

FUNCTIONS OF RECEIPTS AND ISSUE SECTION

1. RECEIVING OF FILES FROM VARIOUS MINISTRIES / DEPARTMENTS SITUATED IN DELHI
2. DISTRIBUTION OF FILES TO CONCERNED SECTIONS IN DEPARTMENT OF LEGAL AFFAIRS AND LEGISLATIVE DEPARTMENT.
3. RECEIVING OF LETTERS FROM VARIOUS MINISTRIES / DEPARTMENTS (ALL INDIA & FOREIGN COUNTRIES)
4. DISTRIBUTION OF LETTERS TO CONCERNED SECTIONS IN DEPARTMENT OF LEGAL AFFAIRS THROUGH E-OFFICE AND LEGISLATIVE DEPARTMENT THROUGH OFF LINE MODE (BY HAND)
5. RECEIVING OF FILES FROM VARIOUS SECTIONS OF DEPARTMENT OF LEGAL AFFAIRS AND LEGISLATIVE DEPARTMENT, FOR SENDING THE SAME TO CONCERNED MINISTRIES / DEPARTMENTS SITUATED IN DELHI THROUGH PERSONAL MESSENGERS OF THIS SECTION ON DAILY BASIS.
6. RECEIVING OF LETTERS FROM VARIOUS SECTIONS OF DEPARTMENT OF LEGAL AFFAIRS AND LEGISLATIVE DEPARTMENT, FOR SENDING THE SAME TO CONCERNED MINISTRIES / DEPARTMENTS (SITUATED THROUGHOUT INDIA & FOREIGN COUNTRIES) BY SPEED POST / ORDINARY POST / PARCEL ETC.
7. THE ROOM KEYS OF ALL SECTIONS IN DEPARTMENT OF LEGAL AFFAIRS AND LEGISLATIVE DEPARTMENT IS BEING MAINTAINED IN THIS SECTION FROM 8 PM to 8 AM DAILY ON WORKING DAYS AND 24X7 ON SATURDAYS, SUNDAYS AND NATIONAL HOLIDAYS. TWO OF THE STAFF DEPUTED ON DAILY BASIS FOR NIGHT DUTY FROM 5.30 PM to 9.00 AM NEXT DAY ON ALL WORKING DAYS AND ROUND THE CLOCK DURING SATURDAYS, SUNDAYS AND NATIONAL HOLIDAYS.
8. HANDLING OF URGENT FILES AS WELL AS URGENT LETTERS RECEIVED FROM VARIOUS SECTIONS OF DEPARTMENT OF LEGAL AFFAIRS AND LEGISLATIVE DEPARTMENT, FOR SENDING THE SAME TO CONCERNED MINISTRIES / DEPARTMENTS SITUATED IN DELHI THROUGH PERSONAL MESSENGERS OF THIS SECTION ON DAILY BASIS EVEN AFTER OFFICER HOURS.