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/regulations/ Govt. orders or circular etc	Opinion
1.	Smt. M.J. Parab, Dy. LA-I/A and LA/A(I/C)	a)Supervision of litigation before the Supreme Court of India b)Litigation pertaining to the M B RR Board before the High Court and City Civil Court, Mumbai c)Matters pertaining to High Power Committee d)Function as the First Appeal officer under the Right to Information Act, 2005. e)Conveyance f)Supervision pertaining to the Mumbai Slum Board, Nashik and Chhatrapati Sambhaji Nagar Board		
2.	Shri. D.S. Pawar Dy. LA-II/A	a) Supervision of litigation pertaining to Mumbai Housing Board, and Pune Board in High Court. b) Matters before the City Civil Court, Dindoshi c) Certification of professional bills d) Preliminary expression related to the Litigation and matters pertaining to his assignment e) Litigation pertaining to Amravati and Nagpur Board, SPA Chandrapur and Konkan Board f) He should attend MHADA office every Thursday. g) Any other work assigned by LA/A		
3.	Shri. Shilant Wankhade, ALA- I	His services have been transferred to Nagpur Board		
4.	Shri. Nitin Gajbe,	a) Litigation work pertaining		

	ALA-II	to City Civil Court, Mumbai b) Conveyance c) Litigation work pertaining to conveyance d) Preliminary expression on the matters related to conveyance e) Other court matters pertaining to Labour, Criminal Courts , Small Causes Court Co-operative court, Registrar of the Societies, and Land Revenue Court, RERA Green Tribunal, NCLT and any other courts specifically not assigned.		
5.	Shri. Sudhir Wankhede ALA- III	a) Litigation work pertaining to High Court Mumbai Housing Board, Konkan Board and the Pune Board and MSIB b) Opinion matters related to litigation c) Litigation pertaining to the Nagpur and Amravati Konkan Board under the supervision of Dy. LA(II)/A d) Any other work assigned by LA/A.		
6.	Shri. Tushar Jadhav, ALA - IV	His services have been transferred to Pune Board		
7.	Smt. Madhavi Dolas ALA (V)	a) Litigation work before Supreme Court of India. b) Litigation work before the High Court in respect of M.B.R.& R. Board c) To conduct matters before the Appellate Officer. d) Litigation pertaining to the Nashik Board. e) She will attend the Master List Committee meetings f) Opinions matters assigned 6by LA/A g) Any other work assigned by LA/A		
8.	Shri Arjun Jaiswal ALA (VI)	a) Litigation work pertaining to City Civil Court, Dindoshi b) Computer work, library and administration work. c) Litigation work before		

		Human Rights Commission and Consumer Cases d) Litigation work pertaining to Chhatrapati Sambhaji Nagar Board. e) Opinion matters related to his assignment f) Public Information Officer under the Right to Information Act, 2005. g) To attend matters before the competent Authority. h) Any other work assigned by LA/A		
9.	Smt. Priyadarshini Sohani , Legal Assistant	Her services have been transferred to Mumbai Board.		
10.	Smt. Sayli Sawant Legal Assistant	a) Drafting proposals before Competent Authority and Appellate Officer through ALA- VI and ALA-V/A respectively. b) She will look after the correspondence work of Supreme Court, NCRDC & NCLAT at Delhi. c) Opinion matters assigned by LA/A to be put up through ALA-V and ALA-VI d) To look after the correspondence work of High Court / MBRRB when Smt. Sapna Jagtap is on leave or is not available. e) Any other work assigned by LA/A		
11.	Smt. Sunita Amol Takale Assistant	a) To look after the professional bills of High Court and Supreme Court b) To look after the Administration work of Legal Department. c) Any other work assigned by LA/A		
12.	Shri. Jagdish Jadhav Senior Clerk	a) To look after the bills of Supreme Court and other courts. b) To look after the outward tapal in the absence of Smt. Nanaware. c) Any other work assigned		

		by LA/A.		
13.	Smt. Vedanti Vichare Steno-Typist	a) Dictation work by LA/A(I/C) b) Any other work assigned by LA/A. c) Daily emails received from Panel Advocates and Public		
14.	Shri. Mayur Vispute Junior Clerk	a) He will look after correspondence work of High Court/Housing, Mumbai and any other work assigned by ALA III - Shri. Sudhir Wankhede b) Dictation work of ALA-III - Shri. Sudhir Wankhede. c) Any other work assigned by LA/A.		
15.	Shri. Yogesh Bhamnavat Junior Clerk	a) Correspondence work of City civil Court, Mumbai. b) Any other work assigned by Legal Adviser/A.		
16.	Shri. Dnyaneshwar Gande Junior Clerk	a) Correspondence and dictation of ALA VI - Shri. Arjun Jaiswal. b) Correspondence work of City civil Court, Dindoshi. c) Any other work assigned by LA/A.		