

CASH (LA) SECTION FUNCTIONS OF THE SECTION

S.No.	Nature of Duties
1	Withdrawing of money from bank and disbursement of the same in cash to the persons from time to time.
2	Preparation of challans in respect of DD/Cash/Cheque received from Notary Cell, RTI Cell, officials of the Department and public concerned.
3	Maintenance of Cash Book.
4	Maintenance of acquittance rolls authority register, undisbursed amount register, recovery register, Challan Register, etc.
5	Preparation of monthly expenditure statement and furnishing information in this regard to the Budget section.
6	Payment of all the bills through PFMS as per RBI guidelines.
7	Preparation of pay bills and supplementary bills of Gazetted /non Gazetted officers/ staff in respect of Main Secretariat, Litigation (High Court) section and Litigation (Lower Court) section.
8	Preparation of Retainer Fee bills (more than 300) in PFMS, registration of the retainers in PFMS and disbursement of their payment through PFMS.
9	Preparation of salary bills and allied matters in respect of staff appointed on contract basis.
10	Preparation of miscellaneous bills like GPF, Tution fee, HRA, HBA, Medical Reimbursement, Motor car, Computer Advance, LTC Leave Encashment, Bonus etc. in respect of of Gazetted/Non-Gazetted staff of Main Secretariat, Litigation (High Court) section and Litigation (Lower Court) section.
11	Preparation of bills pertaiing to Pension, Gratuity, CGEGIS, Commutation of Pension, Leave Salary, etc. of the Gazetted officers/Non-Gazetted staff of Main Secretariat, Litigation (High Court) section and Litigation (Lower Court) Section.
12	Maintenance of G.P.F. in respect of Gazetted officers/Non-gazetted staff of Main Secretariat, Litigation (High Court) section and Litigation (Lower Court) section transferred from/to other Ministries/ departments, etc.

13	Preparation of Last Pay certificates in respect of Gazetted officer/Non-gazetted staff of Main Secretariat, Litigation (High Court) Section and Litigation (Lower Court) Section transferred to other Ministries/ Departments.
14	Recovery of house rent from the allottees of Government accommodation where applicable and all allied matters pertaining thereto, viz., checking of previous records regarding recovery of arrears of licence fee etc. and intimation to Estate Office.
15	Calculation of Income Tax and recovery thereof from the staff liable to pay the tax at source, issuance of Form 16 to all the staff, filing of quarterly/ Annual reports in respect of all the Income Tax payers, preparation of Form 16A in respect of Retainers/ Companies/ Contractual staff working in the Department to the Income Tax Department and all allied matters in this regard
16	Preparation of Due and drawn statement of all the Gazetted officers/Non-gazetted staff of Main Secretariat, Litigation (High Court) section and Litigation (Lower Court) section, when there is any revision of pay/overpayment retrospectively.
17	Correspondence with other Ministries/ Departments regarding verification of licence fee, CGEGIS, HBA, pay and allowances, contingencies, recoveries, etc. in respect of Gazetted officers/ Non-gazetted staff of Main Secretariat, Litigation (High Court) section and Litigation (Lower Court) section.
18	Correspondence with PAO regarding any of the above mentioned matter/s pertaining to the abovementioned employees.
19	Verification of GPF credits of all Officers and staff of Main Secretariat, Litigation (High Court) and Litigation (LC) sections, who apply for GPF advance or withdrawal.
20	Preparation of all contingent bills viz., Office Expenses, Other Charges, Wages, Grant-in-aid, Hospitality, Publications, etc. under the control of administration of Department of Legal Affairs and Administration of Justice.
21	Payment of Wages to persons appointed as Daily Wagers on contract basis.
22	All matters pertaining to settlement of Conveyance in respect of all the staff including daily wagers in the Main Secretariat, Litigation (High Court)/ (Lower Court) sections, etc.
23	All matters pertaining to OTA in respect of staff in the Main Secretariat, Litigation (High Court)/(Lower Court) sections, etc.

24	Preparation of bills and reimbursement of charges on purchase of newspapers and periodicals to the officers entitled to the same.
25	Maintenance of separate Registers in respect of expenses incurred on account of Office Expenses, Other Charges, Wages, Grant-in-aid, Hospitality, Publications, etc. under the control of administration of Department of Legal Affairs and Administration of Justice.
26	Settlement of TA bills received from M/s Balmer Lawrie & Co. Ltd. in respect of both domestic and international journeys performed by Hon'ble MLJ and his family members, Officers/staff of Hon'ble MLJ and , Officerws and staff of Department of Legal Affairs (Main Secretariat, Litigation (High Court)/Litigation (Lower Court) sections and AJ.
27	Processing and preparation of Leave Travel Concession Advance/Settlement bills in respect of Officers/staff of the Department of Legal Affairs (Main Secretariat, Litigation (High Court) section, Litigation ((Lower Court) section) and staff of the Hon'ble Minister for Law and Justice.
28	Processing and preparation of Travelling Allowance Advance/Settlement bills in respect of Officers/staff of Department of Legal Affairs (Main Secretariat, Litigation (High Court) section, and Litigation (Lower Court) section) on account of their official tour, transfer, retirement, training, etc.
29	Maintenance of TA Register for Domestic tours, Foreign tours, Tour of Cabinet Minister in respect of Department of Legal Affairs (Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section) AJ.
30	Maintenance of LTC Register in r/o Officers/staff of Department of Legal Affairs (Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section) and a separate register for the journey performed by them to North Eastern Region and Jammu & Kashmir.
31	All matters relating to Telephones viz., installation, shifting, transfer, maintenance of the Landline phones provided to officers/sections in the Main Secretariat and office/residence of HMLJ/HMSLJ/AG/SG/ASGs and their personal staff.
32	All matters relating to Intercom/Telephone facility in Shastri Bhavan around 250 connections viz., installation, shifting, transfer, maintenance of the instruments provided to officers/sections in the Main Secretariat.

33	Maintenance of Intercom Exchange.
34	Collection of telephone bills in time (around 150 connections are at present), scrutiny of the same and making payment after obtaining approval of the Competent Authority before last date.
35	Providing RAX connection to the Officers of rank of Additional Secretary and above including Minister for Law and Justice, Attorney General and Solicitor General.
36	Reimbursement of about 70 landline and mobile phone charges in respect of all the officers entitled to the same.
37	Payment of Newspaper and periodical bills supplied to Office/ residence of Minister's.
38	Parliament question on the above matters.
39	Miscellaneous work like preparation of acquittance rolls, making appropriate entries in Bill Register, Cheque Authority Register, etc.
40	Information on Court cases.
41	RTI questions pertaining to the above matters.
42	Reconciliation of figures of Department of Legal Affairs (Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section) and AJ, with the figures of the Pay and Accounts Office, on monthly basis.
43	Deducted GST-TDS of vendors during the month has to be deposited to RBI before 10 of every month.