

Capacity Building Training Program for ALA (ad-hoc), Superintendent (legal) and Assistant legal)

A Training program was imparted by Shri Niraj Kumar, Joint Secretary & Legal Adviser, to all the Assistant Legal Adviser (ad-hoc), Superintendent (Legal) and Assistant (Legal) of the Department of Legal Affairs from 06.10.2025 to 10.10.2025.

The module was structured into four chapters, focusing on the following topics:

- i **Introduction to Pleadings** – Covers the purpose, basic principles, and rules governing legal pleadings, including drafting techniques and requirements under procedural law.
- ii **Affidavits** – Explains the nature of affidavits, legal provisions under the CPC and other statutes, their evidentiary value, and legal implications of filing false affidavits.
- iii **Replies to CAT/High Court/Tribunals** – Provides guidance on how to respond to notices and petitions, with emphasis on procedural compliance, legal objections, and drafting of replies.
- iv **Important Supreme Court Judgements** – Summarizes key decisions relevant to service matters and disciplinary proceedings, offering interpretative guidance for departmental officers.

The training program played a crucial role in enhancing the legal and procedural competencies of the participants. It has strengthened their understanding of core legal processes and improve their capacity to handle legal matters effectively and efficiently. By fostering consistency, accuracy, and professionalism in their day-to-day functions, the training has contributed significantly to improving the overall quality of legal work in the Department.

