



भारत सरकार /Government of India  
विधि और न्याय मंत्रालय/Ministry of Law & Justice  
विधि कार्य विभाग/Department of Legal Affairs  
शाखा सचिवालय, मुंबई/Branch Secretariat, Mumbai  
दुसरी मंजिल, आयकर भवन/2<sup>nd</sup> Floor, Aayakar Bhavan  
न्यू मरीन लाईन, मुंबई- 400020/New Marine Lines Mumbai – 400020.



वसुधैव कुटुम्बकम्  
ONE EARTH • ONE FAMILY • ONE FUTURE

Date: July 30, 2024

Subject: Third Party Audit Exercise for the year 2023-24 – reg.

With reference to OM dated 31.05.2024 on the aforesaid subject, the requisite information as per the prescribed format is annexed herewith for further necessary action.

(A.A. ANSARI, ILS)  
Senior Government Advocate/Incharge

To

Ms. Jyoti Divya,  
DLA & CPIO,  
Ministry of Law & Justice,  
Department of Legal Affairs,  
Shastri Bhawan, Dr. R.P. Road,  
New Delhi 110001.

## Annexure – C

S.No.	Name & Designation
1.	Shri A.A. Ansari, Senior Government Advocate
2.	M.C. Prusty, Senior Government Advocate
3.	K. Santosh Ramanna, Assistant Legal Adviser
4.	Bharati R. Rane, Assistant Legal Adviser
5.	Gul Asnani, Consultant
6.	N.R. Joshy, PPS
7.	Usha V. Salian, PS
8.	Amarjeet Mistry, PS
9.	Kriti Srivastava, SO
10.	N.A. Pande, Superintendent (Legal)
11.	Anup Kumar, Superintendent (Legal)
12.	Vartika Singh, ASO
13.	Anjali, ASO
14.	Vinay Barala, Assistant (Legal)
15.	K P Rao, ASO
16.	Abhijeet Desai, Senior Court Clerk – Under Suspension
17.	A.S. Redkar, Senior Court Clerk Gr.I
18.	P.S. Lanjekar, MTS
19.	Sunil Gurav, MTS
20.	Kailash Shedge, MTS
21.	Manoj Sawant, MTS
22.	Shamir Gharve, MTS
23.	Vasant Poojari, MTS
24.	Vaishali N Karmali, MTS
25.	B D Ardalkar, MTS
26.	Nirmala Bhoj, MTS
27.	Ashish Gurav, MTS
28.	Santosh Choudhary, MTS
29.	Jalinder R. Hire, MTS
30.	Sanyasi Manda – Contract Labour
31.	Sushant Sawant – Contract Labour
32.	Mukesh Jitiya – Contract Labour
33.	Bharati Nayak – Contract Labour

<b>BRANCH SECRETARIAT MUMBAI - EXPENDITURE STATEMENT 2023-24</b>			
	<b>B.E. 2023-24</b>	<b>R.E. 2023-24</b>	<b>Actual Expenditure</b>
2052- Secretariat General Services, 00.090- Secretariat, 06-Department of Legal Affairs			
01-Salaries	20000000	20000000	18193378
05-Rewards	0	250000	200060
06-Medical Treatment	400000	1300000	971162
07-Allowances	40000000	20000000	14496615
08- Leave Travel Concession	2500000	800000	180124
09- Training Expenses	0	500000	0
11- Domestic Travel Expenses	500000	500000	333470
13- Office Expenses	2500000	2625000	2619105
14- Rent, Rates and Taxes for Land and Buildings	2000000	2500000	2444526
18- Rent for Others	0	0	0
19- Digital Equipment	0	0	0
24- Fuel and Lubricants	0	50000	0
28- Professional Services	100000	50000	36041
29- Repair and Maintenance	0	100000	34403
49- Other Revenue Expenditure	300000	200000	150948
13- Swachhta Action Plan (SAP) (OE)	600000	800000	671947
<b>Total- Branch Secretariat, Mumbai</b>	<b>68900000</b>	<b>49675000</b>	<b>40331779</b>
	<b>B.E. 2023-24</b>	<b>R.E. 2023-24</b>	<b>Actual Expenditure as per PFMS</b>
4075- Capital Outlay on Miscellaneous General Services, 00.001- Direction and Administraion, 01- Secretariat, 01.20- Department of Legal Affairs			
Branch Secretariat Mumbai (Capital)			
71- Information, Computer Telecommunications (ICT) equipment	800000	200000	31835
74- Furniture & Fixtures	0	0	0
77- Other Fixed Assets	200000	200000	159012
<b>Total- Branch Secretariat Mumbai (Capital)</b>	<b>1000000</b>	<b>400000</b>	<b>190847</b>
<b>Grand Total- Branch Secretariat Mumbai</b>	<b>69900000</b>	<b>50075000</b>	<b>40522626</b>
2014- Administration of Justice, 00.114- Legal Advisers and Counsels	<b>B.E. 2023-24</b>	<b>RE 2023-24</b>	<b>Actual Expenditure</b>
28- Professional Services			
Branch Secretariat, Mumbai	30000000	33000000	16962673

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]				
51.	Total budget for the public authority	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	B.E. and R.E. of F.Y. 2023-2024 as per Annexure (Annexure-D).
52.	Budget for each agency and plan & programmes	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
53.	Proposed expenditures	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per budget (Annexure-D).
54.	Revised budget for each agency, if any.	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
55.	Report on disbursements made and place where the related reports are available	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
Foreign and domestic tours [F.No.1/8/2012-IR dated 11.09.2012]				
56.	Budget	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per B.E.2023-24 (Annexure-D)
57.	Foreign and domestic Tours by Ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department:- a. Place visited b. The period of visit c. The number of members in the official delegation d. Expenditure on the visit	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
58.	i. Information related to procurements- a. Notice/tender enquiries, and corrigenda if any thereon, b. Details of the bids awarded comprising the names of the suppliers of goods/services being procured, c. The works contracts concluded – in any such combination of the above – and d. The rate/rates and the total amount at which such procurement or works contract is to be executed	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable

43.	Address, Telephone number and email ID of each designated official	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Email:santoshk.ramanna@gov.in Contact No.022-22037588  First Appellate Authority – M.C. Prusty, ILS, Sr. Government Advocate Address: Department of Legal Affairs, Branch Secretariat, Mumbai, 2 <sup>nd</sup> Floor, Aayakar Bhavan, New Marine Lines, Mumbai 400020. Email:madhabc.prusty@gov.in Contact No.022-22011790/22015789
	No. of employees against whom Disciplinary action has been proposed/taken [Section 4(2)]			
44.	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
45.	Finalized for Minor penalty or major penalty proceedings	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
	Programmes to advance understanding of RTI (Section 26)			
46.	Educational programmes	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As and when instructed by Main Secretariat
47.	Efforts to encourage public authority to participate in these programmes	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
48.	Training of CPIO/APIO	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
49.	Update & publish guidelines on RTI by the Public Authorities concerned	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
	Transfer policy and transfer orders [F. No.1/6/2011-IR dated 15.04.2013]			
50.	Transfer Policy and Transfer Orders [F.No.1/6/2011-IR dated 15.04.2013]	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per orders of Main Secretariat

Sl. No.	Details of disclosure	Link (English)	Link (Hindi)	Remarks
1.	RTI Act, 2005			
2.	Particulars of its organization, functions and duties [Section 4(1) (b) (i)]	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
3.	Name and address of the Organization	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Department of Legal Affairs, Ministry of Law & Justice, Branch Secretariat, Mumbai, 2 <sup>nd</sup> Floor, Aayakar Bhavan, New Marine Lines, Mumbai 400020.
4.	Head of the Organization	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	M.C. Prusty, ILS, Sr. Government Advocate/Incharge
5.	Vision, Mission and key objectives	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per Annexure-A
6.	Function and duties	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per Annexure-B
7.	Organization chart	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As available in <a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>
8.	Any other details – the genesis, inception, formation of the department and the HoDs from time to time as well as the Committees/Commissions constituted from time to time have been dealt	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
Power and duties of its officers and employees [Section 4(1)(b)(ii)]				
9.	Powers and duties of officers (administrative, financial and judicial)	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per GFR/DFPR-2017
10.	Power and duties of other employees	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	S.O/ASO-CSS Rules, SSA-CSCS Rules
11.	Rules/orders under which powers and duty are derived and	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	S.O/ASO-CSS Rules, SSA-CSCS Rules
12.	Exercised	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	S.O/ASO-CSS Rules, SSA-CSCS Rules
13.	Work allocation	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Internal

Procedure followed in decision making process [Section 4(1)(b)(iii)]				
14.	Process of decision making	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Problem Solving
15.	Identity key decision making points	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	M.C. Prusty, ILS, Sr. Government Advocate/ Incharge
16.	Final decision making authority	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
17.	Related provision, acts, rules etc	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
18.	Time limit for taking a decision, if any	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
19.	Channel of supervision and accountability	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
Norms for discharge of functions [Section 4(1)(b)(iv)]				
20.	Nature of functions/services offered	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per Manual of Office Procedure
21.	Norms/standards for functions/service delivery	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
22.	Process by which these services can be accessed	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
23.	Time-limit for achieving the targets	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
24.	Process of redress of grievances	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]				
25.	Title and nature of the record/manual/instruction	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per Manual of Office Procedure
26.	List of Rules, regulations, instruction manuals and records	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
27.	Acts/Rules manuals et.	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
28.	Transfer policy and transfer orders	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]				
29.	Categories of documents	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Government orders, files etc.
30.	Custodian of documents/categories	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Competent Authority

Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]					
30.	Name of Boards, Councils, Committee etc.	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable	
31.	Composition	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>		
32.	Dates from which constituted	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>		
33.	Term/Tenure	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>		
34.	Powers and Functions	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>		
35.	Whether their meetings are open to the public?	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>		
36.	Whether the minutes of the meetings are open to the public?	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>		
37.	Place where the minutes if open to the public records available?	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>		
Directory of officers and employees [Section 4(1)(b)(ix)]					
38.	Name and designation	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>		As per website of Department of Legal Affairs ( <a href="https://www.legalaffairs.gov.in">https://www.legalaffairs.gov.in</a> )
39.	Telephone, fax and email Id	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>		
Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]					
40.	List of employees with Gross monthly remuneration	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As admissible. Only basic pay from the increment register may be provided (Annexure-C)	
41.	System of compensation as provided in its regulations	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	PFMS	
Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]					
42.	Name and designation of the Public Information Officers (PIO), Assistant Public Information(s) & Appellate Authority	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	CPIO- Shri K. Santosh Ramanna, ILS, ALA Address: Department of Legal Affairs, Branch Secretariat, Mumbai, 2 <sup>nd</sup> Floor, Aayakar Bhavan, New Marine Lines, Mumbai 400020.	



Manner of execution of subsidy programme [Section 4(1)(b)(xii)]				
59.	Name of the programme of activity	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
60.	Objective of the programme	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
61.	Procedure to avail benefits	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
62.	Duration of the programme/scheme	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
63.	Physical and financial targets of the programme	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
64.	Nature/scale of subsidy/amount allotted	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
65.	Eligibility criteria for grant of subsidy	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
66.	Details of beneficiaries of subsidy programme (number, profile etc)	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
Discretionary and non-discretionary grants (F.No.1/6/2011-IR dated 15.04.2013)				
67.	Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
68.	Annual accounts of all legal entities who are provided grants by public authorities	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]				
69.	Concessions, permits or authorizations granted by public authority	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
70.	For each concessions, permit or authorization granted – a. Eligibility criteria, b. Procedure for getting the concession/grant and/or permits of authorizations, c. Name and address of the recipients given of concessions/permits of authorization, d. Date of award of concessions/permits of authorization.	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	

CAG & PAC paras [F.No.1/6/2011-IR dated 15.04.2013]				
71.	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section4(1)(b)(xiii)] [F.No.1/6/2011-IR dated 15.04.2013]				
72.	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
73.	Arrangements for consultation with or representation by a. Members of the public in policy formulation/policy implementation. b. Day & time allotted for visitors c. Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
74.	Public Private Partnership (PPP) - Details of Special Purpose Vehicle (SPV), if any	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
75.	Public Private Partnership (PPP) - Detailed Project Reports (DPRs)	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
76.	Public Private Partnership (PPP) - Concession Agreements	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
77.	Public Private Partnership (PPP) - Operation and maintenance manuals	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
78.	Public Private Partnership (PPP) - other documents generated as part of the implementation of the PPP	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
79.	Public Private Partnership (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	

80.	Public Private Partnership (PPP) – The process of the selection of the private sector party (concessionaire etc.)	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
81.	Public Private Partnership (PPP) – All payment made under the PPP project	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
Are the details of policies/decision, which affect public, informed to them [Section 4(1)(c)]				
82.	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive – Policy decisions/legislations taken in the previous one year	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
83.	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive – Outline the Public consultation process	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
84.	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive – Outline the arrangement for consultation before formulation of policy	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]				
85.	Use of the most effective means of communication- internet (website)	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Website of Department of Legal Affairs, Ministry of Law & Justice ( <a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a> )
Form of accessibility of information manual/handbook [Section 4(1)(b)]				
86.	Information manual/handbook available in Electronic format	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Website of Department of Legal Affairs, Ministry of Law & Justice ( <a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a> )
87.	Information manual/handbook available in Printed format	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	RTI Act, 2005 RTI rules, regulations and orders

Whether information manual/handbook available free of cost or not [Section 4(1)(b)]				
88.	List of materials available Free of cost	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Website of Department of Legal Affairs, Ministry of Law & Justice ( <a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a> )
89.	List of materials available at a reasonable cost of the medium	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
Language in which information Manual/Handbook Available [F.No. 1/6/2011-IR dated 15.04.2013]				
90.	English	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Yes
91.	Vernacular/local language	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Yes
When was the information Manual/Handbook last updated? [F. No. 1/6/2011-IR dated 15.04.2013]				
92.	Last date of Annual updation			Updated from time to time
Information available in electronic form [section 4(1)(B)(XIV)]				
93.	Details of information available in electronic form	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Website of Department of Legal Affairs, Ministry of Law & Justice ( <a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a> )
94.	Name/title of the document/record/other information	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
95.	Location where available	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
Particulars of facilities available to citizen for obtaining [section 4(1)(b)(xv)]				
96.	Name & location of the faculty	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Website of Department of Legal Affairs, Ministry of Law & Justice ( <a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a> )
97.	Details of information made available	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
98.	Working hours of the facility	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.rtionline.gov.in">www.rtionline.gov.in</a>
99.	Contact person & contact details (Phone, fax, email)	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	CPIO - K. Santosh Ramanna, ILS, ALA Contact No.022-22037588
Such other information as may be prescribed under [Section 4(i)(b)(xvii)]				
100.	Grievance Redressal Mechanism	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per Manual of Office Procedure
101.	Details of applications received under RTI and information provided	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As in <a href="http://www.rtionline.gov.in">www.rtionline.gov.in</a>

102.	List of completed schemes/projects/programmes	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
103.	List of schemes/projects/programmes underway	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Not Applicable
104.	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Outsourcing of manpower contract of
105.	Annual Report	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
106.	Frequently Asked Questions (FAWs)	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	
107.	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD) (c) six monthly report on the (d) performance against the benchmark set in the Citizen's charter	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As in <a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>
Receipt & Disposal of RTI applications & Appeals [F.No.1/6/2011-IR dated 14.04.2013]				
108.	Details of applications received and disposed	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	RTI applications received 29 nos. & disposed 29 nos. within statutory time limit of 30 days.
109.	Details of appeals received and orders issued	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	RTI appeals received 04 nos. & disposed 04 nos. within statutory time limit of 90 days.
Replies to questions asked in the parliament [Section 4(i)(d)(2)]				
110.	Details of questions asked and replies given	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	Dealt by Main Secretariat
Such other information as may be prescribed [F.No.1/2/2016-IR dated 17.08.2016, F.No.1/6/2011-IR dated 15.04.2013]				
111.	Name & Details of a. Current CPIOs & FAA b. Earlier CPIO & FAAs from 01.01.2015	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	a. Current CPIO - K. Santosh Ramanna, ILS, ALA  Address: Department of Legal Affairs, Branch Secretariat, Mumbai, 2 <sup>nd</sup> Floor, Aayakar Bhavan, Mumbai 400020.  Email: <a href="mailto:santoshk.ramanna@gov.in">santoshk.ramanna@gov.in</a> Contact No.022-22037588

				<p>Current First Appellate Authority -</p> <p>M.C. Prusty, ILS, Senior Government Advocate  Address: Department of Legal Affairs, Branch Secretariat, Mumbai, 2<sup>nd</sup> Floor, Aayakar Bhavan, Mumbai 400020.  Email: madhabc.prusty@gov.in  Contact No. 022-2201170/22015789</p> <p>b. Earlier CPIO- N.A. Pande, Supdt. (Legal)</p> <p>b. Earlier FAA – A.A. Ansari, ILS, Senior Government Advocate</p>
112.	<p>Details of third party audit of voluntary disclosure</p> <p>a. Dates of audit carried out</p> <p>b. Report of the audit carried out</p>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As available in <a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>
113.	<p>Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD.</p> <p>a. Date of appointment</p> <p>b. Name &amp; Designation of the officers</p>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per <a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>
114.	<p>Consultancy committee of key stake holders for advice on suo-moto disclosure –</p> <p>a. Date from which constituted</p> <p>b. Name &amp; Designation of the Officers</p>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per <a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>
115.	<p>Committee of PIOs/FAA with rich experience in RTI to identify frequently sought information under RTI</p> <p>a. Dates from which constituted</p> <p>b. Name &amp; Designation of the officers</p>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per <a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>

	Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information.			
116.	Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	As per <a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>
	Guidelines for Indian Government Website (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Govt. of India)			
117.	Whether STQC certification obtained and its validity	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	By Department of Legal Affairs, New Delhi
118.	Does the website show the certificate on the website?	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	<a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a>	

Mission:

To transform Government into an efficient and responsible litigant;

To bring reforms in the Indian Legal System to achieve expansion, inclusion and excellence in Legal Education, the Legal Profession and legal services, including the Indian Legal Service.

To develop a system towards creating legal professionals so that they can meet future challenges not only for India but also of the World both in litigation and non-litigation field and to focus on their social responsibility and strong professional ethics. Having constraints such as enormous litigation, consequent burden on the public exchequer or on resources including manpower and need to confer wide discretionary powers on government authorities, our mission is aimed to have proper legal framework to channelize administrative power, conflict management, help in enforcing rule of law and achieving the objectives set by various wings of government.

OBJECTIVES:

- To facilitate the functioning of Ministries and Department for good governance by providing legal advice/opinion relating to matter referred to by them as well as examination of legality, validity of the act etc.
- To reform the Indian Legal Service to make it efficient, responsive and globally competitive.
- To develop a comprehensive e-governance solution for Central Agency Section IT enabled methods.
- To reduce litigation and encourage settlement of disputes by Alternative Dispute Resolution (ADR)
- To promote excellence in the Legal Profession and to develop a frame work to usher in a new era in the field of legal education.
- To bring in Legal reforms.
- To effectively administer the acts under the purview of this Department viz. the Advocates Act, 1961, the Notaries Act, 1952, the Legal Services Authorities Act, 1987 and the Advocates Welfare Fund Act, 2001.



## Annexure-B

### Functions:

1. To render legal advice to all the Ministries and Departments of Government of India located in the States within our jurisdiction viz. Maharashtra, Madhya Pradesh, Rajasthan, Chhattisgarh, Gujarat, Goa and Union Territory of Dadra and Nagar Haveli and Daman and Diu.
2. To conduct litigation before the Hon'ble Bombay High Court/Benches of Bombay High Court viz. Nagpur, Aurangabad and Goa, various Tribunals situated within our jurisdiction, District & Subordinate Courts.
3. To supervise the litigation work pending before the Hon'ble Bombay High Court.
3. To conduct litigation pertaining to the Indian Railway before the Hon'ble High Court, CAT, RCT, District & Subordinate Courts.
4. To vet Draft Agreements, Counter Affidavits, Written Statements, other pleadings etc. and Conveyancing to interpret the constitutional and other statutory provisions, rules and regulations.
5. Scrutiny and certification of payment of fees to Panel Counsel engaged to appear before the Hon'ble Bombay High Court on behalf of Ministries/Departments. Further, verifying the Counsel fee bills of Other High Courts, Tribunals, District & Subordinate Courts and Retainer Fee to the concerned District Central Government Standing Counsel.
6. Digitization of Administration, Advice and Litigation record.