

F.No.21(673)/2014-IC
Government of India
Department of Legal Affairs

Office Order No. 87/2014

Shastri Bhawan, New D
Dated: 05.08.2

Subject: Designation of Central Public Information Officers(CPIOs) and First Appellate Authorities for the purpose of Right to Information Act, 2005, in
Department of Legal Affairs-reg.

In supersession of this Department's Office Order No 82 dated 18.04.2013 issued under file of even No. and in exercise of powers conferred sub-section(1) of Section 5 and sub-section (1) of Section 19 of the Right to Information Act, 2005, the Competent Authority designates the following officers of Department of Legal Affairs as Central Public Information Officers(CPIOs) and First Appellate Authorities for the subject matters mentioned against each for the purpose of Right to Information Act, 2005.

S No.	Name & Address of CPIO	Link Officer of CPIO	Division	First Appellate Authority	Link Officer of First Appellate Authority
1.	Sh. J.S. Mishra, ALA Ph.No. 23383255 R.No. 413 D	Sh. R.K. Srivastava, DLA Ph.No. 23071014 R.No. 422 A	Judicial Section 1.Litigation of the Government of India and Union Territories before the supreme Court, various High Courts, the Central Administrative Tribunal and District and Subordinate Courts. 2.Appointments of the Attorney General of India, the Solicitor General and the Additional Solicitor General of India, Central Government Counsel in the Supreme court, High Courts, the Central Administrative Tribunals, District and Subordinate Courts and Consumer Forums in some o the states for conducting litigation work on behalf of Central Government. 3. Engagement of Law Officers and other counsel on behalf of Ministries/Departments for the conduct of cases before the Supreme court, High Courts, Tribunals,	Ms. Zoya Hadke Addl. LA Ph. No. 23070248 Room No. 406(D)	Sh. T.N. Tiwari, AS Ph.No. 2338 4836 R.No. 408 -A

			<p>Commission of Inquiry, District and subordinate Courts, Quasi-Judicial Authorities etc.</p> <p>4. Its functions also include formulation and settlement of their terms and conditions for conducting cases.</p> <p>5. Nomination of Arbitrators in disputes between the various Departments of the Government of India and private parties.</p> <p>6. Issuing statutory orders e.g. orders under GSR 167, authorizing various officers to sign and verify plaints and written statements in suits in any court of civil jurisdiction or in writ proceedings by or against Central Government under Rule 1 of Order XXVII of Schedule I to the Code of Civil Procedure, 1908</p> <p>7. Authorising officers to sign contracts and agreements on behalf of President of India under Clause 1 of Article 299.</p> <p>8. Reciprocal arrangements with foreign countries for the service of summons in civil suits, the execution of decrees of Civil Courts, the enforcement of maintenance orders, and the administration of the estates of foreigners dying in India inter-state.</p> <p>9. The Hague Convention on the Service Abroad of Judicial and Extra Judicial Documents in Civil or Commercial Matters and also Hague Convention on Taking of Evidence Abroad in Civil and Commercial Matters in the year 2007.</p> <p>10. Reviewing the performance as well as inclusion of fresh advocates in the panel by way of interview/interaction with the counsel.</p>		
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2.	Smt. Poonam Suri, DLA Ph.No. 23388763 R.No. 433 A	Sh. R.K. Srivastava, DLA Ph.No. 23071014 R.No. 422 A	Notary Section 1. Deals with examination/scrutiny of the Memorials/applications received from different states/Union Territories in the country and processing of these memorials for appointment of Notaries. 2. Handling the matters relating allegations of professional or other misconduct on the part of the Notaries. 3. Renewal of certificates of practice of notaries	Ms. Zoya Hadke Addl. LA Ph. No. 23070248 Room No. 406(D)	Sh. T.N. Tiwari, AS Ph.No. 2338 4836 R.No. 408 -A
3.	Sh. Y.K. Singh, ALA Ph.No. 23383255 R.No. 413 D	Sh. Neeraj Rawat, ALA Ph.No. 23381116 R.No. 415 C (A)	Implementation Cell 1. Processing reports of the Law Commission, laying them before the Parliament and also forwarding reports to the Ministries/Departments concerned for their examination/ implementation. 2. Administration of the Advocates Act, 1961, the Advocates' Welfare Fund Act, 2001, National Tax Tribunals(NTT) Act, 2005, legal education and legal profession. 3. Nodal Section related to RTI Applications and Appeals under RTI Act, 2005. 4. Legal Education 5. Legal Profession	Sh. T.N. Tiwari, AS Ph.No. 2338 4836 R.No. 408 -A	Dr. S.S Chahar, AS Ph.No. 23384204 R.No. 409 A
4.	Sh. K. Ginkhan Thang, CPIO Ph.No. 422 A (A) R.No. 23384706	Sh. Ravinder Kumar, DS, Admn.I Ph.No. 23384109 R.No. 418 A	RTI 1. Deals with RTI Applications and Appeals under RTI Act, 2005	Sh. T.N. Tiwari, AS Ph.No. 2338 4836 R.No. 408 -A	Dr. S.S Chahar, AS Ph.No. 23384204 R.No. 409 A
5.	Dr. R.S. Shrinet, ALA Ph.No. 23386260 R.No. 415 C (A)	Ms. Arti Chopra, ALA Ph.No. 23381116 R.No. 415 C (A)	Advice A,B,C 1. Providing legal opinion to Ministries/Departments on various issues. 2. Deal with International Agreements. 3. Examination of Cabinet Notes and States Bills	Sh. S.K. Mohapatra, JS & LA Ph.No. 23384446 R.No. 407 A	Sh. D. Bhardwaj, JS & LA Ph.No. 23384101 R.No. 411 A

			from legal angles.		
6.	Sh. Ravinder Kumar, DS Ph.No. 23384109 R.No. 418 A	Sh. Anil Kumar Joshi, DS Ph.No. 23389127 R.No. 410 D	Admn- I & Vigilance Section 1.All establishment matters like recruitment, appointment/ clearance of the probation in respect of officers and staff dealt with by the section, confirmation,/extension/verification of character and antecedents, medical examination, postings, transfers, declaration of home town etc. in respects of officers gazette and non gazette establishment of the Department of Legal Affairs including Branch Secretariats, Bombay/Calcutta/ Madras/Bangalore(other than CSS/CSSS/CSCS). 2.Cadre management of ILS and other services (other than CSS/CSSS/CSCS) dealt with by the section 3.Framing/Review of Recruitment rules for various posts (other than CSS/CSSS/CSCS) dealt with by the Section in the department of Legal Affairs. 4.Nomination of ILS officers on various committees/groups etc. constituted by different Ministries/Departments. 5.Nomination of ILS officers as Arbitrators/Members of the interview Boards. 6. All matters relating to the work pertaining to deputation of ILS officers to legal officers cours in London under the Colombo Plan. 7. All matters relating to assignment of officers to foreign countries/organizations under different programmes. 8. All matters relating to the Indian Legal Service. 9. All Parliament Questions relating to the subjects dealt with by the section. 10. Budgetary matters relating to Admn.I(LA) Section.	Sh. D. Bhardwaj, JS & LA Ph.No. 23384101 R.No. 411 A	Sh. S.K. Mohapatra, JS & LA Ph.No. 23384446 R.No. 407 A

			<p>11. Miscellaneous establishment matters.</p> <p>12. Coordinating the work relating to the materials to be supplied to Pay Commission when required.</p> <p>13. Matter relating to DFPF.</p> <p>14. Grant of personal pay on account of sterilization operation.</p> <p>15. Recording of Confidential reports(Department of Legal Affairs) in respect of all officers except Group d staff.</p> <p>Vigilance Unit</p> <p>1. All Vigilance work relating to department of Legal Affairs and Legislative Department.</p> <p>2. Maintenance of property returns.</p>		
7.	<p>Sh. Anil Kumar Joshi, DS Ph.No. 23389127 R.No. 410 D</p>	<p>Smt. Asha Sota, US Ph.No. 23389127 R.No. 410 D</p>	<p>Admn -II</p> <p>1. General Administration- all matters regarding appointment/ promotion/MACP/Pay fixation of class II(V(now MTS) Staff of the Department of Legal Affairs including Branch Secretariats Mumbai, Kolkata, Chennai and Bangalore, Central Agency Section and Legislative Department. Engagement of Casual worker and contract labour in Department of Legal Affairs, sanction of leave to Group D employees.</p> <p>2. All matters regarding GPF, government Employees Insurance Scheme, HBA, Motor Car/Scooter advance and festival advance.</p> <p>3. All matters regarding maintenance/running of office i.e. stationery/computers/photocopy machine/fax, Key telephone system TV etc.</p> <p>4. Entertainment charges, furnitures, electric work, AC purchase and repair/renovations and cleaning of rooms of Main Sectt., ATFE, AG, SG & ASG officer.</p> <p>5. Security arrangement, I/Card, car label etc.</p> <p>6. CGSH cards, Medical permission and claim, all</p>	<p>Sh. Suresh Chandra, JS & LA Ph.No. 23387806 R.No. 406 A(A)</p>	<p>Sh. D. Bhardwaj, JS & LA Ph.No. 23384101 R.No. 411 A</p>

			kinds of work Directorate Estate, NOC, Central Sectt. Library Cards, etc. 7. Travel of Officers and staff by air. 8. Deployment and Maintenance of Staff Car. 9. All work relating to Biometric system.		
8.	Sh. D. Choudhury US Ph.No. 23383051 R.No. 417 D	Sh. Ravinder Kumar, DS Ph.No. 23384109 R.No. 418 A	Admn-III 1.ITAT matters 2.Court cases related to ITAT 3.RTI matter – ITAT, NALSA, ATFF 4.Law Commission 5. Foreign Deputations 6.Permanent Standing Committee	Sh. D. Bhardwaj, JS & LA Ph.No. 23384101 R.No. 411 A	Sh. S.K. Mohapatra, JS & LA Ph.No. 23384446 R.No. 407 A
9.	Smt. Asha Sota, US Ph.No. 23389127 R.No. 410 D	Sh. Anil Kumar Joshi, DS Ph.No. 23389127 R.No. 410 D	Admn –IV 1.Cadre management of CSS, CSSS, CSCS, CSOLS and GCS(Cash Officer, Accountant) Cadres. 2. Pension cases of officers/officials in Main Secretariat 3. Maintenance of Service Books of officers/officials of ILS, CSS, CSSS, CSCS, CSOLS and GCS in Main Secretariat. 4. RTI matters. 5. Pay fixation of officers/officials posted in Branch Secretariat. 6. Compilation of information for annual report of M/o Law and Justice. 7. Courts cases 8. Miscellaneous references from other Ministries/ Departments/Sections of this Ministry. 9. Appointments in Minister's Staff. 10. Compassionate appointments 11. Engagement of Data Entry Operators 12. SiU, PMO's 15-point programme 13.Pay fixation of ILS officers.	Sh. Suresh Chandra, JS & LA Ph.No. 23387806 R.No. 406 A(A)	Sh. D. Bhardwaj, JS & LA Ph.No. 23384101 R.No. 411 A


10.	Sh. Y.K. Singh, ALA Ph.No. 23383255 R.No. 413 D	Sh. Neeraj Rawat, ALA R.No. 23381116 Ph. No. 415(C) A	Library & Research Section 1. Book purchase order work, Accessioning, classification and cataloguing. 2. Periodicals-subscription, registration, circulation etc. 3. Issue & Return of books. 4. Documentation of Legal materials. 5. Legal Research work. 6. Legal Reference work. 7. Secretariat work etc. 8. Research work through online software.	Sh. S.K. Mohapatra, JS & LA Ph.No. 23384446 R.No. 407 A	Sh. D. Bhardwaj, JS & LA Ph.No. 23384101 R.No. 411 A
11.	Sh. K. Ginkhan Thang, CPIO Ph.No. 422 A (A) R.No. 23384706	Sh. Ravinder Kumar, DS Ph.No. 23384109 R.No. 418 A	P.G Cell 1. Disposal of public grievances and online public grievance matters 2. RTI matters	Sh. Suresh Chandra, JS & LA Ph.No. 23387806 R.No. 406 A(A)	Sh. D. Bhardwaj, JS & LA Ph.No. 23384101 R.No. 411 A
12.	Sh. Anil Kumar Joshi, DS Ph.No. 23389127 R.No. 410 D	Smt. Asha Sota, US Ph.No. 23389127 R.No. 410 D	Cash Section 1. Preparation of pay bills and supplementary bills of gazette and non-gazetted staff. 2. Preparation of miscellaneous bills of non-gazetted staff viz, OTA GPF, Tution Fee, HRA, House building, Medical reimbursement, Night duty allowance, Pension, gratuity, communication of pension, scooter advance applications etc. 3. Preparatin of miscellaneous bills of gazette officers fiz. Motor car, medical reimbursement, GPF, leave salary, house building etc. 4. Preparation of TA, TA advance LTC, LTC advance, transfer Ta advance bill etc. in respect of non-gazetted and gazette staff. 5. Preparation of air passage bills and settlement of a count with IAC in respect of all invoice issued for the journeys booked for and performed by the Ministers, officers in Department of LA.	Sh. Suresh Chandra, JS & LA Ph.No. 23387806 R.No. 406 A(A)	Sh. D. Bhardwaj, JS & LA Ph.No. 23384101 R.No. 411 A

			<p>6. Preparation of all contingent bills viz, office expences, other charges, wages, grant in aid, hospitality and publications etc. under the control of administration of Department of Legal Affairs</p> <p>7. Disbursement of money drawn in respect of the above bills to the persons entitled to receive it.</p> <p>8. Preparation of requisition for bank drafts, challans etc.</p> <p>9. Maintenance of cash book.</p> <p>10. Maintenance and preparation of acquittance rolls authority register, bills register, undischursed amount register, recovery register, contingent register etc.</p> <p>11. Maintenance of GPF advance of officers and staff members in the Main Secretariat and all allied matters connected with this viz. calculation of interest on GPF, supply of annual GPF statements/pass books and correspondence regarding missing crudities of GPF with other officers.</p> <p>12. Preparation of last pay certificats in respect of officers and staff transferred to other Ministries/Departments.</p> <p>13. RTI matters.</p> <p>14 Budget matters</p>		
13.	Sh. Vijay Singh Meena, DD Ph.No. 23385383 R.No. 435 A	Sh. A.K. Chawla AD Ph. No. 23385383 Room No. 435A	<p>Hindi Section</p> <p>1. Translation from Hindi to English and vice-versa.</p> <p>2. Implementing official language policy in the department.</p>	Sh. T.N. Tiwari, AS Ph.No. 2338 4836 R.No. 408 -A	Dr. S.S Chahar, AS Ph.No. 23384204 R.No. 409 A
14.	Sh. P.K. Behera, DLA Lit(HC) Section Ph.No. 23387438	Sh. J.S. Mishra, ALA Ph.No. 23383255 R.No. 413 D	<p>Litigation (HC)/CAT Cell/Litigation (LC)</p> <p>1.Handle the Litigation work in Delhi high Court on behalf of all the Ministties/Departments of Govt. of India except for Railways and Income Tax Departments.</p> <p>2.Litigation work in District Courts/Consumer forums/</p>	Sh. T.N. Tiwari, AS Ph.No. 2338 4836 R.No. 408 -A	Dr. S.S Chahar, AS Ph.No. 23384204 R.No. 409 A

		<p>Tribunals in Delhi/New Delhi on behalf of all the Ministries/Departments of Govt. of India except for Railways and Income Tax Departments.</p> <p>3. Fee bills of counsels are scrutinized and making payments at the prescribed rates.</p>	

2. In case of absence of a designated officer due to his/her proceeding on leave, transfer or any other reason, the concerned link officer or officer holding the additional charge of the officer designated as CPIO or 1st Appellate Authority will perform the duties of concerned designated officer CPIO or first Appellate Authority, as the case may be, in accordance with the provisions of the RTI Act. Where no link officer has been designated officer immediate junior to him/her shall be CPIO in all such cases till a new officer assumes charge on regular basis or the work is assigned to another officer.

Distribution


 (Suresh Chandra)
 Joint Secretary & Legal Advisor