

RULE 4 (1)(b)(ii) PROFORMA B

MAHARASHTRA HOUSING AND AREA DEVELOPMENT AUTHORITY

LEGAL DEPARTMENT

DETAILS OF THE DUTIES OF THE OFFICERS AND EMPLOYEES

ADMINISTRATIVE WORK ORDER

SR. NO.	Name and Designation	Duties	As per which rules/regulation /Govt. Order or Circular etc.	Opinion
1.	Shri S.N.Khobragade Dy.LA-I/A & LA/A(I/C) 022 66405433 Skhobragade0728 @mhada.org	(a) Supervision of litigation work pertaining to Mumbai and Konkan (Housing) in the High Court, Mumbai. (b) Criminal matters and Appeals pertaining to Metropolitan Magistrate Court, Revenue Court, Session Court and matters before Lokayukta. (c) Supervision of matter pertaining to Grievance Redressal Committee/SRA. (d) Conveyance work matters. (f) Supervision of the work assigned to Shri Salunke ALA-III/A (g) Administration work of the Legal Department/A		
2.	Smt. M.J.Parab Dy.LA-II/A 022 6640 5436 9819285628 mparab1049@mha da.org	a) Litigation work in the Supreme Court of India under the supervision of LA/A b) Litigation work in the High Court pertaining to RR Wing. c) Opinion matters assigned by LA/A d) Litigation work pertaining to Consumers Court as well as Human Rights Commission matters.	As per the orders of the Legal Adviser/A	

		<p>e)Conveyance work assigned by LA/A</p> <p>d) Professional Bills of Advocate of City Civil Court, High Court, Supreme Court and other Court.</p> <p>e)Matters pertaining to High Power Committee MHADA</p> <p>f) Supervision of the work assigned to Shri Gajbe ALA-II other than RTI.</p> <p>h)Any other work assigned by LA./A</p> <p>i)Work pertaining to Nagpur, Aurangabad, Amravati, Nashik and Pune Board.</p> <p>j)To attend important meetings assigned by LA/A(I/C).</p>		
3.	<p>Shri D.S.Pawar ALA-I 9820388408 Dpawar1153@mha da.org</p>	<p>a) Shri Pawar will attend the Head Office Bandra Once in a week</p> <p>b) Any other work assigned by LA/A(I/C).</p> <p>c) He will certify the Bills of Advocate of High Court RR & Hsg.</p> <p>d) He will submit monthly report of disposed matters in High Court and attend the office once a week.</p> <p>e) He will give updates of the important matters daily to Dy.LA-I/A and Dy.LA-II/A.</p>	As per the orders of the Legal Adviser/A	
4.	<p>Shri N.B,Gajbe ALA-II <u>Legaladvisermhada@gmail.com</u> 022 66405438 9860056932</p>	<p>a) Litigation pertaining to City Civil Court, Bombay under the supervision of Dy.LA-II/A.</p> <p>b)Public Information Officer in accordance with the provisions of Right of</p>	As per the orders of the Legal Adviser/A	

		Information Act,2005. c) Opinion and any other work assigned by LA/A(I/C) d) Work pertaining to Aurangabad Board under the supervision of Dy.LA(II)/A.		
5.	Shri Shilant Wandkhede ALA/A	His services have been transferred to Nagpur Board	As per the orders of the Legal Adviser/A	
6.	Shri R.C.Salunke ALA-III 022 66405437 9922763792 Salunke.100@rediffmail.com	a) Litigation work pertaining to High Court, Housing Bombay. b) Opinion matters. c) To attend the meeting of Master List Committee. d) Any other work assigned by LA/A(I/C). e) Litigation work pertaining to MAT, Appellate Officer, RERA, Green Tribunal. f) Work pertaining to Pune and Nashik Board under supervision of Dy.LA-II/A	As per the orders of the Legal Adviser/A	
7.	Shri Wankhede ALA-IV 022 66405437 8108344699 Legaladvisermhada@gmail.com	a) Correspondence work pertaining to RR Wing and attending High Court under the supervision of Ms..M.J.Parab Dy.LA-II/A b) Litigation work pertaining to Konkan Board other than High Court c) Any other work assigned by LA/A(I/C) d) Work pertaining to Nagpur and Amravati Board under the supervision of Dy.LA-II/A	As per the orders of the Legal Adviser/A	

8.	Shri Tushar Jadhav ALA-V	<p>a) Litigation work pertaining to City Civil Court/Dindoshi.</p> <p>b) Litigation work pertaining to Small Cause Court, Co-operative Court, Magistrate Court, Revenue Court under the supervision of Dy.LA-I and matter before Lokayukta, Grievance Redressal Committee..</p> <p>c) Opinion matters assigned by LA/A(I/C) and Dy.LA-II/A</p> <p>d) Any other work assigned by LA/A(I/C)</p>	As per the orders of the Legal Adviser/A	
9.	Smt. Priyadarshani Sohani Legal Asst/A 9820388408 Legaladvisermhada@gmail.com	Her services have been transferred to Mumbai Board Since 25/05/2022	As per the orders of the Legal Adviser/A	
10.	Shri Arjun C. Jaiswal Legal Asst/A 02266405438 Legaladvisermhada@gmail.com	<p>a. He will work as a personal Assistant (PA) to LA/A</p> <p>b. Correspondence work pertaining to High Court RR wing assigned by Ms. Parab Dy. LA-II/A</p> <p>c. Opinion matters assigned by LA/A & Dy. LA-II/A Ms. Parab</p> <p>d. Any other work assigned by LA/A</p> <p>e. Computer work and Library under supervision of Dy. LA-I/A</p> <p>f. Daily Email received from Panel Advocate and public</p> <p>g. To attend matter before Competent Authority under supervision of Shri. Salunkhe ALA/II & Correspondence work of supreme court matter under</p>	As per the orders of the Legal Adviser/A	

		supervision of Ms. Parab Dy.LA-II/A		
11.	Smt. Dalvi Assistant	a. To look after the correspondence work of High Court Housing assigned by Dy. LA-I/A Shri. Khobragade and Administration work. b. Any other work assigned by Dy. LA-II/A	As per the orders of the Legal Adviser/A	
12.	Smt. P.P. Mantri Assistant	a. To look after the correspondence work of High Court RR Wing & Supreme Court and other Court assigned by Dy. LA-II/A b. She will look after Administration work. c. Any other work assigned by LA/A	As per the orders of the Legal Adviser/A	
13.	Shri. Ghodke. Sr. Clerk	a. To look after the correspondence work of High Court Housing assigned by Dy.LA-I and ALA-II/A b. Any other work assigned by LA/A	As per the orders of the Legal Adviser/A	
14.	Smt. Mansi Utekar Assistant	a. To prepare professional bills of Advocate pertaining to High Court & Supreme Court and other court under the supervision of Dy. LA-II/A b. Any other work assigned by LA/A.	As per the orders of the Legal Adviser/A	
15.	Shri. Ravi Jadhav Sr. Clerk	a. To look after the work of correspondence & preparing panel Advocates bill of City Civil Court Dindoshi & Correspondence work of other courts assigned by ALA(V)	As per the orders of the Legal Adviser/A	

		b. Any other work assigned by LA/A		
16.	Smt. Pooja Pawar Jr. Clerk	a. The Outward of Tapal of Legal department b. Inward and Outward of Files c. Any other work assigned by LA/A(I/C)	As per the orders of the Legal Adviser/A	
17.	Smt. Pooja Chendkapure Jr. Clerk	a. She will look after the inward of Legal Department b. Any other work assigned by LA/A	As per the orders of the Legal Adviser/A	
18.	Shri. Sagar Rananaware Jr. Clerk	Join on 06.12.2022 and not attending office from 15/12/2022 till date		