

**Details of Court of Small Causes, Bombay, for publication
under section 4 of Right to Information Act 2005.**

Section 4 (1) (b) (i)

Name of the office : **Court of Small Causes, Mumbai and Bandra Branch.**

Address : Court of Small Causes, Loakmanya Tilak Road,
Dhobitalao, Mumbai – 400 002.
And
: Court of Small Causes, Bhaskar Building, A. K.
Marg Bandra East, Mumbai – 400051.

The Court of Small Causes, constituted under “**The Presidency Small Cause Courts Act, 1882**”

Function: - The Court of Small Causes, Bombay has been constituted under The Presidency Small Cause Courts Act, 1882. The Court of Small Causes mandate is perform the functions assigned to under the Act. The Small Causes Court is responsible for adjudicating matters relating to property disputes in respect of Licensee and Tenant situated in Brihanmumbai.

Duties of the organization :

- [i] To exercise the control over all it's subordinate Courts functioning in it's territorial jurisdiction
- [ii] To distribute the various grants amongst it's subordinate authorities received from the Government from time to time.
- [iii] To deal with all correspondence relating to the Supreme Court of India, the High Court of Bombay. Department of Law and Judiciary and Government of Maharashtra and Government Institute.
- [iv] To administer justice as per the various laws, having jurisdiction.
- [v] To recruit of Categories -B, C and D Government employees as per the resolution of Advisory Committee.
- [vi] To promote the officials to the higher responsible posts after due tests.
- [vii] To handle the administration in view of the procedural laws, the Maharashtra Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court from time to time.

[viii] In exercise the duties of administrative nature, the organization deals with the duties of it's employees transfer of it's employees, holding departmental examination, and departmental inquiries of the employees etc.

[ix] The Head of the organization : The Chief Judge with the assistance of the District Legal Services Authority, Mumbai under which the Lok-Adalats, Seminars on various legal subjects are being held under his supervisions. In order to improve the work of the Judicial Officers and employees, the workshops are being held, under the directions of the Hon'ble High Court, Bombay.

Section 4 (1) (b) (ii)

THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THIS COURT :

DEPUTY REGISTRAR

- To attend to all the letters received by post meant for the Registrar, Addl. Registrars and the Deputy Registrar.
- To examine the wants of prohibitory orders. Files, warrant of possession and injunctions etc. issued by this Court and sign the same.
- To check the daily muster rolls of the members of the staff of Class III and Class IV.
- To check the account of the Appraiser's Department everyday.
- To check the court fee stamp account maintained in the several Departments in the Office.
- To check the account of postal service stamps submitted by the Execution Department.
- To sign the forwarding letters in respect of mofussil processes To check. by surprise the Court fee stamp and punching thereof by the clerks working in the Process and Execution Departments and submit his report to the Additional Registrar.
- The Deputy registrar at the Head Office to supervise the Establishment Department with the help of Superintendent in pay scale of Rs. 5000/- to Rs 8000/- Said Department deals with the different aspects pertaining to the pension. Medical bills. GF'F service books leave muster and arrangement of the Court staff and to supervise the establishment work.
- Any other work assigned by any Higher Authority as time to time.

DUTY LIST OF ASSISTANT REGISTRAR

- He is a Principal Officer in the Cash Department and as such has to Supervise the work of the staff working under him. He is to ensure that the day to day work done is in pursuance of directions issued by the High Court Inspection Party.
- To ensure that all the Registers maintained in the Department are in pursuance of Civil Manual & as per the directions instructions and guidance issued by High Court inspection Party.
- To check the items of payment and receipt and pass the payment Vouchers of Ledgers.
- To issue Pay Orders/Cheques in respect of Payments towards refund of institution fees, Payment on ledgers, deposits and Distress warrant Accounts.
- To check the account of Civil Cashier & Government Cashier.
- To check the following Accounts:-
 - o 'G' Deposit
 - o Daily Fee A/c. (c)
 - o OD/POS A/c.(d)
 - o Appraiser's A/c.
- To prepare balance sheet of all the Accounts Monthly.
- To assist Deputy Registrar & look after his work in his/her absence.
- To attend any other work as & when assign by office.

DUTY LIST OF GOVERNMENT CASHIER

- To Handle Government Cash.
- To attend the work of receipt & payment of staff Salary, Contingency Bills, Telephone bill, Medical Bills, Petrol allowance, Traveling Allowance and permanent Advance Bills etc.
- To maintain Cash Book daily.
- To maintain Registers as per the Civil Manual and in pursuance of directions issued by High Court Inspection party and to obtain the signature of the Registrar/Additional Registrar daily.
- To see the work of deposit the amount of LIC/PRSS premium of the concern members of the staff.

- To maintain the account of the amounts received towards the loss of metal token and for issue of fresh cheques.
- To make payment of the amounts deducted towards the loan installment in respect of loans obtained or stood surety by the members of the staff from different financial institutions.
- To attend any other work as and when assign by the office.

DUTY LIST OF ASSISTANT CASHIER

- To receive amount & make payment from and to the Litigants in pursuance to Court Order.
- To receive & make payment of evidence copy charges to Court stenographers.
- To receive & make payment of Witness Bhatta as per Court Order.
- To maintain Registers of 'G' Deposit 'H' Payment & Evidence Charges.
- To check interest on decretal amount calculated by all ledger clerks.
- To prepare monthly account.
- To prepare Lapse Statement at the end of financial year.
- To certify decrees for execution received by him.
- To assist in work of Govt. Cashier & Civil Cashier.
- To attend any other work as and when assign by the office.

DUTY LIST OF CIVIL CASHIER

- To keep and bring cash bags from strong room provided in the office. In the Morning to avail advances of money to all receiving and paying clerks as per their requirements.
- To ensure that the doors of strong room & Locks are properly sealed.
- On closing of day's account to collect cash/cheque from receiving clerks, paying clerks.
- To tally the day's Account and to prepare the challans of cheque and cash which are to be deposited in the Reserve Bank.
- To count the day's cash received from receiving & paying clerk and to arrange it accordingly to denomination and thereafter prepare his day's account.

- To see that his daily balance tallies with the balance of the Assistant Registrar Account and then submit his Account to the Registrar in prescribed books and obtain his signature daily.
- To reconcile his account with the Reserve Bank monthly. To prepare monthly balance sheet of various account.
- To deposit and if require to withdraw from Reserve Bank the cash daily with help of escort provided.
- To obtain the order to retain the Cash if escort is not made available on a particular day or for any other reason if he is not in a position to deposit cash in the Reserve Bank.
- To attend any other work as & when assigned by the office.

DUTY LIST OF CHIEF CLERK

- Chief Clerk, Correspondence Department, shall attend to following work.
- To supervise the work of Compliance of High Court writs and notices of this Court, and to make Correspondence in that respect with Government.
- To supervise the work of maintaining statement of pending and disposal of the cases filed in this Court — Monthly, Quarterly and yearly returns.
- To supervise & maintain the work of distribution necessary office orders and Circulars from time to time.
- To circulate the orders in respect of Vacations and Holidays to be observed in this Court.
- To supervise & guide the Minor Works relating to the Court Building and Correspondence with High Court and P.W.D. In that respect.
- He shall also attend to the work assigned to the superintendent Correspondence Department, if Superintendent Correspondence Department is on leave and/or absent.
- To supervise the work done by all the persons working under his control.
- To put the notes in respect of the Correspondence and other papers dealt with his department to the Judges in charge, and to the Chief Judge through the Addl. Registrar.
- To put up draft of office orders, letters, circulars etc. for approval pertaining to his department.

- To see that all the office orders circulars are promptly dispatched and circulated to the Judges, The Bar Association, and members of the staff.
- To check the register of dead stock and other articles of this Court, periodically.
- To Supervise all other Misc. Correspondence regarding supply of stationery, rubber stamp, sending clock for repairs etc.
- To attend on the Judge in charge of the correspondence department in connection with the work relating to that department.
- To Scrutinizes the daily post received from High Court, Government and from the members of the public litigant and to assign it in accordance with their subjects to different Clerks, in the correspondence section.
- To obtain various reports from all Courts & Departments, in accordance with the direction of Registrar & Ld. Judges.
- To deal with the complaint, from the litigant public in dispose of matters as per the directions of Registrar.
- To attend any other work as and when assigned by the office.

DUTY LIST OF JUDICIAL CLERK

- To arrange the daily board of the matters before the court.
- To call out cases in open Court on the daily board.
- To write roznama and dates of adjournments on each and every suit proceeding and to write next date against the suit numbers of the daily board.
- To maintain requisite register of disposed off matters.
- To check the decrees and certifies copies prepared by Clerk Typist of the Court.
- To maintain Memorandum Book and Stamp Register.
- To maintain the Monthly Balance Sheet, Monthly and Four Monthly Returns and Statement.
- To comply High Court writs and maintain Writ Register.
- To receive dispatch from Registrar's Court and take entry in Register Received Matters Register.
- To take physical verification of matters pending before the Court during the summer vacation and maintain monthly Balance Sheet in prescribed format.
- To check amendment carried out in suit proceedings as per the order of the court and brought to the notice of Presiding Officer.

- To maintain the work Record and Proceedings belongs to that particular court with proper care and spirit.
- To attend any other work as and when assign by office.

DUTY LIST OF TRANSLATOR & INTERPRETER

- To administer oath in affidavit and applications which is on board.
- To mark exhibit number serially in red ink on every application produced by the party in proceeding, the documents produced in evidence.
- To make the endorsement of Exhibit number with detail of Exhibit in red ink on Roznama.
- To arrange the proceedings in files A,B,C,D, and number each file and index it, as per the provision laid down in 'Civil Manual'.
- To prepare the muster & Muster list.
- To attend the requisite slip presented by appeal clerk to keep ready the proceeding and forward it to Appeal clerk as per requisition slip.
- To attend witness at the time of evidence to interpret and help to witness in evidence if witness is unknown for court language.
- To affirm application presented by the applicant in the Court and to maintain Affirmation Register.
- To assist the Presiding Officer in day to day work.
- To return the original documents on usual undertaking to the applicant as per order of the court and on production of true copy of it on record.
- To attend all application presented by litigants and advocates, scrutinize it and put up before court for appropriate order.
- To dispatch the matters to concerned departments & courts.
- To look after the work of judicial clerk in his/her absence.
- To attend any other works as and when assign by office.

DUTY LIST OF CLERK TYPIST WORKING IN THE COURT

- To update daily board and feed the instituted matter on computer.
- To receive certified copies applications sent by Copying Department Calculate the copying charges pagewise and write the same on the said application and prepare copies accordingly.

- To endorse the probable date of preparation of certified copy on the application and obtained the noting of the applicant.
- To maintain register for copying applications.
- To prepare balance sheet of copying application and forward the same to the Hon'ble Chief Judge Fortnightly.⁴
- To prepare daily board, decree, order, monthly statements etc.,
- To take evidence in the absence of stenographer.
- To dispatch the certified copy to copying department.
- To maintain monthly statements, balance sheet as per the instructions Judicial Clerk.
- To assist Judicial Clerk and Translator and Interpreter in his/her day to day work.
- To attend any other work as and when assign by office.

ACCOUNTS AND ESTABLISHMENT DEPARTMENT

DUTY LIST OF SUPERINTENDENT

- To supervise the working of the department.
- Proposals regarding the appointment, promotion, increment, grant of leave, leave of all kinds etc., should be routed through the Superintendent accounts and Establishment Department.
- He should supervise the work of the contingent bills, General provident fund, pension work, budget etc.,
- He should also supervise the work of pay bill clerk and also to attend the work of Gazetted Officers pay bill clerk, leave accounts, increments, accommodation, telephone etc., of the Gazetted Officers.
- To attend any other work as and when assign by the office.

DUTY LIST OF ESTABLISHMENT CLERK

- To attend the general correspondence pertaining to the Establishment matters with the Hon'ble High Court and Government and other offices.
- To attend the work of Seniority List.
- To attend the work of Inter District Transfers.
- To attend the work of conversion of temporary Class I, Class III and Class IV post into permanent one.
- To prepare Indents for Clothing, Umbrellas and Woolen cloths.

- To attend the work relating to Vacations (May and December).
- To attend the work relating to Govt. quarters of class III & Class IV employees.
- To attend the work of Higher Standard and Lower Standard Dept. examination of the Class III employees.
- To prepare month wise statement showing vacant post of Class I to Class IV employees.
- To attend the work relating to Designation of the staff members.
- To attend the work relating to the promotion and appointment of the employees.
- To maintain the register of supply of uniforms, umbrellas and woolen cloths to Class IV employees.
- To attend the work relating to transfers of employees from Head Office to the Bandra Branch.
- To attend the work relating to forwarding the applications of employees on this establishment to other establishment for various posts as per request of the employees.
- To attend the work relating to issuance of No Objection Certificate to employees for various purposes.
- To attend the work relating to Marathi Short-hand and Marathi Typing Examination conducted by Ad-hoc board.
- To put up proposals for grant of benefit of permanency to the non gazetted employees who has completed three years of service but can not be made permanent for want of vacancies of otherwise.
- To maintain security Bond Register of the employees required to furnish security and obtained such employees securities as prescribed by time to time by Ld. Chief Judge.
- To prepare various returns and send it to the Government.
- To forward the Government through the Honble High Court proposal for continuation of temporary posts as well as conversion of temporary post into permanent post (for Class I, Class III & Class IV employees).
- To take steps to issue I Cards for Class I, Class II, Class III, Class IV staff members as and when application receive.
- To attend any other work as and when assigned by the office.

DUTY LIST OF SERVICE BOOK CLERK

- To prepare the service books of Class III & Class IV employees who are appointed in the clear vacancies and whose services are likely to be continue and made permanent.
- To attend the work of fixation of pay of each of the employees at the initial stage as well as on promotion to the higher post.
- To depute the candidates for Medical examination.
- To take entries in the service book of each employees as regard to their appointments, date of increments, promotion, leave, punishment, arrears if any paid to them , advance increments, vacation, availment of leave travelling allowance, Departmental examination, computer, Marathi Typing,etc.
- To forward the service book of the employees who are due to retired to the Audit office for verification.
- To attend the pay fixation unit whenever the said unit visits the court for verification of service books.
- To prepare the duplicate service book of each employee for whom service book are maintained.
- To maintained the following Registers : a} Medical fitness registers. b} Increment Registers c} Registers for Group Insurance Scheme for Class III and Class IV employees d} Nomination Registers in respect of family pension, death cum Retirement gratuity for Class III and Class IV employees e} f} Warning Register. f} Office order Book.
- To maintain the following files: - Service book file Warning file Increment file change of name file Pay fixation file Certificate file Medical Examination file Order file.
- To forward to the Government through the Honble High Court Annual Returns regarding maintenance of the Service Books.
- To attend any other work as and when assigned by the office.

DUTY LIST OF GAZETTED OFFICERS CLERK

- To maintain the service book of all the Judicial Officers.
- To attend the work of fixation of pay and increments.

- To prepare Duplicate Service Book.
- To maintain personal files of all Judicial Officers.
- To prepare Joining and Relieving orders and charge reports, Balance of leave and forward the same to the respective places where the concern Judicial officer are transferred.
- To prepare notification of leave of Judicial Officers and to forward the same to the respective places.
- To attend the work of A.C.P. Fixation.
- To attend the work of Leave Encashment robe allowance and to take the note of the same in the respective service book.
- To maintain the following registers;
- Leave Notification Register
- Registers of yearly increments of judicial officers. 10.To attend any other work as and when assigned by the office.

DUTY LIST OF GENERAL PROVIDENT FUND CLERK

- To maintain General Provident Fund Account of Class IV employees of this court.
- To calculate interest every year.
- To put up proposal for grant of temporary advances as well as non refundable advances and also house building advance, computer advance, Motor Car Advance, to all Class III and Class IV employees applying for such advances and also to make correspondence for the same with the Government and the Insurance Company.
- To supervise the recovery of the temporary advances granted to Class III and Class IV employees.
- To maintain the following registers.
- Broad sheet registers in respect of Class **III** And Class IV employees.
- Ledger Account Register of Class IV employees.
- Recovery registers in respect of temporary advances.
- Register of Computer Advance.
- Register of House Building Advance
- General Register.
- Register of General Provident Slips of Class III employees.

- Register of General Provident Fund Slips of Class I officer.
- To maintain the following files:-
 - o Bill File
 - o House building advance file of each employees
 - o Deposit linked insurance file.
 - o Miscellaneous file.
- To submit the following returns:-
- Quarterly return in respect of loans and advances granted to the Class IV employees.
- Monthly return in respect of expenditure under loans and advances.
- Annual return in respect of debits and credits of Class IV Employees of their account.
- To make correspondence with Accountant General Office for opening of fresh/new General Provident fund Account.
- To prepare notice and display the same into the notice board Calling the application from the desired staff members for Increased or reduction in General Provident Fund Contribution.
- To maintain record of missing credit of Class I to Class III employees and for that to make correspondence with Accountant General Office.
- To attend the work of final withdrawal of Class I to Class IV till the actual payment is made to the concern.
- To receive all the bills from the Cash Department and to filed the same month wise.
- To provide information to the concern pay bill clerk in respect of refundable advance installment of Class I to Class IV employees.
- To take entries of refundable and non refundable advance bill in general register and other two registers.
- To prepare index of refundable and non refundable advance bill monthwise and to filed in the different files.
- To fill up the pass books of all the Class IV employees of this court including Bandra Branch.
- To prepare the certificate of Class III and Class IV employees as and when required.

- To receive the General Provident Fund Slips, enter into the register and then to distribute it to all the Class III employees.
- To take entries of contribution of all the Class I to Class IV employees as per scheduled every month.
- To attend any other work as and when assigned by the office.

DUTY LIST OF BUDGET CLERK

- To prepare the annual budget for the next financial year and submit to the Government on or before the required period.
- To collect information from the Pay Bill Clerk, Chief Clerk, the Correspondence Department , the Asstt. Registrar, etc.
- To prepare revise estimate and submit to the Government.
- To prepare monthly expenditure statements in connection of reconciliation work with Pay & Accounts Office and for that to visit the Pay and Account Office every month.
- To prepare statements of monthly progressive expenditure and submit it to the Government.
- To prepare monthly reconciliation Statement and to submit it to the Pay and Accountant s Office and to the Government.
- To prepare the statements of surrendered grant or excess expenditure at the end of financial year and submit it to the Government.
- To make correspondence with the Hon'ble High Court and Government with regard to supplementary grant and special grant.
- To pay visit to Mantralaya in connection with the budget work as per the instructions of the office.
- To provide information of Government Resolutions in connection with the grant to the concerned officials.
- To issue circulars to the concerned staff for furnishing the information for contingency expenditures for preparing budget estimate and revise estimates.
- To attend any other work as and when assigned by the office.

DUTY LIST OF CONTIGENCY BILL CLERK

- To prepare bill of electricity, telephone, property Tax, Water of Head Office and Bandra Branch.

- To prepare bills of maintenance of computer xerox machine, inter corn , furniture, garden, pull cars, etc.
- To prepare bills for furniture, stationery, petty cash, Judges Library Judge Work Shop, Service Postage Stamp, Uniform and teaching charges of Class IV employees.
- To prepare abstract bills.
- To prepare bills of Judges Bungalow peon allowance, roab allowance and also reimbursement bills of telephone, electricity, water, petrol and news papers.
- To prepare bills for travelling allowances and transfer travelling allowance bill of Judicial Officers.
- To prepare any other contingency bill required by office.
- To attend any other work as and when assigned by the office.

DUTY LIST OF LEAVE CLERK

- To receive application from the staff members.
- To take rough entry in the service book of concerned staff who applied for leave and submit all such applications alongwith the service to the incharge of the department for verification and signature and thereafter to take the fair entry in the case of sanctioned of the leave applied.
- To put up all the leave applications before the Registrar / Addl. Registrar and to the concerned Judicial Officers for sanctioning.
- To prepare the leave file of each staff and to file their applications in the said file.
- To submit leave account of the concerned staff as and when called for the purpose of promotion, benefit of permanency, advance increment, staff members who has completed 30 years of their services or completed 55 years of their age.
- To prepare leave orders of staff members who are on long leave and whose leave has been rejected and send it to concerned pay bill clerk for further action.
- To prepare orders in respect of cash equivalent in lieu of unutilized earned leave of retired staff members and send it to concerned pay bill clerk for further action.
- To receive daily work sheet maintained by all Class III staff members and arrange it as per their service book numbers.
- To credit leave in advance every year in the month of January and July in the service books of all Class III and Class IV staff members.
- To attend any other work as and when assigned by the office.

DUTY LIST OF MUSTER CLERK

- To maintain muster rolls of class III and Class IV employees.
- To maintain Registers of Casual leave and late attendance.
- To maintain individual file for each employee as regards to their casual leave and other leave.
- To mark his / her presence in the main muster , if any employee attend the office late and sign the late muster.
- To prepared and issue to concern employee who attend office late on more than two occasions in a month.
- To issue memo to the concern employees who is absent without intimation.
- To maintain Inward and outward Register of this dept.
- To maintain inward register of earned leave and commuted leave applications.
- To enter in the muster, the entry, with regard to the sanctioned of leave / casual leave of the concerned staff members.
- To attend any other work as and when assign by the office.

DUTY LIST OF PENSION/ MEDICAL BILL CLERK

- To prepare pension case and also family pension cases with submissions / Resubmissions.
- To prepare Gratuity bill/ Group Insurance Scheme bills are due to retire at the age of their superannuation.
- To prepare list of employees who retire in next two years.
- To attend the correspondence with office of the Accountant General, Mumbai relating to pension.
- To maintain G.I.S./ Gratuity/Pension Control Register/ Pension Register, Recovery of Festival Advance Register.
- To check medical proposal and prepare submission/ resubmission.
- To send medical proposal to Cama and Albles Hospital and Mantralaya for sanction.
- To prepare medical bill and send to Pay and A/cs Office Mumbai for sanction.
- To maintain Medical Reimbursement Register for record of medical reimbursement bill with computerized list.
- To maintain DCPS Register.

- To correspondence relating DCPS work.
- To forward the application for commutation of pensions to the Audit office.
- To attend the work pertaining to revision of pension cases.
- To prepare and submit various returns to the Government.
- To put up voluntary retirement notice of any employee with all details for appropriate order if accepted prepared the order and put it up for the signature of Id. Chief Judge.
- To attend any work other than mentioned above as and when assigned by the office.

DUTY LIST OF PAY BILL CLERK

- To prepare monthly pay bills, Scheduled and certificates enclosed therewith.
- To prepare supplementary bills.
- To prepare monthly acquaintance rolls , pay slips.
- To deposit the undisturbed salary to the Government Treasury.
- To prepare festival advance bill and to maintain registers.
- To prepare the list of employees and their salary in floppy for credit monthly salary to their salary A/c and for issue pay orders.
- To verify pay orders received from Axis Bank and submit the same to the cash dept. for disbursement.
- To tally LIC, PRSS, Society statement and submit to the cash dept.
- To calculate income tax and prepare form no. 16 in respect of Income tax of all employees.
- To prepare submissions regarding recoveries of bank loan, remittance of LIC, PRSS.
- To send schedule of deduction of house rent and services charges to PWD office.
- To attend any other work assigned by the office.

DUTY LIST OF INDEX CLERK (R.A.& N.R.A)

- To attend Index Table, receive Dispatch from all Courts & Departments & note the orders of respective courts in the respective registers and thereafter to dispatch proceedings to the respective courts and departments and also to Ledger Clerks, Assistant Cashier if required.

- To receive stay orders from all the Courts and to note the same in respective account and to provide the information of Stay Orders to the respective execution application as and when called by the courts office or executing bailiffs.
- To note ledger account numbers supplied by ledger clerks in fresh matters and inform the said numbers to Ld. Advocates & litigants whenever they approach for deposit or withdrawal of the amounts.
- To certify decrees for execution applications.
- To take a note of prohibited Orders & Attachment orders in summary matters.
- To attend any other work as & when assign by the office.

DUTY LIST OF RECONCILIATION/FDR/INVESTMENT/LAPSE DEPOSIT RECALL AND REFUND CLERK

- To attend work regarding the Monthly Reconciliation of Personal Ledger Account of Reserve Bank of India as per Civil Cashier's Day Book and Bank Statement.
- To attend the work of Monthly Reconciliation of Balance of Cash Book of Government Cashier i.e. Salary Account of employees with Axis Bank Statement.
- To attend the work regarding investment, Renewal as well as recall of F.D.R.'s which are investment in Several Banks, by Court Order.
- To attend the work regarding investment, Renewal as well as recall of F.D.R.'s which are invested vide High Court Circular.
- To prepare the bills regarding the Lapsed Deposit, as per the orders.
- To prepare the bills regarding the refund of institution fee, as per the orders of Courts.
- To attend any other work as & when assign by office.

DUTY LIST OF RECEIVING CLERK

- As per the orders of the courts, to receive the installments of moneys in respect of all ledgers in Cash & Demand Draft and to issue the receipts in the format given and also to sign the installment receipt produce by the Ld. Advocate and/or litigants.
- To maintain the A/c. Of POD.
- To tally the account with all the ledger clerks and to verify that the amount received by him on a particular day is correct.
- To submit his daily account to the Cashier.
- To attend any other work as and when assign by the office.

DUTY LIST OF PAYING CLERK

- To Collect Advance money from the cashier daily for purpose of making payment to the Litigant as per the order of the Court.
- To make payment of money on the ledger account as per the order of the court.
- To Collect Advance money from the cashier daily for this purpose.
- To maintain account of payment of money in D-Register.
- To tally the account with all the ledger clerks and to verify that the amount paid by him on a particular day is correct.
- To submit his daily account to the cashier.

- To attend any other work as & when assigned by the office.

DUTY LIST OF LEDGER CLERKS

- To receive the Court Orders from Index Clerks & to take note in the respective Ledger Registers.
- To take entries of receipt & payment of amounts in respective ledgers & in installment receipt.
- To prepare fresh installment receipts in pending matters.
- To make Calculation of interest on diacritical amount of summary matters.
- To make entries of receipt & payments in respective register and submit it to Assistant Registrar daily for checking.
- To tally the figures of accounts of receipts & payments with the figures maintain by Receiving & paying Clerk at the end of the day.
- To note comply and with the orders of Honble supreme Court, High Court, or any other courts.
- To prepare monthly balance sheet of ledger Account and submit it to the Assistant Registrar.
- To attend the work regarding Fixed Deposit Receipt & Lapsed Deposit. 10)To attend any other work as & when assign by the office.

DUTY LIST OF CHEQUE CLERK

- To receive the application for issue of Cheques Verify the same and on scrutinizing the application and after satisfacting the application as per the Court's order and obtaining therein the order of Assistant Registrar to issue token for cheque and maintain cheque register.

- On verifying the order, to prepare the slip for issue of cheque containing the information about the name of the party in whose name the cheque is to be drawn, the amount of cheque, suit number & forward it to the Assistant Registrar, Registrar and concern Judicial Officer for their Signatures.
- To prepare cheque on verification of orders of the respective courts and obtain the signatures of Hon'ble Registrar and Judicial Officer who are authorised to sign cheques on the cheque from time to time and to deliver the cheque to the parties against the token issued.
- To take the entries of Ledger Cheque payment in D-Register.
- To submit the orders passed by time to time in respect of signature Authority to Reserve Bank.
- To collect the cheque books from Reserve Bank as per the requirements.
- To maintain daily and monthly token register.
- To attend any other work as & when assign by the office.

CORRESPONDENCE DEPARTMENT

DUTY LIST OF SUPERINTENDENT

- (A) Superintendent Correspondence Department shall supervise & guide to the staffs in following work:-
- Stationery and Maintenance of Typewriters, Furniture and Dead Stock articles and Correspondence in that respect.
- Dead Stock Register is to be maintained in this Department.
- To receive Correspondence from outside and to Register them and dispatch them to various departments.
- To despatch letters to various offices.
- To attend the work of installation of telephone at the residence of the Gazetted officers of this Court and undertake all necessary Correspondence in that behalf and also to maintain register in respect of telephone bills.
- To attend Correspondence regarding missing matters including the missing of exhibits and other Court documents.
- To maintain the Xerox machines.
- Miscellaneous Correspondence, such as to deal with the Correspondence relating to the publications of Notices, in court matters, to write to the Handwriting ex-

perts, Commissioner, Architects and public and/or litigants as per directions of the Court or in reply to the Correspondence received from outside. Mofl. Commission.

- (B) To make suitable arrangement of the Court Staffs whenever need arises.
- (C) He shall also attend to the work assigned to the Chief Clerk if Chief Clerk is on leave and/or absent.
- (D) To attend any other work as & when assigned by the office.

DUTY LIST OF INWARD CLERK

- To receive all the dispatch meant for this office from High Court, Government Department and other offices and also letters received by post.
- To receive letters addressed to the Judges and members of the staff; and make delivery of the same to concerns immediately.
- To maintain General Inward Register of this Court and to enter all the letters received other than through High Court by serial numbers and then dispatch the letters to several departments in a dispatch book.
- To receive registered packets meant for this Court every day, and take them to Deputy Registrar. On obtaining the endorsement of Dy. Registrar enter into the concern Register & to deliver it immediately.
- To receive dispatch from High Court, Mumbai and enter into the High Court Register and dispatch the letters, writs to High Court Mofl. Clerk in Execution Department, High Court Clerk in Correspondence Department and Confidential Letters to Chief Judge.
- To receive M.M. Court dispatch from different states, High Court and make entry in Register and dispatch the letters, writs and warrants to M.M. Courts, situated in Small Causes Court Building.
- To attend any other work as and when assigned by the office.

DUTY LIST OF MOFUSIAL INWARD CLERK

- To receive all mofusial which comes from other Courts.
- To receive the correspondence by Ordinary Post, R.P.A.D. And Speed Post and to segregate if after segregation of correspondence hand over it to the Inward Clerk except mofusial paper.
- To receive mofusial of Hon'ble High Court Bombay, Bench.

- Send all the mofusial for signature of Hon'ble Addl. Registrar.
- Give Inward serial Number to the mofusial which are received after sign of Hon'ble Addl. Registrar. Arrange the mofusial with respect to the priority of serial dates.
- Send the mofusial through Hamal/Peon for service to execution Department.
- To attend any other work as and when assigned by the office.

DUTY LIST OF TELEPHONE CLERK

- To maintain file of Telephone belongs to this office.
- To receive the Telephone Bills from the Telephone Exchange.
- To make entry of the bills in Telephone Register.
- To make xerox and send the xerox copy to concern Judges and Officers.
- To collect amount of bill in cash or cheque from the concern Judges and and Officers and arrange to deposit in M.T.N.L. Office.
- To send the xerox and original copy of paid bill to Contingency Clerk for further process.
- To attend the complaint received from; the Chief Judge, Addl. Chief Judges and Officers and make compliance of the same.
- To make respective correspondence with M.T.N.L. Offices in respect of shifting, new connection, disconnection, if any of Residential Telephones provided to all Judges and Officers.
- To maintain telephone Register upto date.
- To make Annual Maintenance Contract of EPABX Systems with Head office & Bandra branch with the respective companies, by time to time and placed before the Registrar.
- To attend complaint of intercom facility of Court Chambers and Departments of Head Office.
- To attend any other work as and when assigned by the office.

DUTY LIST OF THE HIGH COURT CLERK

- To make entries of the High Court Writs, received from the Inward Clerk.
- To send the writs to the Index Clerk for the further noting in their registers.

- After noting of the Index Clerk and Ledger Clerk, to send the writs to either Court Room or Record Department or Bandra Branch, according to matter's stage, disposal and jurisdiction and orders contained in the High Court Writ.
- After the reports endorsed on the writ regarding the compliance of the High Court Writ by concern Department or Court, to prepare the office copy of the said writ and to return the original Writ to the High Court under this office Endorsement No. after the signature of the Hon'ble Judge on the report.
- In call for Records and Proceedings writs, after receiving the said R&P from the Court Rooms or Department, to forward the said R&P to the High Court after the proper Indexing and Paging.
- In call for Records and Proceedings, with 4 sets of types copies of Roznama and Evidence etc; writ, to forward the said R&P to the High Court with 4 sets of Paper Book after they are prepared by the Copying Department.
- **In remand-back matters (by the High Court), after making submission & giving intimation letters to both the parties and their Advocates, put up the matter on the board of the concern court on the given date.**
- To attend any other work as and when assigned by the Office.

DUTY LIST OF STATEMENT CLERK

- To receive the monthly statements/returns from all the courts and from concerned departments.
- To scrutinizes the same statements / returns.
- To prepare the following statements which are to be sent to the Hon'ble High Court in a prescribed pro-forma, as called for, within a stipulated time. The statements are as follows:-
 - o Monthly statement — By end of each next month.
 - o Four Monthly statement - 10th Feb, 10th June, & 10th Oct.
 - o Half Yearly statement — By the end of July and Jan.
 - o Yearly statement — By the end of Jan.
 - o Performance Budget — As per letter (1* week of Jan.)
 - o Yearly Progress report of 1991 & earlier matters — By the end of Jan.
 - o Yearly progress report of 1994 & earlier matters — By the end of Jan.
 - o Annual Judicial Work — As per letter (Feb. end)

- To prepare Master Balance-sheet s, as per direction of the Hon'ble High court including the suit Nos., Appeal Nos. , Notices Nos, etc. furnished by the various Departments and by deducting the suit Nos., Notice Nos., Appeal Nos, shown in their respective statements/returns of each court.
- To prepare a statement in respect of compliance of resolution pertaining to Hon'ble High Court's Chief Justices conference 2003, held on 10th , 11th and 12th October 2003 for observing all over the country arrears clearance year with effect of 1st Jan. 2004, as per Hon'ble High court letter NoO. Dated A(Spl). 0404/48/2004 dated 15th January, 2004.
- In addition to above duties statement clerk is also required to furnish the information as and when required and called for, by the Hon'ble High court, Hon'ble supreme court, or any other court the state Govt. and central Govt. , Chief Judge of this court.
- To attend any other work as and when assigned by the office.

DUTY LIST OF DEAD STOCK CLERK

- Maintain Four Dead Stock Register and Distribution Register as per civil manual & High court Inspection note.
- To distribute the dead stock articles and to take entry in the Distribution Register while transfer the articles of Furniture i.e. Wooden Chair, Revolving Chair, Steel Cupboard etc.
- To make submission and draft letters in respect of correspondence with the concern offices from where the dead stock articles were received.
- To maintain Xerox Machines, Franking Machines, Fax Machine, receiving Bills of all above Machines and Maintain the Register of Bill.
- To Supply Consumable Articles i.e. Hard Broom, Soft Broom, Tube Light, phenyl, Acid etc. to courts and departments and to take entry in the consumable register.
- To Maintain Government poll Cars and fill the petrol in the Government Cars, take entry in the Petrol Register and Abstract Register.
- To attend any other work as and when assigned by the office.

DUTY LIST STATIONERY CLERK

- To Fill the various Indent i.e. Govt. Printing Press, Charni Road, Mumbai, Yereveda Prison Press, Pune, Govt. Book Depot, Nagpur and forward to con-

cerned Department in respect of Stationery Articles, General Forms, Special Forms etc., for the use of this office.

- To arrange to release all the Stationery Articles, General Forms, Special Forms and Diaries & Calenders provided by the various Govt. printing press.
- To note the Stock in stock Register for all the stationery articles, Forms & Registers received by the various Govt. printing press.
- To maintain the Registers as per civil manual & High court Inspection note in which the stationery is distributed to the courts and departments of this office.
- To Distribute the Stationery Articles, Forms and Registers as per the requirement of Courts & Department for this office.
- To attend any other work as & when assigned by the office.

DUTY LIST OF MINOR WORK CLERK

- To receive electric bills, water charges bills and property tax bills and to make entries in the respective registers, after getting orders and to forward to the "Contingency Bill Clerk" for payment of the bills.
- To attend the complaints related to the Court Buildings, Court Rooms, Judges Chambers, all the Departments, W.C. In respect to the Civil as well as Electrical Nature. To send complaints to the concerned P.W.D. Sectional Engineer for attending of the complaint and get the work done.
- To receive and attend all the correspondence related to the Discretionary Grant for the Minor Work. To prepare "Priority List" of Minor Works to be carried out during the Year and to call the quotations from the P.W.D. Authorities and to forward the same along with the Registrars letter to the Government in Law & Judiciary through Hon'ble High Court.
- To attend the complaints related to the Lifts and To attend the correspondence related to the Lift. Put up submission and or draft letter before the Registrar.
- To put up submission & draft letter in connection with correspondence with B.M.C., in respect of shortage of water supply.
- To attend any other work as & when assigned by the office.

DUTY LIST OF OUTWARD CLERK

- To maintain Registers i.e. General Register, Chief Judge Register and High Court Register.

- To receive dispatch of Record & Proceeding from all Courts for intimation, publication or plaint return as the case may be to attend the directions issued therein and to maintain the Register to that effort.
- To prepare intimation letters to all parties and Advocates in the matter as directed by the concerned court and send the letters by UCP or through Bailiff as per order of the concerned judge.
- To file all Bailiff Reports and UCP Slips in the respective proceeding and send the despatch of proceeding to concerned court before their respective dates.
- To prepare draft and to prepare forwarding letter and handover the packet to the concerned plaintiff/party/Advocate.
- In the matter, when the order for return of plaint by the Hon'ble Judge, return the original plaint by taking his acknowledge on the proceeding and to file the true copies in the place of original plaint.
- To maintain office order file, Notice and circular file, Judge's Circular file and all such different files.
- To Circulate office orders and circulars by taking xerox copies or cyclostyles to all courts and department and also all judicial officers and also to circulate Holiday **list**, calender received from High Court and Advocate Bar of Small Causes Court and to prepare and circulate Notices, office memo during vacation period.
- To give reply to the Correspondence by all Advocates /parties in matters related to outward table, as per the directions of Registrar.
- To issue circulars regarding missing Record & Proceeding and after making correspondence to the concerned parties send for necessary order for reconstruction to the concerned court.
- To make correspondence with Bombay Advocates Association as well as appointment of Advocates on the panel of Architect and Commissioner. (Appointment of Arbitrator)
- To prepare writ of court receiver.
- To prepare certificate to the practicing Advocates.
- To prepare certificate of Excess Court fee Refund.
- To send dispatch to Bandra Branch.
- To make correspondence regarding impounding of document of deficit stamp duty, to the Collector of stamp office.

- To prepare Bailable/Non-bailable warrant as the case may be, send to the Supdt. Of execution Dept. for execution.
- To prepare personal Bond regarding staff concerned.
- To send letter about the disputed documents to the Hand Writing Expert for their report as per direction of the court.
- To send statement of Stamp A/C of each month received from stamp counter to stamp office.
- To attend any other work as & when assigned by the office.

PROCESS DEPARTMENT

DUTY LIST OF SUPERINTENDENT

- To keep overall control on the work of each staff members working in the Department.
- To check each and every Plaint of the suits, memo of Appeals, standard Rent applications etc. as regards to their correctness, valuation and court fees affixed thereon.
- To distribute days processes among the Bailiffs.
- To deal with numbers inquiries made by the Litigants and Lawyers during the course of the day.
- To verify, sign the daily account of the Alias Clerk and Notice Clerk both Rent Act and Non-rent Act.
- To see that all the Court fees paid in the suit or Appeal is duly canceled and punched.
- To ensure that all the Registers maintained in the Department are as per 'Civil Manual'.
- To see that the work of the Department is perform as per the procedure laid down in Code of 'Civil Procedure', 1908 in pursuation of procedure laid down in 'Civil Manual' and the directions, instructions, guidelines issued vide High Court inspection notes are properly followed.
- To attend any other work as and when assign by the office.

DUTY LIST OF SUIT FILER

- To accept the Plaints, Appeals, Revisions, RAN Application and proceedings under BMC Act etc. and register the same in Stamp register. To assign the regular Court/special Court to the proceeding. If objections are not removed within time by the concerned party, to place the said proceeding before the concerned Court for orders.
- To examine the proceedings and raise the objections if any and find out deficit/additional Court fee and accept the same.
- To number the Complaint, Appeal, Revision, RAN Application and proceedings under BMC Act etc. on removing of all the objections.
- To receive various applications such as for filing of Caveats, Execution applications, Mesne profit applications, Miscellaneous applications etc. and enter the same in the stamp register and send it to the concerned clerk for taking further steps in the respective proceeding. So far as Caveats are concern, to enter the same in the caveat register. To take steps to dispose off the time barred Caveats.
- As per the order of the Court, to register the Cross objection and Counter Claim in a separate register maintained for that purpose.
- To maintain daily and monthly stamp account.
- To prepare Stamp register, Suit register and Appeal register etc. as per 'Civil Manual'.
- To take noting of orders which are passed on stamp numbers and Suit/ Appeal in respective register. To take the noting of the orders passed by the Apex Courts.
- To attend any other work entrusted by office from time to time.

DUTY LIST OF ALIAS CLERK (SUIT)

- To accept alias cost in terms of Court fee and punch/cancel the same.
- To prepare alias summons in the proceeding.
- To maintain daily and monthly stamp account.
- To attend any other work entrusted by office from time to time.

DUTY LIST OF APPEAL CLERK

- To enter application in the application register to number them accordingly.
- To receive Appeals/Revisions from Suit filer and give admission dates to the same.
- To call Trial Court proceedings which are require in Appeal and Revision and after receiving the same send with Appeal/Revision as per admission date.
- To attend any other work entrusted by office from time to time.

DUTY LIST OF R.P.A.D. CLERK

- To register Process papers in R.P. Register.
- To receive R.P., U.C.P. Slips, Returned packets from Post Office and to file the same process papers available in the Department or to forward the same to the concerned Court, if the proceedings are lying in the Court.
- To make necessary Postal inquiry as per the order of the Court.
- To attend any other work entrusted by office from time to time.

DUTY LIST OF NOTICE CLERK

- To receive fresh Applications from Courts/Application clerk and register them in Notice register.
- To prepare fresh notices and witness summonses as per the order of the Court, on payment of the required Process fees.
- To accept alias cost in terms of Court fee stamp in Appeal, Revision, RAN application, FCA and various applications in Suits.
- To cancel/punch the Court fee stamps.
- To attend any other work entrusted by office from time to time.

DUTY LIST OF SEALERS

- To enter the Bailiffs name in the sealer register in respect of assignments of Suit summons, Appeal summons etc. to the Bailiff of the Court.
- To make entries of next date of Suit/Appeal etc. in a Sealer register.
- To attend any other work entrusted by office from time to time.

EXECUTION DEPARTMENT

DUTY LIST OF SUPERINTENDENT

- To keep control over the entire work of the Department.
- To verify all writs of executions such as warrant of possession, warrant of Attachment, Prohibitory Order etc. issued by this Court.
- To assign the work of the process of this Court as well as the processes received from other Courts such as Summons, Notice, Attachment Warrant, Prohibitory Order, Withdrawal Order etc. to the Bailiff of this Court, as per the area allotted to them (i.e. According to the concern beat).
- To maintain necessary register i.e. (Kamgiri Book) as per the 'Civil Manual' and make necessary entries of all the processes allotted to the Bailiff.

- To attend to the queries from the advocates and Litigating Public in respect of the work in the Execution Department.
- To check all the stamps affixed to all the processes issued by this Court.
- To check the daily account of the Court fees stamp in respect of Show-Cause Notice, Execution Application, etc. pertaining to Execution Department.
- To attend any other work as and when assign by the Office.

DUTY LIST OF POD AND POS CLERK

- To send the Garnishee Notice, Execution Application with record and proceeding to respective Court on Daily Board.
- To prepare the Prohibitory Order, Garnishee Notice, Withdrawal Order as per order of the Hon'ble Court.
- After preparation of Prohibitory Order, Withdrawal Order, Garnishee Notice forward the process papers to Superintendent to assign the Bailiff.
- After assign the Bailiff, to take note in the respective register.
- After receiving the process paper from the Bailiff, to take note of the Bailiff report of the service of process papers in to the respective register and accordingly to file the process papers in the respective Execution Proceeding.
- To maintain the Reference Register of Prohibitory Order, Garnishee Notice Register, withdrawal Register, Mofussil Decree and D.W. Register.
- To maintain the Account Book of ABJ Notice and Mofussil Decree, Casa Notice, Garnishee Notice, Withdrawal of P.O. Account,
- To receive the Warrant of Attachment in Mofussil Decree through the concerned Department.
- To prepare Warrant of Attachment in Mofussil Decree.
- To attend any other work as and when assign by the Office.

DUTY LIST OF P.O. DISTRIBUTION CLERK

- To distribute money received in the different ledger after making proper account.
- To prepare Prohibitory Orders on Salaries of Government Servants after Execution is issued and if prohibitory orders are raised to prepare the withdrawal order.
- To make entries in the separate register for this purpose before distributing the money.
- To attend any other work as and when assign by the Office.

DUTY LIST OF POS/POD CHEQUE CLERK

- To receive the Cheques form the Railway Authority and other Government Offices, various Banks/Companies and other Private Departments towards the Prohibitory Orders issued from this Court against the attachment orders.
- To check and search the Ledger/Folio Account from Index Register for deposit of Cheques received from various Departments.
- To make entries of Cheques in to the Cheque Register and forward to concern Ledger Account in the Cash Department for depositing the same in to the R.B.I. For realization.
- To make necessary correspondence with the Garnishee office, if any situation or difficulties arises.
- To attend any other work as and when assign by the Office.

DUTY LIST OF EXECUTION CLERK

- To examine and to make scrutiny of the Execution Application received by him/her.
- To prepare the writ of warrant of possession and warrant of attachment.
- To call for original proceeding from the Record Department before the orders of the Court are endorsed on the writs of execution.
- To receive Execution cost and number the Execution Application in the register and to feed the data of application in the Computer and send the said application to concerned Court for orders.
- To note the execution report in the Execution Register against the respective number. To prepare muster of disposal off execution matters, which are received from various Courts send to Record Department as per 'Civil Manual'.
- To maintain prescribed register for Execution as per 'Civil Manual'.
- To maintain daily account of receipt of all the Court fee stamps of the writs of execution.
- To attend any other work as and when assign by Office.

DUTY LIST OF NOTICE CLERK EXECUTION DEPARTEMENT

- To maintain the necessary prescribed Register of Notices. To receive the applications to enter the same in the prescribed register and to file the same datewise.

- To accept Court fees towards fresh and alias cost from the concern Litigant/Ld. Advocates and to prepare notices in the prescribed form. Place the same before Superintendent for assignment of Bailiff.
- To attend the work as per requirement in the case of Publication and Service through Post.
- To prepare monthly account of stamp, alias and fresh matters etc.
- To attend any work as and when assigned by the Office.

DUTY LIST OF R. P. CLERK

- To operate Franking Machine for Postage Stamps (Head Office).
- After receiving Cheques from Pay and Accounts, towards the Franking Machine, refile the same form the Kalbadevi Post Office.
- Make entries of Mofussil as well as Departmental dispatch in the concerned Books/Register.
- Make entry of Register Post/UCP in RP Book.
- To send the packets received from the Execution Notice Clerk and POD clerk to the Post office by making entry in the C-Book, provided by the Post-Office.

DUTY LIST OF T. D. CLERK

- To receive all the application for Transfer of decree from the Court.
- To maintain necessary register.
- To prepare certificate required for Transfer and Decree and send them for the signature of Dy. Registrar.
- To endorse the order of the Court on the copy of the decree.
- To make necessary endorsements against the respective entry in the register after receipt of an intimation from the Transferee Court.
- To keep an account of all the decrees received from the Mofussil Court.
- To maintain the account of Service Postage Stamps.
- To enter all the post to be dispatched by Service Postage Stamps, in register called 'T.D. Register'.
- To attend any other work as and when assign by the office.

DUTY LIST OF MOFUSSIL CLERK

- To sort out the processes received from Bombay High Court, other High Courts, District Courts and other Subordinate Courts as per the area i.e. Beat wise.
- To maintain Mofussil register as per the 'Civil Manual', To enter the processes received from the Bombay High Court and the other High Court in a separate Mofussil register. To enter the processes received from other than High Court in a separate Mofussil register. To enter the processes which are time barred and or of incomplete address etc. in a separate Mofussil register.
- After making entry of the processes received pertains to the Jurisdiction of Bandra Branch, arrange to send the same to Bandra Branch.
- In case, the processes received from the Bombay High Court with blank summons copies, forward the same to the Cash Department or to the clerks of Execution Department for preparation of duplicate copies of the said summons. On their preparation, get those summonses certified under the signature of the Dy. Registrar.
- To place all the Mofussil processes before the Superintendent for assignment of Bailiff to each processes.
- After returning the said processes by Bailiff service, to verify the Bailiff report and to note the said report in the register against the respective process number.
- At the end of each month and each year, to verify the Mofussil register to find out whether all the processes which are assigned to the Bailiff are returned or not and to prepare the statement of pending Mofussil process and submitted to the In-charge administrative Judge of the Department through the Registrar.
- To handover the sealed packets containing the process paper and Bailiff report to the concerned Litigants as per the order of Registrar/Addl. Registrar.
- To prepare the letters under the signature of Dy. Registrar and send it to the respective Courts informing the latter about the service report of the Bailiff by Post, hand delivery etc.
- To make arrangement to collect the required stock of Postage stamps from time to time.
- To provide the necessary information in connection with any processes received for service to the High Courts or the Mofussil Courts as and when called for.
- To take out the registers and other documents for destruction after the prescribed period as provided in 'Civil Manual'.
- To attend any other work as and when assign by the Office.

COPYING DEPARTMENT

DUTY LIST OF SUPERINTENDENT

- To supervise and control the working of the department.
- To Scrutinize all the application presented by the litigants and Advocates for certified copies of documents file in the suit in the disposed off matters (except third party application).
- To check the work of numbering clerk.
- If no objection is found on the said application, calculate the copying charges and write the same on the application.
- To ensure that all the registers maintain in the department are as per Civil Manual and the directions, instructions and guidance issued by High Court inspection notes.
- To check copies prepared by Clerk-Typist and to sign the copies and sent them for signatures of the Registrar/ Additional Registrar as the case may be.
- To check the monthly balance sheet prepared by the Clerk-Typist.
- To attend any other work as and when assign by the office.

DUTY LIST OF DECREE DELIVERY CLERK

- To deliver certified copies to the applicant by obtaining their signature in the concern register.
- On signatures of the Registrar/Additional Registrar in the certified copies, to take entries of the said ready copies in the numbering register.
- To prepare the statements of monthly stamp account and also the statement showing amount towards issue of certified copies and submit those statement to the Deputy Registrar as well as Cash Department.
- To attend any other work as and when assign by the office.

DUTY LIST OF CLERK-TYPIST IN COPYING DEPARTMENT

- To receive copying applications and to send to concern court and department for taking further action on those applications. To prepare the certified copies of the documents pertains to the Record Department.

- To receive the proceeding/particular documents of which the certified copy applied for alongwith the application for taking out xerox and to hand over the same to the xerox operator.
- To receive applications alongwith the xerox copies from the concern court and to prepare the certified copies thereof by putting necessary seal and stamp.
- To prepare a list of ready applications and display the same on the notice board.
- To prepare notice in the applications which are under objections and to display the said notice on the notice board.
- To prepare monthly & yearly statement of pending applications.
- To prepare the certified copies of Ledger/installment receipt.
- To attend any other work as and when assign by the office.

DUTY LIST OF NUMBERING CLERK

- To number (Urgent/Ordinary) the copying application in prescribed register.
- To maintain the register of urgent certified copies.
- To prepare the list of fresh application in which the applicants are not approach and paid the copying charges put up submission for obtain the order of the Hon"ble Chief Judge.
- To prepare monthly balance sheet.
- To prepare monthly stamp account.
- To attend any other work as and when assign by the office.

RECORD DEPARTMENT

DUTY LIST OF SUPERINTENDENT

- To Supervise the work of receiving clerk and the other clerk and to see that matter received are properly entered in the concern register and distributed to the concern clerk and the concern clerks are checking masters in four files and to deal with the received matters appropriately.
- To ensure that all the registers maintained in the departments are as per the Civil Manual and in pursuance of directions issued by High Court inspection party.
- To see that work of the Department is being performed as per the directions, instructions and guidance issued by the High Court Inspection notes.

- To make the arrangement for attendance of witness call from, this court or the other courts. To attend himself as witness in pursuance of witness summons in cases of complicated matters.
- To check the compliance of Apex Court's writs, complied by the clerk in pursuance of the Apex Court's order and to put his signature on the said compliance.
- To offer inspection of the Record and Proceeding under his watchful eye, to the Ld. Advocates & litigants as per the order passed in the application.
- To execute general supervision, control the members of the staff and to guide them whenever they are faced with any difficulties arising from day to day work.
- Any other work as and when assign by the office.

DUTY LIST OF CLERK-TYPIST

- To receive the muster from the receiving court, check the muster as per muster list and to take entry in muster register as per actual proceeding received.
- Maintain register of muster court wise.
- To check each and every page of the proceeding received from receiving clerk.
- To take the entry in the Index books of the years of the matter received.
- To take entry in the missing register if any proceeding is not traced out as per the requisition slip or copying memo.
- To take out the matter / proceeding as per the requisition slip received from court and to arrange to send the said taken out proceeding / matter to the concern court.
- To receive copying application for compliance. To take out matter and send it along with the application to copying clerk in Copying Department.
- To keep a dummy docket, endorsing therein where the said proceeding is sent in the place where that particular matter was filed.
- To receive Apex Court, Writs. To take entries of the said writs in the writ register. To take note of such writs in the concern proceeding and to obtain the signature of the concern presiding officer at the compliance of the said writs, as per the order passed by the said Apex Courts. To take appropriate note of the said compliance in the said register against the respective entries.
- To take inward and outward movement of the suit in the index book of the particular year.
- To attend the witness summons issued by this court and / or other courts.
- To attend other work as and when assigned by the office.

DUTY LIST OF RECEIVING CLERK

- To receive mosters alongwith list from all the courts. To file all the lists.
- To check all the mosters as per the four files.
- To take entry in the receiving register.
- To distribute the proceedings to the concern clerk.
- Any other work as and when assign by office.

DISTRUCTION DEPARTEMENT

DUTY LIST OF SUPERINTENDENT

- To receive disposed matters from various Courts and Record department.
- To distribute the matters received by record department to staff members for A,B,C,D, filing.
- To check matters as per para 544 of Civil Manual of (A,B,C,D) and dispatch to Record department.
- To check each and every notices and suits received from Various courts.
- To maintain the Destruction Register and make necessary etries in Register book.
- To prepare the monthly and Yearly statement of destructed matters.
- To attend the queries of staff members regarding suits and notices.
- To attend queries from the advocates and litigations in respect of the work in the Destruction Department.
- To maintain muster roll.
- To attend any other work as & when assigned by the office.

DUTY LIST OF CLERK-TYPIST OF DISTRUCTION DEPARTMENT

- To receive the matters from Record Department for arrangement of A,B,C,D files.
- To check the date of disposal of the matters received from Courts and Department and then separate the papers which are required to be destructed as per Civil Manual,
- To make entries of the destructed matters in the register,
- To rearrange the remaining files and send it to Record Department.
- If proceeding is not rearranged then rearrange the proceeding as per pars 544 of Civil Manual.

DUTY LIST OF THE LIBRARIAN

- To attend monthly library Committee Meeting (inclusive of preparation of Agenda and minutes of the meeting).
- To put up proposals for purchase of Books and other publications for the Library.
- To put up bills for payment purpose.
- To send reminders to the concerned publishing of or non-receipt of the reports and journal etc.
- To call for quotations from various book-binders, in respect of book-binding work of Library.
- Issue of the books to the Ld. Judges under demand slip.
- To issue books to the Ld. Judges under dispatch for their Residential Library.
- Six monthly chamber checking of the Ld. Judge Chamber books and to put up report to the office accordingly.
- To maintain the following Registers.
 - o Accession Registers.
 - o Register of Library Books supplied to Ld. Judges and different department for use.
 - o Register of different Law Reports.
 - o Register of Maharashtra Government Gazettes.
 - o Daily issue book Register in the form of the file for each Ld. Judges.
- To attend the work of Annual Stock-taking of the Library Books during the May Vacation.
- To put up the proposal for the disposal of old and spoiled books and other collection of the Library.
- To keep a check on the books issued to Ld. Judges on demand slips.

DUTY LIST OF CLERK-TYPIST ATTACHED TO LIBRARY

- To assist the librarian and to perform duties of librarian in his/her absence.
- To put-up necessary proposal for purchase of useful books for the Library.
- To verify the correctness of the bills received from the dealers and put them for passing the same.
- To find out Books called for by the Judges and forward the same to the Judge in time.

- To see that all books are well arranged and kept them in tidy condition.
- To maintain the Accounts of books already received and issued to the Judges from time to time.
- To attend such other works as may be assigned by the competent Authority.

DUTY LIST OF HEAD BAILIFF

- To Supervise the work of the bailiffs
- To maintain the necessary registers about the bailiffs attendance and departures for office work..
- To maintain all the registers, diaries, as per the civil manual and as per the directions, instructions, guidance issued by the High Court inspection note.
- To attend the queries and complaints against the bailiffs from the advocates and litigating public.
- To arrange to send the processes and writs to the superintendent of the concern department for re-assignment in the case the concern bailiff is absent.
- To submit the fortnightly/monthly statement of service of all bailiff in percentage wise.
- To make affirmation to the bailiff report as and when required.
- To attend any other work as and when assign by the office.

DULY LIST OF BAILIFFS

- To collect the processes and writs assigned to them by the office.
- To make an entry in the receiving book maintained by each bailiff.
- To serve the various types of processes and to execute writs of warrant of possession, warrant of attachment, warrant of arrest etc.
- To prepare inventory of the moveable articles that are attached and also of the articles found in the premises when warrant of possession are executed in pursuance of the orders passed by the courts in the matters falling under the Rent Act and also under section 41 of presidency Small Causes Courts Act. Preparation of the Inventory some times takes more than a day or two.
- To write all the work done by them in the bailiffs daily register book and get the entries checked and sworn by the Head Bailiff.
- To dispatch all the served/unserved processes and writs to the concern department in the dispatch book maintained by each of them.

- To recover the decretal amount from the Defendants in the execution work and then to deposit the said amount in the cash department.
- To sign the muster roll, make an entry in the movement book while leaving the office and on returning in the office.
- They are further required to book their work for the next day.
- To attend any other work as and when assigned by the office.

Section 4 (1) (b) (iii)

The procedure followed in the decision making process, including channels of supervision and accountability :

The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.

The employees working in the various courts and sections follows the procedures laid down in the manuals and directions of the Judicial Officers.

The Chief Judge, Court of Small Causes, Mumbai supervise the work of organization and exercises control over it. Likewise he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.

The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half yearly, yearly and whenever called for.

The Civil Suits initially/firstly presented before Civil Judge (Senior Division) and after it's registration the suits are being allotted amongst the other Judges by rotation except special jurisdiction.

Section 4 (1) (b) (iv)

The norms set by it for the discharge of its functions :

The organization discharges its function in view of the various norms set by the Government and the Hon'ble High Court by various Rule of Maharashtra Civil Service , Maharashtra Budget Manual, Bombay Financial Rules, Maharashtra Treasury Rules, Manuals, Regulations, and Government Resolutions, Circulars and Notifications etc.

Section 4 (1) (b) (v)

The rules, regulations, instructions, manuals and records held in Court of Small Causes, Mumbai for discharging its functions :

The below listed rules, regulations, instructions, manuals, records are hold by the organization or are being used for its control or discharging its function by the employees.

1. The Civil Manual 1986
2. The Code of Civil Procedure, 1908
3. The Maharashtra Civil Services Rules.
4. The Maharashtra Budget Manual,
5. The Bombay Financial Rules,
6. The Maharashtra Treasury Rules
7. The Various Government Resolutions, Circulars Gazettes etc. issued by the Government of Maharashtra and the Resolutions, Circulars, and Notifications issued by the Hon'ble High Court, from time to time.

Section 4 (1) (b) (vi)

A statement of the categories of documents that are held by or under control of Court of Small Causes, Mumbai :

The following register/documents are maintained by this Organization;

1. The kaccha Register for Civil Side.
2. The separate register for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Suits, Regular Darkhast, Precepts, etc are being maintained in the Court/s of Civil Judge (Junior Division).
3. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s
5. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil Manual.
6. For the purpose of maintaining Accounts of the organization, the registers. i.e. The Book for Receipts for money paid into Court, Register of deposit receipts "C" Register, the Register of deposit payment "D" Register, the Register of attached property produced in Civil Proceeding "F" Register, the Register of Money received on account of subsistence money of Civil Prisoners "G" Register, the register of payment on account of subsistence money "H", the Cash Book Book I, the Ledger Book J, the Treasury Pass Book K, the Treasury Cheque Book L, the register of application for refund of lapsed deposit, and other various registers are being maintained as per the Civil Manuals.
8. Service Books of Office/s and employees/s, GPF Account of Class IV Govt. Servants, Muster Roll of Class III and IV Govt. Servants. List of disposed of records deposited in Judicial Record Room. The disposed of records of all the Courts in Small Causes Court, Mumbai and preparation of certified copies in disposed of cases are being prepared and delivered by the Asstt. Superintendent (Record Room), in Small Causes Court, Mumbai

Section 4 (1) (b) (vii)

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of Court of Small Causes policy.

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

Section 4 (1) (b) (viii)

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

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

Section 4 (1) (b) (ix)

A directory of officers and employees

STATEMENT SHOWING THE OFFICE ADDRESSES, TELEPHONE NUMBERS, FAX NUMBER, AND E-MAIL ADDRESSES AND THE NAMES AND TELEPHONE NUMBERS OF THE CHIEF JUDGE, ADDITIONAL CHIEF JUDGES, JUDGES, REGISTRAR AND ADDITIONAL REGISTRAR OF COURT OF SMALL CAUSES, MUMBAI AT THEIR OFFICE AND RESIDENCE		
Office Address	<u>HEAD OFFICE :</u>	Court of Small Causes, L.T. Marg, Dhobi Talao, Mumbai – 400 002
Telephone No.	:	(022) 22088700 / 22088749
Fax No.	:	(022) 22015929
E-mail Addresses (Head Office)	:	scc-mumbai@bhc.gov.in
Office Address	<u>BANDRA BRANCH :</u>	Court of Small Causes, Bhaskar Building, Anant Kanekar Marg, Bandra (East), Mumbai – 400 051.
Telephone No.	:	(022) 26472787
Fax No.	:	(022) 26471933
E-mail Address (Bandra Branch Office)	:	scc-bandra@bhc.gov.in

Section 4 (1) (b) (x)

The monthly remuneration received by each of Officers and Employees.

SR. NO.	NAME	POST	SCALE	PAY BAND
<u>GAZETTED POSTS</u>				
1	SHRI. SHRIKANT L. ANEKAR	CHIEF JUDGE	199100-224100	76450
2	SHRI. S. T. SOOR	ADDL. CHIEF JUDGE	144840-194660	57700
3	SHRI. M. N. SALEEM	ADDL. CHIEF JUDGE	144840-194660	54010
4	SMT. T. G. MITKARI	ADDL. CHIEF JUDGE	144840-194660	60310
5	SHRI. M. S. PATHAN	ADDL. CHIEF JUDGE	144840-194660	56470
6	SHRI. V. P. KADAM	ADDL. CHIEF JUDGE	144840-194660	65830
7	SMT. BHANGDIYA ZAWAR S. R.	ADDL. CHIEF JUDGE	144840-194660	60310
8	SHRI. R. V. BHAKTA	ADDL. CHIEF JUDGE	144840-194660	58930
9	SHRI. S. S. DESHPANDE	ADDL. CHIEF JUDGE	144840-194660	56470
10	SHRI M. S. AGRAWAL	ADDL. CHIEF JUDGE	111000-163030	58930
11	SHRI R. B. PARVEKAR	ADDL. CHIEF JUDGE	122700-180200	56470
12	VACANT	JUDGE	144840-194660	65830
13	VACANT	JUDGE	144840-194660	65830
14	SHRI. R. S. KSHIRSAGAR	JUDGE	122700-180200	46930
15	SMT. R. S. BHOSALE	JUDGE	111000-163030	42610
16	SMT. S. U. DESHMUKH	JUDGE	111000-163030	43690
17	SHRI. G. J. SHRISUNDER	JUDGE	111000-163030	46930
18	SHRI S. B. TODKAR	JUDGE	111000-163030	41530
19	SMT. K. R. RAJPUT	JUDGE	111000-163030	48010

20	SHRI. P. P. KULKARNI	JUDGE	111000-163030	48010
21	SHRI. R. R. KHAN	JUDGE	111000-163030	48010
22	SHRI. A. B. HODAWADEKAR	JUDGE	111000-163030	44770
23	SHRI. A. H. BAIG	JUDGE	111000-163030	42610
24	Shri. V. A. SATHE	JUDGE	111000-163030	43690
25	SMT. J. S. JAGDALE	JUDGE	111000-163030	46930
26	SHRI. S. V. DESHMUKH	JUDGE	111000-163030	44770
27	SMT. M. D. KAMBLE	JUDGE	111000-163030	46930
28	SHRI. S. A. GAWAI	JUDGE	111000-163030	45850
29	SHRI D. S. DABHADE	JUDGE	111000-163030	48010
30	SHRI P. K. KHARATE	JUDGE	111000-163030	44770
31	SMT. R. N. BANSAL	JUDGE	111000-163030	44770
32	SHRI S. S. GHUGE	JUDGE	111000-163030	44770
33	SHRI S. S. KADAM	JUDGE	111000-163030	43690
34	SHRI S. Y. RACHBHARE	JUDGE	111000-163030	50320
35	SMT. R. M. KANTE	JUDGE	111000-163030	44770
36	SHRI A. S. ATRE	JUDGE	111000-163030	43690
37	SHRI K. B. KAMGAUDA	JUDGE	111000-163030	44770
38	SHRI S. D. CHAVAN	JUDGE	111000-163030	41530
39	SHRI. B. T. ZIRAPE	JUDGE	111000-163030	46930
40	SHRI P. R. NAVALE	JUDGE	111000-163030	44770
41	SHRI. K. I. KHAN	JUDGE	111000-163030	43690
42	SHRI A. M. KULKARNI	JUDGE	111000-163030	41530
43	VACANT	JUDGE	111000-163030	41530

44	VACANT	JUDGE	111000-163030	41530
45	SHRI. N. W. SAWANT	REGISTRAR	S-16	45850
46	Smt. N. Y. SHAHIR	ADDL. REGISTRAR	S-16	55200
47	Smt. M. K. SHRINGARE	ADDL. REGISTRAR	S-16	52000
48	Shri A. G. RANE	ADDL. REGISTRAR	S-16	47600
49	Smt.R. K. HAJARE	ADDL. REGISTRAR		50500
	<u>NON GAZETTED POSTS</u>			
50	U.G. CHAUDHARI	PERSONAL ASSIT	S-17	91400
51	R.A. DATTA	PERSONAL ASSIT	S-17	78800
52	S.M. MORE	PERSONAL ASSIT	S-17	88700
53	S.G. MURZELLO	PERSONAL ASSIT	S-17	91400
54	M.M. SALIAN	PERSONAL ASSIT	S-17	91400
55	V.C. WANKHEDE	PERSONAL ASSIT	S-17	91400
56	B.P. KHARADE	PERSONAL ASSIT	S-17	94100
57	S. S. DAMLE	DEPUTY REGISTRAR	S-14	72000
58	M. R. GAONKAR	DEPUTY REGISTRAR	S-14	62100
59	P. P. DHAGE	ASST. REGISTRAR	S-14	65900
60	O. D. KALE	ASST. REGISTRAR	S-14	56800
61	S. S. SURVE	ASST. REGISTRAR	S-14	58500
62	S. V. GHAG	ASST. REGISTRAR	S-14	56800
63	P. S. DESAI	ACCOUNTANT	S-14	60300
64	R. K. RANE	ACCOUNTANT	S-14	56800
65	A. S. LAD	CHIEF JUDGE'S JUDICIAL CLERK	S-14	55100

66	N. A. KADAM	CHIEF CLERK	S-13	55200
67	M. A. RANE	CHIEF CLERK	S-13	49000
68	D. D. BAPARDEKAR	SUPT. CORRS. DEPT	S-13	50500
69	S. B. DURGADE	SUPT. CORRS. DEPT	S-13	44900
70	A. P. DESAI	CASHIER	S-13	55200
71	R. K. KULKARNI	CASHIER	S-13	55200
72	N. P. TIRLOTKAR	CASHIER	S-13	49000
73	S. S. MESTRY	CASHIER	S-13	50500
74	S. A. ANERAO	JUDICIAL CLERK	S-13	47600
75	P. P. DESHPANDE	JUDICIAL CLERK	S-13	47600
76	G. S. DETHE	JUDICIAL CLERK	S-13	46200
77	S. R. DHAMANE	JUDICIAL CLERK	S-13	53600
78	P. P. DHOKE	JUDICIAL CLERK	S-13	53600
79	S.V. DHURI	JUDICIAL CLERK	S-13	49000
80	B. B. JAMBHULKAR	JUDICIAL CLERK	S-13	47600
81	Y. S. KHARE	JUDICIAL CLERK	S-13	47600
82	S. S. KHOT	JUDICIAL CLERK	S-13	47600
83	S. P. LONDHE	JUDICIAL CLERK	S-13	47600
84	A. A. MANE	JUDICIAL CLERK	S-13	47600
85	S. M. MORE	JUDICIAL CLERK	S-13	47600
86	J. A. NAIK	JUDICIAL CLERK	S-13	55200
87	S. D. PAI	JUDICIAL CLERK	S-13	49000
88	U. U. PARAB	JUDICIAL CLERK	S-13	47600
89	V. V. PATHARE	JUDICIAL CLERK	S-13	44900

90	A. G. PATIL	JUDICIAL CLERK	S-13	47600
91	K. S. PATIL	JUDICIAL CLERK	S-13	47600
92	S. G. PETHE	JUDICIAL CLERK	S-13	53600
93	P. N. POOJARY	JUDICIAL CLERK	S-13	55200
94	A. A. PRABHU	JUDICIAL CLERK	S-13	49000
95	V. V.. RANE	JUDICIAL CLERK	S-13	47600
96	K. C. SAGVEKAR	JUDICIAL CLERK	S-13	47600
97	N. N. SAMANT	JUDICIAL CLERK	S-13	47600
98	J. V. SAMANT	JUDICIAL CLERK	S-13	55200
99	J. D. SANGELKAR	JUDICIAL CLERK	S-13	47600
100	M. M. SAWANT	JUDICIAL CLERK	S-13	47600
101	C. R SHIVTARKAR	JUDICIAL CLERK	S-13	47600
102	R. S. TUPE	JUDICIAL CLERK	S-13	49000
103	A. E. THORAVSE	JUDICIAL CLERK	S-13	47600
104	S. D. WALKE	JUDICIAL CLERK	S-13	47600
105	S. A. WANKHEDE	JUDICIAL CLERK	S-13	55200
106	S.R. CHAVAN	JUDICIAL CLERK	S-13	49000
107	M.B.KALE	JUDICIAL CLERK	S-13	47600
108	P.A.KHOOTOZHATHIL	JUDICIAL CLERK	S-13	47600
109	V.R. MULEY	JUDICIAL CLERK	S-13	47600
110	S. S. NAGAP	JUDICIAL CLERK	S-13	46200
111	S. S. SAWANT	JUDICIAL CLERK	S-13	46200
112	T.S. SURVE	JUDICIAL CLERK	S-13	47600
113	S.G. TAMBDE	JUDICIAL CLERK	S-13	49000

114	R.A. VALAVALKAR	JUDICIAL CLERK	S-13	55200
115	VACANT	JUDICIAL CLERK	S-13	47600
116	VACANT	JUDICIAL CLERK	S-13	47600
117	VACANT	JUDICIAL CLERK	S-13	47600
118	B. P. BHAGAT	TRANSLATOR & INTERPRETOR	S-10	41600
119	M. R. BHOSALE	TRANSLATOR & INTERPRETOR	S-10	37000
120	S. P. CHORGE	TRANSLATOR & INTERPRETOR	S-10	41600
121	S. P. DALVI	TRANSLATOR & INTERPRETOR	S-10	42800
122	S. S. DAREKAR	TRANSLATOR & INTERPRETOR	S-10	4774
123	R. N. DAVANPELLI	TRANSLATOR & INTERPRETOR	S-10	42800
124	S. S. DEO	TRANSLATOR & INTERPRETOR	S-10	42800
125	S. V. GHAGRE	TRANSLATOR & INTERPRETOR	S-10	41600
126	N. M. IDEKAR	TRANSLATOR & INTERPRETOR	S-10	45400
127	S.S. JAGTAP	TRANSLATOR & INTERPRETOR	S-10	42800
128	V. K. JAWALE	TRANSLATOR & INTERPRETOR	S-10	39200
129	R. R. KADAM	TRANSLATOR & INTERPRETOR	S-10	44100
130	R. K. KALEKAR	TRANSLATOR & INTERPRETOR	S-10	40400
131	S.U. KAMBLE	TRANSLATOR & INTERPRETOR	S-10	20710
132	S. S. KASKAR	TRANSLATOR & INTERPRETOR	S-10	44100
133	S. M. KHULE	TRANSLATOR & INTERPRETOR	S-10	42200
134	S. S. KOPTE	TRANSLATOR & INTERPRETOR	S-10	42800
135	S. J. MANDRULK AR	TRANSLATOR & INTERPRETOR	S-10	40400
136	A. A. NAIK	TRANSLATOR & INTERPRETOR	S-10	40400
137	C.M. PANT	TRANSLATOR & INTERPRETOR	S-10	42800

138	C. S. PARAB	TRANSLATOR & INTERPRETOR	S-10	44100
139	C. R. PAYAR	TRANSLATOR & INTERPRETOR	S-10	42800
140	M. V. PRABHAVALKAR	TRANSLATOR & INTERPRETOR	S-10	37000
141	J. S. RADE	TRANSLATOR & INTERPRETOR	S-10	44100
142	P. P. SANGLI	TRANSLATOR & INTERPRETOR	S-10	37000
143	R. P. SATPUTE	TRANSLATOR & INTERPRETOR	S-10	45400
144	V.C. SAWANT	TRANSLATOR & INTERPRETOR	S-10	35900
145	N. M. SHIVALKAR	TRANSLATOR & INTERPRETOR	S-10	42800
146	S. V. SONAWANE	TRANSLATOR & INTERPRETOR	S-10	44100
147	S. G. SOKAWADE	TRANSLATOR & INTERPRETOR	S-10	39200
148	S. G. TAWADE	TRANSLATOR & INTERPRETOR	S-10	41600
149	D. N. YATTAM	TRANSLATOR & INTERPRETOR	S-10	41600
150	S. B. DEVE	TRANSLATOR & INTERPRETOR	S-10	37000
151	G. B. RANE	TRANSLATOR & INTERPRETOR	S-10	37000
152	A. R. JADHAV	TRANSLATOR & INTERPRETOR	S-10	42800
153	M. S..JADHAV	TRANSLATOR & INTERPRETOR	S-10	41600
154	K.T. MAHADIK	TRANSLATOR & INTERPRETOR	S-10	37000
155	S. R. MANE	TRANSLATOR & INTERPRETOR	S-10	37000
156	P.R. PATIL	TRANSLATOR & INTERPRETOR	S-10	45400
157	S.S.SAWANT	TRANSLATOR & INTERPRETOR	S-10	42800
158	D.G.TANDEL	TRANSLATOR & INTERPRETOR	S-10	42800
159	P. B. DABHADE	TRANSLATOR & INTERPRETOR	S-10	37000
160	P.P. TAVSALKAR	TRANSLATOR & INTERPRETOR	S-10	37000
161	VACANT	TRANSLATOR & INTERPRETOR	S-8	37500

162	A. G. SHELATKAR	ASST.TRANSLATOR & INTERPRETOR	S-8	37500
163	S. B. GURAV	ASST.TRANSLATOR & INTERPRETOR	S-8	35300
164	P. K. JADHAV	ASST.TRANSLATOR & INTERPRETOR	S-8	35300
165	M. M. AGARE	STENOGRAPHER (H. G.)	S-16	78800
166	A. G. CHUTE	STENOGRAPHER (H. G.)	S-17	58600
167	N. S. JADHAV	STENOGRAPHER (H. G.)	S-15	60400
168	S. N. JOSHI	STENOGRAPHER (H. G.)	S-15	78800
169	D.B. KAMBLE	STENOGRAPHER (H. G.)	S-15	47100
170	S. D. MORE	STENOGRAPHER (H. G.)	S-16	43100
171	S. S.NARVEKAR	STENOGRAPHER (H. G.)	S-16	60400
172	Y. S.NAUKUDKAR	STENOGRAPHER (H. G.)	S-15	78800
173	R. C.PARAB	STENOGRAPHER (H. G.)	S-15	78800
174	V. V. PAWAR	STENOGRAPHER (H. G.)	S-15	65100
175	M. R. SAWANT	STENOGRAPHER (H. G.)	S-15	78800
176	V. V. SAWANT	STENOGRAPHER (H. G.)	S-16	78800
177	V. R. SHANBHAG	STENOGRAPHER (H. G.)	S-16	60400
178	S. V. SHANBHAG	STENOGRAPHER (H. G.)	S-15	78800
179	P. K. SHIRSAT	STENOGRAPHER (H. G.)	S-17	76500
180	S. G. ZAD	STENOGRAPHER (H. G.)	S-15	78800
181	S. S. GURAV	STENOGRAPHER (H. G.)	S-15	44400
182	A. S. KARANDE	STENOGRAPHER (H. G.)	S-15	60400
183	S. N. KUTWAL	STENOGRAPHER (H. G.)	S-15	47100
184	J. S. LANDE	STENOGRAPHER (H. G.)	S-15	60400
185	Y. S. MAHADIK	STENOGRAPHER (H. G.)	S-15	45700

186	R. S. MULE	STENOGRAPHER (H. G.)	S-15	47100
187	T. A. NALAWADE	STENOGRAPHER (H. G.)	S-15	44400
188	U. M. NER	STENOGRAPHER (H. G.)	S-15	43100
189	D. S. NARSEKAR	STENOGRAPHER (H. G.)	S-15	66000
190	M. D. PARAB	STENOGRAPHER (H. G.)	S-15	57900
191	C. G. RANERAJPUT	STENOGRAPHER (H. G.)	S-15	45700
192	R. K. SALKAR	STENOGRAPHER (H. G.)	S-15	60400
193	V. A. SAWANT	STENOGRAPHER (H. G.)	S-15	60400
194	N. K. SAWARDEKAR	STENOGRAPHER (H. G.)	S-15	44400
195	S. S. TANGSALI	STENOGRAPHER (H. G.)	S-15	41800
196	S. J. TAWADE	STENOGRAPHER (H. G.)	S-15	60400
197	R.R. BHOGVEKAR	STENOGRAPHER (H. G.)	S-15	60400
198	K.D.BODKE	STENOGRAPHER (H. G.)	S-15	53000
199	E. M. RAIBOARDE	STENOGRAPHER (H. G.)	S-15	60400
200	Y. M. TARWARE	STENOGRAPHER (H. G.)	S-15	53000
201	S.S. BODAS	STENOGRAPHER (H. G.)	S-15	53000
202	S.S. CHABUKSWAR	STENOGRAPHER (H. G.)	S-15	51500
203	R. L. PALKAR	STENOGRAPHER (H. G.)	S-15	51500
204	K.C. PAWAR	STENOGRAPHER (H. G.)	S-15	45700
205	VACANT	STENOGRAPHER (H. G.)	S-15	56200
206	VACANT	STENOGRAPHER (H. G.)	S-15	56200
207	VACANT	STENOGRAPHER (L. G.)	S-14	43500
208	VACANT	STENOGRAPHER (L. G.)	S-15	41000
209	VACANT	STENOGRAPHER (L. G.)	S-15	41000

210	VACANT	STENOGRAPHER (L. G.)	S-15	41000
211	VACANT	STENOGRAPHER (L. G.)	S-15	41000
212	VACANT	STENOGRAPHER (L.G.)	S-14	41000
213	R. S. DALVI	APPRAISER	S-8	35300
214	R. A. SALASKAR	APPRAISER	S-8	35300
215	J. J. BHOGALE	SUPERINTENDENT	S-8	34300
216	S. U. GAVAS	SUPERINTENDENT	S-8	35300
217	S. P. GOLE	SUPERINTENDENT	S-8	35300
218	K. R. KADAM	SUPERINTENDENT	S-8	35300
219	R. B. KADAM	SUPERINTENDENT	S-8	35300
220	M. P. KAKAD	SUPERINTENDENT	S-8	35300
221	A. B. PALAV	SUPERINTENDENT	S-8	35300
222	R. R. PATIL	SUPERINTENDENT	S-8	35300
223	R. L. POTDAR	SUPERINTENDENT	S-8	35300
224	M. R. SHINDE	SUPERINTENDENT	S-8	35300
225	S. S. MEDHE	SUPERINTENDENT	S-8	37500
226	A. V. BHANDARE	SUPERINTENDENT	S-8	39800
227	M. I. SHAIKH	SUPERINTENDENT	S-8	34300
228	R. S. KHADE	PRADHAN CLERK	S-8	34300
229	S. K. NAIK	ASST. CASHIER	S-8	34300
230	S. Y. SASE	ASST. CASHIER	S-8	34300
231	S. G. MULAM	ASST. ACCOUNTANT	S-8	35300
232	D. D. SHINDE	ASST. APPRAISER	S-8	30500
233	V. C. GHAG	ADDL. ASST. CASHIER	S-8	34300

234	B. S. HALDE	ACCOUNTS CLERK	S-8	28400
235	D. J. THAKUR	ACCOUNTS CLERK	S-8	36400
236	S. P. PATIL	ACCOUNTS CLERK	S-8	28400
237	B. U. SHAIKH	LIBRARIAN	S-8	23800
238	VACANT	LIBRARIAN	S-8	23800
239	P. S. KADAM	TELEPHONE OPERATOR	S-8	38600
240	P. H. WAVLE	TELEPHONE OPERATOR	S-8	44900
241	Y. N. KAMBLE	SHROFF	S-8	45400
242	B. S. PARAB	SHROFF	S-8	30500
243	M. P. POTDAR	SHROFF	S-8	45400
244	T. P. BABAR	SHROFF	S-8	36400
245	M. A. BHABHAL	SHROFF	S-8	36400
246	R. S. BHOIR	SHROFF	S-8	34300
247	A. A. CHAVAN	SHROFF	S-8	36400
248	K. J. DHURI	SHROFF	S-8	34300
249	M. A. KHANOLKAR	SHROFF	S-8	34300
250	S. S. PANCHAL	SHROFF	S-8	36400
251	R. B. PARDHIYE	SHROFF	S-8	35300
252	S. S. SALVI	SHROFF	S-8	34300
253	D. Y. SHIVGAN	SHROFF	S-8	33300
254	S. S. BANDELKAR	SHROFF	S-8	34300
255	S. S. SAWANT	SHROFF	S-8	34300
256	R. B. TAMBE	SHROFF	S-8	35300
257	S. R. BAGUL	CLERK-TYPIST	S-6	35300

258	S. S. DHARSE	CLERK-TYPIST	S-6	38600
259	P. P. MADYE	CLERK-TYPIST	S-6	35300
260	P. P. PATKAR	CLERK-TYPIST	S-6	38600
261	D. K. ACHARYA	CLERK-TYPIST	S-6	34300
262	V.M. ADHAV	CLERK-TYPIST	S-6	21100
263	P. B. ADSUL	CLERK-TYPIST	S-6	23100
264	A. D. AHER	CLERK-TYPIST	S-6	20500
265	J. N. AMBARLE	CLERK-TYPIST	S-6	23800
266	M. K. ARALE	CLERK-TYPIST	S-6	20500
267	N.S. ARKADE	CLERK-TYPIST	S-8	23800
268	J.T. BABAR	CLERK-TYPIST	S-8	28400
269	M.P. BANSODE	CLERK-TYPIST	S-8	25200
270	M.M. BARTAKKE	CLERK-TYPIST	S-8	21100
271	S.N. BHALE	CLERK-TYPIST	S-8	22400
272	A.S. BHANJE	CLERK-TYPIST	S-6	21700
273	A.S. BHANUSE	CLERK-TYPIST	S-6	21700
274	P.P. BIRWADKAR	CLERK-TYPIST	S-6	23100
275	P.H. BHARTI	CLERK-TYPIST	S-6	30500
276	K. J. CHAUDHARI	CLERK-TYPIST	S-6	27600
277	S. V. CHOUDHARY	CLERK-TYPIST	S-6	28400
278	S.A. CHAVAN	CLERK-TYPIST	S-6	26000
279	P.M. CHAVAN	CLERK-TYPIST	S-6	21700
280	P.V. CHAVAN	CLERK-TYPIST	S-6	25200
281	B.D. CHITKOTE	CLERK-TYPIST	S-6	22400

282	K.M. CHAVAN	CLERK-TYPIST	S-6	28400
283	G.B. DAVANE	CLERK-TYPIST	S-8	22400
284	M.M. DAWAL	CLERK-TYPIST	S-6	27600
285	J. S. DEVKATE	CLERK-TYPIST	S-6	20500
286	V.R. GAIKAR	CLERK-TYPIST	S-6	21700
287	A.A. GAIKWAD	CLERK-TYPIST	S-8	26000
288	R. M. GAIKWAD	CLERK-TYPIST	S-8	20500
289	L.A. GAIKWAD	CLERK-TYPIST	S-6	22400
290	G.V. GANGURDE	CLERK-TYPIST	S-6	28400
291	G.R. GHARAT	CLERK-TYPIST	S-6	23100
292	P. C. GHOLAP	CLERK-TYPIST	S-6	21700
293	V. R. GILBILE	CLERK-TYPIST	S-8	21700
294	S.P. GONGA	CLERK-TYPIST	S-8	22400
295	A.B. GOSAVI	CLERK-TYPIST	S-8	20500
296	Y.H. GURAV	CLERK-TYPIST	S-8	25200
297	V.P. GURAV	CLERK-TYPIST	S-6	21700
298	S.R. GURSALE	CLERK-TYPIST	S-6	23100
299	K.K. INDULKAR	CLERK-TYPIST	S-6	23800
300	S.C. INGLE	CLERK-TYPIST	S-6	26000
301	S. K. JADHAV	CLERK-TYPIST	S-6	21100
302	B. R. JADHAV	CLERK-TYPIST	S-6	22400
303	S.S. JADHAV	CLERK-TYPIST	S-6	21100
304	V. P. JADHAV	CLERK-TYPIST	S-6	21700
305	K.S. JADHAV	CLERK-TYPIST	S-6	23100

306	S.S. JOSHI	CLERK-TYPIST	S-6	22400
307	A. A. KADAM	CLERK-TYPIST	S-6	23100
308	A. V. KAGDE	CLERK-TYPIST	S-6	22400
309	S.B. KAMBLE	CLERK-TYPIST	S-6	23800
310	R. S. KAMBLE	CLERK-TYPIST	S-6	21700
311	G. R. KANGANE	CLERK-TYPIST	S-6	21700
312	A. S. KAPSE	CLERK-TYPIST	S-6	26000
313	V.R. KARANDE	CLERK-TYPIST	S-6	26000
314	S.S. KARMALKAR	CLERK-TYPIST	S-6	20500
315	D.P. KASBE	CLERK-TYPIST	S-8	28400
316	S. S.KASKAR	CLERK-TYPIST	S-8	20500
317	N.D. KAWDEKAR	CLERK-TYPIST	S-6	23800
318	A.A. KELASKAR	CLERK-TYPIST	S-6	28400
319	V.H. KHALDE	CLERK-TYPIST	S-6	23800
320	M.B. KHARAT	CLERK-TYPIST	S-6	27600
321	D.A. KHATU	CLERK-TYPIST	S-6	28400
322	S.V. KHUDE	CLERK-TYPIST	S-6	28400
323	M.M. KOR	CLERK-TYPIST	S-6	26000
324	J.V. LAD	CLERK-TYPIST	S-6	26000
325	M.A. LAHAMGE	CLERK-TYPIST	S-6	31400
326	S.S. LANDE	CLERK-TYPIST	S-6	35000
327	N.G. LATHIYA	CLERK-TYPIST	S-6	21700
328	P. S. LOHAKARE	CLERK-TYPIST	S-6	26000
329	S. L. LOHAKARE	CLERK-TYPIST	S-6	26000

330	R.S. MADANE	CLERK-TYPIST	S-6	21700
331	S. S. MAGDUM	CLERK-TYPIST	S-6	21100
332	S.R. MAHADIK	CLERK-TYPIST	S-6	22400
333	R. D. MAHADIK	CLERK-TYPIST	S-6	20500
334	S.G. MAINDAIRGI	CLERK-TYPIST	S-6	28400
335	S.S. MALPEKAR	CLERK-TYPIST	S-8	28400
336	M. V. WANI	CLERK-TYPIST	S-8	20500
337	D. S. MARKAD	CLERK-TYPIST	S-6	23800
338	S. D. MEHER	CLERK-TYPIST	S-6	22400
339	R. R. METKAR	CLERK-TYPIST	S-6	22400
340	S. R. MHATRE	CLERK-TYPIST	S-6	28400
341	S.R. MITHARE	CLERK-TYPIST	S-6	28400
342	N.S. MOHITE	CLERK-TYPIST	S-6	28400
343	S.S. MOHITE	CLERK-TYPIST	S-6	20500
344	S.B. MORE	CLERK-TYPIST	S-6	28400
345	S.D. MORE	CLERK-TYPIST	S-6	26000
346	P. N. MORE	CLERK-TYPIST	S-6	23800
347	R. S. MORE	CLERK-TYPIST	S-6	23800
348	S. B. MORE	CLERK-TYPIST	S-6	20500
349	N. A. MULLA	CLERK-TYPIST	S-6	20500
350	D. N. MUNDHE	CLERK-TYPIST	S-8	28400
351	P. D. NAGARE	CLERK-TYPIST	S-6	22400
352	P. C. NAIK	CLERK-TYPIST	S-6	26000
353	P. P. NAIK	CLERK-TYPIST	S-6	21100

354	G. H. NAIK	CLERK-TYPIST	S-6	26000
355	B. C. NAROTE	CLERK-TYPIST	S-6	22400
356	P. S. NATHBUVA	CLERK-TYPIST	S-6	21100
357	H. V. NERURKAR	CLERK-TYPIST	S-6	23800
358	S. A. NIKALJE	CLERK-TYPIST	S-6	21700
359	A. D. NIMKAR	CLERK-TYPIST	S-6	30500
360	N. S. PADELKAR	CLERK-TYPIST	S-6	21700
361	T. S. PANCHAL	CLERK-TYPIST	S-6	20500
362	S.S. PANDHARE	CLERK-TYPIST	S-6	28400
363	J.B. PANDIT	CLERK-TYPIST	S-6	26000
364	S.S. PARAB	CLERK-TYPIST	S-6	21100
365	B.S. PARSODE	CLERK-TYPIST	S-6	21100
366	M. K. PATIL	CLERK-TYPIST	S-6	21700
367	U.B. PATIL	CLERK-TYPIST	S-6	30500
368	N. M. PATIL	CLERK-TYPIST	S-6	21100
369	S. B. PATIL	CLERK-TYPIST	S-6	22400
370	C. M. PATIL	CLERK-TYPIST	S-6	21700
371	S. A. PATIL	CLERK-TYPIST	S-6	22400
372	M.S. PAWAR	CLERK-TYPIST	S-6	24500
373	S.R. PAWAR	CLERK-TYPIST	S-6	20500
374	M.U. PHASE	CLERK-TYPIST	S-6	28400
375	V.L. PILLAJI	CLERK-TYPIST	S-8	22400
376	N. P. PITALE	CLERK-TYPIST	S-6	26000
377	A.D. RAHANE	CLERK-TYPIST	S-6	21100

378	N.M. RANDHIR	CLERK-TYPIST	S-6	26000
379	B. K. RAO	CLERK-TYPIST	S-6	20500
380	D. G. RATHOD	CLERK-TYPIST	S-8	23800
381	R.C. RAUT	CLERK-TYPIST	S-8	22400
382	A.T. RONGE	CLERK-TYPIST	S-6	22400
383	T.K. RUMADE	CLERK-TYPIST	S-6	23800
384	S.R. SABLE	CLERK-TYPIST	S-6	28400
385	P.S. SABLE	CLERK-TYPIST	S-6	28400
386	V.D. SALUNKHE	CLERK-TYPIST	S-6	28400
387	N.M.SALUNKHE	CLERK-TYPIST	S-6	20500
388	A.S. SALVE	CLERK-TYPIST	S-6	23100
389	R.G. SALVI	CLERK-TYPIST	S-6	26000
390	D. A. SANGLE	CLERK-TYPIST	S-6	20500
391	S. N. SARWADE	CLERK-TYPIST	S-6	22400
392	P. B. SARWADE	CLERK-TYPIST	S-6	22400
393	P. P. SAWANT	CLERK-TYPIST	S-6	26000
394	F. M. SAYYAD	CLERK-TYPIST	S-6	22400
395	F. K. SHAIKH	CLERK-TYPIST	S-6	21700
396	S. V. SHELAR	CLERK-TYPIST	S-6	21100
397	M.E. SHENDURKAR	CLERK-TYPIST	S-6	28400
398	B.S. SHINDE	CLERK-TYPIST	S-6	25200
399	J.A. SHINDE	CLERK-TYPIST	S-6	20500
400	B.S. SHINDE	CLERK-TYPIST	S-6	28400
401	P. G. SHINDE	CLERK-TYPIST	S-6	22400

402	M. T. SHINDE	CLERK-TYPIST	S-6	21700
403	K.D. SHIRGAVE	CLERK-TYPIST	S-6	22400
404	S.A. SHIRKAR	CLERK-TYPIST	S-6	28400
405	A.A. SHIRSATH	CLERK-TYPIST	S-6	22400
406	K. P. SOLANKAR	CLERK-TYPIST	S-6	21100
407	P.B. SONAR	CLERK-TYPIST	S-6	22400
408	U.J. SONAR	CLERK-TYPIST	S-6	21700
409	M. D. SONAWANE	CLERK-TYPIST	S-6	21700
410	P.S. SONAWANE	CLERK-TYPIST	S-6	28400
411	V.R. SURYAVANSHI	CLERK-TYPIST	S-6	23100
412	A. D. TAMBE	CLERK-TYPIST	S-6	22400
413	K.H. TAMORE	CLERK-TYPIST	S-6	25200
414	N.S. TAYADE	CLERK-TYPIST	S-6	26000
415	V.V. TERDE	CLERK-TYPIST	S-6	23800
416	H. D. THAKARE	CLERK-TYPIST	S-6	21700
417	N.P. VANKANI	CLERK-TYPIST	S-6	23800
418	H.D. VIDHATE	CLERK-TYPIST	S-6	28400
419	R.G. VINCHU	CLERK-TYPIST	S-6	28400
420	K.S. VISPUTE	CLERK-TYPIST	S-6	28400
421	D.L. WAGE	CLERK-TYPIST	S-6	28400
422	R.V. WAGH	CLERK-TYPIST	S-6	23100
423	V.P. WANI	CLERK-TYPIST	S-6	22400
424	S.A. WANKHEDKAR	CLERK-TYPIST	S-6	26000
425	S.J. WARDE	CLERK-TYPIST	S-6	26000

426	A.D. YADAV	CLERK-TYPIST	S-6	20500
427	P. D. YADAV	CLERK-TYPIST	S-6	21100
428	N.A. BELOSAY	CLERK-TYPIST	S-6	26000
429	B.B.BHALERAO	CLERK-TYPIST	S-6	26000
430	N.B. BIRARI	CLERK-TYPIST	S-6	26000
431	S.S.BORKAR	CLERK-TYPIST	S-6	22400
432	G.A. CHAVAN	CLERK-TYPIST	S-6	22400
433	P. S. CHINDARKAR	CLERK-TYPIST	S-6	23100
434	D.G. DESAI	CLERK-TYPIST	S-6	23100
435	R.S. DHUMAL	CLERK-TYPIST	S-6	22400
436	A.G. GADE	CLERK-TYPIST	S-6	22400
437	S.P. GANGAVANE	CLERK-TYPIST	S-6	25200
438	P.N. JOSHI	CLERK-TYPIST	S-6	24500
439	S.V. JADHAV	CLERK-TYPIST	S-6	30500
440	B.H. JOSHI	CLERK-TYPIST	S-6	34300
441	N.N. KADAM	CLERK-TYPIST	S-6	23100
442	N.G. KAJROLKAR	CLERK-TYPIST	S-6	26000
443	A.V. KHADKE	CLERK-TYPIST	S-6	26000
444	S.K. KHALE	CLERK-TYPIST	S-6	26000
445	V.V. KSHATRIYA	CLERK-TYPIST	S-6	24500
446	Y.S. KAMBLE	CLERK-TYPIST	S-6	28400
447	V.S. LINGAYAT	CLERK-TYPIST	S-6	26000
448	V.A. LOKHANDE	CLERK-TYPIST	S-6	25200
449	N.B. MAHADIK	CLERK-TYPIST	S-6	25200

450	V.S. MATE	CLERK-TYPIST	S-6	23800
451	M.D. NIKUMBH	CLERK-TYPIST	S-6	22400
452	R.S. PARAB	CLERK-TYPIST	S-6	26000
453	S. M. PATIL	CLERK-TYPIST	S-6	21700
454	S. P.PATIL	CLERK-TYPIST	S-6	26000
455	S. S. PAWAR	CLERK-TYPIST	S-6	21100
456	A.P. PAWAR RAHOD	CLERK-TYPIST	S-6	25200
457	S.R. SAHARE	CLERK-TYPIST	S-6	26000
458	V .V. SALUNKHE	CLERK-TYPIST	S-6	24500
459	N. V. SARANG	CLERK-TYPIST	S-6	26000
460	R.R. SAWANTBHOSALE	CLERK-TYPIST	S-6	25200
461	P.M. SHELAR	CLERK-TYPIST	S-6	24500
462	M.S. SHEWALE	CLERK-TYPIST	S-6	22400
463	J.H. SHINDE	CLERK-TYPIST	S-6	26000
464	P.K. SURVE	CLERK-TYPIST	S-6	24500
465	J.K. THANEKAR	CLERK-TYPIST	S-6	32300
466	G.B. THORAT	CLERK-TYPIST	S-6	26000
467	S.T. TOGARE	CLERK-TYPIST	S-6	22400
468	P.P. VISPUTE	CLERK-TYPIST	S-6	26000
469	S.P. WADEKAR	CLERK-TYPIST	S-6	23800
470	M. D. WAGHELA	CLERK-TYPIST	S-6	26000
471	S. S. WAJE	CLERK-TYPIST	S-6	27600
472	P. A. YEOLE	CLERK-TYPIST	S-6	22400
473	VACANT	CLERK-TYPIST	S-6	19900

474	VACANT	CLERK-TYPIST	S-6	19900
475	VACANT	CLERK-TYPIST	S-6	19900
476	VACANT	CLERK-TYPIST	S-6	19900
477	VACANT	CLERK-TYPIST	S-6	19900
478	VACANT	CLERK-TYPIST	S-6	19900
479	VACANT	CLERK-TYPIST	S-6	19900
480	VACANT	CLERK-TYPIST	S-6	19900
481	VACANT	CLERK-TYPIST	S-6	19900
482	VACANT	CLERK-TYPIST	S-6	19900
483	VACANT	CLERK-TYPIST	S-6	19900
484	VACANT	CLERK-TYPIST	S-6	19900
485	VACANT	CLERK-TYPIST	S-6	19900
486	VACANT	CLERK-TYPIST	S-6	19900
487	VACANT	CLERK-TYPIST	S-6	19900
488	VACANT	CLERK-TYPIST	S-6	19900
489	VACANT	CLERK-TYPIST	S-6	19900
490	VACANT	CLERK-TYPIST	S-6	19900
491	VACANT	CLERK-TYPIST	S-6	22400
492	S. S. PARAB	HEAD BAILIFF	S-9	44900
493	S. J. PATIL	HEAD BAILIFF	S-9	49600
494	P. M. BAGWE	BAILIFF	S-8	44900
495	D.S. BHAGAT	BAILIFF	S-8	44900
496	S. K. CHAVAN	BAILIFF	S-6	44900
497	S. N. GAIKWAD	BAILIFF	S-6	44900

498	A. N. GANGAN	BAILIFF	S-8	44900
499	G.B. GHAG	BAILIFF	S-9	44900
500	S. B. HARCHEKAR	BAILIFF	S-8	37500
501	N. A. INGALE	BAILIFF	S-6	28400
502	S. B. JADHAV	BAILIFF	S-6	44900
503	S. S. JADHAV	BAILIFF	S-6	31100
504	D. J. KANADE	BAILIFF	S-6	44800
505	A. A. KHAN	BAILIFF	S-6	42200
506	P.J. KHANVLKAR	BAILIFF	S-8	39400
507	P. A. MANE	BAILIFF	S-8	44900
508	P. G. MARCHANDE	BAILIFF	S-6	37500
509	M. V. NAIKWADI	BAILIFF	S-8	35300
510	R. R. PARMAR	BAILIFF	S-6	32300
511	M. A. QURESHI	BAILIFF	S-8	42200
512	S. N. SALVE	BAILIFF	S-8	44900
513	S.D. SHINDE	BAILIFF	S-6	35300
514	D.K.TAWATE	BAILIFF	S-8	37500
515	P. M. VHATKAR	BAILIFF	S-8	29300
516	D. A. YADAV	BAILIFF	S-6	34300
517	S. R. BHAGAT	BAILIFF	S-6	23800
518	J. G. BHOGATE	BAILIFF	S-6	29600
519	A. K. BHOSALE	BAILIFF	S-6	35300
520	M.S. CHAVAN	BAILIFF	S-8	35300
521	S.S. DEORE	BAILIFF	S-8	23100

522	A.S. DHAWALE	BAILIFF	S-6	28400
523	A.S. DUDHE	BAILIFF	S-8	22400
524	S.H. GADHIRE	BAILIFF	S-6	21100
525	R.R. GARUD	BAILIFF	S-6	21100
526	P.P. GHANDAT	BAILIFF	S-6	29600
527	M. S. ILHE	BAILIFF	S-6	35300
528	S.T. JANASKAR	BAILIFF	S-9	23100
529	A.S. JHODPE	BAILIFF	S-6	28400
530	S.S. KALE	BAILIFF	S-6	28400
531	J.S. KALE	BAILIFF	S-8	21100
532	V.C. KAMBLE	BAILIFF	S-6	35300
533	S.P. KARDAK	BAILIFF	S-9	28400
534	R.S. KHARAT	BAILIFF	S-6	27600
535	M.N. KOKATE	BAILIFF	S-6	29600
536	H.M. MALI	BAILIFF	S-9	27600
537	V.M. MHATRE	BAILIFF	S-6	23100
538	P.V. NIGHOSKAR	BAILIFF	S-8	22400
539	N.K. PATIL	BAILIFF	S-8	22400
540	L.T. PAWAR	BAILIFF	S-9	21100
541	V.V. PEDGAONKAR	BAILIFF	S-9	28400
542	S.K. PHADTARE	BAILIFF	S-8	34300
543	A.C. SAWANT	BAILIFF	S-6	34300
544	S.S. SAWANT	BAILIFF	S-6	23100
545	W.S. SHAIKH	BAILIFF	S-8	21100

546	A.S. SURVE	BAILIFF	S-8	35300
547	S.B. WABALE	BAILIFF	S-9	23100
548	M.S. AWHARE	BAILIFF	S-6	23100
549	M.R.CHAUDHARI	BAILIFF	S-6	28400
550	M.D.CHAVARE	BAILIFF	S-6	21100
551	P.B.GAIKWAD	BAILIFF	S-6	28400
552	P.D.INGOLE	BAILIFF	S-6	21100
553	S.M.KAMBLE	BAILIFF	S-6	26800
554	S.J. KHADAKBAN	BAILIFF	S-6	28400
555	R.S.LANKESHWAR	BAILIFF	S-6	26800
556	P.R. RATHOD	BAILIFF	S-6	23100
557	K.N.SAWANT	BAILIFF	S-6	28400
558	V.P.SHIDORE	BAILIFF	S-6	28400
559	G.M.SONAVANE	BAILIFF	S-6	28400
560	S.N. SANAS	BAILIFF	S-6	26000
561	R.S. WAGHMARE	BAILIFF	S-6	28400
562	A.M. WALAVALKAR	BAILIFF	S-6	28400
563	VACANT	BAILIFF	S-8	22400
564	VACANT	BAILIFF	S-8	22400
565	VACANT	BAILIFF	S-8	22400
566	VACANT	BAILIFF	S-8	22400
567	VACANT	BAILIFF	S-8	22400
568	M. P. BANDKAR	DRIVER	S-7	42200
569	L. K. JADHAV	DRIVER	S-7	43500

570	B.D. KATKAR	DRIVER	S-7	43500
571	R.V. UBALE	DRIVER	S-6	42200
572	D.G. WALGHADE	DRIVER	S-7	43500
573	G. E. IGAVE	DRIVER	S-7	24500
574	B. M. NAGARGOJE	DRIVER	S-7	21100
575	J.B.BILAYE	DRIVER	S-6	27600
576	K.P.CHAVAN	DRIVER	S-6	27600
577	S.J. CHAVAN	HAVILDAR	S-4	36800
578	L.A. BAHRATI	HAVILDAR	S-4	36800
579	G.S. JADHAV	NAIK	S-4	36500
580	N.G. JADHAV	NAIK	S-4	39900
581	S. S. KHADYE	NAIK	S-4	36500
582	A.M. PARAB	NAIK	S-4	39900
583	K. T. SAKHARKAR	NAIK	S-4	35400
584	S. D. SAWANT	NAIK	S-4	36500
585	A.S. KADAM	NAIK	S-4	36500
586	M.M. DARNE	LIFTMAN	S-4	36500
587	E.G. GAIKER	LIFTMAN	S-4	35400
588	A.D. JADHAV	LIFTMAN	S-4	36500
589	N.P. KANADE	LIFTMAN	S-4	36500
590	M. T. MIRASHI	LIFTMAN	S-4	36500
591	K. P. PARAB	LIFTMAN	S-4	35400
592	D. D. SHINDE	LIFTMAN	S-4	35400

593	S.J. ZAGADE	LIFTMAN	S-4	35400
594	S. A. BHARATI	LIFTMAN	S-4	35400
595	S.K. RAUT	LIFTMAN	S-4	33700
596	K.P. SAWANT	PUMP OPERTOR	S-4	41400
597	J. M. SHERLA	PUMP OPERTOR	S-4	35700
598	S.D. JADHAV	RONEO OPERATOR	S-3	32700
599	B.S. MANE	XEROX OPERATOR	S-4	33151
600	H. K. RATHOD	XEROX OPERATOR	S-4	21600
601	P.D. ADULKAR	MALI	S-3	41400
602	N.L. YADAV	MALI	S-3	25300
603	P. V. KHADYE	PEON	S-3	25000
604	A. P. KOLI	PEON	S-4	25800
605	R. .R. MYAKA	PEON	S-4	25800
606	M. A. RANDIVE	PEON	S-3	25800
607	Y. J. SORTE	PEON	S-3	25800
608	S. S. VAIDYA	PEON	S-3	25000
609	M. R. AYARE	PEON	S-3	33700
610	M. A. BANDARKAR	PEON	S-3	34700
611	U. K. CHAVAN	PEON	S-3	29000
612	R. J. CHIPLUNKAR	PEON	S-1	29000
613	M. S. DINGANKAR	PEON	S-3	31700
614	D. S. GAIKWAD	PEON	S-3	29000
615	K. C. GAIKWAD	PEON	S-4	26400
616	M. S. GAMARE	PEON	S-4	29700

617	D. S. GOTHANKAR	PEON	S-4	29000
618	C. R. KADAM	PEON	S-4	33700
619	R. S. KADAM	PEON	S-3	26400
620	S. V. KADAM	PEON	S-4	32700
621	A. K. KAPHALE	PEON	S-1	36500
622	D. M. KOLI	PEON	S-4	27400
623	P. J. KORI	PEON	S-3	32700
624	A. K. KUDTARKAR	PEON	S-3	33700
625	M. G. KURULKAR	PEON	S-3	28800
626	D. D. LAKHAN	PEON	S-4	35400
627	P. D. LINGAIYAT	PEON	S-4	33700
628	P. S. MANJAREKAR	PEON	S-4	32700
629	V. S. MORAYE	PEON	S-4	33700
630	U. D. NARVEKAR	PEON	S-4	27400
631	N. S. NIMBALKAR	PEON	S-3	33700
632	S. M. PARAB	PEON	S-3	26600
633	S. S. PARKHE	PEON	S-4	33700
634	A. P. PAWAR	PEON	S-4	29900
635	S. N. RADIYA	PEON	S-4	33700
636	M. D. RANE	PEON	S-4	35400
637	A. A. ROGE	PEON	S-4	28800
638	V. S. SABALE	PEON	S-3	27400
639	R. A. SAMANT	PEON	S-3	33700
640	S. G. SAWANT	PEON	S-4	29000

641	S. J. SHINDE	PEON	S-3	33700
642	G. V. SHINDE	PEON	S-3	34700
643	M.A. SONAWALE	PEON	S-4	32700
644	S.W.SORTE	PEON	S-1	33700
645	S.S.SURYAVANSHI	PEON	S-4	32400
646	D.G. THAKUR	PEON	S-4	35400
647	T.K. TIRGUL	PEON	S-4	36500
648	K.G. TORODKAR	PEON	S-4	27400
649	L.D. TOKE	PEON	S-4	35400
650	L.L. VAZE	PEON	S-4	36500
651	M.V. WATAMBALE	PEON	S-1	30600
652	D.M.BHOSALE	PEON	S-4	35400
653	B.S. GANGURDE	PEON	S-4	26400
654	S.J. JADHAV	PEON	S-4	35400
655	B.V. JETHE	PEON	S-4	33700
656	D.M. KALAS	PEON	S-4	34700
657	G. D. KAMBLE	PEON	S-4	35400
658	S. M. KAMBLE	PEON	S-4	35400
659	A.M. KHALIFA	PEON	S-4	33700
660	A. R. MORE	PEON	S-4	30800
661	S. B. MORE	PEON	S-4	35400
662	F. I. PATEL	PEON	S-4	36500
663	P.V. RAUT	PEON	S-4	35400
664	C. G. JADHAV	PEON	S-4	27400

665	VACANT	PEON	S-1	22425
666	P. S. ALDAR	HAMAL	S-1	16500
667	S.J. AMBVANKAR	HAMAL	S-1	23600
668	P.M. BANDKAR	HAMAL	S-1	16000
669	R.S. BHALERAO	HAMAL	S-1	22800
670	R. S. BHALERAO	HAMAL	S-1	24300
671	M. Y. BHAMARE	HAMAL	S-1	20900
672	S. E. BHARTI	HAMAL	S-1	19700
673	R.S. BHOIR	HAMAL	S-1	16500
674	P. R. BHOSALE	HAMAL	S-1	16500
675	A.B. BOLAYKAR	HAMAL	S-1	19700
676	D.D. BORSE	HAMAL	S-1	16500
677	B.S. CHAUDHARI	HAMAL	S-1	16500
678	S. S. CHAVAN	HAMAL	S-1	15500
679	P. J. DASHPUTRE	HAMAL	S-1	16000
680	K.N. DEORE	HAMAL	S-1	20900
681	M. B. DHANGAR	HAMAL	S-1	16500
682	T. R. GAIKWAD	HAMAL	S-1	15500
683	S.S. GAONKAR	HAMAL	S-1	17000
684	K.P. GARJE	HAMAL	S-1	16500
685	S.J. GAT	HAMAL	S-1	17000
686	A.A. GHAG	HAMAL	S-3	15500
687	R.B. GHONGATE	HAMAL	S-1	17000
688	R.N. GHOSALKAR	HAMAL	S-3	25800

689	R.D. GITE	HAMAL	S-3	25800
690	V. L. GOWARI	HAMAL	S-1	16000
691	H. S. HARAD	HAMAL	S-3	15500
692	K. M. IMADE	HAMAL	S-3	16500
693	S. A. INGALE	HAMAL	S-1	17000
694	N.B. IPPER	HAMAL	S-1	16000
695	V. M. JADHAV	HAMAL	S-3	17000
696	S. S. JADHAV	HAMAL	S-3	16500
697	S.A. JADJAV	HAMAL	S-1	23600
698	A.B. KALKHAIR	HAMAL	S-1	17000
699	S.G. KASHID	HAMAL	S-1	17000
700	V.S. KASHID	HAMAL	S-1	17000
701	A.S. KHAMKAR	HAMAL	S-1	17000
702	M. U. KHARAT	HAMAL	S-3	16500
703	G. M. KHARAT	HAMAL	S-1	16500
704	K.V. KHUDE	HAMAL	S-1	17000
705	N. S. KOLI	HAMAL	S-1	16500
706	S.K. KOTAVDE	HAMAL	S-1	15500
707	J.D. MANDAVKAR	HAMAL	S-3	23500
708	N.C. MAYEKAR	HAMAL	S-1	20900
709	D.N. MUGLE	HAMAL	S-1	17000
710	A.A. MULAM	HAMAL	S-1	17000
711	P.P. NALAVADE	HAMAL	S-1	20900
712	U.U. NIMBARE	HAMAL	S-1	20900

713	H.K. PAGDHARE	HAMAL	S-3	16000
714	A.C. PARAB	HAMAL	S-1	17000
715	B.V. PARDHI	HAMAL	S-1	17000
716	V. R. PARDHIYE	HAMAL	S-1	16500
717	A.M. PATIL	HAMAL	S-1	17000
718	P.U. PATIL	HAMAL	S-1	17000
719	D.D. PATIL	HAMAL	S-1	17000
720	M. P. PAWAR	HAMAL	S-1	16500
721	S.D. PETKAR	HAMAL	S-1	17000
722	K.K. POKALE	HAMAL	S-1	17000
723	J. S. RAKHONDE	HAMAL	S-1	16500
724	D.N. RATHOD	HAMAL	S-1	17000
725	G.S. SANAP	HAMAL	S-1	20300
726	Y. Y. SHETYE	HAMAL	S-1	16000
727	U.R. UBALE	HAMAL	S-3	24300
728	R. S. VELASKAR	HAMAL	S-1	25000
729	S. D. YADAV	HAMAL	S-1	17000
730	P.P. AGRE	HAMAL	S-1	16000
731	S.V. BABAR	HAMAL	S-1	16500
732	N. K. GAVHANKAR	HAMAL	S-1	19100
733	K.M. JADHAV	HAMAL	S-1	16500
734	K.K. JOSHI	HAMAL	S-1	17000
735	A.R. KAMBLE	HAMAL	S-1	17000
736	P.C. LONDHE	HAMAL	S-1	17000

737	M.U. MANURE	HAMAL	S-1	16000
738	R.D. MASULKAR	HAMAL	S-1	15500
739	S.T. MOHITE	HAMAL	S-1	16000
740	Y.B. PATIL	HAMAL	S-1	17000
741	P.S. PAWAR	HAMAL	S-1	17000
742	P. D. RAJEGAONKAR	HAMAL	S-1	15500
743	G.R. RAMPURE	HAMAL	S-1	17000
744	A.B. SANGLE	HAMAL	S-1	17000
745	A.S.SAYYAD	HAMAL	S-1	16500
746	S.R. SHINDE	HAMAL	S-1	17000
747	V.V.SHINGTE	HAMAL	S-1	16500
748	VACANT	HAMAL	S-1	28000
749	VACANT	HAMAL	S-1	28000
750	VACANT	HAMAL	S-1	28000
751	VACANT	HAMAL	S-1	28000
752	VACANT	HAMAL	S-1	28000
753	VACANT	HAMAL	S-1	28000
754	VACANT	HAMAL	S-1	28000
755	VACANT	HAMAL	S-1	28000
756	VACANT	HAMAL	S-1	28000
757	VACANT	HAMAL	S-1	28000
758	VACANT	HAMAL	S-1	28000
759	A.M. CHAVAN	HALALKHOR	S-2	25300
760	D.O. RAJORIA	HALALKHOR	S-2	34100

761	M.C. PARMAR	HALALKHOR	S-1	25300
762	VACANT	HALALKHOR	S-2	32100
763	S.B. KADAM	WATCHMAN	S-2	42300
764	G.M. SONAVNE	WATCHMAN	S-2	36200
765	D. A. CHALKE	WATCHMAN	S-2	34100
766	M. S. SALUNKHE	WATCHMAN	S-2	34700
767	Y.V.CHAVAN	WATCHMAN	S-2	39900
768	VACANT	WATCHMAN	S-2	32100
769	N. S. BHANDARI	WATER SERVER	S-1	25800

Section 4 (1) (b) (xi)

**Details of allocation of budget during current year 2022-2023
is as follows :**

Treasury :7101--P.A.O.

DDO:004453 -- REGISTRAR COURT OF SMALL CAUSES MUMBAI 400002

	Major Head	Detail Head	Grant
J-01	20140216 - 01	SALARIES	644844.540
J-01	20140216 - 03	OVERTIME ALLOWANCES	792.000
J-01	20140216 - 06	TELEPHONE ELECTRICITY AND WATER CHARGES	5493.400
J-01	20140216 - 10	CONTRACTUAL SERVICES	13128.337
J-01	20140216 - 11	DOMESTIC TRAVEL EXPENSES	984.900
J-01	20140216 - 13	OFFICE EXPENSES	13680.123
J-01	20140216 - 14	RENT RATE AND TAXES	108.000
J-01	20140216 - 17	COMPUTER EXPENSES	750.600
J-01	20140216 - 27	MINOR WORKS	35834.000
J-01	20140557 - 10	CONTRACTUAL SERVICES	1025.355

Section 4 (1) (b) (xii)

Details of beneficiaries of subsidy program for Court of Small Causes

N/A

Section 4 (1) (b) (xiii)

Details of particular of recipients of concessions, permits or authorizations granted :

Licenses/permits are being issued to the Clerk/s of the Advocate/s License to the persons who work as Typist in the Bar Room as per order of Hon'ble Chief Judge & the Bar Association. Licenses are also being given to the persons who work as petitioner Writer in Civil Court as per the order of Hon'ble Chief Judge and they are authorize to receive the charges for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil Manual.

Section 4 (1) (b) (xiv)

Details of information available in electronic form in Court of Small Causes :

The details of all the pending and decided cases of Civil nature and the other category is available/ reduced in an electronic form by feeding it in Computer and updation is being done regularly and said information is also available on the Website viz <http://court.mah.nic.in>

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, maintained for public use :

The Court of Small Causes, Bombay has not setup a library or reading room for citizens.

Section 4 (1) (b) (xvi)

The names, designation and other particulars of the Public Information Officers

Public Information Officers :

- 1) Shri. S. T. Soor, Additional Chief Judge, First Appellate Authority
- 2) Shri. N.W. Sawant, Registrar, Public Information Officer

Section 4 (1) (b) (xvii)

Such other information as may be prescribed:

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being look after by the Public Works Department.

There is an establishment of “Small Causes Court Nyayalay in Karmachari Sahakari PatSanstha” to meet with the monitory needs of Court employees.

There is also an Association of “Small Causes Court Nyayalay in Karmachari (Class-III and Class IV) Sanghatana, Mumbai known as The Bombay Small Causes Court Non-Gazetted Staff Association, Bombay. Registered No. RAU/1015/5 dated 24.03.1959 recognized by the Government of Maharashtra.
