

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/ not met-Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [section 4(1)(b)(i)]	(i) Name and address of the Organization	Department of Legal Affairs, Ministry of Law and Justice, Branch Secretariat, 2 nd Floor, Aayakar Bhawan, Annexe, M K Road, New Marine Lines, Mumbai - 400020
		(ii) Head of Organization	Shri A A Ansari, Additional Government Advocate
		(iii) Vision, Mission and Key objectives.	
		(iv) Function and duties	This office renders advice to various Ministries / Departments of Govt. of India on receipt of the respective references by it on different kinds of legal matters and attends to the litigation work of the Central Government in Bombay High Court, C.A.T., National Company Law Tribunal other Tribunals and before all the Subordinate Courts of entire Western Region. The entire work is performed by its Officers under the guidance of the Additional Government Advocate/In-charge of this Branch Secretariat. This Branch Secretariat is always guided by the Hon'ble Law Secretary.
		(v) Organization Chart.	As per 1.2
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/Commissions constituted from time to time have been dealt.	N A
1.2	Power and duties of its officers and employees [section 4(1)(b)(ii)]	(i) Powers and duties of officers (administration, financial and judicial).	The Addl. Govt. Advocate is the overall In-charge of the Branch Secretariat. One Addl. Govt. Advocate, One Sr.PPS, One Asst. Legal Adviser, Four PSs & Two Supdt.(L) are assisting the Addl. Govt. Advocate in handling the advice and litigation matters of the Branch Secretariat. The SO assist the Addl. Govt. Advocate in the Administration and Accounts matters

		(ii) Power and duties of other employees.	<p>The work is bifurcated into separate sections for its smooth functioning, i.e. Advice Section, Misc. Original Side Litigation Section consisting of erstwhile Misc. Original Side Litigation, Arbitration, Suits, Land Acquisition References, Company matters and cases pertaining to DGFT /FERA /FEMA in Original Side as well as Appellate Side and Appellate Side Litigation Section consisting of Misc. Appellate Side Section and Criminal Side Matters. Each Section is headed by a senior Officer of this Branch Secretariat who is assisted by an officer.</p> <p>There are one Asst.(Legal), two Assistant Section Officers (CSS), three Senior Court Clerk Grade-I, two Senior Court Clerk Grade-II and two Court Clerks, who assist the Officers in discharging their duties.</p>
		(iii) Rules/orders under which powers and duty are derived and	As per 1.2
		(iv) Exercised	
		(v) Work allocation.	
1.3	Procedure followed in decision making process [section 4(1)(b)(iii)]	(i) Process of decision making Identity key decision making points.	Addl. Govt. Advocate and Incharge.
		(ii) Final decision making authority	Shri A A Ansari, Addl. GA
		(iii) Related provisions, acts, rules etc.	As per provisions/acts/rules
		(iv) Time limit for taking a decisions, if any.	Depends upon the case to case
		(v) Channel of supervision and accountability.	
1.4	Norms for discharge of functions [section 4(1)(b)(iv)]	(i) Nature of functions/services offered.	N A
		(ii) Norms/standards for functions/service delivery	N A
		(iii) Process by which these services can be accessed.	N A
		(iv) Time limit for achieving the targets.	Depend upon the case to case
		(v) Process of redress of grievances.	As per process of redress of grievances.
1.5	Rules regulations, instructions manual and records for discharging functions. [section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instructions.	N A
		(ii) List of Rules, regulations, instructions manuals and records.	N A
		(iii) Acts/Rules manuals etc.	N A
		(iv) Transfer policy and transfer orders.	N A

1.6	Categories of documents held by the authority under its control [section 4(1)(b)(vi)]	(i) Categories of documents.	Litigation, Advice, Administration and Accounts.
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [section 4(1)(b)(viii)]	(i) Name of Boards, Councils, Committee etc.	N A
		(ii) Composition	N A
		(iii) Dates from which constituted	N A
		(iv) Term/Tenure	N A
		(v) Powers and functions	N A
		(vi) Whether their meetings are open to the public?	N A
		(vii) Whether the minutes of the meetings are open to the Public?	N A
		(viii) Place where the minutes if open to the public are available?	N A
1.8	Directory of officers and employees [section 4(1)(b)(ix)]	(i) Name and designation	Annexure – A
		(ii) Telephone, fax and email ID	Annexure - A
1.9	Ministry Remuneration received by officers and employees including system of compensation [section 4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration.	Annexure - B
		(ii) System of compensation as provided in its regulations.	As per regulations.
1.10	Name, designation and other particulars of public information officers [section 4(1)(b)(xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Shri Santosh K Ramanna, ALA Smt Bharati R Rane, Supdt(L), Shri A A Ansari, Addl. Govt. Advocate.
		(ii) Address, telephone numbers and email ID of each designated official.	231, 2 nd Floor, Aayakar Bhawan, New Marine Lines, M K Road, Mumbai – 400 020 Tel – 022 22037588 233, 2 nd Floor, Aayakar Bhawan, New Marine Lines, M K Road, Mumbai – 400 020 Tel – 022 22037589 233, 2 nd Floor, Aayakar Bhawan, New Marine Lines, M K Road, Mumbai – 400 020 Tel – 022 22011790 Maid ID – aa.ansari66@gov.in
1.11	No. of employees against whom Disciplinary action has been proposed/taken [section 4(2)]	No. of employees against whom disciplinary action has been	Till date no disciplinary action has taken on any employee
		(i) Pending for Minor penalty or major penalty proceedings.	Nil
		(ii) Finalised for Minor penalty or major penalty proceedings.	Nil

1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational Programmes.	Nil
		(ii) Efforts to encourage public authority to participate in these programmes.	Nil
		(iii) Training of CPIO/APIO.	CPIO/APIO attended training in RTI
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned.	Nil
1.13	Transfer policy and transfer orders [F No. 1/6/2011 – IR dt. 15/4/2013]		Nil

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/ not met-Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including of plans, proposed expenditure and reports on disbursements made etc. [section 4(1)(b)(xi)]	(i) Total Budget for the public authority.	N A
		(ii) Budget for each agency and plan & programmes.	N A
		(iii) Proposed expenditure	N A
		(iv) Revised budget for each agency. If any	N A
		(v) Report on disbursements made and place where the related reports are available.	N A
2.2	Foreign and domestic tours [F.No.1/8/2012-IR dt.11.9.2012.	(i) Budget	Nil
		(ii) Foreign and domestic Tours by ministries and officials of the rank of JS to the Government and above, as well as the heads of the Department. a. Place visited b. The period of visit. c. The number of members in the official delegation. d. Expenditure on the visit	Nil
		(iii) Information related to procurements. a. Notice/tender enquires, and corrigenda if any thereon, b. Details of the bids awarded comprising the names of the suppliers of goods/services being procured. c. The works contracts concluded – in any such combination of the above – and. d. The rate/rates and the total amount at which such procurements or works contract is to be executed.	Nil

2.3	Manner of execution of subsidy programme [section 4(1)(b)(xii)]	(i) Name of the programme of activity.	N A
		(ii) Objective of the programme	N A
		(iii) Procedure to avail benefits.	N A
		(iv) Duration of the programme/scheme	N A
		(v) Physical and financial targets of the programme	N A
		(vi) Nature/scale of subsidy/amount allotted.	N A
		(vii) Eligibility criteria for grant of subsidy	N A
		(viii) Details of beneficiaries of subsidy programme (number, profile etc.)	N A
2.4	Discretionary and non-discretionary grants [F.No.1/6/2011-IR dt.15.4.2013]	(i) Discretionary and non-discretionary grants/allocations to state Govt./NGOs/other institutions.	N A
		(ii) Annual accounts of all legal entities who are provided grants by public authorities.	N A
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority. [section 4(1)(b)(xiii)]	(i) Concessions, permits or authorizations granted by public authority.	N A
		(ii) For each concessions, permit or authorization granted a. Eligibility criteria. b. Procedure for getting the concession/grant and/or permits of authorizations. c. Name and address of the recipients given concessions/permits of authorizations. d. Date of award of concessions/permits of authorizations.	N A
2.6	CAG & PAC paras [F.No.1/6/2011-IR dt.15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	N A

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/ not met-Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts Rules, Forms and other documents which are normally accessed by citizens.	N A

	implementation there of [section 4(1)(b)(vii)] [F.No.1/6/2011-IR dt.15.4.2013]	(ii) Arrangements for consultation with or representation by a.Members of the public in policy formulation/policy implementation b.Day & Time allotted for visitors. c.Contact details of information & Facilitation Counter to provide publications frequently sought by RTI applicants.	N A
		Public – private partnerships (PPP) i. Details of Special/Purpose Vehicle (SPV), if any.	N A
		ii. Detailed project reports (DPRs).	N A
		iii. Concession agreements	N A
		iv. Operation and maintenance manuals	N A
		v. Other documents, generated as part of the implementation of the PPP	N A
		vi. Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government.	N A
		vii. Information relating to outputs and outcomes.	N A
		viii. The process of the selection of the private sector party (concessionaire etc.)	N A
		ix. All payment made under the PPP project.	N A
3.2	Are the details of policies/decisions, which affect public, informed to them [section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive i. Policy decisions/legislations taken in the previous one year.	N A
		ii. Outline the Public consultation process.	N A
		iii. Outline the arrangement for consultation before formulation of policy.	N A
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [section 4(3)]	Use of the most effective means of communication i. Internet (website)	N A
3.4	Form of accessibility of information manual/handbook [section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	N A
		(ii) Printed format	N.A

3.5	Whether information manual/handbook available free of cost or not [section 4(1)(b)]	List of materials available i. Free of cost.	N A
		ii. At a reasonable cost of the medium.	N A

4. E Governance

S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/ not met-Not applicable will be treated as fully met/partially met)
4.1	Language in which information Mannual/Handbook Available [F.No.1/6/2011-IR dt.15.4.2013]	i. English	N A
		ii. Vernacular/Local Language.	N A
4.2	When was the information Mannual/Handbook last updated? [F.No.1/6/2011-IR dt.15.4.2013]	Last date of Annual updaton	N A
4.3	Information available in electronic form [section 4(1)(b)(xiv)]	i. Details of information available in electronic form	N A
		ii. Name/title of the document/record/other information	N A
		iii. Location where available	N A
4.4	Particulars of facilities available to citizen for obtaining information. [section 4(1)(b)(xv)]	i. Name & location of the faculty.	N A
		ii. Details of information made available	N A
		iii. Working hours of the facility.	N A
		iv. Contact person & contact details (phone, fax, email)	N A
4.5	Such other information as may be prescribed under [section 4(1)(b)(xvii)]	i. Grievance redressal mechanism.	N A
		ii. Details of applications received under RTI and information provided.	N.A
		iii. List of completed schemes/projects/programmes	N A
		iv. List of schemes/projects/programme underway	N A
		v. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract.	N A
		vi. Annual Report.	Annural Report of every FY has been prepared.
		vii. Frequently Asked Question	N A
		viii. Any other information such as	N A
		a. Citizen's Charter	
		b. Result Framework Document	N A
		c. Six monthly reports on the	N A
		d. Performance against the benchmarks set in the Citizen's Charter.	N A

4.6	Receipt & Disposal of RTI applications & appeals [F.No.1/6/2011-IR dt.15.4.2013]	i. Details of applications received and disposed.	Received – 37 Disposed - 37
		ii. Details of appeals received and orders issued.	Received – 2 Orders Issued - 2
4.7	Replies to questions asked in the parliament. [section 4(1)(d)(2)]	Details of questions asked and replies given.	

5. Information as may be prescribed.

S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/ not met-Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No.1/2/2016-IR dt.17.8.2016], [F.No.1/6/2011-IR dt.15.4.2013]	i. Name & details of a. Current CPIO & FAAs b. Earlier CPIO & FAAs from 1.1.2015	a. K Santosh Ramanna, ALA b. N A Pande, Supdt.(L)
		ii. Details of third party audit of voluntary disclosure. a. Dates of audit carried out b. Report of the audit carried out.	N A
		iii. Appointment of Nodal officers not below the rank of JS/Additional HoD. a. Date of appointment b. Name & Designation of the officers.	N A
		iv. Consultancy committee of key stake holders for advice on suo-motu disclosed. a. Date from which constituted b. Name & Designation of the officers.	N A
		iv. Committee of PIOs/FAAs with rich experience in RTI to identity frequently sought information under RTI. a. Date from which constituted b. Name & Designation of the officers.	N A

6 Information Disclosed on own Initiative.

S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/ not met-Not applicable will be treated as fully met/partially met)
6.1	Name / information disclosed so that public have minimum resort to use of RTI Act to obtain information		N A

6.2	<p>Guidelines for Indian Government Websites (GIGW) is followed (released in Feb, 2019 and included in the Central Secretariat Manual of office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Government of India)</p>	<p>i. Whether STQC certification obtained and its validity. ii. Does the website show the certificate on the Website?</p>	N A
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**DIRECTORY OF THE OFFICERS AND EMPLOYEES WORKING IN THE
BRANCH SECRETARIAT, MUMBAI**

Sl.No.	Name & Designation	Telephone No.
1.	Shri A.A. Ansari, Additional Government Advocate	(O) 022-22011790 022-22015789 Fax:-22088345/22004132 Mail ID:- aa.ansari66@gov.in
2.	Shri Gul Asnani, Additional Government Advocate	(O) 022-22037504
3	Smt. Sivakami Prakash, Sr. Principal Private Secretary	(O) 022-22691060
4.	Shri K. Santosh Ramanna, Assistant Legal Adviser	(O) 022-22037588
5.	Shri Anuradha Sriram Section Officer (CSS)	(O) 022-22033162
6.	Shri N.R. Joshy, Private Secretary	(O) 022-22037502
7	Smt. Usha Vijay Salian, Private Secretary	(O) 022-22015789
8.	Smt. Maya Y. Golatkar, Private Secretary	(O) 022-22037502
9.	Smt. Amarjeet R. Mistry, Private Secretary	(O) 022-22037502
10	Shri N.A. Pande, Superintendent (Legal)	(O) 022-22076558
11	Smt. Bharati Rane Superintendent (Legal)	(O) 022-22037589
12	Smt. Geeta V. Mohare, Assistant Section Officer (CSS)	(O) 022-22033162
13.	Shri Ramesh Kairamkonda Assistant Section Officer (CSS)	(O) 022-22033162
14.	Shri Anup Kumar, Assistant (Legal)	(O) 022-22033161
15.	Shri B.N. Sable, Sr. Court Clerk, Grade-I	(O) 022-22033262
16.	Shri S.M.Jadhav, Sr. Court Clerk, Grade-I	(O) 022-22036995
17.	Shri Abhijit G Desai, Sr. Court Clerk, Grade-I	(O) 022-22033161
18.	Shri Anil S Gurav, Sr. Court Clerk Grade-II	(O) 022-22033161
19.	Shri Anant S Redkar, Sr Court Clerk Grade-II	(O) 022-22036995
20.	Shri A. D. Randive, Court Clerk	(O) 022-22033161
21.	Shri Aman Kumar, Court Clerk	(O) 022-22033161
22.	Shri Denis Baretto, Staff Car Driver	(O) 022-22033162
23	Shri G.M.Sawant, Gestetner Operator	---
24.	Shri P.S.Lanjekar, Multi Tasking Staff	---
25.	Shri Sunil S Gurav, Multi Tasking Staff	---
26.	Shri Kailash Shedge, Court Messenger	---
27.	Shri Manoj Sawant, Multi Tasking Staff	---
28.	Shri Shamir Gharve, Multi Tasking Staff	---
29.	Shri.Vasant Poojari, Multi Tasking Staff	---
30.	Smt.Vaishali Karmale, Multi Tasking Staff	---
31.	Shri B.D.Ardalakar, Multi Tasking Staff	---
32.	Shri Ashish Gurav, Multi Tasking Staff	---
33.	Smt. Nirmala Bhoj, Multi Tasking Staff	---
34.	Shri Santosh Chaudhary, Multi Tasking Staff	---
35.	Shri Jalindar Hire Multi Tasking Staff	---

Annexure – B

**STATEMENT SHOWING THE NAME OF THE POST WITH CLASSIFICATION & SCALE OF
PAY WITH INCREMENTS AND CATEGORY ATTACHED THERETO**

S.No	Name & Designation	Level	Increment	CATEGORY
1.	Shri A.A. Ansari Addl. Govt. Advocate/Incharge	13	As per relevant col. of Matrix table	OBC
2.	Shri Gul Asnani, Addl. Government Advocate	13	-Do-	General
3.	Smt. Sivakami Prakash, Sr. Principal Private Secretary	12	-Do-	General
4.	Shri K. Santosh Ramanna, Assistant Legal Adviser	11	-Do-	General
5.	Smt Anuradha Sriram, Section Officer	08	-Do-	General
6.	Shri N.R. Joshy, Private Secretary	09	-Do-	General
7.	Smt. Usha Vijay Salian, Private Secretary	08	-Do-	General
8.	Smt. Maya Y. Golatkar, Private Secretary	08	-Do-	General
9.	Smt. Amarjeet R. Mistry, Private Secretary	08	-Do-	General
10.	Shri N.A. Pande, Superintendent (Legal)	08	-Do-	General
11.	Smt. Bharati Rane Superintendent (Legal)	08	-Do-	General
12.	Smt.Geeta V.Mohare, Assistant Section Officer	07	-Do-	General
13.	Shri Ramesh Kairamkonda Assistant Section Officer	07	-Do-	OBC
14.	Shri Anup Kumar, Assistant (Legal)	07	-Do-	SC
15.	Shri B.N. Sable, Sr. Court Clerk Grade-I	07	-Do-	SC
16.	Shri S.M.Jadhav, Sr. Court Clerk Grade-I	06	-Do-	General
17.	Shri Abhijit Desai, Sr. Court Clerk Grade-I	06	-Do-	General
18.	Shri A.S. Gurav, Sr. Court Clerk, Grade-II	04	-Do-	OBC
19.	Shri A.S. Redkar, Sr. Court Clerk, Grade-II	04	-Do-	OBC
20.	Shri A.D. Randhiv, Court Clerk	04	-Do-	SC
21.	Shri Aman Kumar Court Clerk	02	-Do-	General
22.	Shri Dennis Bareto, Staff Car Driver	05	-Do-	General
23.	Shri G.M.Sawant, Gestetner Operator	04	-Do-	General
24.	Shri P.S.Lanjekar, Multi Tasking Staff	02	-Do-	OBC
25.	Shri Sunil Gurav Multi Tasking Staff	02	-Do-	OBC
26.	Shri Kailash Shedge, Court Messenger	02	-Do-	General
27.	Shri Manoj Sawant, Multi Tasking Staff	02	-Do-	General
28.	Shri Shamir Gharve, Multi Tasking Staff	02	-do-	OBC
29.	Shri.Vasant Poojari, Multi Tasking Staff	02	-Do-	General
30.	Smt.Vaishali Karmale, Multi Tasking Staff	01	-Do-	General
31.	Shri B.D. Ardalkar, Multi Tasking Staff	01	-Do-	General
32.	Shri Ashish Gurav, Multi Tasking Staff	01	-Do-	OBC
33.	Smt. Nirmala Bhoj, Multi Tasking Staff	01	-Do-	SC
34.	Shri Santosh Chaudhary, Multi Tasking Staff	01	-Do-	General
35.	Shri Jalindar Hire Multi Tasking Staff	01	-Do-	SC