

F.No. 15/1/2017-Admn.1 (LA)
Government of India
Ministry of Law and Justice
Department of Legal Affairs

Shastri Bhawan, New Delhi
Dated the 22 February, 2019

ORDER NO. 24/2019

As per the orders of the Competent Authority, the following distribution of work is proposed with immediate effect:-

DISTRIBUTION OF WORK IN THE DEPARTMENT OF LEGAL AFFAIRS

1. ADVICE GROUPS

Group No.	Grouping of Officers	Ministries and Subjects Assigned
I	Shri S.R. Mishra, Additional Secretary	
	<ol style="list-style-type: none">Shri Ramesh Chander (Labour & Arbitrator D.G.S&D)Shri T.K. Malik, DLAShri Neeraj Rawat, ALAShri Bhupesh Varma, ALAShri Pradeep Kumar Gangwar, ALA (Defence & Addl. Charge of NCB)Ms. Savita Rani Singal, ALAMs. Renu Pandey, ALA (APO)	<p>Subjects:</p> <ol style="list-style-type: none">Labour Social Justice and Welfare GroupTourism, Transport Law and Policy Group <p>Ministries:</p> <ol style="list-style-type: none">Civil AviationCommunications (Posts)DefenceHRDLabour and EmploymentMinority AffairsRoad Transport & HighwaysShippingSocial Justice and EmpowermentTourismTribal AffairsAll Parliamentary Matters including Questions.Ministries/Departments and matters not otherwise specified.
II	Shri S.R. Mishra, Additional Secretary	
	<ol style="list-style-type: none">Shri R.K. Srivastava, Addl. LADr. P.K. Behera, DLA (Lit.HC & CAT)Dr. R. S. Shrinet, DLA	<p>Subjects:</p> <ol style="list-style-type: none">Infrastructure, Energy & Resources GroupJudicial and International Treaties & Agreements/ MoUs in Civil Matters.Litigation in High Court, CAT & District CourtsNational Litigation Policy



	<ol style="list-style-type: none"> 4. Shri Jeevan Ram, ALA (Lit. Lower Court Section) 5. Shri Brindaban, ALA (Lit. HC and CAT) 6. Shri Lal Chand Dabaria, ALA 7. Ms. Madhulika Upadhyay, Jr. CGA 	Ministries: <ol style="list-style-type: none"> 1. Coal 2. Mines 3. Petroleum & Natural Gas 4. Power 5. Steel
III	Ms. Zoya Hadke, Additional Secretary	
	<ol style="list-style-type: none"> 1. Shri O.P. Bagri, DLA 2. Ms. Poonam Suri, DLA 3. Smt. Arti Chopra, DLA 4. Shri Jagannath, ALA 	Subjects: <ol style="list-style-type: none"> 1. Industries & Enterprises Group 2. Notary and Implementation Cell Ministries: <ol style="list-style-type: none"> 1. Atomic Energy 2. Chemical and Fertilizers 3. Commerce and Industry 4. Development of North Eastern Region 5. Food Processing Industries 6. Heavy Industries and Public Enterprises 7. Micro, Small and Medium Enterprises 8. NITI Aayog 9. Statistics and Programme Implementation
IV	Shri R.S. Verma, Joint Secretary & Legal Adviser	
	<ol style="list-style-type: none"> 1. Shri O. Venkateswarlu, DLA 2. Shri Sohan Kumar Sharma, DLA (MHA) 3. Shri Japan Babu, DLA 4. Shri Birsingh Majhi, DLA (Railways) 5. Shri B.S. Sharma, ALA (IB) & Addl. Charge of NATGRID 	Subjects: <ol style="list-style-type: none"> 1. Constitutional and Administrative Law Group-I 2. Conveyancing & Contract Law Group Ministries: <ol style="list-style-type: none"> 1. External Affairs 2. Home 3. Railways 4. Telecommunications 5. All conveyancing matters and issues involving Interpretation of Contracts.
V	Dr. Rajiv Mani, Joint Secretary & Legal Adviser	
	<ol style="list-style-type: none"> 1. Dr. RJR Kasibhatla, DLA 2. Dr. D.V. Rao, DLA (CBI) 3. Shri J.S. Mishra, ALA (NTRO) 4. Shri Krishna Mohan Arya, ALA (Space) 5. Shri Hemant Kumar, ALA 6. Shri Arpit Anant Mishra, ALA (DFS) 	Subjects: <ol style="list-style-type: none"> 1. Constitutional and Administrative Law Group-II 2. Finance, Corporate Law, Fiscal and Policy Law Group 3. Service Law Group



	7. Dr. Amit Tyagi, ALA (SFIO) 8. Shri Surendra Kumar, ALA (DoP&T) 9. Shri N. Visakamurthy, AGA	Ministries: <ol style="list-style-type: none"> 1. Cabinet Secretariat 2. Central Information Commission 3. Central Vigilance Commission 4. Comptroller and Auditor-General 5. Corporate Affairs 6. Election Commission of India 7. Finance (excluding CBDT) 8. Investment & Asset Management 9. Lok Sabha Secretariat 10. Parliamentary Affairs 11. Prime Minister's Office 12. President's Secretariat 13. Personnel, PG & Pensions (including CBI) 14. Rajya Sabha Secretariat 15. Space 16. Staff Selection Commission 17. Union Public Service Commission.
VI	Dr. Anju Rathi Rana, JS & LA	
	<ol style="list-style-type: none"> 1. Shri Neeraj Kumar, DLA (CPWD) 2. Smt. Kusum Lata Singh, DLA (D/o Estates) 3. Shri Amar Nath Pujari, ALA(D/o Estates) 4. Shri Ravindra Kumar Choudhary, ALA 5. Shri Satish Kumar, ALA 6. Smt. Champa Bisht, ALA 	Subjects: <ol style="list-style-type: none"> 1. Agriculture and Consumer Law Group 2. Child Rights, Family Laws & Health Group 3. Environment Law Group 4. Panchayati Raj, Water and Women Empowerment Group. 5. Rural and Urban Development & Estate Office Group Ministries: <ol style="list-style-type: none"> 1. Agriculture and Farmer's Welfare 2. AYUSH 3. Consumer Affairs, Food and Public Distribution 4. Culture 5. Drinking Water and Sanitation 6. Environment, Forest & Climate Change 7. Health and Family Welfare 8. Housing and Urban Poverty Allevation 9. Information and Broadcasting 10. Justice 11. Law 12. Panchayati Raj 13. Rural Development 14. Skill Development and Entrepreneurship 15. Water Resources, River Development & Ganga Rejuvenation 16. Women and Child Development 17. Textiles 18. Urban Development & Directorate of Estate 19. Youth Affairs and Sports



VII	Shri Vijay Varma, Joint Secretary (Coordination) & Rajbhasa Adhikari	
	<ol style="list-style-type: none"> 1. Shri K. Ginkhan Thang, DS 2. Shri Harinder Pal Singh, ALA 3. Ms. Jyoti Divya, ALA 4. Shri Rama Nand, US 5. Ms. Madhulika Upadhyay, Jr. CGA 	<p>Subjects:</p> <ol style="list-style-type: none"> 1. Arbitration and Taxation Group 2. IT and Cyber Laws Group 3. Science & Technology Group <p>Ministries:</p> <ol style="list-style-type: none"> 1. CBDT 2. Earth Sciences 3. MEITY 4. New & Renewable Energy 5. Science and Technology (including Biotechnology) <p>Units:</p> <ol style="list-style-type: none"> 1. Administration II (LA) Section 2. Administration IV (LA) Section 3. Arbitration Cell, including International BIT Arbitration. 4. Cash (LA) Section 5. Facilitation Centre & R&I Section 6. Hindi Section 7. RTI Cell 8. Tribunals Cell
VIII	Shri Ajay Gupta, OSD(IT) & Joint Secretary	
	<ol style="list-style-type: none"> 1. Shri K. Ginkhan Thang, DS 2. Smt. Vijaylaxmi Krishnan, US 	<p>LIMBS, IT & E-office and Training Group</p> <ol style="list-style-type: none"> 1. PG Cell 2. IT Management & NIC Cell <p>In addition he will look after the following priority areas for expeditious and time bound action:</p> <ol style="list-style-type: none"> 1. To facilitate paperless working of the Notary Cell through e-platform including online payment of fee for certificate/renewal and issue of digitally signed notary certificate in download mode etc. 2. IT enabled monitoring of serving of summons in India/abroad. 3. To facilitate the creation of a portal for online submission and processing of requests for



		<p>empanelment as Panel Advocates/Standing Counsels on behalf of UoI.</p> <ol style="list-style-type: none"> 4. To create and operationalize online format for submission of ACRs of ILS Officers. 5. To gainfully utilize e-office for routine administrative matters like leave, GPF, LTC etc. 6. IT enabled data of court cases of DoLA and its monitoring. 7. To create a blueprint for orientation and regular training programme /schedule for ILS Cadre and creation of a dedicated Budget Head.
IX	Presently vacant	Directorate of Prosecution, CBI



2. UNITS

Sl. No.	Sections	Officers
1	Admn.I (LA) Section & Vigilance Unit	1. Dr. Rajiv Mani, JS & LA (CVO) 2. Shri A.K. Joshi, DS
2	Admn. II (LA) Section	1. Shri Vijay Varma, JS 2. Shri Rama Nand, US
3	Admn. III (LA) Section	1. Dr. Rajiv Mani, JS & LA 2. Shri Suneel Sachdeva, DS
4	Admn. IV(LA) Section	1. Shri Vijay Varma, JS 2. Smt. Vijaylaxmi Krishnan, US
5	Advice A, B & C Sections	1. Shri S.R. Mishra, AS 2. Shri Neeraj Rawat, ALA (Branch Officer – Adv. B & C) 3. Shri Bhupesh Varma, ALA (Branch Officer – Adv. A)
6	Arbitration Cell	1. Shri Vijay Varma, JS 2. Shri K.M. Arya, ALA 3. Ms. Madhulika Upadhyay, Jr. CGA
7	Cash (LA) Section	1. Shri Vijay Varma, JS 2. Shri K. Ginkhan Thang, DS
8	Facilitation Centre and R&I Section	1. Shri Vijay Varma, JS 2. Smt. Vijaylaxmi Krishnan, US 3. Shri Rama Nand, US
9	Hindi Section	1. Shri Vijay Varma, JS (Rajbhasha Adhikari)
10	Implementation Cell	1. Smt. Zoya Hadke, AS 2. Shri O.P. Bagri, DLA 3. Shri Ravindra Choudhary, ALA
11	International Treaties, Agreement in Civil Matters	1. Shri S.R. Mishra, AS 2. Shri R.K. Srivastava, Addl. LA 3. Ms. Madhulika Upadhyay, Jr. CGA
12	IT Management & NIC Cell	1. Shri Ajay Gupta, OSD(IT) & JS 2. Shri K. Ginkhan Thang, DS
13	Judicial Section	1. Shri S.R. Mishra, AS 2. Shri R.K. Srivastava, Addl. LA 3. Shri Lal Chand Dabaria, ALA 4. Ms. Madhulika Upadhyay, Jr. CGA
14	Library & Research Section	1. Smt. Anju Rathi Rana JS&LA(Chairperson) 2. Smt. Champa Bisht, ALA
15	LIMBS & ICMIS	1. Shri Ajay Gupta, OSD(IT) & JS 2. Shri R. K. Srivastava, Addl. LA
16	Litigation (HC) Section and CAT Cell	1. Dr. P.K. Behera, DLA 2. Shri Brindaban, ALA
17	Litigation (LC) Section	1. Shri Jeevan Ram, ALA
18	Notary Cell	1. Ajay Gupta, OSD(IT) & JS 2. Ms. Poonam Suri, DLA
19	P.G.	1. Shri Ajay Gupta, OSD(IT) & JS 2. Shri K. Ginkhan Thang, DS
20	RTI Cell	1. Shri Vijay Varma, JS (Appellate Authority)

Dr. S. S.

		2. Shri K.Ginkhan Thang, Deputy Secretary CPIO
21	Tribunals Cell	1. Shri Vijay Varma, JS 2. Shri R.K. Srivastava, Addl. LA 3. Ms. Madhulika Upadhyay, Jr. CGA
22	Central Agency Section	1. Shri Anil Kumar Gulati, AS & IC-CAS 2. Shri B.K. Prasad, Senior GA 3. Shri M. Khandelwal, Addl GA * 4. Shri B.V. Balram Das, Additional GA 5. Shri Raj Bahadur, DGA 6. Shri G.S. Makkar, DGA 7. Shri Amrish Kumar, AGA 8. Shri Arun Kumar.Yadav, AGA 9. Shri N. Visakamurthy, AGA * 10. Smt. Anil Katiyar, Consultant 11. Shri A.K. Sharma, Consultant * Presently working in Main Secretariat.
23	BRANCH SECRETARIAT	OFFICERS IN CHARGE
	Mumbai	1. Shri Pankaj Kapoor, Sr. GA 2. Shri A.A. Ansari, Addl. GA 3. Shri Gul Asnani, Addl. GA 4. Shri N.A. Pandey, ALA 5. Shri S.K. Ramanna, ALA
	Kolkata	1. Shri M.K. Maroria, Addl. GA 2. Shri M.C. Prusty, Addl. GA 3. Shri J.P. Dubey, DLA 4. Dr. Subhro Jyoti Mukerjee, ALA
	Chennai	1. Smt. R. Jayalakshmi, DLA 2. Shri Jaspal Singh Dhanju, ALA
	Bengaluru	1. Shri R. Ganesh Voltair, DLA

1. All Parliamentary matters including Questions will be handled by Shri S.R. Mishra, AS.
2. Shri Neeraj Rawat, ALA will be Protocol Officer.


(A.R. Joshi)

Deputy Secretary to the Govt. of India
Tele No: 011-23384109

Copy to:-

1. All Group Heads
2. PS to MLJ/PS to MoS (L&J)/PPS to Law Secretary/PS to Addl. Secretaries/JS&LAs
3. All Officers & Sections in the Department of Legal Affairs
4. SSA, NIC Cell with the request to upload the above Order on the website of the Department of Legal Affairs/Office order Folder/e-office portal.

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