

—: माहितीचा अधिकार अधिनियम २००५ अंतर्गत कलम ४(१)(ख) मधील १७ बाबींची माहिती :— (माहे जानेवारी—२०२५ ची अद्ययावत माहिती)

**मुख्य न्यायदंडाधिकारी कार्यालय, एस्पलनेड, मुंबई-
Office Of Chief Judicial 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 कार्यपद्धती 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 पद्धती
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 न्यायदंडाधिकारी, मुंबई यांचे कार्यालय, महापालिका मार्ग, एस्प्लेनेड, मुंबई येथे कार्यरत आहे. माननीय मुख्य न्यायदंडाधिकारी, मुंबई श्री.एम.आर.ए. शेख हे या कार्यालयाचे प्रमुख असून त्यांच्या नियंत्रणाखाली १४ अतिरिक्त मुख्य न्यायदंडाधिकारी व ६० प्रथम वर्ग न्यायदंडाधिकारी यांची न्यायालये बृहन्मुंबईत विखुरलेली आहेत. एस्प्लेनेड, माझगांव, बॅलार्डपियर, गिरगांव, शिंदेवाडी, दादर(सध्या शिवडी येथे), बांद्रा, अंधेरी, बोरिवली, मुलुंड, विक्रोळी, कुर्ला, सी.एस.टी रेल्वे, मुंबई सेंट्रल, विले पार्ले, बाल न्यायालय उमरखाडी, मुंबई या ठिकाणी ही न्यायालये आहेत.

एस्प्लेनेड 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 सुट्ट्या.

या व्यतिरिक्त प्रत्येक सुट्टीच्या दिवशी पोलिस रिमांडचे काम पाहण्यासाठी एस्प्लेनेड, 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 करारपद्धतीवर 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.

Mumbai.
Date :29.01.2022.

Sd/-
(Smt. S. T. Dande)
I/c.Chief Metropolitan Magistrate,
Esplanade, Mumbai.

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.

Sd/-

Mumbai, (M. P. Bage)

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

Date :25/10/2013

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.”**

*** In view of Office Circular No. CMM/OC/22/2024 dtd. 29/07/2024 the following duty is included in Duty List of Judicial Clerk and Controlling Judicial Clerk :- “All the Judicial Clerks and also Controlling Judicial Clerks are hereby directed to accept electronic evidence and they shall maintain register properly and keep all electronic device and other material in safe custody.”**

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.”**

*** In view of Office Circular No. CMM/OC/22/2024 dtd. 29/07/2024 the following duty is included in Duty List of Judicial Clerk and Controlling Judicial Clerk :- “All the Judicial Clerks and also Controlling Judicial Clerks are hereby directed to accept electronic evidence and they shall maintain register properly and keep all electronic device and other material in safe custody.”**

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.”**

*** In view of Office Circular No. CMM/OC/22/2024 dtd. 29/07/2024 the following duty is included in Duty List of Judicial Clerk and Controlling Judicial Clerk :- “All the Judicial Clerks and also Controlling Judicial Clerks are hereby directed to accept electronic evidence and they shall maintain register properly and keep all electronic device and other material in safe custody.”**

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. 5 :- “ Custodian of Muddemal properties, dead stock, records and documents not related with the cases and applications of the concerned court.”**

*** In view of Office Circular No. CMM/OC/22/2024 dtd. 29/07/2024 the following duty is included in Duty List of Judicial Clerk and Controlling Judicial Clerk :- “All the Judicial Clerks and also Controlling Judicial Clerks are hereby directed to accept electronic evidence and they shall maintain register properly and keep all electronic device and other material in safe custody.”**

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.

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. 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.

Sd/-

Mumbai,
Date :25/10/2013

(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 the Muddemal 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/-

(M. P. Bage)

I/c. Chief Metropolitan Magistrate,
Esplanade, Mumbai

Mumbai,
Date :25/10/2013

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 parties 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 ASSTT 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.

Sd/-

Mumbai,
Date :25/10/2013

(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 the concerned 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-patrak (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 (JJB)	Judicial Clerk, 21 st Court
6	Bhoiwada-Dadar	Assistant Registrar	Judicial Clerk 5 th Court
7	Shindewadi-Dadar	Judicial Clerk 42 nd Court	Judicial Clerk 41 st Court
8	Kurla	Assistant Registrar	Judicial Clerk 11 th Court
9	Vikhroli	Head Clerk	Judicial Clerk 31 st Court
10	Mulund	Judicial Clerk 53 rd Court	Judicial Clerk 27 th 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 44 th Court	Judicial Clerk, 48 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 कार्यालयीन 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 कापून, 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 कागदपत्रांच्या 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 अधिक्षक 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 अधिक्षक 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 कार्यपद्धती 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 कार्यपद्धती 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 कार्यपद्धती 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 (क्रिमीनल 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 त्याच्या नियंत्रणाखाली असलेल्या दस्तऐवजाचे प्रवर्गांचे विवरण. [HOME](#) न्यायालयातील दस्तऐवज हा भारतीय दंडसंहितेनुसार चालणाऱ्या प्रकरणांचा भाग असतो.

कार्यालयातील प्रशासकीय दस्तऐवज हे सेवानियमानुसार आणि वित्त नियम, प्रशासनिक नियम या प्रमाणे असतात. न्यायालयातील कामकाजासाठी वापरण्यात येणाऱ्या विविध प्रकारच्या नोंदवह्या फौजदारी दंडसंहिता प्रकरण २० याप्रमाणे व न्यायालयातील प्रशासकीय कामकाजासाठी वापरण्यात येणाऱ्या विविध प्रकारच्या नोंदवह्या 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 निरीक्षण उपसमिती. (Mediation Monitoring Sub-Committee.)
- ३- Lower and Higher Standard Departmental Examination - 2024
- ४- कर्मचारी व अधिकारी वर्गाची समन्वय समिती (Employee and Officers Co-ordination Committee)
- ५- खरेदी समिती. (E-Tendering.)
- ६- जिल्हा न्यायालय लिंग संवेदीकरण व अंतर्गत तक्रार समिती. (District Court Gender Sensitization and Internal Complaints Committee - DGSICC.)
- ७- Workshop Core Committee.
- ८- Action plan monitoring committee.
- ९- Nomination of Judicial Officer as District Project Co-Ordinator and Nodal Officer.
- १०- Recruitment Committee.
- ११- Grievance Redressal Committee.

१२- Formation of District Case Management Committee.

१३- Action plan monitoring committee.

१४. Internal Complaint committee as per directions of Visaka's cases.

१५- Review Committee for Service review of Staff members.

१६. ई संगणक समिती (Computer Committee.)

१७- Construction Monitoring committee.

१८. Formation of Co-ordination Committee for disposal of cases before National Lok Adalat.

१९. Committee for monitoring expeditious trial of UTP of 10 and 3 years old cases

२०. Committee for monitoring expeditious trial of UTP of 5 and 10 years old cases

२१. 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 Judicial Magistrate - 22627026

Office (Board Line) – 22620464

Registrar – 22655774 (D)

Office Superintendent – 22655773

Sr No.	Court Complex Name & Address	Contact No.	Govt. Email Id
1	CJM Court, Esplanade Court, Mahapalika Marg, Mumbai - 400 001	02220825773 / 02220825774/ 02222620464 / 02220821725	cmm-mum.mh@bhc.gov.in registrar.esplan@bhc.gov.in
2	Mazgaon Centre of Courts, Mazgaon, Nyay Mandir Opp. Tadwadi, Nesbit Road, Mumbai- 400 010	022 - 24127394	acmmmaz-mum.mh@bhc.gov.in
3	Kurla Centre of Courts, Lal Bahadur Shastri Marg, Mumbai - 400 083	022 - 26506423	acmmkurla.mum.mh@bhc.gov.in
4	Girgaon Centre of Courts, Sardar Vithalbai Patel Road, Near Harkisandas Hospital, Girgaon, Mumbai - 400 002	022 - 23824502	acmmgir-mum.mh@bhc.gov.in
5	Dadar Centre of Courts (Camped at Sewree) Chemo Pharma Building, Zakaria Road, Opp. Sewree Railway Station, Sewree(W) - 400 015	022 - 24127781 022 - 24127783	acmmdadar.mum.mh@bhc.gov.in
6	Vikhroli Centre of Courts, Building No. 2, Sai Prasad Shopping Centre, Kannamwar Nagar, Vikhroli, Mumbai - 400 083	022 - 25782605	acmmvik-mum.mh@bhc.gov.in
7	Borivali Centre of Courts, Borivali, Behind Borivali Police Station, Court Galli, S.V. Road, Borivali(W), Mumbai - 400 092	022 - 28903337	acmmbori-mum@bhc.gov.in
8	Bandra Centre of Courts, 'Bhaskar' Building, Bandra(E), Mumbai - 400 050	022 - 26581126	acmmban-mum.mh@bhc.gov.in
9	Andheri Centre of Courts, Andheri, Court Lane, Andheri-Kurla Road, Andheri(E), Mumbai - 400 069	022 - 26840280	acmmanderi-mum@bhc.gov.in
10	Ballard Pier Centre of Courts, Mazgaon, Nyay Mandir Opp. Tadwadi, Nesbit Road, Mumbai- 400 010	022 - 22616048	acmmballard.mh@bhc.gov.in
11	Shindewadi Centre of Courts, Municipal School Building, Ground Floor, Abaji Palav Marg, Dadar(E), Mumbai- 400 014	022 - 24114527	mmshw-mum.mh@bhc.gov.in
12	Juvenile Justice Board, Dongari., Children Home, Umakhadi, Dongari, Mumbai - 400 009	022 - 23712110	mmjuv-mum.mh@bhc.gov.in
13	Mulund Centre of Courts, Mulund, Near Topiwala College, Sarojini Naidu Road, Mulund, Mumbai - 400 060	022 - 25610243	mmmulund.mum.mh@bhc.gov.in
14	C.S.M.T. Centre of Court, C.S.M.T., Behind Computer Section C.S.T. Compound, Mumbai- 400 001	022 - 22620431	mmcst.mum.mh@bhc.gov.in
15	Vile Parle Centre of Courts, Municipal Market, 1st Floor, St. Baptist Road, Vile Parle(W), Mumbai- 400 056	022 - 26127836	mmvp-mum.mh@bhc.gov.in
16	Mumbai Central Centre of Court, 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 JUDICIAL MAGISTRATE'S, MUMBAI

ESPLANADE CENTRE : Chief Judicial 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 Judicial Magistrate, Mumbai.	Chief Court, Esplanade
2	Shri. R. D. Chavan	Addl. Chief Judicial Magistrate, Mumbai.	3 rd Court, Esplanade
3	Smt. K. S. Zanwar	Addl. Chief Judicial Magistrate (First Class), Mumbai.	8 th Court, Esplanade
4	Shri. G. R. Dhepe	Addl. Chief Judicial Magistrate, Mumbai.	19 th Court, Esplanade
5	Shri. V. R. Patil	Addl. Chief Judicial Magistrate, Mumbai.	37 th Court, Esplanade
6	Smt. R. B. Thakur	Addl. Chief Judicial Magistrate, Mumbai.	47 th Court, Esplanade
7	Shri. P. S. Ghodke	Judicial Magistrate (First Class), Mumbai..	23 rd Court, Esplanade
8	Shri. G. S. Mane	Judicial Magistrate (First Class), Mumbai.	28 th Court, Esplanade
9	Shri. H. U. Joshi	Judicial Magistrate (First Class), Mumbai.	64 th Court, Esplanade

MAZGAON CENTRE : 24127394

10	Shri. S. V. Dindokar	Addl. Chief Judicial Magistrate, Mumbai.	2 nd Court, Mazgaon
11	Shri. A. S. Chonde	Judicial Magistrate (First Class), Mumbai.	6 th Court, Mazgaon
12	Smt. S. D. Panjwani	Judicial Magistrate (First Class), Mumbai.	15 th Court, Mazgaon (Additional PITA Court)
13	Shri. V. B. Gulve-Patil	Judicial Magistrate (First Class), Mumbai.	20 th Court, Mazgaon
14	Smt. A. A. Kulkarni	Judicial Magistrate (First Class), Mumbai.	25 th Court, Mazgaon
15	Shri. D. M. Mata	Metropolitan Magistrate, Mumabi	46 th Court, Mazgaon

16	Smt. P. V. Hingne	Judicial Magistrate (First Class), Mumbai.	54 th Court, Mazgaon (PITA)
17	Shri. A. A. Walujkar	Judicial Magistrate (First Class), Mumbai.	56 th Court, Mazgaon
18	Shri. S. H. Gaherwar	Judicial Magistrate (First Class), Mumbai.	69 th Court, Mazgaon
19	Shri. M. V. Chavhan	Judicial Magistrate (First Class), Mumbai.	70 th Court, Mazgaon

ANDHERI CENTRE : 26840280

20	Shri. J. W. Gaikwad	Addl. Chief Judicial Magistrate, Mumbai.	22 nd Court, Andheri
21	Smt. R. M. Shaikh	Judicial Magistrate (First Class), Mumbai.	10 th Court, Andheri
22	Shri. S. C. Tayade	Judicial Magistrate (First Class), Mumbai.	44 th Court, Andheri
23	Shri. N. V. Bansal	Judicial Magistrate (First Class), Mumbai.	Railway Mobile Court, Andheri
24	Shri. Y. P. Pujari	Judicial Magistrate (First Class), Mumbai.	48 th Court, Andheri
25	Shri. R. D. Dange	Judicial Magistrate (First Class), Mumbai.	63 rd Court, Andheri
26	Shri. H.A.H.I. Hashmi	Judicial Magistrate (First Class), Mumbai.	65 th Court, Andheri
27	Shri. V. C. Gawai	Judicial Magistrate (First Class), Mumbai.	66 th Court, Andheri

BALLARD PIER CENTRE : 22616048

Sr. No.	N A M E	DESIGNATION	COURT
28	Shri. A. U. Bahir	Addl. Chief Judicial Magistrate, Mumbai.	38 th Court, Ballard Pier
29	Shri. B. V. Baravkar	Judicial Magistrate (First Class), Mumbai.	16 th Court, Ballard Pier
30	Shri. H. R. Patil	Judicial Magistrate (First Class), Mumbai.	33 rd Court, Ballard Pier

BANDRA CENTRE : 26581126/26478044

31	Shri. A. K. Awari	Addl. Chief Judicial Magistrate, Mumbai.	9 th Court, Bandra
32	Shri. K. C. Rajput	Judicial Magistrate (First Class), Mumbai.	12 th Court, Bandra
33	Smt. S. S. Parkhi	Judicial Magistrate (First Class), Mumbai.	32 nd Court, Bandra
34	Shri. M. P. Saraf	Judicial Magistrate (First Class), Mumbai.	58 th Court, Bandra
35	Shri. A. B. Jadhav	Judicial Magistrate (First Class), Mumbai.	71 st Court, Bandra

BORIVALI CENTRE : 28903337

36	Shri. B. N. Chikne	Addl. Chief Judicial Magistrate, Mumbai.	24 th Court, Borivali
37	Shri. A. M. Mujawar	Judicial Magistrate (First Class), Mumbai.	17 th Court, Borivali
38	Shri. S. M. Patil	Judicial Magistrate (First Class), Mumbai.	26 th Court, Borivali
39	Shri. S. A. Khalane	Judicial Magistrate (First Class), Mumbai.	43 rd Court, Borivali
40	Shri. A. D. Ghuge	Judicial Magistrate (First Class), Mumbai.	67 th Court, Borivali
41	Shri. V. F. Chougule	Judicial Magistrate (First Class), Mumbai.	68 th Court, Borivali

DADAR CENTRE : 24127781/24127783

42	Shri. V. V. Kulkarni	Addl. Chief Judicial Magistrate, Mumbai.	5 th Court, Dadar
43	Shri. M. V. Phade	Judicial Magistrate (First Class), Mumbai.	7 th Court, Dadar
44	Smt. K. M. Pingle	Judicial Magistrate (First Class), Mumbai.	13 th Court, Dadar
45	Shri. P. S. Shinde	Judicial Magistrate (First Class), Mumbai.	29 th Court, Dadar
46	Shri. S. P. Bhosale	Judicial Magistrate (First Class), Mumbai.	62 nd Court, Dadar

GIRGAON CENTRE : 23824502

47	Smt. S. U. Deshmukh	Addl. Chief Judicial Magistrate, Mumbai.	4 th Court, Girgaon
48	Shri. A. S. Tekale	Judicial Magistrate (First Class), Mumbai.	14 th Court, Girgaon
49	Shri. Krishnarao K. Patil	Judicial Magistrate (First Class), Mumbai.	18 th Court, Girgaon
50	Shri. S. R. Nimse	Judicial Magistrate (First Class), Mumbai.	40 th Court, Girgaon

KURLA CENTRE : 26506423

51	Shri. D. J. Endait	Addl. Chief Judicial Magistrate, Mumbai.	11 th Court, Kurla
52	Shri. S. H. Garad	Judicial Magistrate (First Class), Mumbai.	30 th Court, Kurla
53	Shri. D. R. Deshmukh	Judicial Magistrate (First Class), Mumbai.	45 th Court, Kurla
54	Shri. S. M. Gourgond	Judicial Magistrate (First Class), Mumbai.	51 st Court, Kurla
55	Shri. M. P. Bihare	Judicial Magistrate (First Class), Mumbai.	52 nd Court, Kurla
56	Shri. J. M. Ambodkar	Judicial Magistrate (First Class), Mumbai.	57 th Court, Kurla
57	V A C A N T	Judicial Magistrate (First Class), Mumbai.	59 th Court, Kurla
58	Shri. V. H. Chavan	Judicial Magistrate (First Class), Mumbai.	60 th Court, Kurla
59	V A C A N T	Judicial Magistrate (First Class), Mumbai.	61 st Court, Kurla

MULUND CENTRE : 25610243

60	Shri. S. D. Chakkar	Judicial Magistrate (First Class), Mumbai.	27 th Court, Mulund
61	Shri. M. R. Washimkar	Judicial Magistrate (First Class), Mumbai.	53 rd Court, Mulund

VIKHROLI CENTRE : 25782605

62	Shri. S. M. Kale	Addl. Chief Judicial Magistrate, Mumbai.	31 st Court, Vikhroli
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63	Shri. A. A. Bhatewara	Judicial Magistrate (First Class), Mumbai.	34 th Court, Vikhroli
64	Shri. D. T. Patil	Judicial Magistrate (First Class), Mumbai.	49 th Court, Vikhroli
65	Shri. J. R. Mulani	Judicial Magistrate (First Class), Mumbai.	50 th Court, Vikhroli
66	Shri. D. D. Suryavanshi	Judicial Magistrate (First Class), Mumbai.	72 nd Court, Vikhroli
67	Shri. R. V. Pande	Judicial Magistrate (First Class), Mumbai.	73 rd Court, Vikhroli

SHINDEWADI CENTRE : 24114527

68	Shri. A. W. Kshirsagar	Judicial Magistrate (First Class), Mumbai.	41 st Court, Shindewadi
69	Shri. K. S. Suryawanshi	Judicial Magistrate (First Class), Mumbai.	42 nd Court, Shindewadi

JUVENILE CENTRE : 23712110

70	Smt. S. V. Nikam	Judicial Magistrate (First Class), Mumbai.	21 st Court, Juvenile (Suburb), Umarkhadi
71	Smt. A. A. Pandule	Judicial Magistrate (First Class), Mumbai.	Juvenile Court, Umarkhadi

VILE-PARLE CENTRE : 26127836

72	Shri. B. C. More	Judicial Magistrate (First Class), Mumbai.	39 th Court, Vile- Parle
73	Shri. U. L. Pathak	Judicial Magistrate (First Class), Mumbai.	55 th Court, Vile Parle

MUMBAI CENTRAL CENTRE : 23071231

74	Shri. B. K. Gawande	Judicial Magistrate (First Class), Mumbai.	36 th Court, M.C.T.
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C.S.T. CENTRE : 22620431

75	Shri. A. N. Mane	Judicial Magistrate (First Class), Mumbai.	35 th Court, C.S.T.
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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 2024 PAID IN JANUARY 2025

Sr. No.	Name Of Judicial Officer	POST	Gross Salary
1 Post of Chief Judicial Magistrate			
1	Shri. M. R. A. Shaikh	CJM	299486
14 Post of Addl. Chief Judicial Magistrate			
2	Shri A. K. Awari	ACJM	282581
3	Shri A. U. Bahir	ACJM	259958
4	Smt. S. U. Deshmukh	ACJM	319162
5	Shri G. R. Dhepe	ACJM	327051
6	Shri. S. V. Dindokar	ACJM	271666
7	Shri D. J. Endait	ACJM	316582
8	Shri. J. W. Gaikwad	ACJM	252575
9	Shri. S. M. Kale	ACJM	245782
10	Shri V. V. Kulkarni	ACJM	270999
11	Smt. R. B. Thakur	ACJM	256807

12	Shri R. D. Chavan	ACJM	279844
13	Shri. B. N. Chikne	ACJM	330343
14	Shri V. R. Patil	ACJM	276478
15	Smt. K. S. Zanwar	ACJM	298964

62 Post of Judicial Magistrate (First Class)

16	Shri. N. V. Bansal	JM(FC)	284691
17	Shri. B. V. Baravkar	JM(FC)	285112
18	Shri. A. S. Chonde	JM(FC)	287361
19	Shri D. R. Deshmukh	JM(FC)	251955
20	Shri. B. K. Gawande	JM(FC)	255388
21	Shri. P. S. Ghodke	JM(FC)	248025
22	Shri. V. B. Gulve-Patil	JM(FC)	316349
23	Shri S. A. Khalane	JM(FC)	353558
24	Shri. A. W. Kshirsagar	JM(FC)	238860
25	Shri. A. N. Mane	JM(FC)	284119
26	Shri. B. C. More	JM(FC)	244279
27	Shri. A. M. Mujawar	JM(FC)	245782
28	Shri. G. S. Mane	JM(FC)	289745
29	Smt. S. V. Nikam	JM(FC)	327341
30	Shri S. R. Nimse	JM(FC)	255741
31	Smt. S. D. Panjwani	JM(FC)	321802
32	Smt. Swara S. Parkhi	JM(FC)	253862
33	Smt. K. M. Pingle	JM(FC)	273983

34	Smt. A. A. Pandule	JM(FC)	313536
35	Shri. H. R. Patil	JM(FC)	217983
36	Shri. K. K. Patil	JM(FC)	239092
37	Shri. Shivdatta M. Patil	JM(FC)	229330
38	Shri. M. V. Phade	JM(FC)	288645
39	Shri. P. S. Shinde	JM(FC)	253217
40	Shri. K. S. Suryawanshi	JM(FC)	287361
41	Shri. J. M. Ambodkar	JM(FC)	319162
42	Shri. M. P. Bihare	JM(FC)	238512
43	Shri. A. A. Bhatewara	JM(FC)	267309
44	Shri. S. P. Bhosale	JM(FC)	234495
45	Shri. S. D. Chakkar	JM(FC)	267151
46	Shri. M. V. Chavhan	JM(FC)	282058
47	Shri. V. H. Chavan	JM(FC)	232979
48	Shri V. F. Chougule	JM(FC)	306556
49	Shri. R. D. Dange	JM(FC)	232490
50	Shri. S. H. Gaherwar	JM(FC)	283147
51	Shri S. M. Gourgond	JM(FC)	259387
52	Shri. S. H. Garad	JM(FC)	235116
53	Shri. V. C. Gawai	JM(FC)	284405
54	Shri. A. D. Ghuge	JM(FC)	281920
55	Smt. P. V. Hingane	JM(FC)	311536
56	Shri. H. A. H. I. Hashmi	JM(FC)	290174

57	Shri. A. B. Jadhav	JM(FC)	236279
58	Shri. H. U. Joshi	JM(FC)	319162
59	Shri. S. K. Khan	JM(FC)	218195
60	Shri J. R. Mulani	JM(FC)	289888
61	Shri. D. M. Mata	JM(FC)	316349
62	Shri. D. T. Patil	JM(FC)	232494
63	Shri. R. V. Pande	JM(FC)	319162
64	Shri U. L. Pathak	JM(FC)	256423
65	Shri Y. P. Pujari	JM(FC)	321478
66	Shri. K. C. Rajput	JM(FC)	264254
67	Shri. M. P. Saraf	JM(FC)	249591
68	Shri. D. D. Suryavanshi	JM(FC)	244786
69	Smt. R. M. Shaikh	JM(FC)	287504
70	Shri. S. C. Tayde	JM(FC)	318942
71	Shri. A. S. Tekale	JM(FC)	238512
72	Shri. A. A. Walujkar	JM(FC)	287361
73	Smt. A. A. Kulkarni	JM(FC)	261694
74	Shri. M. R. Washimkar	JM(FC)	364973
75	Vacant	JM(FC)	0
76	Vacant	JM(FC)	0
77	Vacant	JM(FC)	0

1 Post of Registrar

1	Smt. P. U. Sawant	Registrar	134511
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Post of Court Manager, Mumbai

1	Shri. S. B. Patole	Court Manager	76654
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(On Contract Basis as per direction of
Hon'ble High Court, Bombay)

Chief Judicial Magistrate, Esplanade, Mumbai

Staff Remuneration as on 31.12.2024.

Sr. No.	Name of the Staff Members	Designation	Gross Amt.
Andheri Centre			
1	Amit Chandrakant Agashe	Judicial Clerk	64650
2	Bhagyshree Santosh Palande	Judicial Clerk	78750
3	Meenakshi Dhondiram Gimonkar	Judicial Clerk	89952
4	Chandrashekhar Shrirang Bhosale	Judicial Clerk	75747
5	Dhananjay Gulabrao Patil	Judicial Clerk	64650
6	Samrudhi Suhas Dhanawade	Judicial Clerk	87252
7	Vaibhavi Vijay Lad	Interpreter	78438
8	Kiran Ashok Ramugade	Interpreter	56850
9	Archana Dilip Randive	Interpreter	60150
10	Raju Govindrao Vaidu	Interpreter	53850
11	Sheetal Santosh Singh	Interpreter	74082
12	Dinesh Pandurang Patange	Interpreter	64389
13	Shweta Shreyas Vaidya	Interpreter	70437
14	Ajay Pradhan Pawar	Interpreter	55350
15	Chitra Sameer Jathar	Higher Grade Stenographer	117642

16	Asha Satish Khedekar	Higher Grade Stenographer	96810
17	Sneha Shrikant Gharat	Higher Grade Stenographer	107940
18	Shobha Vishwanath Mane	Higher Grade Stenographer	107940
19	Sujata Prakash Jadhav	Lower Grade Stenographer	77694
20	Pooja Kiran Kocharekar	Lower Grade Stenographer	102792
21	Manisha Hemant Kharat	Lower Grade Stenographer	97050
22	Sanjana Sanjay Sawant	Lower Grade Stenographer	86556
23	Chandrashekar Raghunath Patil	Assistant Superintendent	68934
24	Prashant Ashok Patil	Head Cashier	61653
25	Sandeep Sakharam Nikumbh	Clerk-Typist	51410
26	Rupali Sandeep Satam	Clerk-Typist	56694
27	Dipti Rajesh Sontakke	Clerk-Typist	51410
28	Sandesh Shantaram Patil	Clerk-Typist	44795
29	Anand Bhimrao Koli	Clerk-Typist	48324
30	Kiran Kishor Kedari	Clerk-Typist	44166
31	Sonali Pradeep Bhoir	Clerk-Typist	63390
32	Prashant Bhagwan Gawde	Clerk-Typist	57548
33	Mahesh Subhash Gaikwad	Clerk-Typist	55964
34	Vijay Jaywant Gadade	Clerk-Typist	38307
35	Namrata Nathuram Botle	Clerk-Typist	65172
36	Dhanashri Vivek Surve	Clerk-Typist	55964
37	Ravindra Namdeo Ade	Clerk-Typist	59330
38	Ritika Nitin Mane	Clerk-Typist	48324
39	Sharvari Abhishek Rane	Clerk-Typist	44166
40	Umesh Kashinath Pawar	Clerk-Typist	65172
41	Sana Atik Mulla	Clerk-Typist	48324
42	Sushmita Mangesh Mandavkar	Clerk-Typist	57548
43	Pravin Balkrishna Varak	Clerk-Typist	46938
44	Neha Avish Raul	Clerk-Typist	48324

45	Megha Arun Gaikar	Clerk-Typist	48324
46	Sainath Pandurang Kandalkar	Clerk-Typist	55496
47	Suhas Vitthal Khamkar	Clerk-Typist	60171
48	Anita Rajesh Poojari	Clerk-Typist	66954
49	Balu Chandar Bhawari	Clerk-Typist	51410
50	Ajinkya Prakash Pawar	Clerk-Typist	46938
51	Mangesh Savtaram Shelar	Clerk-Typist	55964
52	Rutuja Rupesh Dahiwalkar	Clerk-Typist	57548
53	Dinesh Shantaram Chiplunkar	Clerk-Typist	57548
54	Anjali Anil Suley	Clerk-Typist	57548
55	Pankaj Balkrushna Talekar	Clerk-Typist	44166
56	Shanta Gangaram Myagadi	Peon	53900
57	Ravindra Ganpat Patil	Peon	66539
58	Samidha Sanjay Khanvilkar	Peon	39166
59	Santosh Vasudeo Bhosale	Peon	66539
60	Madhukar Bhiku Hadke	Peon	62749
61	Reshma Ramesh Bhosale	Peon	62999
62	Laxman Kamalya Banduke	Peon	46750
63	Laxmi Nanji Patel	Peon	53900
64	Ramdas Bhiku Mahagaonkar	Peon	45900
65	Rajendra Madhukar Shinde	Peon	46750
66	Uttam Sambhaji Jadhav	Peon	44703
67	Shailesh Maruti Sorte	Peon	44703
68	Pradip Ramesh Kini	Peon	51264
69	Ramu Govindrao Jadhav	Peon	41806
70	Haresh Nana Thakare	Hamal	40212
71	Anil Gopal Phalsamkar	Hamal	39432
72	Bhagwan Tukaram Bhendekar	Hamal	36088

Ballard Pier Centre

1	Priti Dhananjay Wankhede	Judicial Clerk	77871
2	Manasi Anil Orpe	Judicial Clerk	87252
3	Vilas Narayan Gorule	Interpreter	70437
4	Nishant Rushinath Nagvekar	Interpreter	66543
5	Prasad Dilip Salgar	Interpreter	74082
6	Aniketa Avinash Shirke	Personal Assistant	134511
7	Pradnya Prabhakar Kasbe	Lower Grade Stenographer	91704
8	Kajal Kiran Gadade	Lower Grade Stenographer	75162
9	Samidha Subhash Mayekar	Assistant Superintendent	82296
10	Vaishali Harish Kedari	Head Cashier	61653
11	Umakant Sadashiv Ahire	Clerk-Typist	52796
12	Purushottam Pandurang Chendvankar	Clerk-Typist	56694
13	Amol Shivaji Sorate	Clerk-Typist	51410
14	Daiwashala Maroti Jayewar	Clerk-Typist	51410
15	Rina Mahesh Bhoir	Clerk-Typist	60914
16	Virul Narendra Patange	Clerk-Typist	57548
17	Arvind Ishwar Adate	Clerk-Typist	46938
18	Umesh Gopinath Shinde	Clerk-Typist	51410
19	Snehal Vishal Khirit	Clerk-Typist	57548
20	Manoj Madhukar Dusane	Clerk-Typist	51410
21	Kisan Beera Bhoir	Clerk-Typist	61941
22	Pratik Prakash Mahajan	Clerk-Typist	44166
23	Rajendra Pandurang Darekar	Naik	69902
24	Baban Jalindar Zombade	Peon	69902
25	Sunil Mohan Parab	Peon	52650
26	Mukund Shama Jadhav	Peon	64769
27	Dinkar Kondiba Chavan	Peon	47400
28	Sachin Kashinath Torane	Peon	45550
29	Sambhaji S More	Peon	66539

30	Ganesh Pradeep Jadhav	Hamal	39186
31	Ashok Dhanji Rathod	Sweeper/Mehater	54580
Bandra Centre			
1	Supriya Sarang Koshe	Assistant Registrar	97695
2	Rajbindusar Nandakumar Tayade	Judicial Clerk	74400
3	Deepak Govind Dingankar	Judicial Clerk	84774
4	Vaishali Manoj Nagaonkar	Judicial Clerk	92385
5	Vaishali Vijay Kale	Judicial Clerk	84774
6	Kishorkumar Kushaba Vartak	Interpreter	70437
7	Sheetal Shailesh Karekar	Interpreter	70437
8	Vijay Rajaram Lohar	Interpreter	64389
9	Nilesh Maganlal Chaudhari	Interpreter	64389
10	Vijayshri Ashok Pawar	Interpreter	74082
11	Vinita Nitin Hatode	Personal Assistant	159999
12	Sanjeevani Rishikesh Parab	Higher Grade Stenographer	117642
13	Sheetal Sarvesh Ludbe	Higher Grade Stenographer	114276
14	Aditi Ravikiran Dalvi	Higher Grade Stenographer	93600
15	Sandeep Rambhau Darekar	Higher Grade Stenographer	96810
16	Jayshree Satish Gangurde	Assistant Superintendent	70914
17	Neha Vidyanand Parab	Head Cashier	68934
18	Amol Vasant Sheelvant	Senior Clerk	70200
19	Sanjay Madhukar Pol	Clerk-Typist	66954
20	Neelam Sagar Pawar	Clerk-Typist	57548
21	Rupesh Chandrakant Keluskar	Clerk-Typist	48324
22	Sangeeta Sambhaji Ubale	Clerk-Typist	65172
23	Reshma Vilas Awale	Clerk-Typist	44166
24	Dinesh Arun Kharat	Clerk-Typist	44166
25	Asha Sahadev Mohite	Clerk-Typist	46938
26	Nayana Dayanand Holam	Clerk-Typist	65172

27	Dinesh Madanlal Sharma	Clerk-Typist	59943
28	Mahesh Bhagwat Chaudhari	Clerk-Typist	50096
29	Hemangi Krishna Gorule	Clerk-Typist	48324
30	Shama Nitin Naiksatam	Clerk-Typist	46938
31	Balasaheb Narayan Kasabe	Clerk-Typist	50096
32	Ankita Sandeep Sawant	Clerk-Typist	44166
33	Kirti Madhukar Bhanawat	Clerk-Typist	57548
34	Geeta Ganesh Dongre	Clerk-Typist	63390
35	Kiran Sattappa Kokitkar	Clerk-Typist	57548
36	Baliram Shivaji Chakor	Clerk-Typist	44795
37	Mamta Anil Sadalge	Clerk-Typist	50096
38	Mahendra Sudhakar Rao Jondhale	Clerk-Typist	57548
39	Mrunal Matin Pathan	Clerk-Typist	44166
40	Pramila Sandesh Kamtekar	Clerk-Typist	44166
41	Vitthal Ramchandra Jadhav	Liftman	71849
42	Virendra Pratap Singh	Naik	58550
43	Prasanna Shankar Roge	Peon	54580
44	Seema Sunil Khude	Peon	46750
45	Ravindra Sakharan Pingle	Peon	62999
46	Kiran Hanumanant Gaikwad	Peon	54580
47	Pandurang Vithoba Gundal	Peon	66539
48	Anil Sakharan Parab	Peon	46750
49	Mangesh Gangaram Parab	Peon	47400
50	Devidas Supadu Bachhav	Peon	48178
51	Suresh Sambhaji Ovhal	Peon	41806
52	Anil Mansing Khude	Hamal	46792
53	Gajanan Laxman Kamble	Hamal	35838
54	Kishan Gangadhar Dhokne	Hamal	37305

Borivali Centre

1	Kavita Mandar Ranade	Assistant Registrar	97695
2	Dilip Gundu Ghogare	Judicial Clerk	92385
3	Sneha Ulhas Potdar	Judicial Clerk	92385
4	Sarita Shrirang Sherlekar	Judicial Clerk	72300
5	Kadambari Hanumantarao Yeavale	Judicial Clerk	92385
6	Minal Sunil Narvekar	Judicial Clerk	92385
7	Samidha Sameer Bidaye	Judicial Clerk	87252
8	Sanjana Sanjay Gosavi	Interpreter	65400
9	Shilpa Satish Naik	Interpreter	60150
10	Santosh Ram Kashid	Interpreter	60150
11	Sonali Kiran Doke	Interpreter	74082
12	Yamini Santosh Kokate	Interpreter	74082
13	Sejal Satish Chalke	Interpreter	75207
14	Anuradha Sanjay Deokar	Personal Assistant	146724
15	Advaita Arjun Warang	Higher Grade Stenographer	109908
16	Nilambari Mohan Prabhavalkar	Higher Grade Stenographer	109908
17	Kavita Dinesh Chivilkar	Higher Grade Stenographer	146724
18	Sachin Bhimrao Sawant	Higher Grade Stenographer	96810
19	Poonam Pravin Kadam	Lower Grade Stenographer	91704
20	Sachin Ashok Hiwarale	Assistant Superintendent	61653
21	Shilpa Deepak Patil	Head Cashier	61653
22	Mahesh Arvind Harmalkar	Clerk-Typist	65172
23	Nilesh Gajanan Saykar	Clerk-Typist	63390
24	Ritesh Ramesh Sharma	Clerk-Typist	50096
25	Shruti Jayant Ghade	Clerk-Typist	48324
26	Sanjay Anna Bagul	Clerk-Typist	52796
27	Vidya Akshay Gurjar	Clerk-Typist	48324
28	Tushar Yuvraj Mane	Clerk-Typist	44166
29	Prakash Subhash Shinde	Clerk-Typist	51410

30	Keshav Sahebrao Jadhav	Clerk-Typist	54380
31	Amit Hanumant Ghorpade	Clerk-Typist	44795
32	Abhijeet Shivaji Sawant	Clerk-Typist	46938
33	Anjali Santosh Gaikwad	Clerk-Typist	44166
34	Shashikant Baburao Magar	Clerk-Typist	57548
35	Amit Satish Bhoite	Clerk-Typist	52796
36	Prachi Sameer Pednekar	Clerk-Typist	65172
37	Smita Nilesh Sonawane	Clerk-Typist	57548
38	Prafull Dinesh Bhadwalkar	Clerk-Typist	46938
39	Rina Sushant Haldankar	Clerk-Typist	57548
40	Swapna Suresh Jadhav	Clerk-Typist	57548
41	Prajakta Sudhir Kamble	Clerk-Typist	46938
42	Ajay Bhagwanrao Joshi	Clerk-Typist	50096
43	Nikhilesh Suhas Gharat	Clerk-Typist	51410
44	Neha Amey Chavan	Clerk-Typist	44166
45	Sachin Krishna Shinde	Clerk-Typist	42978
46	Pramod Shankar Duble	Naik	59750
47	Suresh Soma Dhadam	Peon	67955
48	Sushil Tukaram Pawar	Peon	55818
49	Sandeep Dattaram Kakaye	Peon	54580
50	Amod Shankar Chavan	Peon	46750
51	Jayshree Harishchandra More	Peon	57766
52	Vishwas Bajirao Bhosale	Peon	66539
53	Tanil Maganlal Solanki	Peon	52650
54	Jitendra Balkrishna Vaidya	Peon	48178
55	Kiran Janardhan More	Hamal	41319
56	Akshay Sanjay Bhosale	Hamal	35838
57	Rohan Ravindra Ahire	Hamal	41319
58	Deepak Ashok Koli	Hamal	39186

59	Dhiraj Balkrishna Dalvi	Hamal	37305
60	Shantaram Babu Bodake	Mali	45900

CSMT Centre

1	Manoj Suresh Deore	Judicial Clerk	75747
2	Sandhya Rajesh Ballal	Interpreter	74082
3	Sushama Vishwnath Rajgole	Higher Grade Stenographer	116457
4	Dipali Vilas Dalvi	Assistant Superintendent	70914
5	Sunil Yegappa Done	Head Cashier	68934
6	Ketki Jayant Salunke	Clerk-Typist	52796
7	Vaishali Shashikumar Ingle	Clerk-Typist	65172
8	Rahul Laxman Kokane	Clerk-Typist	41790
9	Satish Sudhakar Kavatkar	Peon	54580
10	Onkar Datta Rathod	Hamal	37555

Dadar Centre

1	Shruti Shailesh Ambekar	Assistant Registrar	97695
2	Rohini Ramesh Gaikwad	Judicial Clerk	84774
3	Komal Parag Pawar	Judicial Clerk	75747
4	Anuja Abhishek Kelaskar	Interpreter	68490
5	Narendra Bhikaji Chouekekar	Interpreter	60150
6	Arati Santosh Ghadigaonkar	Interpreter	70437
7	Kamini Yogeshwar Bharambe	Interpreter	74082
8	Yogita Eknath Thakur	Interpreter	74082
9	Shekhar Sharad Kulkarni	Personal Assistant	164778
10	Sunil Atmaram Joshi	Higher Grade Stenographer	107940
11	Geeta Ramesh Salvi	Higher Grade Stenographer	121008
12	Manasi Mahesh Aranke	Higher Grade Stenographer	111108
13	Dnyaneshwar Chandrakant Atre	Higher Grade Stenographer	99030
14	Janavi Jayesh Mhatre	Assistant Superintendent	68934
15	Sachin Dattatray Bhadane	Head Cashier	68934

16	Purva Prashant Joshi	Senior Clerk	70914
17	Neha Devendra Mhapsekar	Clerk-Typist	63390
18	Nirmala Dada Bangar	Clerk-Typist	44166
19	Santosh Dhansing Pawar	Clerk-Typist	66954
20	Sharad Madhukar Dusane	Clerk-Typist	65172
21	Shubhada Sahadev Mohite	Clerk-Typist	55964
22	Gangaram Baburao Patil	Clerk-Typist	52950
23	Kunda Atmaram Mandavkar	Clerk-Typist	65172
24	Siddhi Omkar Tendulkar	Clerk-Typist	48324
25	Sunil Yewaji Kuwar	Clerk-Typist	61941
26	Antra Ganesh Ghadshi	Clerk-Typist	65172
27	Avinash Premnath Valekar	Clerk-Typist	57548
28	Swapnil Vinayak Sawant	Clerk-Typist	51410
29	Vasant Gangaram Sonavane	Clerk-Typist	65172
30	Shital Gangadhar Jagtap	Clerk-Typist	45552
31	Sanjana Sandeep Parab	Clerk-Typist	66954
32	Pallavi Prashant Lahane	Clerk-Typist	65172
33	Vaishali Shravan Muthe	Clerk-Typist	52796
34	Santosh Sadashiv Desai	Naik	59750
35	Ravindra Anandrao Mane	Peon	69902
36	Deepak Rajendra Jagtap	Peon	52650
37	Damyanti Devram Pagare	Peon	49850
38	Prashant Bharat Pednekar	Peon	54580
39	Nitin Babaji Bagave	Peon	54580
40	Narendra Pandurag Salunkhe	Peon	66539
41	Pushkarraj Gopinath Wankhedkar	Peon	41806
42	Vishal Kaduba Gaikwad	Hamal	36864
43	Sachin Vinayak Rathod	Hamal	36450
44	Sagar Navanath Pawar	Chaprasi	34740

45	Rakesh Shantaram Binnar	Chaprasi	34740
46	Dhondiba Maroti Shidne	Chaprasi	34740
47	Mahadeo Dnyanu Waydande	Sweeper/Mehater	64769

Esplanade Centre

1	Rasika Vishnu Nerekar	Assistant Registrar	106545
2	Dattaram Chintaman Pasalkar	Assistant Registrar	103536
3	Kavita Ashok Shirkar	Chief Interpreter	112917
4	Sulochana Hiranman Nile	Office Superintendent	109731
5	Kiran Baliram Gadade	Judicial Clerk	64650
6	Meghana Mahesh Loke	Judicial Clerk	84774
7	Suvarna Pravin Parab	Judicial Clerk	87252
8	Kumardutta Tulshiram Bhumkar	Judicial Clerk	92385
9	Kiran Gopal Kamble	Judicial Clerk	89703
10	Satyanarayan Ramkisan Sharma	Judicial Clerk	78750
11	Sanjay Kacharu Shelar	Judicial Clerk	87252
12	Vinay Abhiman Kalwaghe	Interpreter	60150
13	Sanjeev Vishnu Kadav	Interpreter	70437
14	Harshal Manohar Mahashabde	Interpreter	68490
15	Bibhishan Changdeo Bansode	Interpreter	72384
16	Narayan Digambar Galande	Interpreter	64389
17	Nita Ganpat Kamble	Interpreter	74082
18	Jyoti Sunil Gite	Interpreter	74082
19	Vilas Chatragun Sakhare	Interpreter	64389
20	Archana Satish Shinde	Personal Assistant	146724
21	Mahesh Prakash Sonawane	Higher Grade Stenographer	107940
22	Rutuja Rakesh Lad	Higher Grade Stenographer	134511
23	Sae Sachin Sawant	Higher Grade Stenographer	99642
24	Mahesh Brijlal Chavan	Higher Grade Stenographer	134511
25	Sandeep Bhaskar Avsarmal	Higher Grade Stenographer	122592

26	Sharmila Shantaram Shinde	Higher Grade Stenographer	96810
27	Sayali Mahesh Sawant	Higher Grade Stenographer	99642
28	Hanumant Dhanaji Desai	Lower Grade Stenographer	89130
29	Swati Vinayak Kumbhar	Lower Grade Stenographer	87468
30	Vandana Jayesh Rana	Head Clerk	87252
31	Siddharth Umakant Sonawane	Assistant Superintendent	72894
32	Jitendra Shridhar Chavan	Assistant Superintendent	89553
33	Priti Mahesh Sakare	Assistant Superintendent	70914
34	Prashant Chandrakant Khambekar	Assistant Superintendent	70914
35	Sanjana Sandeep Deve	Assistant Superintendent	70914
36	Lavankush Sadashiv Savkhedkar	Assistant Superintendent	70914
37	Mukesh Gulabrao Chaudhari	Assistant Superintendent	61653
38	Sonal Ravi Shinde	Assistant Superintendent	68934
39	Madhuri Yuvaraj Patade	Assistant Superintendent	66954
40	Anagha Sandesh Khot	Head Cashier	82296
41	Janhavi Paresb Sarangdhar	Head Typist	79995
42	Mahesh Janardan More	Senior Clerk	59943
43	Sandeep Zanak Rakshe	Clerk-Typist	51410
44	Pandurang Vitthal Mote	Clerk-Typist	44166
45	Poonam Vijay Band	Clerk-Typist	57548
46	Chetan Balkrishna Varsolkar	Clerk-Typist	57548
47	Santosh Gopal Nachanekar	Clerk-Typist	44166
48	Santosh Gajanan Barabde	Clerk-Typist	65172
49	Rajani Shivanand Maindargi	Clerk-Typist	57548
50	Swati Nandkumar Hajare	Clerk-Typist	48324
51	Ramakant Anant Shelar	Clerk-Typist	57548
52	Nitin Prabhakar Jagtap	Clerk-Typist	57548
53	Prashant Kisan Bhosale	Clerk-Typist	51410
54	Ujwala Sunil Khanwilkar	Clerk-Typist	65172

55	Anil Ramesh Salunke	Clerk-Typist	44795
56	Ganesh Sahebrao Mahajan	Clerk-Typist	52796
57	Shivnath Eknath Fulpagare	Clerk-Typist	65172
58	Prashant Sukhadeo Bansode	Clerk-Typist	52796
59	Pradeep Shridhar Bhurke	Clerk-Typist	65172
60	Sanjay Jaiprakash Gaikwad	Clerk-Typist	57548
61	Ankita Sunil Patil	Clerk-Typist	57548
62	Sumit Rajaram Chorge	Clerk-Typist	51410
63	Dinesh Sudhakar Jadhav	Clerk-Typist	54380
64	Nutan Laxman Aroskar	Clerk-Typist	48324
65	Firoj Lotan Pinjari	Clerk-Typist	57548
66	Tejas Abasaheb Thombare	Clerk-Typist	57548
67	Avinash Narayan Dhum	Clerk-Typist	51410
68	Vikram Maruti Pawar	Clerk-Typist	44166
69	Dipak Shantaram Chiplunkar	Clerk-Typist	65172
70	Sachin Jagannath Parab	Clerk-Typist	65172
71	Ganesh Gopalrao Namde	Clerk-Typist	66954
72	Nandkishor Prabhakar Shirude	Clerk-Typist	57548
73	Vasim Mukhtar Shaikh	Clerk-Typist	57548
74	Sandip Ramesh Kumbhare	Clerk-Typist	46938
75	Ram Ganesh Kondekar	Clerk-Typist	57548
76	Sandeep Chiman Malhe	Clerk-Typist	57548
77	Roshan Bhivaji Chavan	Clerk-Typist	44166
78	Milind Mahendra Gujarathi	Clerk-Typist	78756
79	Manisha Sadashiv Anbhavane	Clerk-Typist	65172
80	Shailesh Waman Damse	Clerk-Typist	51410
81	Nilesh Raghunath Tayade	Clerk-Typist	57548
82	Yogesh Vijay Nimbalkar	Clerk-Typist	52796
83	Jyoti Amit Waingankar	Clerk-Typist	52796

84	Suman Prabhakar Gawade	Clerk-Typist	65172
85	Dipak Chandrakant Bhandgar	Clerk-Typist	48324
86	Hemant Rohidas Patil	Clerk-Typist	48324
87	Vidhyadhar Sharad Kadam	Clerk-Typist	56354
88	Rahul Shantaram Sawant	Clerk-Typist	48324
89	Sanket Bhimsen Jadhav	Clerk-Typist	57548
90	Milind Dinkar Mayekar	Clerk-Typist	57548
91	Mayuresh Ashok Vaidya	Clerk-Typist	48324
92	Kalpesh Satish Joshi	Clerk-Typist	65172
93	Kirti Vaibhav Patil	Clerk-Typist	48324
94	Neeta Kuldeep Dalvi	Clerk-Typist	57548
95	Vikas Dhanaji Kesarkar	Clerk-Typist	46938
96	Mangesh Jairam Jadhav	Clerk-Typist	50096
97	Ganesh Bhaskar Wagh	Clerk-Typist	57548
98	Ashwini Vilas Rajmane	Clerk-Typist	51410
99	Sandeep Bhagoji Jangli	Clerk-Typist	65172
100	Pooja Laxmikanth Raut	Clerk-Typist	57548
101	Rahul Uttamrao Divekar	Clerk-Typist	55964
102	Pratik Nitin Karnuk	Clerk-Typist	48324
103	Kavita Anil Ghodke	Clerk-Typist	57548
104	Ganesh Hari Vanjale	Clerk-Typist	57548
105	Satish Angad Bagade	Clerk-Typist	65172
106	Rasika Umesh Patil	Clerk-Typist	57548
107	Ashlesha Anilkumar Mane	Clerk-Typist	55964
108	Prakash Sagun Kothawale	Clerk-Typist	65172
109	Chandpasha Nyayahmad Shaikh	Clerk-Typist	41790
110	Kunal Bapurao Patil	Clerk-Typist	45552
111	Pankaj Ramchandra Pophale	Clerk-Typist	55964
112	Prashant Surendra Sonkamble	Clerk-Typist	48324

113	Shital Hindurao Madane	Clerk-Typist	57548
114	Brijesh Harishchandra Patil	Clerk-Typist	57548
115	Manojkumar Gangadhar Biradar	Clerk-Typist	44795
116	Anita Dayanand Besare	Clerk-Typist	57548
117	Amit Narayan Kambli	Clerk-Typist	51410
118	Atul Dilip Ahire	Clerk-Typist	51410
119	Poonam Amit Shinde	Clerk-Typist	65172
120	Madhura Narayan Biwalkar	Clerk-Typist	45416
121	Devidas Janardan Mane	Clerk-Typist	38307
122	Vaishali Vilas Sawant	Clerk-Typist	42978
123	Duryodhan Ramchandra Shendage	Clerk-Typist	41790
124	Aryan Manish Bhalerao	Clerk-Typist	40631
125	Qamruddin Abbas Jalgaonkar	Driver	70350
126	Shivnanda Bassapa Kothare	Driver	75012
127	Vinod Jayant More	Driver	82446
128	Jagganth Shankar Chavan	Driver	82446
129	Jaywant Vishnu Kadam	Driver	82446
130	Santosh Sarjerao Bade	Driver	70350
131	Rajesh Nandkumar Nakhva	Driver	82446
132	Aniket Ghanshyam Lavande	Driver	41898
133	Deepak Babu Shirke	Driver	70350
134	Navnath Janu Dahifale	Driver	68400
135	Mandar Vishwanath Ogale	Driver	51410
136	Chandrahasya Chandrakant Velapure	Driver	42978
137	Santosh Jagannath Pawar	Liftman	58986
138	Vishram Vasant Bhogale	Hawaladar	69902
139	Deepak Pandurang Pokhare	Naik	71849
140	Shashikant Deu Joshi	Peon	53900
141	Ajit Sakharam Waghmare	Peon	54580

142	Ashvini Rajesh Arkhade	Peon	44703
143	Bhima Barku Dhakane	Peon	46750
144	Dattu Dnyandeo Shinde	Peon	54580
145	Sanjay Suresh Patekar	Peon	53900
146	Narayan Ramchandra Parab	Peon	47400
147	Jitendra Suresh Randive	Peon	52650
148	Amol Ram Dhawde	Peon	52650
149	Bhushan Balkrishna Satam	Peon	47400
150	Laxman Appasaheb Jagdale	Peon	48178
151	Yogesh Digambar Pawar	Peon	46792
152	Ramesh Laxman Donde	Peon	42757
153	Sanjay Nagnath Gejege	Hamal	42757
154	Santosh Waman Jadhav	Hamal	42507
155	Nilesh Bhaskar Tayade	Hamal	41319
156	Kunal Milind Wahane	Hamal	37305
157	Vikas Anil Kale	Hamal	37555
158	Sachin Nagorao Bhalerao	Hamal	37555
159	Arjun Ramrao Rathod	Hamal	37555
160	Chandrakant Soma Kawale	Hamal	37555
161	Santosh Ramchandra Shrimangale	Hamal	37305
162	Sandeep Shivdas Bhamare	Hamal	36700
163	Nitin Julal Sawant	Hamal	36450
164	Daulat Parshuram Ambekar	Chaprasi	36450
165	Tulshidas Pundlik Gawai	Chaprasi	36450
166	Ramesh Ganpati Sidane	Chaprasi	35595
167	Aniket Bharat Gondse	Chaprasi	34740
168	Mohan Dharmaraj Pawar	Chaprasi	34740
169	Nitin Narayan Kadam	Chaprasi	34740
170	Harun Jahangir Nasar	Chaprasi	34740

171	Atul Ramesh Joshi	Chaprasi	34740
172	Gangadhar Champatrao Tuppekar	Chaprasi	34740
173	Yogesh Suklal Marathe	Chaprasi	34740
174	Nikhil Shalikram Bholane	Chaprasi	34740
175	Prashant Dattatray Pisal	Chaprasi	34740
176	Nilesh Rajendra Borase	Chaprasi	34740
177	Mahesh Babaso Dhekale	Chaprasi	34740
178	Jyoti Bhushan Zuje	Chaprasi	34740
179	Arun Lotan Thakur	Chaprasi	33885
180	Komal Ravindra Dhekale	Chaprasi	32175
181	Sahil Anil Chaudhari	Chaprasi	32175
182	Hitesh Vishwas Kulkurni	Chaprasi	32175
183	Ashok Govind Chandurkar	Mali	55850
184	Nitin Balkrishna Khanvilkar	Sweeper/Mehater	64769

Girgaon Centre

1	Seema Chandrashekhar Jambavalikar	Judicial Clerk	87252
2	Pramod Pandurang Jadhav	Judicial Clerk	64650
3	Dinesh Dilip Shivgan	Judicial Clerk	64650
4	Prasad Dilip Pathrudkar	Judicial Clerk	64650
5	Veena Vilas Nimankar	Interpreter	66543
6	Ashwini Amar Talekar	Interpreter	70437
7	Aarti Rajesh Karekar	Interpreter	70437
8	Kritika Sanjay Londhe	Interpreter	74082
9	Sachin Ankush Sawant	Personal Assistant	142476
10	Archana Shivdas Kubal	Higher Grade Stenographer	107940
11	Kumudini Chandrakant Kasle	Higher Grade Stenographer	109908
12	Vaishali Sagar Chaudhary	Higher Grade Stenographer	134511
13	Prasad Bhimrao Mohite	Assistant Superintendent	67428
14	Manisha Vijay Palkar	Head Cashier	67428

15	Sachin Shamrao Sargar	Clerk-Typist	57548
16	Ashish Shankar Chavan	Clerk-Typist	46938
17	Vishal Namdeo Paturkar	Clerk-Typist	57548
18	Vishal Baburao Rajegore	Clerk-Typist	57548
19	Bharati Harshad Maske	Clerk-Typist	57548
20	Ramkrushna Narayan Diwate	Clerk-Typist	51410
21	Rameshwar Janardhan Bansode	Clerk-Typist	48324
22	Punam Bharat Tike	Clerk-Typist	38307
23	Gaurav Baban Warankar	Clerk-Typist	48324
24	Hemangi Narendra Palkar	Clerk-Typist	57548
25	Vivek Krishna Bandkar	Clerk-Typist	51410
26	Bhupesh Prakash Naik	Clerk-Typist	52796
27	Umesh Pandit Mali	Clerk-Typist	44166
28	Ninad Pandurang Thakrul	Clerk-Typist	42978
29	Santosh Mahadeo Shinde	Liftman	71849
30	Santosh Sakharam Rane	Peon	62999
31	Shreya Shrikrishna Kadam	Peon	62999
32	Kalpana Rangnath Gaikwad	Peon	62999
33	Santosh Waman Sawant	Peon	53164
34	Kamal Shankar Bapardekar	Peon	62999
35	Jaywant Rajaram Khanvilkar	Peon	55400
36	Rastrapal Sonaji Pakhale	Hamal	37555
37	Bhaiyyasaheb Sanjay Patil	Hamal	37555
38	Vijay Balavant Patil	Chaprasi	34740

Juvenile Centre

1	Pratibha Atul Jagatap	Judicial Clerk	87252
2	Vandana Gopinath Narvekar	Interpreter	73137
3	Tanushriya Ganpat Sawant	Interpreter	70437
4	Manisha Ranjeet Pawar	Higher Grade Stenographer	134511

5	Dinesh Govind Gosavi	Clerk-Typist	45992
6	Sunil Sambhaji Boinwad	Clerk-Typist	51410
7	Rohini Baban Karande	Clerk-Typist	66954
8	Shyam Ram Khupate	Clerk-Typist	52796
9	Umesh Damu Kharat	Clerk-Typist	48324
10	Ajay Chandrakant Kathare	Clerk-Typist	57548
11	Alankar Suntilal Bagul	Clerk-Typist	52796
12	Mohsin Badruddin Shaikh	Xerox Operator	57402
13	Shahedbano Niyzadam Sayyed	Peon	46542
14	Asha Salvaram Sonawane	Peon	57766
15	Ganpat Biraji Bhoir	Chaprasi	36450
16	Machhindranath Atmaram Kharade	Chaprasi	36450

Kurla Centre

1	Prashant Pandurang Bastav	Assistant Registrar	97695
2	Suresh Laxman Chogale	Judicial Clerk	92385
3	Savita Anant Jagtap	Judicial Clerk	87252
4	Shubhangi Rajdatta Shinde	Judicial Clerk	84774
5	Rajesh Raghunath Mohite	Judicial Clerk	75747
6	Vishwas Shankar Ragade	Judicial Clerk	70350
7	Upesh Dhondu Kamble	Judicial Clerk	64650
8	Aashish Ravindra Bhagwat	Judicial Clerk	75747
9	Sangeeta Vijay Tambe	Judicial Clerk	82473
10	Sunil Raghunath Shukla	Interpreter	81057
11	Amit Suresh Shedge	Interpreter	59478
12	Bhaskar Ramesh Pawar	Interpreter	66543
13	Savita Manoj Kharnare	Interpreter	64389
14	Ravi Namdev Warghade	Interpreter	74082
15	Sandeep Ramchandra Baraskar	Interpreter	76782
16	Dilip Chaitram Shirsath	Interpreter	74082

17	Ravindra Lotan Ahire	Interpreter	74082
18	Santosh Shivaji Gavali	Interpreter	74082
19	Jitendra Jaggnath Dixit	Personal Assistant	134511
20	Manisha Nilesh Shimpi	Higher Grade Stenographer	114276
21	Alka Vinod Rane	Higher Grade Stenographer	96810
22	Swara Sagun Gawde	Higher Grade Stenographer	96810
23	Sunjila Sandeep Khurpe	Higher Grade Stenographer	91500
24	Snehal Satish Mahadik	Lower Grade Stenographer	74250
25	Mukesh Devidas Patil	Lower Grade Stenographer	81804
26	Vijay Rajaram Vinerkar	Assistant Superintendent	70914
27	Vijay Bhashkarrao Naik	Head Cashier	61653
28	Sanjay Eknath Kamble	Senior Clerk	65481
29	Ashwini Namdeo Somawanshi	Clerk-Typist	46938
30	Laxman Ananta Zipare	Clerk-Typist	63390
31	Vinay Shivilsa Maitrani	Clerk-Typist	52796
32	Pratiksha Rupesh Kanade	Clerk-Typist	55964
33	Mangesh Vasant Pawar	Clerk-Typist	51410
34	Nilima Sanjay Narkar	Clerk-Typist	65172
35	Surajkumar Shahaji Panchal	Clerk-Typist	55964
36	Aparna Suryakant More	Clerk-Typist	68934
37	Rukmini Rajendra Ghadge	Clerk-Typist	68934
38	Sagar Dilip Salgar	Clerk-Typist	51410
39	Atmaram Shrihari Aghav	Clerk-Typist	65172
40	Vaishali Harish Keshwani	Clerk-Typist	56694
41	Snehal Rajiv Shirsat	Clerk-Typist	63390
42	Suvidha Girish Zende	Clerk-Typist	57548
43	Harshada Nilesh Gholap	Clerk-Typist	44166
44	Sandeep Tukaram Teli	Clerk-Typist	46938
45	Jyotsna Sudhir Chavan	Clerk-Typist	42978

46	Ganesh Prabhakar Bhandari	Clerk-Typist	48324
47	Yogesh Janardhan Bakkar	Clerk-Typist	65172
48	Vijay Ravindra Chaudhari	Clerk-Typist	41898
49	Vijay Bhatu Suryawanshi	Clerk-Typist	63390
50	Vaishali Nilesh Galange	Clerk-Typist	57548
51	Mahendra Diwakar More	Clerk-Typist	68934
52	Mrinal Milind Shinde	Clerk-Typist	57548
53	Kishor Ramesh Bhokare	Clerk-Typist	52796
54	Mahesh Dayanand Dhere	Clerk-Typist	48324
55	Sanjay Damodar Hirole	Clerk-Typist	61832
56	Seema Anil Khade	Clerk-Typist	44166
57	Ranjita Shrikant Patil	Clerk-Typist	46938
58	Sangram Rajaram Kabugade	Clerk-Typist	41790
59	Arif Mohd. Kazi	Naik	69902
60	Manoj Vitthal Kharat	Peon	52650
61	Anant Laxman Patil	Peon	62999
62	Dilip Krishnaro Deshatwar	Peon	62999
63	Surekha Vikas Owhal	Peon	62999
64	Chandrakant Babu Pingle	Peon	54580
65	Brihaspati Harishchandra Parab	Peon	66539
66	Ravindra Maruti Sangle	Peon	50800
67	Jayant Bansiram Phapale	Peon	54580
68	Navin Sahu Gaikwad	Peon	66539
69	Shashikant Dnyandeo Sawant	Peon	62899
70	Narendra Jayram Shelar	Peon	51264
71	Gopal Madhukar Patil	Peon	48178
72	Mahesh Manohar Bambarkar	Hamal	42507
73	Kailas Govind Temkar	Hamal	39186
74	Namdeo Nago Dhole	Hamal	39186

75	Sanjay Vasant Chavan	Hamal	37555
76	Amol Uttam Helode	Hamal	37305
77	Chandramani Sitaram Paradhe	Hamal	37305
78	Rahul Ganesh Patil	Hamal	37555
79	Dinesh Digamber Thorat	Chaprasi	34740
80	Tejas Sudhir Palkar	Chaprasi	29340
81	Chintaman Janku Bokad	Mali	64769
82	Laxman Budha Bhangre	Sweeper/Mehater	64769

Mazgaon Centre

1	Subhash Ratan Baisane	Senior Judicial Clerk	100527
2	Rahul Kamlakar Patil	Judicial Clerk	75747
3	Prasad Shankar Sawant	Judicial Clerk	92385
4	Mugdha Madhukar Valanju	Judicial Clerk	87252
5	Sanika Sunil Parab	Judicial Clerk	84774
6	Padmakar Madhukar Kadam	Judicial Clerk	64650
7	Mansi Milind Keer	Judicial Clerk	73623
8	Parag Ganpat Pawar	Judicial Clerk	84774
9	Sunil Vinayak Narvekar	Judicial Clerk	92385
10	Anita Kiran Jagtap	Interpreter	60150
11	Sarika Bhanudas Lande	Interpreter	72384
12	Sudhir Balkrishna Ramane	Interpreter	72384
13	Ramkrishna Keshav Pawar	Interpreter	76632
14	Deepak Kondiba Shelar	Interpreter	66543
15	Savita Amod Kanitkar	Interpreter	70437
16	Babasaheb Daut Mujawar	Interpreter	64389
17	Pradeep Pralhad Damre	Interpreter	64389
18	Ganesh Savlaram Kale	Interpreter	74082
19	Swati Sakharam Dandwate	Interpreter	75820
20	Kishor Ramkrishna Hiwarkar	Personal Assistant	146724

21	Shubhangi Vikas Pednekar	Higher Grade Stenographer	102474
22	Umesh Prabhakar Kavitkar	Higher Grade Stenographer	113094
23	Kirti Sanjay Ghadigaonkar	Higher Grade Stenographer	114276
24	Shraddha Balkrishna Satoskar	Higher Grade Stenographer	107940
25	Rakhi Ganesh Zemse	Higher Grade Stenographer	134511
26	Kailas Rajaram Wagh	Higher Grade Stenographer	111108
27	Supriya Harshal Kapre	Higher Grade Stenographer	113094
28	Rahul Raman Telavane	Higher Grade Stenographer	99030
29	Ankita Omkar Raut	Lower Grade Stenographer	91704
30	Sidram Satappa Kore	Assistant Superintendent	68934
31	Sandeep Dharma Taur	Head Cashier	68934
32	Leena Anil Salvi	Head Typist	61063
33	Hemant Ganpat Chalke	Record Keeper	75072
34	Sonal Ravindra Salve	Clerk-Typist	65172
35	Rupali Swapnil Kadam	Clerk-Typist	48324
36	Aakanksha Aadinath Jadhav	Clerk-Typist	40701
37	Tanushree Dhananjay Raut	Clerk-Typist	39504
38	Rahul Dilip Suryawanshi	Clerk-Typist	52796
39	Sanskriti Mandar Sawant	Clerk-Typist	68934
40	Kartik Nanasaheb Jadhav	Clerk-Typist	50096
41	Nutan Dilip Visawale	Clerk-Typist	57548
42	Rohini Rohan Desai	Clerk-Typist	57548
43	Surendra Suresh Bhosale	Clerk-Typist	51410
44	Mahesh Shankar Sushir	Clerk-Typist	52796
45	Samir Jaywant Pangerkar	Clerk-Typist	60171
46	Sanjeevani Santosh Yadav	Clerk-Typist	69654
47	Hemlata Anand Bhalekar	Clerk-Typist	48324
48	Sandeep Vijay Ghige	Clerk-Typist	51410
49	Yuvraj Baliram Savle	Clerk-Typist	56454

50	Samadhan Sukhdeo Sartape	Clerk-Typist	57548
51	Raghevendra Dilip Chinchure	Clerk-Typist	57548
52	Dhanaji Shivaji Thorat	Clerk-Typist	48324
53	Ujwala Mahesh Ingawale	Clerk-Typist	45552
54	Satyawan Gorak Aran	Clerk-Typist	48324
55	Sindhu Lavkumar Tarpe	Clerk-Typist	44166
56	Vilas Vitthal Kadam	Clerk-Typist	51410
57	Dipak Sidram Durge	Clerk-Typist	41898
58	Ankit Laxman Bhoir	Clerk-Typist	44166
59	Vinaya Vasant Nakti	Clerk-Typist	68934
60	Pushpa Madhukar Lokhande	Clerk-Typist	51410
61	Pramila Dashrath Jadkar	Clerk-Typist	65172
62	Mahesh Ravindranath Thakur	Clerk-Typist	65172
63	Sanyukta Shashank Vaishampayan	Clerk-Typist	17096
64	Pawan Dattatray Shinde	Clerk-Typist	48324
65	Sagar Chandrakant Khedkar	Clerk-Typist	55964
66	Prashant Shriram Mahajan	Clerk-Typist	52796
67	Darshana Rajesh Shivalkar	Clerk-Typist	65172
68	Kiran Shantaram Ahirrao	Clerk-Typist	51410
69	Ravi Chandrakant Bhoite	Clerk-Typist	46938
70	Deepa Vishwajeet Nimbare	Clerk-Typist	51410
71	Ajinkya Pandurang Mandke	Clerk-Typist	46938
72	Vinayak Shankar Jadhav	Naik	69902
73	Vaibhav Harishchandra Gosavi	Peon	45650
74	Raju Parvati Baikar	Peon	61400
75	Ankush Jaggnath Chavan	Peon	48816
76	Rajendra Babaji Rane	Peon	50232
77	Mahesh Balkrishna Dhure	Peon	47400
78	Priyanka Pravin Hajare	Peon	52400

79	Deepak Harishchandra Khandare	Peon	54580
80	Baban Shivaji Waghmode	Peon	54580
81	Bhimrao Tanga Pagare	Peon	52650
82	Suryakant Vishnu Panale	Peon	50232
83	Ashok Sakharam Kamble	Peon	54580
84	Rupesh Balkrishna Chavan	Peon	62999
85	Sakharam Laxman Sakpal	Peon	66439
86	Sachin Sakharam Tetgure	Peon	48178
87	Umesh Ishwar Gaikwad	Peon	47928
88	Gitanjali Shankar Shelar	Peon	46792
89	Rajesh Ashok Bandbe	Hamal	41569
90	Radha Sidharth Sonawane	Hamal	40212
91	Aniket Balraj Raute	Hamal	37305
92	Rakesh Ramesh Gudhekar	Hamal	37555
93	Mayur Vasant Shelke	Hamal	36700
94	Tanaji Bhimrao Patil	Chapراسى	36700
95	Akash Ganesh Jadkar	Chapراسى	34740
96	Navnath Tuljaram Hotkar	Mali	61129
97	Suresh Daya Solanki	Sweeper/Mehater	52300

MCT Centre

1	Sanjay Babaji Ghadigaonkar	Interpreter	66543
2	Alam Shabbir Shaikh	Lower Grade Stenographer	71058
3	Rashmi Rajendra Pathare	Assistant Superintendent	79995
4	Ramesh Tulsiram Rathod	Head Cashier	57600
5	Yogesh Dagdu Shinde	Clerk-Typist	44795
6	Geeta Shailesh Phadkale	Clerk-Typist	52796
7	Geeta Santosh Thakur	Clerk-Typist	57548
8	Sharad Chandrakant Mali	Clerk-Typist	48324
9	Sajid Abdul Gaffur Kazi	Peon	55300

10	Subhash Trimbakrao Jadhav	Peon	46792
Mulund Cnetre			
1	Sneha Sunil Wadkar	Judicial Clerk	87252
2	Sachin Parshuram Barde	Judicial Clerk	64650
3	Laxman Dattaram Gawade	Interpreter	76632
4	Janhavi Vinayak Yadav	Interpreter	70437
5	Prakash Anant Mahadik	Higher Grade Stenographer	134511
6	Meghana Ganesh Namde	Higher Grade Stenographer	96810
7	Hemant Narayan Narwade	Assistant Superintendent	70914
8	Mugdha Manish Shinde	Head Cashier	67428
9	Anita Uday Jagtap	Clerk-Typist	63390
10	Aadinath Pramod Jadhav	Clerk-Typist	40701
11	Anand Malhari Ubale	Clerk-Typist	52796
12	Arati Ashok Kurkule	Clerk-Typist	48324
13	Maroti Mohanrao Kadam	Clerk-Typist	57548
14	Deepak Subhash Pardeshi	Clerk-Typist	57548
15	Meena Sachin Ghare	Clerk-Typist	51410
16	Deepak Maruti Anbhule	Peon	54580
17	Savita Anand Mali	Peon	52650
18	Jaywant Gopal Shelawale	Peon	52650
19	Satyawan Bhagoji Parab	Peon	54580
20	Vinita Vidhyadhar Neswankar	Peon	51264
Shindewadi Centre			
1	Vandana Vijaykumar Topo	Judicial Clerk	92385
2	Reshma Siddharth Kudwalkar	Interpreter	60150
3	Vaishali Brahmanand Sonawale	Interpreter	70437
4	Vedangi Vikas Mulye	Higher Grade Stenographer	134511
5	Arun Shankarrao Chavan	Lower Grade Stenographer	71058
6	Samidha Sumedh Khanvilkar	Assistant Superintendent	68934

7	Shivani Sachin Bolade	Clerk-Typist	63390
8	Ajinkya Chandrakant Gurao	Clerk-Typist	51410
9	Dipali Pandit Kedar	Clerk-Typist	57548
10	Jagdishprasad Rammurat Mourya	Clerk-Typist	48324
11	Shaila Vijay Patsute	Clerk-Typist	50016
12	Kalpana Kuldeep Yadav	Clerk-Typist	57548
13	Mansi Manish Parab	Clerk-Typist	65172
14	Sunil Kondiba Survase	Clerk-Typist	57548
15	Swapnali Sunil Patkar	Clerk-Typist	41898
16	Sandesh Maruti Varadkar	Peon	54580
17	Jayashri Bhausahab Khude	Peon	51014
18	Bhikaji Balwant Vichare	Peon	69902
19	Shantaram Shankarrao Ingole	Hamal	37088

Vikhroli Centre

1	Neelima Vinay Ganpule	Judicial Clerk	82473
2	Sunil Shivaji Buwa	Judicial Clerk	64650
3	Abhijeet Kabir Gaikwad	Judicial Clerk	64650
4	Siddhi Vinayak Sawardekar	Judicial Clerk	89730
5	Sudhakar Yashwant Birari	Interpreter	66543
6	Chetan Ashok Musle	Interpreter	72384
7	Pooja Prasad Naik	Interpreter	74573
8	Jitendra Jaywant Gharkar	Interpreter	68490
9	Pradeep Bhaskar Nikam	Interpreter	70437
10	Gauri Yogesh Mahadik	Interpreter	70437
11	Rishita Rakesh Sarnobat	Higher Grade Stenographer	96810
12	Rohini Kumar Hotkar	Higher Grade Stenographer	109908
13	Pournima Ganpat Sonawane	Higher Grade Stenographer	121008
14	Pratima Chandrashekhar Kulkarni	Higher Grade Stenographer	113094
15	Nilesh Shankar Mahajan	Lower Grade Stenographer	89130

16	Nilesh Chandrakant Gangurde	Lower Grade Stenographer	77385
17	Rehman Alimiya Mukadam	Head Clerk	84774
18	Rahi Rajesh Patade	Assistant Superintendent	68934
19	Archana Sandeep Salvi	Head Cashier	79995
20	Prerna Vinod Kadam	Clerk-Typist	65172
21	Shekhar Arjun Jadhav	Clerk-Typist	48324
22	Sarita Abhijit Shirdhankar	Clerk-Typist	52796
23	Ganesh Baban Chaher	Clerk-Typist	52796
24	Ajit Shivaji Sonawane	Clerk-Typist	52796
25	Ashwini Vikas Chavan	Clerk-Typist	62696
26	Trupti Mahesh Nimkar	Clerk-Typist	70914
27	Deepali Yashwant Chavan	Clerk-Typist	44166
28	Swara Rasik Mahadik	Clerk-Typist	64478
29	Sanket Ulhas Pandav	Clerk-Typist	57548
30	Neha Nikhil Devkar	Clerk-Typist	46938
31	Ishwar Anil Nikhade	Clerk-Typist	50096
32	Lalit Nandkumar Vaidya	Clerk-Typist	57548
33	Sangeeta Rameshwar Mali	Clerk-Typist	57548
34	Prashant Dilip Sapkal	Clerk-Typist	57548
35	Pradnya Prabhakar Rane	Clerk-Typist	57548
36	Amruta Eknath Chavan	Clerk-Typist	46938
37	Shradha Dattu Kangane	Clerk-Typist	57548
38	Sandhya Manoj Patil	Clerk-Typist	65172
39	Kalpana Hemant Sonawane	Clerk-Typist	48324
40	Nilkanth Rohidas Sawant	Clerk-Typist	55964
41	Vijay Sudhakar Uke	Peon	54580
42	Kritika Kishor More	Peon	55818
43	Ganesh Yashwant Koyande	Peon	51014
44	Indumati Sitaram Burse	Peon	61229

45	Pravin Arun Mode	Peon	52650
46	Krishna Tukaram Taware	Peon	69902
47	Nilesh Gautam Bhujbal	Peon	51264
48	Pravin Purushootam Garasiya	Peon	51264
49	Shobha Devidas Kuser	Peon	51264
50	Jitendra Suresh More	Peon	46792
51	Harshadkumar Dinkarrao Patole	Hamal	39436
52	Rameshwar Namdev Rathod	Hamal	33786
53	Baliram Madhukar Dompale	Hamal	36450

Vile-Parle Centre

1	Santosh Arjun Vhatkar	Judicial Clerk	78750
2	Yogesh Pundalik Mayekar	Interpreter	61800
3	Ananya Amit Ayare	Interpreter	74082
4	Shivaji Shrimant Koli	Higher Grade Stenographer	102474
5	Parag Ashok Karulkar	Higher Grade Stenographer	134511
6	Chandrakant Wamanrao More	Assistant Superintendent	61653
7	Anjali Hareesh Sawardekar	Clerk-Typist	57548
8	Pranay Prakash Lad	Clerk-Typist	48324
9	Preshita Janardan Chordekar	Clerk-Typist	48324
10	Nilesh Balkishan Ughade	Clerk-Typist	46938
11	Akshata Anil Majgaonkar	Clerk-Typist	44166
12	Manisha Rajaram Gujale	Clerk-Typist	42978
13	Prakash Vasant Bovalekar	Peon	48816
14	Ashwin Ramkrishna Wagh	Peon	52650
15	Pratibha Prabhakar Pashte	Peon	52400
16	Ajit Bhagoji Dhadake	Peon	66539
17	Ramesh Rajaram Gharniya	Sweeper/Mehater	56900

List of Staff members who are employees on the establishment of the Chief Judicial

**Magistrate, Esplanade, Mumbai and on Deputation of the establishment of other offices
as on 31st December, 2024**

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/ 41 /2025 DT. 21.01.2025

(as on 31st December 2024)

Point No. (xi)

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

DEMAND NO. : J-01

FINANCIAL YEAR ; 2024-25

(Rs. In Thousand)

Object	Plan	Sanction Budget	Budget Allocated	Expenditure (upto 31st December 24)
NON-PLAN				
Salary (01)		1017671	915903	754681.991
Overtime Allowance (03)		322	289	238.56
Electricity/Water/Telephone (06)		25200	22500	20135.344
Contract Services (10)		1530013770		6221.514
Travelling Expenditure (11)		3357	3357	3355.081
Office Expenditure (13)		6351863518		44304.11
Rent, Rates & Taxes (14)		3220	2254	1083.625
Publications (16)		50	0	0

Computer Expenses (17)	49203150		3108.6
Advertising (26)	10		0
Minor Works (27)	40976	49952	0
Professional & Special Services (28)	65	58	44.862
TOTAL	1174600	1074751	833173.687

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

DEMAND NO. : J-01

MAJOR HEAD : 20140708-800 PREVENTION OF CRUELTY TO ANIMAL AND POOR BOX
FUND

DETAIL HEAD : 31 GRANT IN
AID

FINANCIAL YEAR ; 2024-25

(Rs. In Thousand)

Object	Plan	Sanction Budget	Budget Allocated	Expenditure (upto 31st December 24)
NON SALARY	NON-PLAN	0	0	0

OFFICE NAME ; CHIEF JUDICIAL 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 ; 2024-25

(Rs. In Thousand)

Object	Plan	Sanction Budget	Budget Allocated	Expenditure (upto December 24)
NON SALARY	NON-PLAN	17644.941	17644.941	17644.941

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

DEMAND NO. : J-02

MAJOR HEAD : 22350623 104 SOCIAL SECURITY AND WELFARE

DETAIL HEAD : 50 OTHER CHARGES

FINANCIAL YEAR ; 2024-25

(Rs. In Thousand)

Object	Plan	Budget Distributed	Budget Allocated	Expenditure (upto December 24)
PAYMENT AGAINST DEPOSIT LINKED INS. SCH.	NON-PLAN	0	0	0

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

DEMAND NO. : J-05

MAJOR HEAD : 76100472 - 201 HOUSE BUILDING ADVANCE

DETAIL HEAD : 55 LOAN AND ADVANCES

FINANCIAL YEAR ; 2024-25

(Rs. In Thousand)

Object	Plan	Budget Distributed	Budget Allocated	Expenditure (upto December 24)
	Non-plan			
LOAN AND ADVANCES	NON-PLAN	33449.3	33449.3	26734.818

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

DEMAND NO. : J-05

MAJOR HEAD : 76101842 - 204 ADVANCE FOR COMPUTER ADVANCE

DETAIL HEAD : 55 LOAN AND ADVANCES

FINANCIAL YEAR ; 2024-25

(Rs. In Thousand)

Object	Plan	Budget Distributed	Budget Allocated	Expenditure (upto December 24)
LOAN AND ADVANCES	NON-PLAN	0	0	0

OFFICE NAME ; CHIEF JUDICIAL 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 ; 2024-25

(Rs. In Thousand)

Object	Plan	Budget Distributed	Budget Allocated	Expenditure (upto December 24)
LOAN AND ADVANCES	NON-PLAN	3165	3165	3000

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 लाभाधिका-यांचा 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 इन्फॉर्मेटिक्स सेंटर (**N.I.C**) यांनी वेबसाईट तयार केलेली आहे. ती खालील प्रमाणे आहे

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

मुख्य न्यायदंडाधिकारी कार्यालय, मुंबई यांच्यासाठी वेबसाईटचा पत्ता खालील प्रमाणे आहे :

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

मुख्य न्यायदंडाधिकारी 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 न्यायदंडाधिकारी, 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 सहाय्यक 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	तपशील
१	श्रीमती. प्रा. उ. सावंत	प्रबंधक तथा जन माहिती अधिकारी, मुख्य न्यायदंडाधिकारी यांचे न्यायालय, महापालिका मार्ग, मुंबई.	022-20825774 022-22655774
२	श्रीमती. र. वि. नेरेकर	साहाय्यक प्रबंधक (रोख विभाग) तथा साहाय्यक जन माहिती अधिकारी, एस्प्लनेड, महापालिका मार्ग, मुंबई	022-22620464
३	श्रीमती. सु. सा. कोशे	साहाय्यक प्रबंधक तथा साहाय्यक जन माहिती अधिकारी, बांद्रा न्यायालय, मुंबई	022-26581126
४	श्रीमती. क. मं. रानडे	साहाय्यक प्रबंधक तथा साहाय्यक जन माहिती अधिकारी, बोरिवली न्यायालय, मुंबई.	022-28903337
५	श्री. प्र. पा. बस्ताव	साहाय्यक प्रबंधक तथा साहाय्यक जन माहिती अधिकारी, कुर्ला न्यायालय, मुंबई	022-26506423
६	श्री. श्रु. शै. आंबेकर	साहाय्यक प्रबंधक तथा साहाय्यक जन माहिती अधिकारी, दादर न्यायालय, भोईवाडा (सध्या शिवडी येथे), मुंबई.	022-20847275
७	श्रीमती. स्ने.सु.वाडकर	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, मुलुंड न्यायालय, मुंबई.	022-25610243
८	श्री. रे. अ. मुकादम	प्रभारी मुख्य न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, विक्रोळी न्यायालय, मुंबई.	022-25782605
९	श्रीमती. वं. वि. टोपो	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, शिंदेवाडी न्यायालय, मुंबई	022-24114527
१०	श्री. सु. र. बैसाणे	वरिष्ठ न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, माझगांव न्यायालय, मुंबई.	022-24127394
११	श्रीमती. मा.ए.ओरपे	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, बॅलार्ड पियर न्यायालय, मुंबई.	022-22616048
१२	श्री. म. सु. देवरे	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, ३५ वे न्यायालय, सी. एस. टी, मुंबई.	022-22620431
१३	श्री. सं.बा.घाडीगांवकर	प्रभारी नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, ३६वे न्यायालय, मुंबई सेंट्रल, मुंबई.	022-23071231
१४	श्री. प्र. दि. पात्रुडकर	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, गिरगांव न्यायालय, मुंबई.	022-23824502
१५	श्री. सं. अ. व्हटकर	नियंत्रक न्यायिक लिपिक तथा साहाय्यक जन माहिती अधिकारी, विलेपार्ले न्यायालय, मुंबई.	022-26127836

१६	श्रीमती.भा.सं.पालांडे	नियंत्रक न्याय लिपिक तथा साहाय्यक जन माहिती अधिकारी, अंधेरी न्यायालय, मुंबई.	022-26840280
१७	श्रीमती. प्र.अ.जगताप	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. गु. रा ढेपे
 प्रथम अपिलीय अधिकारी (माहिती अधिकार अधिनियम)
 तथा अतिरिक्त मुख्य न्यायदंडाधिकारी,
 १९वे न्यायालय, एस्प्लनेड, मुंबई.
022-22620464

१७. विहित करण्यात येईल अशी इतर माहिती
 निरंक.

[HOME](#)

मुंबई
 दिनांक : ०३.०५.२०२५

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