

## Admn.IV (LA) Section

### Functions of the Section

1.	Cadre administration for the four services of Central Secretariat Service viz. CSS, CSSS and CSCS for Ministry of Law and Justice (Department of Legal Affairs and Legislative Department) and CSOLS for Department of Legal Affairs.
2.	(a) Establishment matters viz. Appointment/Promotion/Transfers on the basis of nominations received from Department of Personnel & Training (for CSS/CSSS/CSCS cadres) and Department of Official Language, Ministry of Home Affairs for CSOLS cadre. Besides this, the Section also deals with clearing of Probation/Confirmation/verification of character and antecedents, medical examination, declaration of home town
	(b) Maintenance of service books of all Gazetted & non-gazetted officers (excluding MTS staff) at the Main Secretariat [Leave, Increment, Nomination Forms, Service Verification etc.]
	(c) Maintenance of service books of Incharge, Branch Secretariats [Leave, Increment, Nomination Forms, Service Verification etc.] including their pay fixation
	(d) Pay fixation of Officers/officials belonging to ILS, CSS, CSSS, CSOLS & CSCS cadres at the Main Secretariat
	(e) Pay fixation of Officers/officials belonging to CSS, CSSS & CSCS cadres at the Branch Secretariats
3.	Cases relating to retirement, pension, Leave encashment, Retirement Gratuity/Death Gratuity, Verification of qualifying service of all officers & staff (excluding MTS staff) in the Department of Legal Affairs.
4.	Implementation of Legal Information Management and Briefing System (LIMBS) in all Ministries/Departments.
5.	IT Management i.e. e-Office, NDSAP and CMF etc.
6.	Implementation of e-HRMS in Department of Legal Affairs
7.	Implementation of Bio-metric Attendance in Department of Legal Affairs
8.	Appointments in personal staff of Hon'ble Minister for Law & Justice/Hon'ble Minister of State for Law & Justice and their service matters.
9.	Appointments to the ex-cadre posts of Accountant/Jr. Accountant.
10.	Outsourcing of manpower like DEO/IT Professionals
11.	Reimbursement of expenditure incurred on account of salaries to outsourced staff in O/o Law Officers.
12.	Matters relating to Compassionate Appointment
13.	Proposals relating to creation of posts in the Department of Legal Affairs
14.	Furnishing of material to the B&A Section for preparation of Budget Estimates and Revised Estimates relating to the Section
15.	Forwarding of applications for Direct Recruitment, Deputation, Training in respect of CSS/CSSS/CSOLS/CSCS cadres.
16.	Grant of permission for pursuing higher studies.
17.	Furnishing of material for Annual Report for the Ministry/Hindi Report
18.	Court Cases/Parliament Questions/RTI/Audit matters relating to the section.