

**Litigation (High Court) Section 'A'**

**Located in Lawyers Chambers, Delhi**

**High Court of Delhi**

1. Dealing with Writ Petitions under Article 226 of the Constitution, Letter patent Appeals, S.C. A's under Article 134-A of the Constitution, arising therefrom.
2. Liaison work between various Ministries/Departments of the Government of India and Panel Counsels
3. Furnishing advice to various Department etc. on procedural aspects including limitation and form of appeals generally.
4. Engagement of ASG/Sr. Counsel/CGSC and Panel Counsel.
5. Arranging conference of Senior Counsel on Panel of High Court for settling pleadings, lines of arguments to be adopted etc.
6. Close liaison with various Departments/Counsel on receipt of Cause list received from the High Court.
7. Attendance in courts in connection with important matters and keeping watch on progress of such cases.
8. Scrutiny of bills received from the Counsel with reference to term of engagement before they are submitted to the Branch officers for certification.

**Litigation (High Court) Section 'B'**

1. Dealing with suits, Appeals and all other litigation work except Writ Petitions under Article 226 of the Constitution, LPA and SCA's there from.
2. Liaison work between various Ministries/ Departments of the Government of India and Panel Counsels.
3. Furnishing advice to various Departments etc, on procedural aspects including limitation and form of appeals generally.
4. Engagement of ASG/Sr. Counsel/CGSC and Panel Counsel.
5. Arranging conferences of Senior Counsel on panel of High Court, Supreme Court for settling pleadings, lines of arguments to be adopted etc.
6. Close liaison with various Departments/Counsel on receipt of cause list received from the High Court.
7. Attendance in courts in connection with important matters and keeping watch on progress of such cases.
8. Scrutiny of bills received from the Counsel with reference to term of engagement before they are submitted to the Branch Officer for certification.

**Accounts work pertaining to Litigation (HC) Section.**

1. Preparation of Budgetary Estimates, Revised Estimates of expenditure.
2. Furnishing of various Expenditure Returns to the Budget & Accounts and IF Section of the D/o Legal Affairs.
3. Maintenance of PAN data records of the Panel Counsel.
4. Issue and receipt of Mandate Form to the Panel Counsel and compilation of ECS related data thereof.
5. Processing & submission of bills to PAO(LA) for e-payments/issue of cheques.
6. Online verification-cum-reconciliation of e-payment records of the Panel Counsel.
7. Receipt and recording of e-payment details/cheques received from PAO(LA). Issue of cheques to respective Panel Counsel after obtaining proper receipt.

8. Reconciliation of monthly expenditure figures with the expenditure statements received by PAO(LA).
9. Maintenance of following registers:-
  - i. Fee Bill Register
  - ii. Cheques Register
  - iii. TDS Register
  - iv. Paid Fee Bills
  - v. Budget Re-appropriation records
  - vi. Audit records
10. Filing of quarterly e-TDS returns and online verification & reconciliation of quarterly e-TDS returns data with Unit records
11. Filing of correction statements, as per requirements.
12. Issue of TDS certificates to the Panel Counsel
13. Arranging auditing and furnishing of accounting records and financial statements to the Audit Authorities.
14. Compilation of External and Internal Audit objections and furnishing requisite replies and records to obtain settlement thereof.