

## BRANCH SECRETARIAT, MUMBAI

### FUNCTIONS:

#### I. Administration & Accounts Section:

- (i) To carry out administrative functions relating to recruitment, leave, deputations, resignations, retirement, termination, etc. , and obtaining sanctions to the grant of G.P.F. and other advances, etc.
- (ii) To draw pay, T.A., L.T.C., O.T.A., Medical re-imbusement and other bills.
- (iii) To apply detailed checks on Counsel Fee memos and obtain sanction of JS & LA/Sr. Government Advocate & In-charge for payment.
- (iv) To draw cheques and to arrange for payment of disbursement of bills and claims.
- (v) To prepare Budget proposals and maintain Books of Accounts of expenditure and receipts to watch that the expenditure does not exceed the grants.
- (vi) To attend to Memos of Internal Audit Section.
- (vii) To prepare Weekly, Monthly, Quarterly accounts for submission to the P.A.O. and Main Secretariat and reconcile the expenditure with the P.A.O. and Bank.

#### II. Advice Section:

- (i) The references received from various Ministries/Departments of Central Government seeking legal advice are examined at the first instance by the Superintendent (Legal) and thereafter put up to the In-charge who in turn mark the cases to the Additional Legal Adviser/Assistant Legal Adviser/Additional Govt. Counsel as per the distribution/allotment of work. If required the advice matters are also referred to the Ld. Additional Solicitor General of India for his expert opinion. Accordingly, this Branch Secretariat render advice to all the Central Government Departments and Ministries of entire Western Region which includes State of Maharashtra, Goa, Gujarat, Rajasthan, Madhya Pradesh, Chattisgarh, Diu, Daman and Dadra & Nagar Haveli etc.
- (ii) To attend to Conveyancing work.

III. Litigation Sections:

- (i) To look after the litigation work in the Bombay High Court pertaining to the Central Government Departments.
- (ii) To deal with the arbitration cases on behalf of the Central Government before Arbitrators.
- (iii) To draft the documents relating to immovable properties situated in Maharashtra, Gujarat, etc., to be acquired or transferred by the Central Government as also to handle agreements and contracts and other documents to which the Central Government is a party.
- (iv) Scrutiny and certification of payments of fees to Standing and Panel Counsel engaged to appear on behalf of the Central Govt. in the Bombay High Court.
- (v) To exercise general supervision over litigation in subordinate Courts, such as, Metropolitan Magistrate Courts, Small Causes Courts, City Civil Courts and Industrial Courts in Bombay in which Central Government is either a party or otherwise interested.
- (vi) To supervise the litigation work in (i) Gujarat High Court, (ii) Nagpur and Aurangabad Benches of the Bombay High Court and (iii) in Judicial Commissioner's Court in the Centrally Administered Area of Goa, Daman & Diu and Nagar Haveli,