

Admn. I(LA) Section and Vigilance Unit

1. All establishment matters like recruitment, appointments/ clearance of the probation in respect of officers and staff dealt with by the section, confirmation/extension/verification of character and antecedents, medical examination, postings, transfers; declaration of Home Town etc. in respect of officers gazetted and non –gazetted establishment of the Department of Legal Affairs including Branch Secretariats, Mumbai/Kolkata/Chennai/Bengaluru (other than CSS/CSSS/CSCS).
2. Cadre management of I.L.S. and other services (other than CSS/CSSS/CSCS) dealt with by the Section.
3. Framing/Review of Recruitment Rules for various posts (other than CSS/CSSS/CSCS) dealt with by the Section in the Department of Legal Affairs.
4. Nomination of I.L.S. officers on various committees/ groups etc. constituted by different Ministries/ Departments.
5. Nomination of I.L.S. officers as Arbitrators/ Members of the interview Boards.
6. All matters relating to the work pertaining to deputation of I.L.S. officers to Legal Officers Course in London under the Colombo Plan.
7. All matters relating to assignment of officers to foreign countries/organizations under different programmes.
8. All matters relating to the Indian Legal Service.
9. All Parliament Question relating to the subjects dealt with by the Section.
10. Budgetary matters relating to Admn. I(LA) Section.
11. Miscellaneous establishment matters.
12. Coordinating the work relating to the materials to be supplied to Pay Commission when required.
13. Matter relating to DFPR
14. Grant of personal pay on account of sterilization operation.
15. Recording of Confidential Reports (Department of Legal Affairs) in respect of all officers except Group D staff.

VIGILANCE UNIT

1. All Vigilance work relating to Department of Legal Affairs and Legislative Department.
2. Maintenance of Property returns.