

OFFICE ORDER NO. 55/2024

With the approval of the Competent Authority, the following work is allocated with immediate effect: -

DISTRIBUTION OF WORK IN THE DEPARTMENT OF LEGAL AFFAIRS

1. ADVICE GROUP

Group No.	Group Head: Shri R.S. Verma, Additional Secretary [AS (RSV)]		
	Officers in the Group	Ministries/ Departments	Other Assignments
I	1. Shri Praveen Srivastava, Addl. LA (Labour) 2. Shri Niraj Kumar, Addl. LA 3. Shri P.K. Gangwar, DLA (CPWD) 4. Ms. Jyoti Divya, DLA 5. Ms. Shweta Jaiswal, ALA 6. Dr. D. V. Rao, Consultant (Directorate of Estates)	1. Agriculture & Farmers Welfare 2. Consumer Affairs 3. Cooperation 4. Fisheries, Animal Husbandry and Dairying 5. Food Processing Industry 6. Food & Public Distribution 7. Housing & Urban Affairs including Directorate of Estates 8. Labour & Employment 9. Rural Development 10. Skill Development & Entrepreneurship 11. Telecommunication including Department of Post 12. Tribal Affairs 13. All conveyancing matters and issues involving interpretation of contracts	1. Hindi Section 2. Public Grievances Section 3. Pending work of erstwhile PMA
Group No.	Group Head: Dr. Anju Rathi Rana, Additional Secretary [AS (ARR)]		
	Officers in the Group	Ministries/ Departments	Other Assignments
II	1. Shri Japan Babu, Addl. LA (NCB & Delhi Police) 2. Md. Muqees, Addl. LA 3. Shri R. K. Choudhary, DLA (DoPT) 4. Dr. Amit Tyagi, DLA (CBI) 5. Dr. K.M Arya, DLA (SSC)	1. Ayush 2. Chemicals & Fertilizers 3. Health & Family Welfare 4. Heavy Industries 5. Home Affairs (including NCB) 6. Personnel, PG & Pensions (including CBI)	1. Admn IV Section 2. Training Division

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II	Shri Ajay Kumar Arora, Joint Secretary	1. ADR Cell
	1. Shri Avnit Singh Arora, Director 2. Shri Yogesh Vats, Jr. CGA	2. Admin. III (LA) 3. AMRCD 4. AMRD 5. RTI

3. UNITS/ SECTIONS

Section	Branch Officers/Controlling Officers/Other Officers
Admin I (LA)	1. Smt. Sunita Anand, JS&LA 2. Shri Rajeev Kumar, DS 3. Shri V.S. Chauhan, US
Admin II(LA) & Modernization	1. Shri Dhruva Kumar Singh, CCA 2. Shri S. K. Makkar, DS 3. Shri Milind Mujumdar, US
Admin III(LA)	1. Shri Ajay Kumar Arora, JS 2. Shri U.S. Thakur, Director 3. Shri Avnit Singh Arora, Director 4. Shri Niranjan Nayak, US
Admin IV(LA)	1. Dr. Anju Rathi Rana, AS 2. Shri S.K. Makkar, DS 3. Shri Jyoti Swaroop Asthana, US
International Law & Cooperation Division	1. Shri Sher Singh Dagar, JS&LA 2. Shri Avnit Singh Arora, Director 3. Shri Niranjan Nayak, US 4. Shri Sudarshan Lamba, JCGA
Vigilance Section	1. Smt. Sunita Anand, JS&LA 2. Shri Rajeev Kumar, DS 3. Shri V.S. Chauhan, US
Advice A, B and C Sections	1. Smt. Sunita Anand, JS&LA 2. Shri Prateek Kumar Tiwari, ALA
ADR Cell (including Arbitration and Conciliation Act, 1996, IIAC, Mediation Act, 2023 and Commercial Courts Act, 2015)	1. Shri Ajay Kumar Arora, JS 2. Shri Avnit Singh Arora, Director 3. Shri Milind Mujumdar, US 4. Shri Kuldeep Mendiratta, US
Cash (LA) Section	1. Shri Dhruva Kumar Singh, CCA 2. Shri Kuldeep Mendiratta, US
Training Division	1. Dr. Anju Rathi Rana, AS 2. Shri S.K. Makkar, DS 3. Shri V.S. Chauhan, US
R&I Section & Facilitation Centre	1. Shri Sher Singh Dagar, JS&LA 2. Shri Amit Kumar, US
Hindi Section	1. Shri R.S. Verma, AS (Rajbhasha Adhikari) 2. Shri Sanjay Kumar, AD (OL) 3. Shri Shamsher Singh, AD (OL)
Implementation Cell (including matters relating to Bar Council of India)	1. Shri Sher Singh Dagar, JS&LA 2. Ms. Purna, ALA
Judicial Section	1. Shri Sher Singh Dagar, JS&LA 2. Ms. Haimanti Bhattacharya, Director

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AMRCD & AMRD Section	3. Shri Manindra Choudhary, ALA 1. Shri Ajay Kumar Arora, JS 2. Shri Yogesh Vats, Jr CGA
Library & Research Section	1. Smt. Sunita Anand, JS&LA 2. Shri Avnit Singh Arora, Director 3. Shri Debjit Sarkar, Librarian
Coordination Section & Parliament Matters (Including Coordination with Parliament questions of DoLA)	1. Shri Dhruva Kumar Singh, CCA 2. Shri Umashankar Thakur, Director 3. Shri Amit Kumar, US
Budget Section	1. Shri Dhruva Kumar Singh, CCA 2. Shri Amit Kumar, US
Litigation (HC) Section	1. Shri J.P. Dubey, DLA (I/C) 2. Shri Rakesh Kumar Khatri, ALA
Litigation (CAT) Section	1. Shri J.P. Dubey, DLA (I/C) 2. Shri Rakesh Kumar Khatri, ALA
Litigation (LC) Section	1. Shri S.K. Tiwari, ALA
Notary Cell	1. Shri Ashutosh Mishra, JS&LA 2. Shri Rajeev Kumar, DS 3. Shri Radhe Shyam Singh, US
Public Grievances	1. Shri R.S. Verma, AS 2. Shri S.K. Makker, DS 3. Shri Amit Kumar, US
RTI Cell	1. Shri Ajay Kumar Arora, JS 2. Ms. Jyoti Divya, DLA
IT (Cyber Cell, LIMBS, NIC, IEC and Social Media Cell)	1. Shri Sher Singh Dagar, JS&LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri Jyoti Swaroop Asthana, US
Branch Secretariat - Bengaluru	1. Shri Sudarshana K, Addl. GA - in charge 2. Shri B. Nanda Kumar, ALA
Branch Secretariat - Chennai	1. Shri Sudarshana K, Addl. GA - in charge 2. Shri Jaspal Dhanju, DLA
Branch Secretariat - Kolkata	1. Shri A.A. Ansari, Sr. GA - in charge 2. Dr. Subhro Jyoti Mukherjee, DLA
Branch Secretariat - Mumbai	1. Shri A.A. Ansari, Sr. GA - in charge 2. Shri M.C. Prusty, Addl. GA 3. Shri S.K. Ramanna, ALA 4. Shri B.R. Rane, ALA

(a) Shri Neeraj Rawat, DLA in addition to his other duties will also be the Protocol Officer of this Department including office of Hon'ble Minister of State (I/C) for Law & Justice.

(b) Shri Amit Kumar, Under Secretary, will deal with all matters pertaining to HLC on One-Nation-One-Election.

(c) Shri Prateek Kumar Tiwari, ALA in addition to his other duties will report to the Law Secretary to facilitate the timely process of files pertaining to legal advice and UOI litigation, referred to DoLA.

(d) All Parliament Questions pertaining to different Cells/Divisions/Sections will be dealt by respective Group Heads.

(e) All Group Heads, Unit Heads and Branch Secretariat Heads shall submit their monthly performance reports to the Law Secretary by 5th of every month on the following deliverables:-

- i E-Samiksha Updation;
- ii Website Updation;
- iii Review/weeding out and archiving of files;
- iv Capacity building of officers of the Group and utilization of IGOT services;
- v Disposal of Parliamentary assurances;
- vi Timely disposal of RTI;
- vii Disposal of public grievances;
- viii Submission of background papers of all important matters dealt;
- ix Disposal of VIP/PMO references;
- x Identification and disposal of obsolete office items and;
- xi Preparation of activity details for compilation of Annual Report.



(Rajeev Kumar)

Deputy Secretary to the Govt. of India
Tele No: 011-2338 8744

Copy to: -

- 1 All Group Heads
- 2 PS to Hon'ble MoS (I/C) L&J/PSO to Law Secretary
- 3 PPS/Sr. PPS/PSO to Addl. Secretaries/JS&LAs/CCA
- 4 All Officers and Sections in the Department of Legal Affairs
- 5 SSA, NIC Cell with the request to upload the above Order on the website of the Department of Legal Affairs/Office order Folder/e-office portal.