

BRANCH SECRETARIAT, KOLKATA

FUNCTIONS:

1. To render legal advice to all Central Government Offices in West Bengal and Eastern Region (Bihar, Orissa, Assam, Meghalaya, Sikkim, Nagaland etc.)
2.
 - i) To conduct litigations in the Calcutta High Court by the Senior Govt. Advocate/Additional Govt. Advocate/Junior Govt. Advocate who are notified to act as Government Pleader within the meaning of Order XXVII, Rule 8B(a) of the Code of Civil Procedure, 1908.
 - ii) To act as Office of Advocate-on-Record in Original Side of the Calcutta High Court.
 - iii) To engage Additional Solicitor General of India and/or counsel in different cases as per requirement in the Calcutta High Court matters.
 - iv) To engage counsel in the Central Administrative Tribunal, Calcutta Bench, other Tribunals in Calcutta, Consumer Redress Forum at State level and other Forums of alternative remedy.
 - v) To look after the litigation work in the Calcutta High Court on Original Side and Appellate Side and Arbitration Case on behalf of the Central Govt.
 - vi) In addition to the litigation work of the Calcutta High Court this Branch Sectt. exercises general supervision and engagement of counsel over the litigation of the Central Govt. in Subordinate Courts in West Bengal such as City Civil Court, Small Causes Court, Metropolitan Magistrate's Courts as well as different District Courts in West Bengal in which the Central Government is either a party or otherwise interested.
3. To exercise general supervision over litigation of the Central Government in various High Courts in the Eastern Region like Patna High Court, Orissa High Court, Sikkim High Court and Assam High Court.
4. To do drafting and vetting of instruments of conveyance, agreements, contracts and other different types of documents, to which the Central Government is a party.
5. To scrutinize fee bills received from the Panel Counsel. To obtain sanction for engagement of Special Counsel at Special rate to appear on behalf of Government Department in the Calcutta High Court or in the other High Courts and subordinate courts in West Bengal.
6. To prepare Paper Book for appeals of Original Side matters and to do all ancillary works related to litigation like issuance of back sheets, making correspondences, having conferences etc. and also to do establishment and other alternative works in connection with the personnel of this Branch Secretariat.