

**BOMBAY CITY CIVIL & SESSIONS COURT, GREATER BOMBAY**  
**Old Secretariat Building, Fort, Bombay- 400 032.**

**-: CITIZEN CHARTER :-**

**PREFACE :-**

Bombay City Civil Court, Greater Bombay, has been established in 1948 under The Bombay City Civil Court Act, 1948 (Bombay Act No.XL of 1948) to administer the justice within the limits of Greater Bombay. It has Territorial Jurisdiction upto Mulund on the Central side and upto Dahisar on Western Side.

As far as the Pecuniary Jurisdiction of this Court is concerned, initially, the pecuniary jurisdiction of the City Civil Court was rupees ten thousand which was enhanced to rupees fifty thousand in the year 1977; and by the Bombay City Civil Court and the Bombay Court of Small Causes (Enhancement of Pecuniary Jurisdiction and Amendment) Act, 1986 (Mah.XV of 1987), an unlimited jurisdiction was conferred on the City Civil Court. The validity of the said Amendment Act was challenged in the Bombay High Court. The High Court has upheld the validity of the said Amendment Act. The Supreme Court has also upheld the validity of the said Amendment Act, however, the implementation of the notification to bring the said Act into force was deferred with liberty for the State Government to apply to the Supreme Court for implementation of the said notification placing on record necessary material to show adequacy of infrastructure to its satisfaction.

In the meanwhile, certain developments took place in the matter and the Government of Maharashtra has amended the Bombay City Civil Court Act, 1948 vide Maharashtra Act No. XXV of 2012, called as the Bombay City Civil Court (Amendment) Act, 2012, by which this Court has invested the powers to try the suits not exceeding Rupees One Crore in value, as published in Maharashtra Government Gazette, extra ordinary part-Eight, dated 23<sup>rd</sup> August, 2012, which came into force from 1<sup>st</sup> September, 2012 as regards, provisions of sections 1, 2, 3, 5, 6 and 7 of the said Act and as regards provisions of section 4 of said Act, it came into force from 1<sup>st</sup> October, 2012 vide Law and Judiciary Department, Mantralaya, Notification No.CCS-2911/CR58/D.19, dated 28<sup>th</sup> August, 2012.

At the beginning of the Court the sanctioned strength of Judges for Bombay City Civil & Sessions Court was four, which is presently increased upto 80.

The procedures of City Civil Court are governed by The Bombay City Civil Court Act, 1948 and Bombay City Civil and Sessions Court Rules, 1948.

In the year 2003, a branch of this court, which is known as Fast Track Sessions Court, was established at Sewree, Mumbai, having 13 Sessions Courts with the strength of 13 Courts functioning from Oct-2003. The said Court is still functioning since the Government has extended its tenure for the next five years in the year 2005.

On 13<sup>th</sup> July, 2006 one more court i.e. SEBI Court was established in the premises of the Kurla Court at LBS Marg, Kurla (West), Mumbai, the said Special Court was established to try the cases constituted under the Securities & Exchange Board of India Act, 1992. Same Court is abolished in year 2008 and since, then the matters under SEBI Act are being tried in Main Branch at Fort.

Thereafter, another branch of this Court, which has housed 12 Court Halls, started functioning with effect from 19<sup>th</sup> September, 2007 at Dindoshi, Goregaon (East), Mumbai. It has Civil Territorial Jurisdiction from Bandra to Dahisar on Western Side. As far as the Pecuniary Jurisdiction of this Court is concerned, the Civil Court can entertain and try Civil cases having valuation above Rs.10,000/- and upto Rs.1 crore. It has also the jurisdiction to entertain and try the Criminal Cases registered within the limits of Territorial jurisdiction between the territorial of Borivali Taluka i.e. Goregaon to Dahisar on Western Side of City.

**Departmental set-up of Bombay City Civil & Sessions Court, Greater Bombay and its Branches at Dindoshi, Goregaon, Mumbai and Fast Track Sessions Court, Sewree, Mumbai**

**-: CIVIL SIDE :-**

**1) Board Department :-**

All the Plaints in Civil suits, Interlocutory proceedings in the said civil suits, like Notices of Motion, Chamber Summons and other miscellaneous applications are first lodged and filed in Board Department. The said proceedings are numbered and assigned by The Hon'ble Principal Judge to various Courts. Various processes such as Notices to the parties, witness summonses, Writ of Summonses etc, are issued by the Board Department. Writs (Civil) received from the Hon'ble High Court are received by the Board Department and the concerned clerk immediately brings the said writ to the notice of the concerned Sheristedar of the Court, who in turn shows the said writ to the Hon'ble Judge of that court and obtain signature of the Hon'ble Judge thereon for having seen the same and the department thereafter certifies the same to the Hon'ble High Court.

Monthly balance-sheet of the matter is maintained by the Board Department of all the matters in all courts of this Court and sends the same to the Hon'ble High Court, Bombay every

month. In the similar fashion the Four Monthly, Half Yearly, Eight monthly and Yearly balance-sheets of the R & P is forwarded by the Board Department to the Hon'ble High Court, Bombay.

**2) Decree Department :-**

It was a practice that all the Decrees in disposed of suits are prepared by Decree Department. Interim injunction orders were also used to be prepared by this Department. However, now days all the Decrees in disposed of suits are prepared in concerned Court itself. The section of this department, which is called Certified Copy Section, issues certified copies of Decrees/Judgments and interim injunction orders. There is also a separate Cell in this Department, which looks after the work of Execution proceedings.

**3) Record (Civil) Department :-**

All the Disposed of civil proceedings are stored in this Department. The record & Proceedings are produced by this Department, as and when required by any Court or other Department. Destruction of Old record, as per the classification thereof as per Rule, 517 of the Civil Manual, is done by this Department, However now the classification of the Record is done in courts and thereafter only the matters are accepted by the Record Department. Paper books in Appeal Matters (Civil) are prepared and forwarded to the Hon'ble High Court, Supreme Court by the Record Department.

**4) Correspondence and Establishment/Administration Department**

All the Administration of this Court is looked after by this Department, which includes recruitment of new staff, their postings in various Courts and Departments, promotions of existing staff, maintaining the Seniority and Gradation lists of the staff, Maintaining Confidential Reports of all staff etc. The work of distribution and storage of large number of Stationery items, providing Telephone to Hon'ble Judges, reservation of accommodation in Government Rest Houses outside the Mumbai, for Hon'ble Judges and Officers of this Court, as and when required, the work of preparing Memos, Show Cause Notices, and work regarding Departmental Enquiries is also done by this Correspondence Department. Various processes like Summonses, Notices etc. received from the various Courts all over India, are forwarded for service, to the Chief Metropolitan Magistrate, Mumbai, and court of Small Causes, Mumbai, as the case may be, by this Department. The establishment department is also look after the work of maintaining Leave Record, Service Book and Muster Roll of the Staff.

This Department also handles the work of entries in Inward Register of the correspondence received from outside and Dispatch Register of various Outward correspondence.

## **5) Accounts Department :-**

All the work relating to the preparation of pay bills & all other bills of the Class-III and Class-IV staff is looked after by this Department. Apart from this, department is collect the amounts deposited by the litigants and Advocates as per the order of Hon'ble Courts and investing in banks if so order by the Court and refunding the said amounts to litigants as per the ordered of Hon'ble Court. Preparing the budget and other consequential work is also done by Account Department, preparing HBA Bills, Telephone Bills, GPF Advances, Medical Bills, Petrol Bills, Reconciliation of Account, Maintaining of PLA Account etc. all the work pertaining to Account is handled by the Account Department. This Department also handles the work regarding pension of Staff and Judges. There is a separate section in Accounts Department known as "G.O. (Gazetted Officers) section" which prepare the Salary bill of the Hon'ble Judges of this Court as well as the Class-I and Class-II Officers of this Court, all maintaining their Service Books, Leave Record, Medical, TADA and other all bills concerning Hon'ble Judges and above Officers.

### **:- CRIMINAL SIDE :-**

#### **1) Sessions Department :-**

This Department is assigned with the work relating to Criminal Cases such as (Regular) Sessions Cases triable by Sessions Court, Special Cases under the NDPS Act, POTA Act, Atrocity Act, MCOB, SEBI Act and Cases filed by Anti Corruption Bureau and Central Bureau of Investigation etc. Apart from this, Bail Applications in Regular Session Cases and Anticipatory Bail Applications are filed in this Department. The Scrutiny and verification of the documents produced by the Sureties for Bail is also done by this Department. This Department also issues Certified Copies of Regular Bail Orders, Anticipatory Bail orders and Judgments in disposed of Sessions Cases. Issuance and service of all types of Warrants, Proclamation, Notices to the accused and sureties, witness summonses etc., is also done by Sessions Department.

#### **2) Appellate Department :-**

The Criminal Appeal and Criminal Revision Applications against the orders passed by the Ld. Metropolitan Magistrate in the Magistrate triable criminal cases, are filed in this Department, since, with effect from 1<sup>st</sup> April, 1974. Sessions Court has been invested with jurisdiction to hear Criminal Appeals and Revisions Applications filed against the orders passed by the Metropolitan Magistrate in Greater Bombay. Apart from this the bail applications preferred by the accused persons against whom the investigation is in progress and the Charge-sheet is not filed or the case is not committed to Sessions Court, are also filed in this Department. The Writs of Bail orders or orders in Criminal Appeals and Revisions, passed by the Hon'ble Court are forwarded to the Magistrates' Court or Police Stations concerned, by this Department.

**3) Paper Book (Criminal Section) :-**

This Department prepares the Paper Book as per the Criminal Manual required in the Criminal Appeal Matters and forward to the Hon'ble High Court & Supreme Court.

**4) Criminal Record Department :-**

The Record & Proceedings, as well as valuable & Muddemal Articles in disposed of Sessions Cases is stored and maintained by this Department. Periodical destruction of old matters as well as Valuable and Muddemal Articles as per the provisions of Criminal Manual, is also done in this Department.

Apart from all the aforesaid Departments, there is **Maintenance Department**, which looks after the overall maintenance of the building and Campus of City Civil and Sessions Court, Bombay.

It has to Interact with the PWD Civil as well as Electrical Division to get the compliance of the Civil & Electrical work of this Court by calling estimates from PWD Civil & Electrical. It has also to look after the Accommodation of the newly appointed Hon'ble Judges of this Court. The Maintenance Department is also required to look after the Pool Cars of the Hon'ble Judges of this Court.

Also there is **Judges' Library** in this Court, which makes available all type of Law Books and citations to the Hon'ble Judges of this court. The Judges Library has AIR, BLR, Supreme Court Cases, MLJS, Criminal Major Act, various Bare Acts and Commentary thereof, IPC, Cr.P.C, Civil and Criminal Manual, various Acts and other Law Books of various authors which are made available by the court Librarian to the Hon'ble Judges of this Court. Now on account of Supreme Court Cases on line any Judgment of High Court and Supreme Court are easily available to all Hon'ble Judges of this Court.

**:- INFORMATION OFFICER :-**

The "Registrar" of this court is the "Information Officer" under Right to Information Act, 2005, for this establishment, as nominated by the Hon'ble High Court. The applications made under the 'Right to Information Act 2005' should be addressed to the Registrar/Information Officer, Bombay City Civil and Sessions Court, Gr. Bombay. The said applications are duly registered in a Register meant for the said purpose and they are given the number accordingly. Information officer is supposed to dispose of the applications received by him, within 30 days of the receipt of the said applications.

**-: APPELLATE AUTHORITY ( I ) :-**

If the applicant who has made the application for any information under the said Act, does not get the information asked for, within the prescribed period of 30 days, or he is aggrieved by the decision taken by the Information Officer, or he is not satisfied with the information supplied to him, he can prefer an appeal against the said decision, within a period of 30 days from the receipt of the said decision, before the 1<sup>st</sup> Appellate Authority, as nominated by the Hon'ble High Court.

**-: APPELLATE AUTHORITY ( II ) :-**

If the applicant is not satisfied by the decision of the 1<sup>st</sup> Appellate Authority, the appeal can be preferred against the decision, before the State Information Commissioner, within the period of 90 days from the date of receipt of the decision of the Hon'ble 1<sup>st</sup> Appellate Authority.

\*\*\*\*\*

**CITIZEN**  
**CHARTER**