

BRANCH SECRETARIAT, CHENNAI

FUNCTIONS

1. Administration

(i) General Administration:-

All matters connected with organization on all matters establishment of this Branch Sectt. Also functions as DDO of the Branch Secretariat, Service matters.

(ii) Cash Section

(a) Budget and preparation of bills.

Preparation of Budget both Budget Estimates and Revised Estimates, indicating requirements of this Branch Secretariat and submission of the same to the Main Secretariat. Preparation of Pay Bills of officers and staff of this office and disbursement of salary to the staff. Preparation of medical reimbursement bills, leave travel Concession bills of officers and staff. Scrutiny and payment of rent bills and electricity bills of office. Scrutiny of vouchers, preparation and submission of contingent bills. With the scheme of Departmentalization of accounts coming into force in April- October 1976, the Section Officer, and is attached to the PAO, Department of Legal Affairs, New Delhi. As Drawing and Disbursing Officer, he has been placed with account in the Dena Bank, Mount Road Branch and is authorized to draw funds directly from the bank by means of cheques for payment of pay and allowance including T.A. and medical claims advances and final bills, Counsel Fees and office contingencies. In respect of certain other claims like Advances from the Provident Funds, withdrawals from G.P. Fund and Final withdrawals of accumulations in the Fund for Group 'D' and all short term loans and advances are also paid by him after sanction of the competent authority is obtained. In the discharge of these functions the D.D.O. has to subject all these vouchers to the treasury checks enumerated in the various Rules in the C.T.R, Vol. I, before passing the bill for payment and issuing the cheque. The D.D.O. is also authorized to receive receipts on behalf of Govt. and issue receipts therefore. Those are then remitted by him in the bank in which he holds the account.

(b) Accounting.

The Section Officer acting as DDO is responsible for the maintenance of Cash Book and for the preparation of the List of payments of all vouchers paid by him weekly and should transmit it to the PAO alongwith the Vouchers. The payments made by him are reconciled with the bank payment scrolls and a reconciliation statement is also sent to PAO. He also reconciles the expenditure figures as compiled by him with those booked by the PAO. Similar procedure is followed for departmental receipts also. Further he maintains detailed accounts of all short term loans and advances as well as Group 'D' Provident Fund Accounts.

(iii) House keeping section

Maintenance of office furniture and furnishings. Attending to installation and shifting of Telephones of officers both at office and residence. Preparation of indents for and receipts of stationery from the Chief Controller of Printing and Stationery. Dealing with all matters relating to preparation of Hindi Reports, checking and maintaining Trunk call Bills and connected registers Office amenities.

(iv) Receipt and Issue and Fair Copying Section;-

Receipting of incoming dak both postal and hand delivery by messengers and diarizing them. Despatch of outgoing dak. Maintenance of service stamp account in the proper register. Maintenance and checking of telegram registers and bills. Preparation of register showing abstract of Receipts marked t various dealing hands. Typing, Fair Copying, comparing and issue of letters relating to litigation matters and miscellaneous letters copying notes etc, from files of other Departments for indexing purposes.

(v) O&M and Judicial matters:

Matters relating to appointments of Counsel for Central Government cases. Statistics And Returns:- Preparation of monthly returns of disposals of cases by officers, returns of officers, returns of office work, monthly , quarterly etc.

(vi) Library, Research and Correction Section:-

Maintenance and upkeep of the Library of this office. Attending to correspondence Relating to the above. Renewal of subscriptions of various Law Journals, Gazettes, News Paper and High Court cause list etc. Maintenance of approval, sanction and accession registers. Scrutiny of bills for books purchased. Research, collection of Court decision, papercuttings, articles etc. Maintenance of GSRO, SROs Acts and ordinances, Maintenance of India Code Volumes, Acts of Parliament, SRO's GSROs etc. and carrying out correction to all acts and Regulations.

(II) Advice Section

Rendering legal Advice on all matters referred to this Branch Secretariat by the various Central Government Department Departments located in Madras city and mofussil stations in the State of Tamilnadu, Kerala and the Union Territory of Pudhucherry only. Scrutiny of fee bills of the Central Government Standing Counsel,. Additional Central Government Standing Counsels and Senior Counsel appointed in individual cases. Conveyancing work emanating from Central Govt. Deptt. In the four Southern States and advice references from the Central Leprosy Research & Training Institute, Chingleput, Department of Space, Bengaluru and the Handloom Export Promotion Council Are also being attended to by this branch Secretariat.

Vetting of Draft Counter Affidavits, Petitions, Memorandum of Grounds of Appeal, Written Statements, other pleadings etc.

III.(a) **Litigation Section**

Scrutiny of daily cause list of Madras High Court, conduct of Central Government litigation work in the four Madras Court (except the work relating to Income-tax and Railway Departments). Functions Include attending to cases in the High Court at Madras and attending to correspondence with Counsel and the various Department of the Central Government and briefing Counsel in those cases.

Scrutiny of Fee Bills of the Additional Solicitor General, Assistant Solicitor General, Central Govt. Standing Counsel, Additional Central Govt. Standing Counsel and Senior Panel Counsel appointed in the individual cases.

III.(b) **Litigation Cell in the High Court Building.**

Since June 1978, a separate Litigation Cell has started functioning within the High Court premises. It is headed by an Assistant Legal Adviser who is empowered under GSR 1412 to appear on behalf of the Central Government. He is assisted by supporting staff. The Assistant Legal Adviser in the Litigation Cell attends to the Courts and follows up the Central Government cases personally with the Counsel both in the High Court and Subordinate Courts.

The Litigation Cell in the High Court Building deals with the lower court litigation and advice work exclusively apart from the above work.