

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 18th April, 2019

ORDER NO. 41/2019

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

I. ADVICE GROUPS

Group No.	Grouping of Officers	Ministries and Subjects Assigned
I	Shri S.R. Mishra, Additional Secretary	
	<ol style="list-style-type: none">1. Shri R.K. Srivastava, Addl. LA2. Dr. P.K. Behera,, DLA (Defence)3. Shri T.K. Malik, DLA (Lit.HC & CAT)4. Dr. R. S. Shrinet, DLA5. Shri Pradeep Kumar Gangwar, ALA (Defence & Addl. Charge of NCB)6. Shri Bhupesh Varma, ALA7. Shri Jeevan Ram, ALA (Lit. Lower Court Section)8. Ms. Renu Pandey, ALA (APO)9. Shri Brindaban, ALA (Lit. HC and CAT)10. Shri Lal Chand Dabaria, ALA11. Ms. Madhulika Upadhyay, Jr. CGA	<p>Subjects:</p> <ol style="list-style-type: none">1. Energy & Resources Group2. Judicial and International Treaties & Agreements/ MoUs in Civil Matters.3. Litigation in High Court, CAT & District Courts4. National Litigation Policy <p>Ministries:</p> <ol style="list-style-type: none">1. Atomic Energy2. Commerce & Industry3. Communication (Department of Post)4. Defence5. External Affairs6. Heavy Industries & Public Enterprises7. Human Resource Development8. MSME9. New and Renewable Energy10. Petroleum & Natural Gas11. Power12. Steel13. All Parliamentary Matters including Questions.14. Ministries/Departments and matters not otherwise specified.
II	Ms. Zoya Hadke, Additional Secretary	
	<ol style="list-style-type: none">1. Ms. Poonam Suri, DLA2. Smt. Arti Chopra, DLA3. Dr. Harender Pal Singh, ALA	<p>Subjects:</p> <ol style="list-style-type: none">1. Natural Resources and Environment Law Group <p>Ministries:</p> <ol style="list-style-type: none">1. Coal2. Chemicals & Fertilizers3. Environment and Forests & Climate Change4. Mines5. Pending work of erstwhile PMA




III	Shri R.S. Verma, Joint Secretary & Legal Adviser	<p>Subjects:</p> <ol style="list-style-type: none"> 1. Constitutional and Administrative Law Group-I 2. Conveyancing & Contract Law Group <p>Ministries:</p> <ol style="list-style-type: none"> 1. DONER 2. Home Affairs 3. Railways 4. Telecommunications 5. All conveyancing matters and issues involving Interpretation of Contracts.
IV	Dr. Rajiv Mani, Joint Secretary & Legal Adviser	<p>Subjects:</p> <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 4. Arbitration Group <p>Ministries:</p> <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 8. Lok Sabha Secretariat 9. NITI Ayog 10. Parliamentary Affairs 11. Personnel, PG & Pensions (including CBI) 12. Prime Minister's Office 13. President's Secretariat 14. Rajya Sabha Secretariat 15. Staff Selection Commission 16. Statistics & Programme Implementation 17. Union Public Service Commission.
V	Dr. Anju Rathi Rana, Joint Secretary & Legal Adviser	<p>Subjects:</p> <ol style="list-style-type: none"> 1. Agriculture and Consumer Law Group 2. Panchayati Raj, Water and Women Empowerment Group. 3. Rural and Urban Development & Estate Office Group 4. Tourism, Transport Law and Policy Group <p>Ministries:</p> <ol style="list-style-type: none"> 1. Agriculture and Farmers Welfare 2. Civil Aviation 3. Housing and Urban Affairs (Dtc. Of Estates)



		4. Law and Justice 5. Minority Affairs 6. Road Transport & Highways 7. Social Justice and Empowerment 8. Space 9. Shipping 10. Tourism 11. Tribal Affairs 12. Women and Child Development
VI	Shri Ajay Goyal, Joint Secretary	
	1. Shri Ramesh Chander, DLA (Labour & Arbitrator D.G.S&D) 2. Shri Praveen Srivastava, DLA** 3. Shri Jagannath, ALA 4. Smt. Savita Singhal, ALA 5. Ms. Madhulika Upadhyay, Jr. CGA ** Will temporarily assist in the work of Notary Cell.	Subjects 1. Consumer Affairs, Labour and Water Resources Group Ministries: 1. Consumer Affairs, Food & Public Distribution 2. Culture 3. Drinking Water and Sanitation 4. Food Processing Industries 5. Information and Broadcasting 6. Labour & Employment 7. Skill Development and Entrepreneurship 8. Textiles 9. Water Resources, River Development and Ganga Rejuvenation 10. Youth Affairs and Sports
VII	Shri Vijay Varma, Joint Secretary (Coordination) & Rajbhasa Adhikari	
	1. Shri K. Ginkhan Thang, DS 2. Shri A.K. Joshi, DS 3. Mohd. Muqem, DLA** 4. Ms. Jyoti Divya, ALA 5. Smt. Champa Bisht, ALA 6. Shri Rama Nand, US ** Will temporarily assist in the work of Notary Cell.	Subjects: 1. Ease of Doing Business 2. IT and Cyber Laws Group 3. Science & Technology Group Ministries: 1. AYUSH 2. Health & Family Welfare 3. Earth Sciences 4. MEITY 5. Panchayati Raj 6. Rural Development 7. Science & Technology (including Biotechnology)
VIII	Shri Ajay Gupta, OSD(IT) & Joint Secretary	
	1. Shri K. Ginkhan Thang, DS 2. Smt. Vijaylaxmi Krishnan, US	LIMBS, IT & E-office and Training Group 1. PG Cell 2. IT Management & NIC Cell In addition he will look after the following priority areas for expeditious and time bound action:



		<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 empanelment as Panel Advocates/Standing Counsels on behalf of UoI.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. Monitoring and linkage of consolidated data on Commercial Courts including Mediation.8. 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

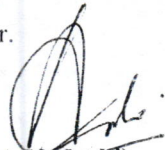


2. UNITS

Sl. No.	Sections	Officers
1	Admn.I (LA) Section & Vigilance Unit	1. Dr. Rajiv Mani, JS & LA and CVO 2. Shri A.K. Joshi, DS 3. Shri Raghunathan T.V., US (Vig.)
2	Admn. II (LA) Section	1. Shri Vijay Varma, JS 2. Shri A.K. Joshi, DS 3. Shri Rama Nand, US
3	Admn. III (LA) Section	1. Dr. Rajiv Mani, JS & LA 2. Shri Suneel Sachdeva, DS
4	Admn. IV(LA) & Coordination Section	1. Shri Vijay Varma, JS 2. Shri K. Ginkhan Thang, DS 3. Smt. Vijaylaxmi Krishnan, US 4. Shri Raghunathan T.V., US
5	Advice A, B & C Sections	1. Shri S.R. Mishra, AS 2. Shri Neeraj Rawat, ALA (Branch Officer – Adv. A & C) 3. Shri Bhupesh Varma, ALA (Branch Officer – Adv. B)
6	Arbitration Cell & International Arbitration	1. Dr. Rajiv Mani, JS & LA 2. Dr. RJR Kasibhatla, DLA 3. Shri K.M. Arya, ALA 4. 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. Shri Raghunathan T.V., US
9	Hindi Section	1. Shri Vijay Varma, JS (Rajbhasha Adhikari) 2. Shri Raghunathan T.V., US
10	Implementation Cell	1. Shri Ajay Goyal, JS 2. Smt. Savita Singhal, 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 3. Smr. Vijayalakshmi Krishnan, US
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. Shri Vijay Verma, JS (Chairman) 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. Shri T.K. Malik, DLA 2. Shri Brindaban, ALA
17	Litigation (LC) Section	1. Shri Jeevan Ram, ALA
18	Notary Cell	1. Smt. Zoya Hadke, AS 2. Smt. 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) 2. Shri K.Ginkhan Thang, DS - CPIO
21	Tribunals Cell	1. Shri Ajay Goyal, 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 in addition to his other duties will also be the Protocol Officer.


(A.K. 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.