Plan	Budget Distributed	Budget Allocated	Expenditure (upto December 23)
	Non-plan			

१२. अर्थसहाय कार्यक्रमाच्या अंमलबजावणीची रीत तसेच वाटप केलेल्या रकमा आणि अशा कार्यक्रमांच्या लाभाधिका-यांचा तपशील- HOME

या कार्यालयाकडून अर्थसहाय पुरवले जात नाही, त्यामुळे अशा कार्यक्रमांच्या लाभार्थ्यांचा तपशील नाही.

१३. ज्या व्यक्तींना सवलती, परवाने किंवा प्राधिकारपत्रे दिलेली आहेत अशा व्यक्तींचा तपशील. HOME

या कार्यालयामार्फत वकीलवर्ग व पक्षकारांना त्यांचे प्रतिज्ञापत्रे, कोर्टात सादर करण्यासाठीचे अर्ज इत्यादी दस्तावेज तयार करून घेण्यासाठी महानगर दंडाधिकारी, मुंबई येथील न्यायालयीन केंद्रातील आवश्यकतेनुसार पिटीशन राईटरचे व वकीलांचे कारकून म्हणून काम करण्यासाठी विहित स्वरूपात अर्ज केल्यावर परवाने दिले जातात.

१४. इलेक्ट्रॉनिक स्वरूपात त्यास उपलब्ध असलेल्या किंवा त्याच्याकडे असलेल्या माहितीच्या संबंधातील तपशील HOME

संपूर्ण महाराष्ट्रात सर्व न्यायालयांसाठी नॅशनल इन्फॉरमेटिक्स सेंटर (**N.I.C**) यांनी वेबसाईट तयार केलेली आहे. ती खालील प्रमाणे आहे

<http://court.mah.nic.in>

मुख्य महानगर दंडाधिकारी कार्यालय, मुंबई यांच्यासाठी वेबसाईटचा पत्ता खालील प्रमाणे आहे :

<https://cmmumbai.dcourts.gov.in>

मुख्य महानगर दंडाधिकारी कार्यालय, मुंबई यांचा ई-मेल पत्ता खालील प्रमाणे आहे :

cmm-mum.mh@bhc.gov.in,
registrar.esplan@bhc.gov.in

१५- माहिती मिळविण्यासाठी नागरिकांना उपलब्ध असणा-या सुविधांचा तपशील, तसेच सार्वजनिक वापरासाठी चालविण्यात येत असलेल्या ग्रंथालयाच्या किंवा वाचनालयाच्या कामकाजाच्या वेळांचा तपशील HOME

मुख्य महानगर दंडाधिकारी, मुंबई यांच्या आस्थापनेवरील माहिती करिता मा. कार्यालय प्रमुख यांच्याकडे अर्ज करावा लागतो, तसेच न्यायालयातील माहिती करिता संबंधीत न्यायाधीशांकडे माननीय उच्च न्यायालय, मुंबई यांच्या फौजदारी नियमपुस्तिका (क्रिमीनल मॅन्युअल) मध्ये दिलेल्या तरतूदीनुसार अर्ज करावा लागतो. नागरिकांना माहिती मिळण्यासाठी या व्यतिरिक्त अन्य काही सुविधा नाही. या कार्यालयाच्या अखत्यारीत कोणतेही सार्वजनिक वाचनालय अथवा ग्रंथालय नाही.

१६. जन माहिती अधिकारी व सहायक जन माहिती अधिका-यांचे नांव, पदनाम आणि तपशील- HOME

जन माहिती अधिकारी व सहाय्यक जन माहिती अधिकाऱ्यांचे नांव, पदनाम आणि तपशील खालीलप्रमाणे आहे (अद्ययावत)

अ. क्र	नांव	पदनाम	तपशिल
१	श्रीमती. प्रा. उ. सावंत	प्रबंधक तथा जन माहिती अधिकारी, मुख्य महानगर दंडाधिकारी यांचे न्यायालय, महापालिका मार्ग, मुंबई.	022-20825774 022-22655774
२	श्रीमती. आर. व्हि. नेरेकर	साहाय्यक प्रबंधक (रोख विभाग) तथा साहाय्यक जन माहिती अधिकारी, एस्प्लनेड, महापालिका मार्ग, मुंबई	022-22620464
३	श्री. डी.जी. डिंगणकर	प्रभारी साहाय्यक प्रबंधक तथा साहाय्यक जन माहिती अधिकारी, बांद्रा महानगर दंडाधिकारी न्यायालय, मुंबई	022-26581126
४	श्रीमती. एस. एम. रुमडे	साहाय्यक प्रबंधक तथा साहाय्यक जन माहिती अधिकारी, बोरिवली महानगर दंडाधिकारी न्यायालय, मुंबई.	022-28903337
५	श्री. पी. पी. बस्ताव	प्रभारी साहाय्यक प्रबंधक तथा साहाय्यक जन माहिती अधिकारी, कुर्ला महानगर दंडाधिकारी न्यायालय, मुंबई	022-26506423
६	श्री. आर. एस. देसले	साहाय्यक प्रबंधक तथा साहाय्यक जन माहिती अधिकारी, दादर महानगर दंडाधिकारी न्यायालय, भोईवाडा (सध्या शिवडी येथे), मुंबई.	022-20847275
७	श्रीमती. एस.ए.जगताप	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, मुलुंड महानगर दंडाधिकारी न्यायालय, मुंबई.	022-25610243
८	श्रीमती. एस.एस. वाडकर	प्रभारी मुख्य न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, विक्रोळी महानगर दंडाधिकारी न्यायालय, मुंबई.	022-25782605
९	श्रीमती. एम. एस. नावेंकर	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, शिंदेवाडी महानगर दंडाधिकारी न्यायालय, मुंबई	022-24114527
१०	श्रीमती. एस. एच. निळे	वरिष्ठ न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, माझगांव महानगर दंडाधिकारी न्यायालय, मुंबई.	022-24127394
११	श्रीमती. एस. एस. कोशे	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, बॅलार्ड पियर महानगर दंडाधिकारी न्यायालय, मुंबई.	022-22616048
१२	श्री. एम.एस.देवरे	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, ३५ वे महानगर दंडाधिकारी न्यायालय, सी. एस. टी, मुंबई.	022-22620431
१३	श्री. एस. बी. घाडीगांवकर	प्रभारी नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, ३६वे महानगर दंडाधिकारी न्यायालय, मुंबई सेंट्रल, मुंबई.	022-23071231
१४	श्री. आर. एन. तायडे	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, गिरगांव महानगर दंडाधिकारी न्यायालय, मुंबई.	022-23824502
१५	श्री. एस.ए. व्हटकर	नियंत्रक न्यायिक लिपिक तथा साहाय्यक जन माहिती अधिकारी, विलेपार्ले महानगर दंडाधिकारी न्यायालय, मुंबई.	022-26127836
१६	श्रीमती. एस. एस. आंबेकर	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, अंधेरी महानगर दंडाधिकारी न्यायालय, मुंबई.	022-26840280
१७	श्रीमती. एस.व्हि.तांबे	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, बाल न्यायालय, उमरखडी, डोंगरी, मुंबई.	022-23712110

माहिती अधिकार अधिनियम २००५ अंतर्गत या कार्यालयाचे प्रथम अपिलीय अधिकारी खालील प्रमाणे आहेत :

श्री. पी. पी. मोदी
प्रथम अपिलीय अधिकारी (माहिती अधिकार अधिनियम)
तथा अतिरिक्त मुख्य महानगर दंडाधिकारी,
१९वे न्यायालय, एस्प्लनेड, मुंबई.
022-22620464

१७. विहित करण्यात येईल अशी इतर माहिती
निरंक.

[HOME](#)

मुंबई
दिनांक : १६.०२.२०२४

सही /—
(एम.आर.ए.शेख)
मुख्य महानगर दंडाधिकारी,
एस्प्लनेड, मुंबई