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## Standard Operation Procedure for Functioning Of the Court under ODA ACT-1982

SL No.	Works	Responsible Office/Staff
1	Application/ /live cases From BDA, Enquiry by field staff.	Order passed by OSD (ODA ACT)
2	Detection of Unauthorized/Deviation Construction. Reporting by the Amin/along with the sketch map.	Amin/Survey Asst. of ODA Court.
3	Registration/institution of cases	OSD ODA
4	Notice U/S 92(1) (2)/ Service of hearing notice to Op's	Dairy & Dispatch in charge/process server
5	Hearing/Trail of case	OSD (ODA) ACT
6	Comparison of Building Plans & report	Architect Asst./AAD
7	Demolition Order/Disposal Order	OSD (ODA ACT)
8	Conformation of Demolition/Disposal Order	Sr. Municipal Planner
9	Carry out of the Demolition Order	ZDC (Through Enforcement Squad+CEMC)
10	Compliance of Appeal before Appellate authority	Sr. Municipal Planner
11	Compliance of Appeal before Judicial Higher Courts	A.L.O. Legal Section Of BMC
12	Information relating to OSD ODA under RTI Issue of certified copies of Court Order	PIO OSD (ODA) ACT
13	Keeping of disposal case records	OSD (ODA) ACT

*Phalke*  
04/3/20

*Pans*  
04.3.2020

*JK*

*LP*