

## **Functions of Administration-III Section**

1. Providing administrative service as the administrative Ministry to the functioning of the Income Tax Appellate Tribunal (ITAT) viz.
  - Establishment matters of officers of the rank of Group 'A', appointment of Members (Accountant/Judicial), President, Vice President;
  - Confirmation/extension/verification of character and antecedents, medical examination, postings, transfers of Members of Income Tax Appellate Tribunal (ITAT)
  - Cadre Management of Members of ITAT
  - Processing proposal related to property transactions as per conduct Rules in respect of Members, President, Vice-President of ITAT.
  
2. Constitution of Law Commission of India and providing all administrative services to its functioning being the administrative Ministry.
  
3. Appointment of Chairman, Full-time and Part-time Members of Law Commission of India.
  
4. Administration of Commercial Court Act, 2015; Compiling Data related to Commercial Courts.
  
5. Matters related to foreign visits of officers of the Department of Legal Affairs, Ld. Attorney General for India, Ld. Solicitor General for India, Hon'ble Minister of Law and Justice & Hon'ble Minister of State for Law and Justice.
  
6. All matters related to release of Grants-in-aid to Grantee Body under the control of Department of Legal Affairs viz. Indian Law Institute (ILI).
  
7. Laying of Annual Report and Audited Statement of Accounts of Grantee Body viz. Indian Law Institute (ILI) in the Parliament.
  
8. Provision of budgetary allocations against the head of accounts - Grants-in-Aid-General and Salary of the Indian Law Institute.

9. Parliament Questions relating to the subjects being dealt with by the Section.
10. Matters related to meeting of Minister's of Justice of Shanghai Cooperation Organisation (SCO).
11. Matters related to meetings of Prosecutors General of Shanghai Cooperation Organisation (SCO).
12. Matters related to Meeting of India-UK Joint Consultative Committee.
13. Matters related to Commonwealth Law Minister's meeting.
14. Issue/Release of Safe Custody Certificate for Passport (Diplomatic, Official and Personnel) of Sr. Officers in the Department.
15. Providing No Objection Certificate / logo support for the meetings / National and International conferences relating to the subjects dealt with by the Section.
16. Court cases relating to the subjects dealt with by the Section.
17. All other matters including Reports>Returns pertaining to matters related with RTI/Audit/Annual Reports matters concerning the subjects being dealt with by the Section.

\*\*\*\*\*