

### **Advice 'A' Section**

Advice work pertaining to various Ministries and Departments as stated below.

1. Ministry of Home Affairs.
2. Ministry of External Affairs.
3. Department of Personnel & Admin Reforms.
4. Parliamentary work.
5. Ministry of Defence.
6. Ministry of Road Transport & Highways.
7. Ministry of Tourism and Civil Aviation.
8. Ministry of Labour.
9. Ministry of Chemicals & Fertilizers.
10. Ministry of Steel.
11. Ministry of Mines.
12. Department of Rehabilitation.
13. Department of Justice.
14. Ministry of Social Justice & Empowerment.
15. Ministry of Coal.
16. Department of Communication and Information Technology
17. Department of Telecom
18. Ministry of Skill Development and Entrepreneurship
19. Development of North Eastern Region
20. Union Public Service Commission
21. Central Information Commission
22. Ministry of Shipping
23. Ministry of Civil Aviation

24. Ministry of Tribal Affairs
25. Ministry of Minority Affairs
26. Ministry of Petroleum & Natural Gas
27. Ministry of Tourism
28. Ministry of Communications including Directorates General of Posts & Telegraphs.
29. Conveyancing matters including house building advance cases of all the Ministries and Departments.
30. Forty- Second Constitution Amendment –Challenge in courts - correspondences relating to the subject.
31. RTI applications and Third Party notices under Section 11 of the RTI Act, 2005 received from various ministries in respect of legal advices tendered by this Ministry.
32. Miscellaneous work, that is, Diary, Despatch, marking of files, tracing precedents, keeping record of Cabinet Notes, Cabinet Meetings, State Bill Register, Movement Register, Index Register and arranging numerous opinion tendered by different officers of the Department etc. and yearly scanning and indexing of the opinions in the Section given proper title, short subjects and typed ministries-wise, and also prepared State Bill/Private Member Bill/Cabinet Note and Parliament Assurances Register with index which required detailed and minute reading of each precedent before making short title.

### **Advice 'B' Section**

The Section is dealing with the advice work of following Ministries:-

1. Ministry of Finance (Department of Revenue, Economic Affairs, Expenditure)
2. Ministry of Corporate Affairs
3. Ministry of Heavy Industry & Public Enterprises
4. Ministry of Small Scale Industry & Rural Agro
5. Ministry of Railways
6. Ministry of Urban Development
7. Ministry of Commerce & Industry
8. Ministry of Parliamentary Affairs
9. Lok Sabha Secretariat
10. Rajya Sabha Secretariat
11. President Secretariat
12. Prime Minister Office
13. Cabinet Secretariat
14. COD Meetings
15. Ministry of Disinvestments
16. Ministry of Science & Technology
17. Ministry of Water Resources,
18. Ministry of Textiles
19. Ministry of Health and Family Welfare.
20. Ministry of Information & Technology
21. Ministry of New and Renewable Energy
22. Ministry of Atomic Energy
23. Ministry of Power

24. Ministry of Ocean Development
25. Comptroller and Auditor General for India
26. NITI Aayog
27. Ministry of Information & Broadcasting
28. DGS&D
29. Ministry of Environment & Forests
30. Ministry of Agriculture
31. Ministry of Rural Development
32. Ministry of Consumer Affairs
33. Ministry of Food & Public Distribution
34. Ministry of Human Resource Development
35. Ministry of Culture
36. Ministry of Youth Affairs & Sports
37. Ministry of Food Processing Industries
38. Ministry of Statistics & Programme Implementation
39. Ministry of Space
40. Ministry of Panchayati R Raj,
41. Ministry of Women & Child Development
42. Ministry of Earth Sciences
43. Miscellaneous work, that is, Diary, Despatch, marking of files, tracing precedents, keeping record of Cabinet Notes, Cabinet Meetings, Sate Bill Register, Movement Register, Index Register and arranging numerous opinion tendered by different officers of the Department etc. and yearly scanning and indexing of the opinions in the Section given proper title, short subjects and typed ministries-wise, and also prepared State Bill/Private Member Bill/Cabinet Note and Parliament Assurances Register with index which required detailed and minute reading of each precedent before making short title.

### **Advice 'C' Section**

1. Review and weeding out of old opinions and precedents.
2. Coordination and maintenance of Law Officers opinions.
3. Coordination and maintenance of Central Index Slips in respect of opinions.
4. Obtaining opinions of Law Officers on the statement of cases prepared by the Officers.
5. Printing of Law Officers opinions.
6. Index of Law Officers opinions and Index of opinions in the Advice Branch.
7. Undertaking research on any Legal problem entrusted by the senior Officers.
8. Maintenance of documents and records relating to the International / Conferences/Meeting attended by the Officers.
9. RTI applications and Third Party notices under Section 11 of the RTI Act, 2005 received from various ministries in respect of legal advices tendered by this Ministry.