

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/ not met-Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [section 4(1)(b)(i)]	(i) Name and address of the Organization	Department of Legal Affairs, Ministry of Law and Justice, Branch Secretariat, 2 <sup>nd</sup> Floor, Aayakar Bhawan, Annexe, M K Road, New Marine Lines, Mumbai - 400020
		(ii) Head of Organization	Shri A A Ansari, Additional Government Advocate
		(iii) Vision, Mission and Key objectives.	
		(iv) Function and duties	This office renders advice to various Ministries / Departments of Govt. of India on receipt of the respective references by it on different kinds of legal matters and attends to the litigation work of the Central Government in Bombay High Court, C.A.T., National Company Law Tribunal other Tribunals and before all the Subordinate Courts of entire Western Region. The entire work is performed by its Officers under the guidance of the Additional Government Advocate/In-charge of this Branch Secretariat. This Branch Secretariat is always guided by the Hon'ble Law Secretary.
		(v) Organization Chart.	As per 1.2
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/Commissions constituted from time to time have been dealt.	N A
1.2	Power and duties of its officers and employees [section 4(1)(b)(ii)]	(i) Powers and duties of officers (administration, financial and judicial).	The Addl. Govt. Advocate is the overall In-charge of the Branch Secretariat. One Addl. Govt. Advocate, One Sr.PPS, One Asst. Legal Adviser, Four PSs & Two Supdt.(L) are assisting the Addl. Govt. Advocate in handling the advice and litigation matters of the Branch Secretariat. The SO assist the Addl. Govt. Advocate in the Administration and Accounts matters