

No.: 28/51/2014-Admn.1(LA)pt-Part(1)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 07<sup>th</sup> July, 2025

**OFFICE ORDER No. 117/2025**

Smt. Mamta Pandey, Superintendent (Legal), in addition to the duties presently assigned to her, will also look after the matters related to Judicial Section with immediate effect till further orders.

2. This issues with the approval of Competent Authority.

*V. S. Chauhan*  
(V.S. Chauhan)  
Under Secretary

Copy to: -

1. Ms. Mamta Pandey, Superintendent (Legal)
2. All Group Heads
3. PS to Hon'ble MoS L&J(I/C) /PSO to Law Secretary
4. PSO/ Sr. PPS/ PPS to AS(AM)/JS&LAs/ CCA/ Sr. GA (MCP)/ JS (AKA)
5. In-Charge, Central Agency Section
6. In-Charges, Branch Secretariats, Kolkata, Mumbai, Chennai, Bengaluru
7. All Officers & Sections in the Department of Legal Affairs
8. 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.

No. A-15/1/2017-ADMIN-I  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 4<sup>th</sup> July, 2025

OFFICE ORDER NO. 115/2025

The work related to Directives for the Efficient and Effective Management of Litigation by the Government of India is assigned to the Judicial Section. Further, the work related to the Directive will be looked after by Shri Ashutosh Mishra, AS and the following officers have been associated with the work:

- (i) Shri Dhruva Kumar Singh, CCA
- (ii) Shri Sher Singh Dagar, JS&LA
- (iii) Shri M. C. Prusty, Sr. GA
- (iv) Dr. R.J.R. Kasibhatla, JS&LA
- (v) Shri Praveen Kumar Srivastava, JS&LA
- (vi) Shri Sohan Kumar Sharma, JS&LA
- (vii) Shri Japan Babu, JS&LA
- (viii) Shri Mohd. Muqem, JS&LA
- (ix) Shri Niraj Kumar, JS&LA

2. This issues with the approval of the Competent Authority.

*V. S. Chauhan*  
(V. S. Chauhan)

Under Secretary to the Govt. of India

Copy to: -

1. All Group Heads
2. PS to Hon'ble MoSL&J(I/C) /PSO to Law Secretary
3. PSO/ Sr. PPS/ PPS to AS (AM)/JS&LAs/ CCA/ Sr. GA (MCP)/ JS (AKA)
4. In-Charge, Central Agency Section
5. In-Charges, Branch Secretariats, Kolkata, Mumbai, Chennai, Bengaluru
6. All Officers & Sections in the Department of Legal Affairs
7. 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.

Government of India  
Ministry of Law and Justice  
Department of Legal Affairs

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Shastri Bhawan, New Delhi

Dated the 2<sup>nd</sup> July, 2025

OFFICE ORDER NO. 112/2025

Consequent upon the approval of the competent authority, the following arrangement of Link Officers is made with immediate effect and until further orders: -

S. No.	Name of the Officer	Name of the Link Officer
1	Shri Ashutosh Mishra, AS	Shri M.C. Prusty, Sr. GA
2	Shri M.C. Prusty, Sr. GA	Shri Ashutosh Mishra, AS
3	Shri D.K. Singh, CCA	Dr. R.J. R. Kasibhatla, JS&LA
4	Shri Ajay Kumar Arora, JS	Shri Japan Babu, JS&LA
5	Dr. R.J. R. Kasibhatla, JS&LA	Shri D.K. Singh, CCA
6	Shri Japan Babu, JS&LA	Shri Ajay Kumar Arora, JS
7	Mohd. Muqeem, JS&LA	Shri Niraj Kumar, JS&LA
8	Shri Niraj Kumar, JS&LA	Mohd. Muqeem, JS&LA

*V. Singh*  
102/10/12

(V.S. Chauhan)

Under Secretary to the Govt. of India

Tele No: 011-23383634

Copy to: -

1. All Group Heads
2. PS to Hon'ble MoS L&J(I/C) /PSO to Law Secretary
3. PSO/ Sr. PPS/ PPS to AS(AM)/JS&LAs/ CCA/ Sr. GA (MCP)/ JS (AKA)
4. In-Charge, Central Agency Section
5. In-Charges, Branch Secretariats, Kolkata, Mumbai, Chennai, Bengaluru
6. All Officers & Sections in the Department of Legal Affairs
7. 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.



No. A-15/11/2017-ADMIN-I  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 2<sup>nd</sup> July, 2025

**110**  
**OFFICE ORDER NO. /2025**

In supersession of Office Order No. 73/2025 dated 23.04.2025 and with the approval of the Competent Authority, the following work allocation is made with immediate effect and until further orders: -

**DISTRIBUTION OF WORK IN THE DEPARTMENT OF LEGAL AFFAIRS**

**1. ADVICE GROUPS**

Group No.	Group Head: Shri Ashutosh Mishra, AS	Officers in the Group	Ministries/ Departments	Other Assignments
I		1. Shri Neeraj Rawat, DLA 2. Shri Lal Chand Dabaria, ALA 3. Shri Satish Kumar Singh, ALA 4. Shri Rakesh Kumar Khatri, ALA (Additional charge for Advice Work) 5. Shri Amit Kumar Mishra, ALA (Additional charge) 6. Shri Kuldeep Singh, Superintendent (Legal) (Additional Charge) 7. Shri Inderjeet Singh, Assistant (Legal) (Additional Charge) 8. Shri Naresh Kumar, Assistant (Legal), (Additional Charge)	1. Coal 2. Commerce(Including DGFT) 3. Culture 4. Education 5. Election Commission of India 6. External Affairs 7. Minority Affairs 8. MSME 9. Panchayati Raj 10. Petroleum & Natural Gas 11. Tourism 12. Youth Affairs & Sports	1. Admin-I Section 2. Admin- IV Section 3. Notary Cell
Group No.	Group Head: Shri Sher Singh Dagar, JS&LA	Officers in the Group	Ministries/ Departments	Other Assignments
II		1. Shri Bhupesh Varma, DLA	1. Defence including APO	--
Group No.	Group Head: M. C. Prusty, Sr. GA	Officers in the Group	Ministries/ Departments	Other Assignments
III		1. Dr. K. M. Arya, DLA 2. Shri B.S Sharma, Consultant (NTRO) 3. Shri Manindra Choudhary, ALA 4. Shri Akash Kumar, Assistant (Legal) (Additional Charge)	1. NTRO 2. Agriculture & Farmers Welfare 3. Consumer Affairs 4. Cooperation 5. Fisheries, Animal Husbandry and Dairying 6. Food Processing Industry	1. Judicial Section

*V. Singh*  
02/07/25



	5. Shri Umesh Kumar Saini, Assistant (Legal) (Additional Charge)	7. Food & Public Distribution Ministries/ Departments and matters not otherwise specified	
	6. Shri Vinay Barala, Assistant (Legal) (Additional Charge)		
<b>Group No.</b>	<b>Group Head: Dr. R. J. R. Kasibhatla, JS&amp;LA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>IV</b>	1. Shri Arpit Anant Mishra, DLA 2. Ms. Jyoti Divya, DLA 3. Smt Savita Rani Singal, DLA 4. Shri Prateek Kumar Tiwari, ALA 5. Shri Prem Kumar, Superintendent (Legal) (Additional Charge) 6. Ms. M. Deepika Priyadarshini, Assistant (Legal) – Training & Social Media (Additional charge) 7. Shri Raj Vardhan Singh, Assistant (Legal) (Additional Charge) 8. Shri Khushvinder Sharma, Legal Consultant	1. Civil Aviation 2. C&AG 3. Central Information Commission 4. DoNER 5. Jal Shakti 6. Health & Family Welfare / Ayush 7. Information and Broadcasting 8. National Security Council Secretariat 9. New & Renewable Energy 10. NITI Aayog 11. President Secretariat 12. Space 13. Social Justice & Empowerment 14. Telecommunication including Department of Post 15. Women & Child Development	1. Pending work of erstwhile PMA 2. Public Grievances 3. Training Division 4. Social Media
<b>Group No.</b>	<b>Group Head: Shri Japan Babu, JS&amp;LA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>V</b>	1. Ms. Haimanti Bhattacharya, Director 2. Shri J. P. Dubey, DLA (MHA and NCB) 3. Shri R. K. Choudhary, DLA (DoPT and SSC) 4. Shri P.K. Gangwar, DLA (DP) 5. Shri Surendra Kumar, DLA 6. Shri N.K. Tripathi, ALA (Additional charge) 7. Ms. Champa Bisht, ALA (SFIO & IB) (Additional Charge) 8. Ms. Mamta Pandey, Superintendent (Legal) (Additional Charge) 9. Ms. Aarti Pandey, Assistant (Legal) (Additional Charge) 10. Shri Prateek Pandya, Assistant (Legal) (Additional Charge)	1. Law & Justice 2. MeITY 3. Chemicals & Fertilizers 4. Heavy Industries 5. Home Affairs (including NCB) 5. Mines 6. Personnel, PG & Pensions (including CBI) 7. Port, Shipping & Waterways 8. Road Transport & Highways 9. SSC 10. Statistics & Programme Implementation 11. Steel 12. Textiles 13. UPSC	1. Admin-II & Modernization Section 2. IT (LIMBS, NIC, and IEC)

*V. Jyoti*  
02/10/2024

	11. Shri Ukshi Nand Negi, Assistant (Legal) (Additional Charge)		
<b>Group No.</b>	<b>Group Head: Md. Muqem, JS&amp;LA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>VI</b>	1. Shri B.S. Manjhi, Consultant 2. Shri S. K. Tiwari, ALA (Additional charge in Group I for Advice Work) 3. Shri Rakesh Kumar Khati, ALA (Additional charge in Group III for Advice Work)	1. Railways	1. Litigation (HC)/ Litigation (CAT)/ Litigation (LC)
<b>Group No.</b>	<b>Group Head: Shri Niraj Kumar, JS&amp;LA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>VII</b>	1. Shri Hemant Kumar, DLA 2. Shri Surendra Kumar, DLA [for "all conveyancing matters and issues involving interpretation of contracts" on additional charge basis] 3. Ms. Champa Bisht, ALA (SFIO & IB) 4. Shri S. K. Tiwari, ALA (Additional charge for Advice Work) 5. Shri Jagat Prakash, ALA 6. Shri Abhishek Srivastava, ALA (ED) 7. Ms. Purna, ALA (M/o Labour & Employment – Additional charge) 8. Ms. Shweta Jaiswal, ALA 9. Dr. D.V. Rao Consultant (Directorate of Estates and CPWD) 10. Shri Ravi Kumar, Superintendent (Legal) (Additional Charge) 11. Shri Sanjay Rohilla, Assistant (Legal) (Additional Charge)	1. Atomic Energy 2. Cabinet Secretariat 3. Corporate Affairs 4. CVC 5. DPIIT 6. Earth Sciences 7. Enforcement Directorate 8. Finance 9. Lok Sabha Secretariat 10. Parliamentary Affairs 11. Power 12. Prime Minister's Office 13. Rajya Sabha Secretariat 14. Science & Technology including Bio-technology 15. Housing & Urban Affairs including Directorate of Estates 16. Labour & Employment 17. Rural Development 18. Skill Development & Entrepreneurship 19. Tribal Affairs 20. Environment, Forest and Climate Change 21. All conveyancing matters and issues involving interpretation of contracts	1. Vigilance Unit 2. R&I and Facilitation Section 3. Advice Sections

V. Singh  
20/07/2015

## 2. OTHER GROUPS

Group No.	Group Head	Assignments
I	<b>Shri Dhruva Kumar Singh, CCA</b>	<ol style="list-style-type: none"> <li>1. Cash Section</li> <li>2. Budget Division</li> <li>3. Co-ordination</li> <li>4. National Litigation Policy</li> <li>5. Implementation Cell (including matters related to Bar Council of India)</li> <li>6. Hindi Section</li> <li>7. Parliament</li> </ol>
II	<b>Shri Ajay Kumar Arora, Joint Secretary</b>  <ol style="list-style-type: none"> <li>1. Shri Avnit Singh Arora, Director</li> <li>2. Shri Vinod Kumar, ALA</li> <li>3. Ms. Avnika Jindal, Superintendent (Legal)</li> <li>4. Shri Kapil Yadav, Assistant (Legal)</li> </ol>	<ol style="list-style-type: none"> <li>1. ADR Cell</li> <li>2. Admin. III (LA)</li> <li>3. AMRCD</li> <li>4. AMRD</li> <li>5. Ease of Doing Business</li> <li>6. RTI</li> <li>7. BITs &amp; FTAs</li> </ol>

## 3. UNITS/SECTIONS

Section	Branch Officer	Officers/Controlling Officers/Other
Admin I(LA)	<ol style="list-style-type: none"> <li>1. Shri Ashutosh Mishra, AS</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri V.S. Chauhan, US</li> </ol>	
Admin II(LA) & Modernization	<ol style="list-style-type: none"> <li>1. Shri Japan Babu, JS&amp;LA</li> <li>2. Shri Kuldeep Mendiratta, DS</li> <li>3. Shri Jyoti Swaroop Asthana, US</li> </ol>	
Admin III(LA)	<ol style="list-style-type: none"> <li>1. Shri Ajay Kumar Arora, JS</li> <li>2. Shri Avnit Singh Arora, Director</li> <li>3. Smt. Pratibha Ahuja, DS</li> <li>4. Shri Niranjan Nayak, US</li> </ol>	
Admin IV(LA)	<ol style="list-style-type: none"> <li>1. Shri Ashutosh Mishra, AS</li> <li>2. Shri Kuldeep Mendiratta, DS</li> <li>3. Shri Jyoti Swaroop Asthana, US</li> </ol>	
Vigilance Section	<ol style="list-style-type: none"> <li>1. Shri Niraj Kumar, JS&amp;LA</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri V.S. Chauhan, US</li> </ol>	
Advice A, B and C Sections	<ol style="list-style-type: none"> <li>1. Shri Niraj Kumar, JS&amp;LA</li> <li>2. Shri Satish Kumar Singh, ALA</li> </ol>	
ADR Cell (including Arbitration and Conciliation Act, 1996, IIAC, Mediation Act, 2023, Commercial Courts Act, 2015 and BITs & FTAs)	<ol style="list-style-type: none"> <li>1. Shri Ajay Kumar Arora, JS</li> <li>2. Shri Avnit Singh Arora, Director</li> <li>3. Shri Devanshu Kumar, US</li> </ol>	
Cash (LA) Section	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Devanshu Kumar, US</li> </ol>	
Training Division	<ol style="list-style-type: none"> <li>1. Dr. RJR Kasibhatla, JS&amp;LA</li> <li>2. Shri Kuldeep Mendiratta, DS</li> </ol>	

V. Singh  
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	3. Shri V.S. Chauhan, US
R&I Section & Facilitation Centre	1. Shri Niraj Kumar, JS&LA 2. Shri Amit Kumar, US
Hindi Section	1. Shri Dhruva Kumar Singh, CCA(Rajbhasha Adhikari) 2. Shri Sanjay Kumar, DD (OL)
Implementation Cell (including matters related to Bar Council of India)	1. Shri Dhruva Kumar Singh, CCA 2. Shri T. S. Rangarajan, Consultant 3. Shri Amit Kumar, US
Parliamentary Matters, including Questions	1. Shri Dhruva Kumar Singh, CCA 2. Smt Pratibha Ahuja, DS 3. Shri T. S. Rangarajan, Consultant 4. Shri Amit Kumar, US
Judicial Section	1. Shri M. C. Prusty, Sr. GA 2. Dr. K. M. Arya, DLA 3. Shri Manindra Choudhary, ALA
AMRCD & AMRD Section	1. Shri Ajay Kumar Arora, JS 2. Shri Avnit Singh Arora, Director 3. Shri Vinod Kumar, ALA
Library & Research Section	1. Shri Ashutosh Mishra, AS 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. Smt Pratibha Ahuja, DS 3. Shri Amit Kumar, US
Budget Section	1. Shri Dhruva Kumar Singh, CCA 2. Shri Amit Kumar, US
Litigation (HC) Section	1. Md. Muqem, JS & LA (I/C) 2. Shri Rakesh Kumar Khatri, ALA
Litigation (CAT) Section	1. Md. Muqem, JS & LA (I/C) 2. Shri Rakesh Kumar Khatri, ALA
Litigation (LC) Section	1. Md. Muqem, JS & LA (I/C) 2. Shri S.K. Tiwari, ALA
Notary Cell	<b>Court Cases</b> 1. Shri MC Prusty, Sr.GA 2. Shri Arpit Anant Mishra, DLA 3. Shri BS Sharma, Consultant 4. Shri Radhe Shyam Singh, US 5. Shri Naresh Kumar, Assistant(Legal) <b>Complaints/enquiries</b> 1. Shri Japan Babu, JS&LA 2. Shri BS Sharma, Consultant 3. Shri Radhe Shyam Singh, US 4. Shri Inderjeet Singh, Assistant (Legal) <b>All other work of Notary Cell</b> 1. Shri Ashutosh Mishra, AS 2. Shri Rajeev Kumar, DS 3. Shri Arpit Anant Mishra, DLA (for signing renewal/change of area/ duplicate CoP) 4. Shri Radhe Shyam Singh, US 5. Shri Muneswara Rao Lakka, SO

V. Singh  
02/07/24

Public Grievances	1. Dr. R. J. R. Kasibhatla, JS & LA 2. Smt. Pratibha Ahuja, DS 3. Shri B. Paukhanthang, US
RTI Cell	1. Shri Ajay Kumar Arora, JS 2. Ms. Jyoti Divya, DLA
IT (LIMBS, NIC and IEC)	1. Shri Japan Babu, JS&LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri B. Paukhanthang, US
Social Media Cell	1. Dr. R. J. R. Kasibhatla, JS&LA 2. Shri B. Paukhanthang, US 3. Shri Ishant Gupta, SO 4. Ms. M. Deepika Priyadarshini, Assistant (Legal) (Additional charge)
Branch Secretariat - Bengaluru	1. Dr. R.S Shrinet, Addl. LA - In charge 2. Shri B. Nanda Kumar, Consultant
Branch Secretariat - Chennai	1. Shri Praveen Srivastava, JS&LA - In charge 2. Shri J. S. Dhanju, DLA
Branch Secretariat - Kolkata	1. Shri Sohan Kumar Sharma, JS&LA - In charge 2. Dr. Subhro Jyoti Mukherjee, DLA 3. Dr. Harinder Pal Singh, ALA
Branch Secretariat - Mumbai	1. Shri A.A. Ansari, Sr. GA — In charge 2. Dr. Amit Tyagi, DLA 3. Ms. B.R. Rane, ALA 4. Shri K. Santosh Ramanna, ALA

2. The works related to BITs and FTAs have been assigned to ADR Cell, headed by JS (AKA) and the following officers have been allocated to the Group for the purpose:

1. Shri Avnit Singh Arora, Director
2. Shri J. P. Dubey, DLA
3. Shri Neeraj Rawat, DLA
4. Shri R. K. Choudhary, DLA
5. Dr. K. M. Arya, DLA
6. Shri P. K. Gangwar, DLA
7. Shri Hemant Kumar, DLA
8. Shri Surendra Kumar, DLA
9. Shri Manindra Choudhary, ALA
10. Shri Jagat Prakash, ALA
11. Shri Abhishek Srivastava, ALA

3. Shri Umesh Kumar Saini, Assistant (Legal) will be the Protocol Officer in addition to the work allocated to them of this Department including office of Hon'ble Minister of State (1/C) for Law & Justice.

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

5. 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;

V. S. S. 10/10/2025

- 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.

*V. S. Chauhan*  
02/07/25

(V. S. Chauhan)

Under Secretary to the Govt. of India

Tele No: 011-23383634

Copy to: -

- 1. All Group Heads
- 2. PS to Hon'ble MoS L&J(I/C) /PSO to Law Secretary
- 3. PSO/ Sr. PPS/ PPS to AS(AM)/JS&LAs/ CCA/ Sr. GA (MCP)/ JS (AKA)
- 4. In-Charge, Central Agency Section
- 5. In-Charges, Branch Secretariats, Kolkata, Mumbai, Chennai, Bengaluru
- 6. Director, Law Commission of India
- 7. All Officers & Sections in the Department of Legal Affairs
- 8. 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.



No. 15/1/2017-Admn.1(LA)/E. 25974

Government of India  
Ministry of Law & Justice  
Department of Legal Affairs

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4<sup>th</sup> floor, Shastri Bhawan, New Delhi

Dated the 28<sup>th</sup> May, 2025

**OFFICE ORDER 86 /2025**

The following work allocation is made with immediate effect and until further order: -

S. No.	Name of the officer	Previous allocation	Present allocation
1.	Shri Surendra Kumar, DLA	Advice Group headed by Shri Japan Babu, JS&LA	(i) Advice Group headed by Shri Japan Babu, JS&LA (ii) Advice Group headed by Shri Niraj Kumar, JS&LA for "all conveyancing matters and issues involving interpretation of contracts" on additional charge basis
2.	Shri B. S. Sharma, Consultant	NTRO	NTRO and Notary Cell
3.	Shri Kapil Yadav, Assistant (Legal)	ADR Cell and NLP	ADR Cell

2. In addition to the above, the work and channel of submission in respect of the works pertaining to Notary Cell of the Department of Legal Affairs are re-allocated as under:

Sl. No.	Subject	Name of the Officer/ Officials
1.	Court Cases	Shri M.C. Prusty, Sr.GA Shri Arpit Anant Mishra, DLA Shri B.S. Sharma, Consultant Shri Radhe Shyam Singh, US Shri Naresh Kumar, Assistant (Legal)
2.	Complaints/enquiries	Shri Japan Babu, JS&LA Shri B.S. Sharma, Consultant Shri Radhe Shyam Singh, US Shri Inderjeet Singh, Assistant (Legal)
3.	All other work of Notary Cell	Shri Ashutosh Mishra, AS Shri Rajeev Kumar, DS Shri Arpit Anant Mishra, DLA (for signing renewal/ change of area/ duplicate CoP) Shri Radhe Shyam Singh, US Shri Muneswara Rao Lakka, SO

*V. Singh*  
12/05/25

3. This issues with the approval of the competent authority in this Department.

V. S. Chauhan  
26/05/25

(V. S. Chauhan)

Under Secretary to the Government of India

To:-

- i. All Officers/Officials concerned.
- ii. PS to Hon'ble MoS L & J (I/C).
- iii. PSO to Law Secretary/ PSO/Sr. PPS/PPS to Addl. Secretary (SMA), Addl. Secretary (AM)/JS&LAS/ CCA/ Sr. GA (MCP)/ JS (AKA).
- iv. In-Charge, Central Agency Section.
- v. In-Charges, Branch Secretariats, Kolkata, Mumbai, Chennai, Bengaluru.
- vi. All Officers & Sections in the Department of Legal Affairs.
- vii. NIC Cell with the request to upload the above Order on the website of the Department of Legal Affairs.
- viii. Office order Folder/e-office portal.

No. A-15/11/2017-ADMIN-I  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
\*\*\*

Shastri Bhawan, New Delhi  
Dated the 23<sup>rd</sup> April, 2025

**OFFICE ORDER NO. 73/2025**

In supersession of Office Order No. 72/2025 dated 22.04.2025 and with the approval of the Competent Authority, the following work allocation is made with immediate effect and until further orders: -

**DISTRIBUTION OF WORK IN THE DEPARTMENT OF LEGAL AFFAIRS**

**1. ADVICE GROUPS**

Group No.	Group Head: Smt. Sunita Moorti Anand, AS		
	Officers in the Group	Ministries/ Departments	Other Assignments
I	1. Shri Hemant Kumar, DLA 2. Smt Savita Singal, DLA 3. Ms. Champa Bisht, ALA (SFIO & IB) 4. Shri Abhishek Srivastava, ALA (ED) 5. Shri S. K. Tiwari, ALA (Additional charge for Advice Work) 6. Ms. Madhulika Upadhyay, Jr. CGA (Additional Charge) 7. Shri Ukshi Nand Negi, Assistant (Legal) (Additional Charge) 8. Shri Naresh Kumar, Assistant (Legal), (Additional Charge) 9. Shri Kaushlendra Kumar, Legal Consultant	1. Corporate Affairs 2. CVC 3. Enforcement Directorate 4. Election Commission of India 5. External Affairs 6. New & Renewable Energy 7. Petroleum & Natural Gas 8. Power 9. Telecommunication including Department of Post 10. Information and Broadcasting 11. Health & Family Welfare / Ayush 12. Social Justice & Empowerment 13. Women & Child Development	1. Admn-I (LA) Section 2. Vigilance Section
Group No.	Group Head: Dr.Padmini Singh, JS&LA		
	Officers in the Group	Ministries/ Departments	Other Assignments
II	Director of Prosecution, CBI		
Group No.	Group Head: Shri Ashutosh Mishra, JS&LA		
	Officers in the Group	Ministries/ Departments	Other Assignments
III	1. Shri Neeraj Rawat, DLA 2. Shri Lal Chand Dabaria, ALA 3. Shri Satish Kumar Singh, ALA 4. Shri Rakesh Kumar Khatri, ALA (Additional charge for Advice Work) 5. Shri Amit Kumar Mishra, ALA (Additional charge)	1. Coal 2. Commerce (Including DGFT) 3. Culture 4. Education 5. Mines 6. Minority Affairs 7. MSME 8. Panchayati Raj 9. Tourism 10. Youth Affairs & Sports	1. Admin. IV Section 2. Notary Cell 3. Training Division 4. Social Media Cell

*V. Singh*  
23/04/25



	6. Shri Kuldeep Singh, Superintendent (Legal) (Additional Charge) 7. Ms. M. Deepika Priyadarshini, Assistant (Legal) – Training & Social Media (Additional charge) 8. Shri Inderjeet Singh, Assistant (Legal) (Additional Charge)		
<b>Group No.</b>	<b>Group Head: Shri Sher Singh Dagar, JS&amp;LA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>IV</b>	1. Shri Bhupesh Varma, DLA	1. Defence including APO	--
<b>Group No.</b>	<b>Group Head: M. C. Prusty, Sr. GA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>V</b>	1. Dr. K. M. Arya, DLA 2. Shri B.S. Sharma, Consultant (NTRO) 3. Shri Manindra Choudhary, ALA 4. Shri Akash Kumar, Assistant (Legal) (Additional Charge) 5. Shri Umesh Kumar Saini, Assistant (Legal) (Additional Charge) 6. Shri Vinay Barala, Assistant (Legal) (Additional Charge)	1. NTRO 2. Agriculture & Farmers Welfare 3. Consumer Affairs 4. Cooperation 5. Fisheries, Animal Husbandry and Dairying 6. Food Processing Industry 7. Food & Public Distribution 8. Ministries/ Departments and matters not otherwise specified	1. Judicial Section
<b>Group No.</b>	<b>Group Head: Dr. R. J. R. Kasibhatla, JS&amp;LA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>VI</b>	1. Shri Arpit Anant Mishra, DLA 2. Shri Jagat Prakash, ALA 3. Shri Prem Kumar, Superintendent (Legal) (Additional Charge) 4. Shri Raj Vardhan Singh, Assistant (Legal) (Additional Charge) 5. Shri Khushvinder Sharma, Legal Consultant	1. Civil Aviation 2. C&AG 3. Central Information Commission 4. DoNER 5. DPIIT 6. Finance 7. Jal Shakti 8. National Security Council Secretariat 9. NITI Aayog 10. President Secretariat 11. Space	1. Pending work of erstwhile PMA 2. Public Grievances
<b>Group No.</b>	<b>Group Head: Shri Japan Babu, JS&amp;LA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>VII</b>	1. Ms. Haimanti Bhattacharya, Director 2. Shri J. P. Dubey, DLA (MHA and NCB) 3. Shri R. K. Choudhary, DLA (DoPT and SSC) 4. Shri P.K. Gangwar, DLA (DP)	1. Law & Justice 2. MeITY 3. Chemicals & Fertilizers 4. Heavy Industries 5. Home Affairs (including NCB) 6. Personnel, PG & Pensions (including CBI) 7. Port, Shipping & Waterways 8. Road Transport & Highways	IT (LIMBS, NIC, and IEC)

V. Singh  
23/04/25

	5. Shri Surendra Kumar, DLA 6. Shri N.K. Tripathi, ALA (Additional charge) 7. Ms. Mamta Pandey, Superintendent (Legal) (Additional Charge) 8. Ms. Aarti Pandey, Assistant (Legal) (Additional Charge) 9. Shri Prateek Pandya, Assistant (Legal) (Additional Charge)	9. SSC 10. Statistics & Programme Implementation 11. Steel 12. Textiles 13. UPSC	
<b>Group No.</b>	<b>Group Head: Md. Muqeem, JS&amp;LA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>VIII</b>	1. Shri B.S. Manjhi, Consultant 2. Shri S. K. Tiwari, ALA (Additional charge in Group I for Advice Work) 3. Shri Rakesh Kumar Khati, ALA (Additional charge in Group III for Advice Work)	1. Railways	1. Litigation (HC)/ Litigation (CAT)/ Litigation (LC)
<b>Group No.</b>	<b>Group Head: Shri Niraj Kumar, JS&amp;LA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>IX</b>	1. Ms. Jyoti Divya, DLA 2. Shri Prateek Kumar Tiwari, ALA 3. Ms. Purna, ALA (M/o Labour & Employment – Additional charge) 4. Ms. Shweta Jaiswal, ALA 5. Dr. D.V. Rao Consultant (Directorate of Estates and CPWD) 6. Shri Ravi Kumar, Superintendent (Legal) (Additional Charge) 7. Shri Sanjay Rohilla, Assistant (Legal) (Additional Charge)	1. Atomic Energy 2. Cabinet Secretariat 3. Earth Sciences 4. Lok Sabha Secretariat 5. Parliamentary Affairs 6. Prime Minister's Office 7. Rajya Sabha Secretariat 8. Science & Technology including Bio-technology 9. Housing & Urban Affairs including Directorate of Estates 10. Labour & Employment 11. Rural Development 12. Skill Development & Entrepreneurship 13. Tribal Affairs 14. Environment, Forest and Climate Change 15. All conveyancing matters and issues involving interpretation of contracts	1. R&I and Facilitation Section 2. Advice Section

*V. Singh*  
23/04/25



## 2. OTHER GROUPS

Group No.	Group Head	Assignments
I	<b>Shri Dhruva Kumar Singh, CCA</b>	<ol style="list-style-type: none"> <li>Admn. II (LA) &amp; Modernization Section</li> <li>Cash Section</li> <li>Budget Division</li> <li>Co-ordination</li> <li>National Litigation Policy</li> <li>Implementation Cell (including matters related to Bar Council of India)</li> <li>Hindi Section</li> <li>Parliament</li> </ol>
II	<b>Shri Ajay Kumar Arora, Joint Secretary</b>  <ol style="list-style-type: none"> <li>Shri Avnit Singh Arora, Director</li> <li>Shri Vinod Kumar, ALA</li> <li>Ms. Avnika Jindal, Assistant (Legal) (Additional Charge)</li> <li>Shri Kapil Yadav, Assistant (Legal)</li> </ol>	<ol style="list-style-type: none"> <li>ADR Cell</li> <li>Admin. III (LA)</li> <li>AMRCD</li> <li>AMRD</li> <li>Ease of Doing Business</li> <li>RTI</li> </ol>

## 3. UNITS/SECTIONS

Section	Branch Officers/Controlling Officers/Other Officer
Admin I(LA)	<ol style="list-style-type: none"> <li>Smt. Sunita Moorti Anand, AS</li> <li>Shri Rajeev Kumar, DS</li> <li>Shri V.S. Chauhan, US</li> </ol>
Admin II(LA) & Modernization	<ol style="list-style-type: none"> <li>Shri Dhruva Kumar Singh, CCA</li> <li>Shri Kuldeep Mendiratta, Deputy Secretary</li> <li>Shri Jyoti Swaroop Asthana, US</li> </ol>
Admin III(LA)	<ol style="list-style-type: none"> <li>Shri Ajay Kumar Arora, JS</li> <li>Shri Avnit Singh Arora, Director</li> <li>Smt. Pratibha Ahuja, DS</li> <li>Shri Niranjana Nayak, US</li> </ol>
Admin IV(LA)	<ol style="list-style-type: none"> <li>Shri Ashutosh Mishra, JS&amp;LA</li> <li>Shri Kuldeep Mendiratta, DS</li> <li>Shri Jyoti Swaroop Asthana, US</li> </ol>
Vigilance Section	<ol style="list-style-type: none"> <li>Smt. Sunita Moorti Anand, AS</li> <li>Shri Rajeev Kumar, DS</li> <li>Shri V.S. Chauhan, US</li> </ol>
Advice A, B and C Sections	<ol style="list-style-type: none"> <li>Shri Niraj Kumar, JS&amp;LA</li> <li>Shri Satish Kumar Singh, ALA</li> </ol>
ADR Cell (including Arbitration and Conciliation Act, 1996, IIAC, Mediation Act, 2023 and Commercial Courts Act, 2015)	<ol style="list-style-type: none"> <li>Shri Ajay Kumar Arora, JS</li> <li>Shri Avnit Singh Arora, Director</li> <li>Shri Devanshu Kumar, US</li> </ol>
Cash (LA) Section	<ol style="list-style-type: none"> <li>Shri Dhruva Kumar Singh, CCA</li> <li>Shri Devanshu Kumar, US</li> </ol>
Training Division	<ol style="list-style-type: none"> <li>Shri Ashutosh Mishra, JS&amp;LA</li> <li>Shri Kuldeep Mendiratta, DS</li> <li>Shri V.S. Chauhan, US</li> </ol>

V. Singh  
23/04/25



R&I Section & Facilitation Centre	1. Shri Niraj Kumar, JS&LA 2. Shri Amit Kumar, US
Hindi Section	1. Shri Dhruva Kumar Singh, CCA (Rajbhasha Adhikari) 2. Shri Sanjay Kumar, DD (OL)
Implementation Cell (including matters related to Bar Council of India)	1. Shri Dhruva Kumar Singh, CCA 2. Shri T. S. Rangarajan, Consultant 3. Shri Amit Kumar, US
Parliamentary Matters, including Questions	1. Smt Pratibha Ahuja, DS 2. Shri T. S. Rangarajan, Consultant 3. Shri Amit Kumar, US
Judicial Section	1. Shri M. C. Prusty, Sr. GA 2. Dr. K. M. Arya, DLA 3. Shri Manindra Choudhary, ALA
AMRCD & AMRD Section	1. Shri Ajay Kumar Arora, JS 2. Shri Avnit Singh Arora, Director 3. Shri Vinod Kumar, ALA
Library & Research Section	1. Smt. Sunita Moorti Anand, AS 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. Smt Pratibha Ahuja, DS 3. Shri Amit Kumar, US
Budget Section	1. Shri Dhruva Kumar Singh, CCA 2. Shri Amit Kumar, US
Litigation (HC) Section	1. Md. Muqem, JS & LA (I/C) 2. Shri Rakesh Kumar Khatri, ALA
Litigation (CAT) Section	1. Md. Muqem, JS & LA (I/C) 2. Shri Rakesh Kumar Khatri, ALA
Litigation (LC) Section	1. Md. Muqem, JS & LA (I/C) 2. Shri S.K. Tiwari, ALA
Notary Cell	1. Shri Ashutosh Mishra, JS&LA 2. Shri Rajeev Kumar, DS 3. Shri Arpit Anant Mishra, DLA (Addl. Charge) 4. Shri Radhe Shyam Singh, US
Public Grievances	1. Shri R. J. R. Kasibhatla, JS & LA 2. Smt. Pratibha Ahuja, DS 3. Shri B. Paukhanthang, US
RTI Cell	1. Shri Ajay Kumar Arora, JS 2. Ms. Jyoti Divya, DLA
IT (LIMBS, NIC and IEC)	1. Shri Japan Babu, JS&LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri B. Paukhanthang, US
Social Media Cell	1. Shri Ashutosh Mishra, JS&LA 2. Shri B. Paukhanthang, US 3. Shri Ishant Gupta, SO 4. Ms. M. Deepika Priyadarshini, Assistant (Legal) (Additional charge)
Branch Secretariat - Bengaluru	1. Shri R.S Shrinet, Addl. LA - In charge 2. Shri B. Nanda Kumar, (retd. DLA), Consultant
Branch Secretariat – Chennai	1. Shri Praveen Srivastava, JS&LA - In charge 2. Shri J. S. Dhanju, DLA
Branch Secretariat – Kolkata	1. Shri Sohan Kumar Sharma, JS&LA - In charge 2. Dr. Subhro Jyoti Mukherjee, DLA 3. Dr. Harinder Pal Singh, ALA
Branch Secretariat - Mumbai	1. Shri A.A. Ansari, Sr. GA — In charge 2. Dr. Amit Tyagi, DLA 3. Shri B.R. Rane, ALA 4. Shri K. Santosh Ramanna, ALA

V. Singh  
23/09/24

2. Shri Umesh Kumar Saini, Assistant (Legal) will be the Protocol Officer in addition to the work allocated to them of this Department including office of Hon'ble Minister of State (1/C) for Law & Justice.

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

4. 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.

*V. Singh*  
23/04/21  
(V. S. Chauhan)

Under Secretary to the Govt. of India  
Tele No: 011-23383634

Copy to: -

1. All Group Heads
2. PS to Hon'ble MoS (I/C) L&J/PSO to Law Secretary
3. PSO/ Sr. PPS/ PPS to Addl. Secretary (SMA)/JS&LAs/ CCA/ Sr. GA (MCP)/ JS (AKA)
4. In-Charge, Central Agency Section
5. In-Charges, Branch Secretariats, Kolkata, Mumbai, Chennai, Bengaluru
6. All Officers & Sections in the Department of Legal Affairs
7. 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.

No. 15/1/2017-Admn.I(LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs

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Shastri Bhawan, New Delhi  
Dated the 15<sup>th</sup> April, 2025

**OFFICE ORDER No.65/2025**

Consequent upon approval of the Competent Authority, the following work allocation is made with immediate effect and until further orders: -

Sl. No.	Name of the Officer	Previous Allocation	Proposed Allocation	Remarks
1.	Shri Japan Babu, Addl. LA	Delhi Police, NCB	Main Secretariat	--
2.	Shri Sohan Kumar Sharma, Addl. LA	ED	Main Secretariat	--
3.	Shri D. V. Rao, Consultant	Directorate of Estates	Directorate of Estates and CPWD	--
4.	Shri J. P. Dubey, DLA	--	NCB – additional charge	In addition to his existing charge
5.	Shri P. K. Gangwar, DLA	CPWD	Delhi Police	Vice Shri Japan Babu, Addl. LA
6.	Shri Abhishek Srivastava, ALA	Main Secretariat	ED	Vice Shri Sohan Kumar Sharma



(Rajeev Kumar)  
Deputy Secretary to the Govt. of India

Copy to: -

1. The Officers concerned;
2. The Director, Enforcement Directorate/ Commissioner, Delhi Police
3. PS to Hon'ble MoS (I/C) L&J / PSO to Law Secretary/PSO to AS(SMA)/Sr. PPS/PPS to JS&LAs & CCA/PSO to JS(AKA)/PPS to Sr. GA (MCP);
4. In-charge, Branch Secretariats (Bengaluru/Kolkata/Chennai/Mumbai), In-charge, Central Agency Section/ Lit. (HC)/ Lit. (LC) /Admn.II/ Admn.IV Sections.
5. All the sections in DLA/ Branch Secretariats.



No. A-15/11/2017-Admin-I(LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 11<sup>th</sup> April, 2025

**OFFICE ORDER NO. 63/2025**

With the approval of the Competent Authority, the following work allocation is made with immediate effect and until further orders: -

Sl. No.	Name of the Officer	Previous Allocation	Present Allocation
1.	Dr. Amit Tyagi, Deputy Legal Adviser	Main Secretariat, New Delhi	Branch Secretariat, Mumbai
2.	Dr. Harinder Pal Singh, Assistant Legal Adviser	Main Secretariat, New Delhi	Branch Secretariat, Kolkata

2. Dr. Amit Tyagi, Deputy Legal Adviser and Dr. Harinder Pal Singh, Assistant Legal Adviser, are relieved with immediate effect. They will be eligible for TA and joining time as per extant rules.



(Rajeev Kumar)

Deputy Secretary to the Govt. of India

Copy to:

1. Dr. Amit Tyagi, Deputy Legal Adviser;
2. Dr. Harinder Pal Singh, Assistant Legal Adviser;
3. The In-Charge, Branch Secretariat, Kolkata & Mumbai
4. PS to Hon'ble MoS (I/C) L&J/ PSO to LS/PSO to AS(SMA)/PSOs or Sr. PPS to JS & LAs/PSO to CCA/ PSO to Sr. GA;
5. Central Agency Section/ Litigation (HC & CAT) /Litigation (LC) /Branch Secretariats;
6. All Sections in the Department of Legal Affairs (through email);
7. Hindi Section for providing Hindi version of the above order to NIC Cell for uploading on the website of this Department;
8. NIC Cell with request to upload the above order on the website of this Department;
9. E-office portal and Office order folder.
10. Personal file of the concerned officers

No. 15/1/2017 – Admn.1(LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 11<sup>th</sup> April, 2025

**Office Order No. 62/2025**

With the approval of the Competent Authority, the following arrangement of Link Officer is made with immediate effect and until further orders: -

S. No.	Name of the Officer	Name of the Link Officer
1.	Shri Ashutosh Mishra, JS&LA	Shri M. C. Prusty, Sr. GA

*V. Singh*  
(V.S. Chauhan)  
Under Secretary

To,

1. Officers concerned;
2. PS to Hon'ble MoS (I/C)/ PSO to LS/PSO to AS(SMA)/PSOs or Sr. PPS to JS & LAs/PSO to CCA/ PSO to Sr. GA;
3. Central Agency Section/ Litigation (HC & CAT) /Litigation (LC) /Branch Secretariats;
4. All Sections in the Department of Legal Affairs (through email);
5. Hindi Section for providing Hindi version of the above order to NIC Cell for uploading on the website of this Department;
6. NIC Cell with request to upload the above order on the website of this Department;
7. E-office portal and Office order folder.

No. 15/1/2017-Admn.I(LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 3<sup>rd</sup> April, 2025

**OFFICE ORDER No. 55/2025**

Consequent upon approval of the Competent Authority, in continuation of Office Order No. 186/2024 dated 03.09.2024 and Office Order No. 25/2025 dated 12.02.2025, the following work allocation is made with immediate effect and until further orders: -

Sl. No.	Name of Officer	Present Allocation	New Allocation
(i)	Shri Sher Singh Dagar, Joint Secretary & Legal Adviser	Group Head of Advice Group IV, R&I & Facilitation Centre	Group Head of Advice Group for Ministry of Defence*  <b><u>Ministries/ Departments under the Group</u></b>  Defence including APO  <b><u>Officer in the Group</u></b>  Shri Bhupesh Verma, DLA
(ii)	Shri Srivastava, Legal Adviser	Praveen Addl. Group Head of Advice Group VI	<b><u>Group Head:</u></b> AS (Smt. Sunita Moorti Anand)  <b><u>Sub-Group Head:</u></b> Shri Praveen Srivastava, Addl. Legal Adviser**  <b><u>Ministries/ Departments under the Sub-Group</u></b>  1. Atomic Energy 2. Cabinet Secretariat 3. Earth Sciences 4. Lok Sabha Secretariat 5. Parliamentary Affairs 6. Prime Minister's Office 7. Rajya Sabha Secretariat 8. Science & Technology including Bio-technology 9. Housing & Urban Affairs including Directorate of Estates 10. Labour & Employment 11. Rural Development 12. Skill Development & Entrepreneurship 13. Tribal Affairs





			<b><u>Officers in the Sub-Group</u></b>  1. Shri Amit Tyagi, DLA 2. Shri P.K. Gangwar, DLA (CPWD) 3. Ms. Jyoti Divya, DLA 4. Ms. Purna, ALA 5. Ms. Shweta Jaiswal, ALA 6. Dr. D.V. Rao Consultant (Directorate of Estates)  <b><u>Other Assignments</u></b>  R&I and Facilitation Section
(iii)	Shri Abhishek Srivastava, Assistant Legal Adviser	Advice Group I (additional charge)	Advice Group II under AS (Smt. Sunita Moorti Anand)
(iv)	Shri Vinod Kumar, Assistant Legal Adviser	Under posting	Advice Group I under JS&LA (Shri Ashutosh Mishra)  AMRCD & AMRD Section (Additional Charge)

\*The officer will be posted in Ministry of Defence.

\*\*Matters involving important legal or policy issues referred to DLA to be approved at the level of AS (SMA)



(Rajeev Kumar)

Deputy Secretary to the Govt. of India

Copy to: -

1. The Officers concerned;
2. PS to Hon'ble MoS (I/C) L&J / PSO to Law Secretary/PSO to AS(SMA)/Sr. PPS/PPS to JS&LAs & CCA/PSO to JS(AKA)/PPS to Sr. GA (MCP);
3. The Secretary, Ministry of Defence, South Block, New Delhi
4. Incharge, Branch Secretariats (Bengaluru/Kolkata/Chennai/Mumbai), Incharge, Central Agency Section/ Lit. (HC)/ Lit. (LC) /Admn.II/ Admn.IV Sections.
5. Deputy Secretary (Admin), Ministry of Home Affairs, North Block, New Delhi;
6. All the sections in DLA/Branch Secretariats.

No. 15/1/2017-Admn.I(LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 2<sup>nd</sup> April, 2025

**OFFICE ORDER No. 51/2025**

Consequent upon approval of the Competent Authority, the officers are assigned the following work with immediate effect: -

Sl. No.	Name of Officer	Present Allocation	New Allocation	Remarks
1.	Shri J. P. Dubey, DLA	Advice Group of JS&LA (AM), Main Secretariat	Advice Group of JS&LA (AM), Main Secretariat <b>Ministry of Home Affairs</b>	The officer will be posted in the Ministry of Home Affairs.
2.	Dr. K.M. Arya, DLA	Advice Group of JS&LA (AM), Main Secretariat SSC	Advice Group of JS&LA (AM), Main Secretariat <b>Judicial Section, Main Secretariat</b>	-

*V. Singh*  
(V.S. Chauhan)

Under Secretary to the Govt. of India  
Tel. 2338 3634

Copy to: -

1. The Officers concerned;
2. PS to Hon'ble MoS (I/C) L&J / PSO to Law Secretary/PSO to AS(SMA)/Sr. PPS/PPS to JS&LAs & CCA/PSO to JS(AKA)/PPS to Sr. GA (MCP);
3. The Home Secretary, Ministry of Home Affairs, North Block, New Delhi;
4. The Chairman, Staff Selection Commission (HQ), New Delhi;
5. Incharge, Branch Secretariats (Bengaluru/Kolkata/Chennai/Mumbai), Incharge, Central Agency Section/ Lit. (HC)/ Lit. (LC) /Admn.II/ Admn.IV Sections.
6. Deputy Secretary (Admin), Ministry of Home Affairs, North Block, New Delhi;
7. All the sections in DLA/Branch Secretariats;
8. Office Order folder/personal file of the officers concerned;
9. e-office portal.

No. A-15/11/2017-Admin-I(LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 25<sup>th</sup> March, 2025

**OFFICE ORDER NO. 45/2025**

With the approval of the Competent Authority, the following allocations are made with immediate effect and until further orders: -

Sl. No.	Section	Earlier assigned to	Presently assigned to
1.	Social Media Cell	Smt. Sunita Moorti Anand, AS	Shri Ajay Kumar Arora, JS

*V. S. Chauhan*  
(V.S. Chauhan)

Under Secretary to the Govt. of India

Copy to:

1. Concerned Officers;
2. PS to Hon'ble MoS (I/C) L&J;
3. PSO to Law Secretary/ PSO/PPS to Addl. Secretaries/JS&LAs/CCA;
4. All Sections, DoLA/Branch Secretariats;
5. Office Order folder.



No. 15/1/2017-Admn. I(LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi, 110 001  
Dated the 6<sup>th</sup> March, 2025

**OFFICE ORDER NO. 38 /2025**

Shri Ashutosh Mishra, Joint Secretary & Legal Adviser, shall look after the work, previously assigned to Dr. Anju Rathi Rana, then Additional Secretary and now Law Secretary, with immediate effect and until further order.

2. This issues with the approval of the Competent Authority.

  
(Rajeev Kumar)  
Deputy Secretary  
Tele: - 011-23388744

Copy to:

1. Shri Ashutosh Mishra, Joint Secretary & Legal Adviser, Department of Legal Affairs;
2. The Pay & Accounts Officer, Department of Legal Affairs, Ministry of Law & Justice, New Delhi;
3. Cash Section (LA);
4. PS to HMoS (I/C) L&J/PSO to LS/PSO to Addl. Secretary (SMA)/PPS to JS&LAs/ PSO to CCA/PSO to JS (AKA)
5. Branch Secretariats (Bangalore/Mumbai/Chennai/Kolkata), Department of Legal Affairs;
6. Admn. II/III/IV (LA) Sections /Central Agency Section;
7. Personal file/Service Book.

No. A-15/11/2017-Admin-I(LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 12<sup>th</sup> February, 2025

**OFFICE ORDER NO. 25 /2025**

With the approval of the Competent Authority, the following allocation of work are made with immediate effect and until further orders: -

Sl. No.	Name of the Officer	Previous Allocation	New Allocation
1.	Shri Bhupesh Varma, DLA	Group No. IV(Defence)	Group No. IV (Defence including APO)
2.	Shri Satish Kumar Singh, ALA	Group No. III	Group No. III Advice A, B and C Sections
3.	Shri Prateek Kumar Tiwari, ALA	Advice Group No. VII Advice A, B and C Sections	Advice Group No. VII

*V. S. Chauhan*  
(V.S. Chauhan)

Under Secretary to the Govt. of India

Copy to:

1. Shri Bhupesh Varma, Deputy Legal Adviser;
2. Shri Satish Kumar Singh, Assistant Legal Adviser;
3. Shri Prateek Kumar Tiwari, Assistant Legal Adviser;
4. PS to Hon'ble MoS (I/C) L&J;
5. PSO to Law Secretary/ PSO/ Sr. PPS to Addl. Secretaries/JS&LAs/JS(AKA)/CCA(DKS)/Sr. GA (MCP);
6. All Sections, DoLA/Branch Secretariats
7. The Pay & Accounts Officer, Department of Legal Affairs.
7. Office Order folder.

No. A-22/2/2024-ADMIN-I (LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 10<sup>th</sup> December, 2024

**OFFICE ORDER No. 285 /2024**

Smt. Champa Bisht, Assistant Legal Adviser, in addition to the duties presently assigned to her, will also look after the matters related to the Intelligence Bureau with immediate effect until further orders.

2. This issues with the approval of the Competent Authority.

*V. S. Chauhan*  
(V. S. Chauhan)

Under Secretary to the Govt. of India  
Tel 2338 3634

**Copy to: -**

1. The Officer concerned.
2. PS to Hon'ble MoS (I/C) L&J/ PSO to Law Secretary/ PSO to Addl. Secretaries/ PSO to JS&LAs/ PPS to Sr. GA
3. Sh. Ajay Uniyal, Dy. Director, IB, MHA w.r.t the DIB UO. No.1/LC/2024 (20) 1283 dated 25.11.2024
4. Admn.II Section/ Admn.IV Section/ Cash Section/Notary Cell.
5. Office Order folder/ personal file of the officers concerned
6. e-office portal



No. 15/1/2017-Admin.I (LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 22<sup>nd</sup> November, 2024

**OFFICE ORDER No. 274/2024**

Smt. Sunita Anand, Additional Secretary, in addition to her presently assigned duties, will also look after the matters related to the Branch Secretariats, with immediate effect and until further orders.

2. This issues with the approval of the Competent Authority.

*V. Singh*  
22/11/24

(V.S. Chauhan)  
Under Secretary to the Govt. of India

Copy to,

1. The Officer concerned.
2. PS to Hon'ble MoS(I/C)/ PSO to Law Secretary/ PSO/Sr. PPS to Addl. Secretaries/JS&LAs/Sr. GA.
3. In-charges Branch Secretariates Chennai/Mumbai/Bengaluru/Kolkata.
4. Office Order folder/personal file of the officer.
5. e-office portal.

F. No. A-60011/179/2024-Admn.1 (LA)

Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 25<sup>th</sup> September, 2024

**OFFICE ORDER NO. 205/2024**

Consequent upon the approval of the competent authority, the following arrangement of Link Officers is made with immediate effect and until further orders: -

S. No.	Name of the Officer	Name of the Link Officer
1	Dr. Anju Rathi Rana, AS	Shri Ashutosh Mishra, JS&LA
2	Smt. Sunita Anand, AS	Shri Ajay Kumar Arora, JS
3	Shri M.C. Prusty, Sr. GA	Shri Sher Singh Dagar, JS&LA
4	Shri Ashutosh Mishra, JS&LA	Dr. Anju Rathi Rana, AS
5	Shri Sher Singh Dagar, JS&LA	Shri M.C. Prusty, Sr. GA
6	Shri Ajay Kumar Arora, JS	Smt. Sunita Anand, AS
7	Shri D.K. Singh, CCA	Shri Ajay Kumar Arora, JS
8	Dr. R.J. R. Kasibhatla, Addl. LA	Shri Praveen Srivastava
9	Shri Praveen Srivastava	Dr. R.J. R. Kasibhatla, Addl. LA

*V. S. Chauhan*  
25/09/24

(V.S. Chauhan)

Under Secretary to the Govt. of India  
Tele No: 011-23383634

**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 & Sections in the Department of Legal Affairs
5. 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

No. A-15/11/2017-ADMIN-I  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 3<sup>rd</sup> September, 2024

**OFFICE ORDER NO. 186/2024**

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 GROUPS**

Group No.	Group Head: Dr. Anju Rathi Rana, Additional Secretary [AS (ARR)]		
	Officers in the Group	Ministries/ Departments	Other Assignments
I	1. Shri Japan Babu, Addl. LA (NCB & Delhi Police) 2. Shri J. P. Dubey, DLA 3. Shri R. K. Choudhary, DLA (DoPT) 4. Dr. Amit Tyagi, DLA (CBI) 5. Dr. K.M. Arya, DLA (SSC) 6. Shri Surendra Kumar, DLA 7. Shri B.S. Sharma, DLA (IB & NatGrid) 8. Shri N.K. Tripathi, ALA (Additional charge) 9. Shri Abhishek Srivastava, ALA (Additional charge)	1. Ayush 2. Chemicals & Fertilizers 3. Health & Family Welfare 4. Heavy Industries 5. Home Affairs (including NCB) 6. Personnel, PG & Pensions (including CBI) 7. Port, Shipping & Waterways 8. Road Transport & Highways 9. SSC 10. Statistics & Programme Implementation 11. Steel 12. Textiles 13. UPSC 14. Women & Child Development	1. Admn IV Section 2. Training Division
Group No.	Group Head: Smt. Sunita Anand, Additional Secretary [AS (SA)]		
	Officers in the Group	Ministries/ Departments	Other Assignments
II	1. Shri Sohan Kumar Sharma, Addl. LA (ED) 2. Ms. Haimanti Bhattacharya, Director	1. Coal 2. CVC 3. Enforcement Directorate 4. Environment, Forest and Climate Change 5. Election Commission of India	1. Admn-I (LA) Section 2. Vigilance Section 3. Advice Section

V. Singh  
03/09/24



	3. Shri Hemant Kumar, DLA 4. Smt Savita Singal, DLA 5. Ms. Madhulika Upadhyay, Jr. CGA  6. Shri Khushvinder Sharma, Legal Consultant 7. Shri Kaushalendra Kumar, Legal Consultant	6. Mines 7. Law & Justice 8. New & Renewable Energy 9. Petroleum & Natural Gas  10. Power 11. Telecommunication including Department of Post 12. Information and Broadcasting 13. MeITY	4. IT (Cyber Cell, LIMBS, NIC, IEC and Social Media Cell)
<b>Group No.</b>	<b>Group Head: Shri Ashutosh Mishra, Joint Secretary &amp; Legal Adviser [JS&amp;LA (AM)]</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>III</b>	1. Shri Neeraj Rawat, DLA 2. Shri Lal Chand Dabaria, ALA 3. Shri Satish Kumar Singh, ALA 4. Shri Amit Kumar Mishra, ALA (Additional charge)	1. Commerce (Including DGFT) 2. Culture 3. DPIIT 4. Education 5. Jal Shakti 6. Minority Affairs 7. MSME 8. Panchayati Raj 9. Social Justice & Empowerment 10. Tourism 11. Youth Affairs & Sports	Notary Cell
<b>Group No.</b>	<b>Group Head: Shri Sher Singh Dagar, Joint Secretary &amp; Legal Adviser [JS&amp;LA (SSD)]</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>IV</b>	1. Dr. R. S. Shrinet, DLA 2. Shri P.K. Gangwar, DLA (CPWD) 3. Ms. Jyoti Divya, DLA 4. Ms. Prerna, ALA 5. Ms. Shweta Jaiswal, ALA 6. Dr. D. V. Rao, Consultant (Directorate of Estates)	1. Atomic Energy 2. Cabinet Secretariat 3. Earth Sciences 4. Lok Sabha Secretariat 5. Parliamentary Affairs 6. Prime Minister's Office 7. Rajya Sabha Secretariat 8. Science & Technology including Bio-technology 9. Housing & Urban Affairs including Directorate of Estates 10. Labour & Employment 11. Rural Development	1. R&I and Facilitation Section

*1. Cyt  
03/09/29*

		12. Skill Development & Entrepreneurship 13. Tribal Affairs	
<b>Group No.</b>	<b>Group Head: Shri M. C. Prusty, Sr. Govt. Advocate</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>V</b>	1. Shri Niraj Kumar, Addl. LA 2. Dr. Harender Pal Singh, ALA 3. Shri Manindra Choudhary, ALA 4. Shri Brindaban, Consultant (NTRO) 5. Shri B. S. Manjhi, Consultant	1. Railways 2. NTRO 3. Agriculture & Farmers Welfare 4. Consumer Affairs 5. Cooperation 6. Fisheries, Animal Husbandry and Dairying 7. Food Processing Industry 8. Food & Public Distribution 9. Ministries/ Departments and matters not otherwise specified  10. All conveyancing matters and issues involving interpretation of contracts	1. Judicial and Litigation Section
<b>Group No.</b>	<b>Group Head: Shri Praveen Srivastava, Addl. LA *</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>VI</b>	1. Shri Bhupesh Varma, DLA 2. Ms. Renu Pandey, ALA (APO)	1. Defence including APO	--
<b>Group No.</b>	<b>Group Head: Dr. R. J. R. Kashibhatla, Addl. LA</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>VII</b>	1. Shri Arpit Anant Mishra, DLA (DFS) 2. Ms. Champa Bisht, ALA (SFIO) 3. Shri Jagat Prakash, ALA 4. Shri Prateek Kumar Tiwari, ALA	1. Civil Aviation 2. C& AG 3. Corporate Affairs 4. Central Information Commission 5. DoNER 6. External Affairs 7. Finance 8. National Security Council Secretariat 9. NITI Aayog 10. President Secretariat 11. Space	1. Pending work of erstwhile PMA 2. Public Grievances

\* Matters involving important legal or policy issues referred to DoLA in **Group VI** to be approved at the level of AS (ARR).

*V. S. S.*  
03/09/24

## 2. OTHER GROUPS

Group No.	Group Head	Assignments
I	Shri Dhruva Kumar Singh, CCA	<ol style="list-style-type: none"> <li>1. Admn. II (LA) &amp; Modernization Section</li> <li>2. Cash Section</li> <li>3. Budget Division</li> <li>4. Co-ordination</li> <li>5. National Litigation Policy</li> <li>6. Implementation Cell (including matters related to Bar Council of India)</li> <li>7. Hindi Section</li> </ol>
II	Shri Ajay Kumar Arora, Joint Secretary <ol style="list-style-type: none"> <li>1. Shri Avnit Singh Arora, Director</li> <li>2. Shri Yogesh Vats, Jr. CGA</li> </ol>	<ol style="list-style-type: none"> <li>1. ADR Cell</li> <li>2. Admin. III (LA)</li> <li>3. AMRCD</li> <li>4. AMRD</li> <li>5. Ease of Doing Business</li> <li>6. RTI</li> </ol>

## 3. UNITS/ SECTIONS

Section	Branch Officers/Controlling Officers/Other Officers
Admin I (LA)	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, AS</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri V.S. Chauhan, US</li> </ol>
Admin II(LA) & Modernization	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Milind Mujumdar, US</li> </ol>
Admin III(LA)	<ol style="list-style-type: none"> <li>1. Shri Ajay Kumar Arora, JS</li> <li>2. Shri Avnit Singh Arora, Director</li> <li>3. Smt. Pratibha Ahuja, DS</li> <li>4. Shri Niranjana Nayak, US</li> </ol>
Admin IV(LA)	<ol style="list-style-type: none"> <li>1. Dr. Anju Rathi Rana, AS</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Jyoti Swaroop Asthana, US</li> </ol>
Vigilance Section	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, AS</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri V.S. Chauhan, US</li> </ol>
Advice A, B and C Sections	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, AS</li> <li>2. Shri Prateek Kumar Tiwari, ALA</li> </ol>
ADR Cell (including Arbitration and Conciliation Act, 1996, IAC, Mediation Act, 2023 and Commercial Courts Act, 2015)	<ol style="list-style-type: none"> <li>1. Shri Ajay Kumar Arora, JS</li> <li>2. Shri Avnit Singh Arora, Director</li> <li>3. Shri Milind Mujumdar, US</li> <li>4. Shri Kuldeep Mendiratta, US</li> </ol>
Cash (LA) Section	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Kuldeep Mendiratta, US</li> </ol>

V. Dey  
03/09/24



Training Division	1. Dr. Anju Rathi Rana, AS 2. Shri Umashankar Thakur, Director 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 Dhruva Kumar Singh, CCA (Rajbhasha Adhikari) 2. Shri Sanjay Kumar, AD (OL) 3. Shri Shamsher Singh, AD (OL)
Implementation Cell (including matters related to Bar Council of India)	1. Shri Dhruva Kumar Singh, CCA 2. Shri T. S. Rangarajan, Consultant 3. Shri Amit Kumar, US
Parliamentary Matters, including Questions	1. Shri Umashankar Thakur, Director 2. Shri T. S. Rangarajan, Consultant 3. Shri Amit Kumar, US
Judicial Section	1. Shri M. C. Prusty, Sr. GA 2. Ms. Haimanti Bhattacharya, Director (MLAT) 3. Shri J. P. Dubey, DLA 4. Shri Manindra Choudhary, ALA
AMRCD & AMRD Section	1. Shri Ajay Kumar Arora, JS 2. Shri Yogesh Vats, Jr CGA
Library & Research Section	1. Smt. Sunita Anand, AS 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. Md. Muqem, Addl. LA (I/C) 2. Shri Rakesh Kumar Khati, ALA
Litigation (CAT) Section	1. Md. Muqem, Addl. LA (I/C) 2. Shri Rakesh Kumar Khati, 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 Arpit Anant Mishra, DLA (Addl. Charge) 4. Shri Radhe Shyam Singh, US
Public Grievances	1. Shri R. J. R. Kasibhatla, Additional LA 2. Smt. Pratibha Ahuja, 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. Smt. Sunita Anand, AS 2. Ms. Haimanti Bhattacharya, Director 3. Shri Jyoti Swaroop Asthana, US
Branch Secretariat – Bengaluru	1. Shri B. Nanda Kumar, DLA – In charge

V. Dey  
63103/24

Branch Secretariat – Chennai	1. Shri Jaspal Dhanju, DLA – In charge
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 B.R. Rane, ALA 3. Shri S.K. Ramanna, ALA (on temporary attachment basis)

4. International Law & Cooperation Division stands merged with Admin. III Section. However, the works related to the Mutual Legal Assistance Treaty (MLAT) MoU shall be handled by Judicial Section.

5. Shri Neeraj Rawat, DLA will be the Protocol Officer & Shri Raghavendra Mishra, Superintendent (Legal) will be the Assistant Protocol Officer in addition to the work allocated to them of this Department including office of Hon'ble Minister of State (1/C) for Law & Justice.

6. 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.

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

8. All Group Heads, Unit Heads and Branch Secretariat Heads shall submit their monthly performance reports to the Law Secretary by 5<sup>th</sup> 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.

*V. S. Chauhan*  
6/5/2024

**(V. S. Chauhan)**

Under Secretary to the Govt. of India  
Tele No: 011-23383634

**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/Sr. Adviser/CCA
4. All Officers & 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.



No. A-15/1/2017-Admin-I  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 21<sup>st</sup> August, 2024

**OFFICE ORDER NO. 180/2024**

With the approval of the Competent Authority, the following arrangements have been made, with immediate effect and until further order:

- (i) Shri Jaspal Singh Dhanju, DLA will function as In-charge, Branch Secretariat Chennai, Department of Legal Affairs; and
- (ii) Shri B. Nanda Kumar, DLA will function as In-charge, Branch Secretariat Bengaluru, Department of Legal Affairs.

*V. Singh*  
21/8/24

(Varun Singh Chauhan)  
Under Secretary to the Govt. of India

Copy to:-

1. The Officers concerned.
2. PS to Hon'ble MoS (I/C) L&J/ PSO to Law Secretary
3. PSO/Sr. PPS/PPS to Addl. Secretaries/JS&LAs/CCA
4. All officers & Sections in the Department of Legal Affairs
5. Branch Secretariat (Chennai/ Mumbai/ Bengaluru/ Kolkata)
6. 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.

15/1/2017-Admn.1 (LA) pt.-IV  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 7<sup>th</sup> August, 2024

**OFFICE ORDER No. 167 /2024**

With the approval of the Competent Authority and in continuation to Office Order No. 55/2024, the following allocation is made with immediate effect and until further orders:

**Section/Units**

**Implementation Cell (including matters relating to Bar Council of India)**

Previous Branch Officers/Controlling Officers/ Other Officers	Present Branch Officers/ Controlling Officers/ Other Officers
1. Shri Sher Singh Dagar, JS&LA	1. <b>Shri Dhruva Kumar Singh, CCA</b>
2. Ms. Prerna, ALA	

V. S. Chauhan  
07/08/24  
(V S Chauhan)

Under Secretary to the Govt. of India

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/Sr. Advisers/CCA
4. All Officers & Sections in Department of Legal Affairs
5. SSA, NIC Cell with the request to upload the above Order on website of the Department of Legal Affairs/Office order Folder/e-office portal.
6. Shri T. S. Rangarajan, (Consultant)

No. A-15/11/2017-ADMIN-I  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
\*\*\*\*

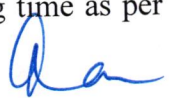
Shastri Bhawan, New Delhi  
Dated the 9<sup>th</sup> July, 2024

**OFFICE ORDER NO. 145/2024**

With the approval of the Competent Authority, in modification to Office Order No. 55/2024 dated 27.03.2024, the following allocation is made with immediate effect and until further orders:

S. No.	Name of the Officer	Previous allocation	Present allocation
1.	Shri M.C. Prusty, Sr. Govt. Advocate	Branch Secretariat, Mumbai	Main Secretariat, New Delhi
2.	Shri Praveen Srivastava, Addl. LA	Advice Group No. I	Group Head of Advice Group No. VI vice Shri P. K. Behera, Addl. LA.
3.	Dr. R.S. Shrinet, DLA	Advice Group No. III	Advice Group No. I vice Shri Praveen Srivastava, Addl. LA
4.	Shri Hemant Kumar, DLA	Advice Group No. VII	Advice Group No. III vice Dr. R.S. Shrinet, DLA

2. Shri M.C. Prusty, Sr. Govt. Advocate will be eligible for TA and joining time as per extant rules.

  
(Rajeev Kumar)  
Deputy Secretary to the Govt. of India

Copy to,

- 1 The Officers concerned.
- 2 All Group Heads
- 3 PS to Hon'ble MoS (I/C) L&J/PSO to Law Secretary
- 4 PPS/Sr. PPS/PSO to Addl. Secretaries/JS&LAs/CCA
- 5 All Officers & Sections in the Department of Legal Affairs
- 6 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.



**No. 15/1/2017-Admn.I(LA)**  
**Government of India**  
**Ministry of Law & Justice**  
**Department of Legal Affairs**

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Shastri Bhawan, New Delhi,  
Dated 1<sup>st</sup> July, 2024

**Office Order No. 13/2024**

Shri M.K. Maroria, Sr. Government Advocate will function as In-charge, Central Agency Section, Department of Legal Affairs with immediate effect and until further orders.

2. This issues with the approval of Competent Authority.

*V. S. Chauhan*  
01/07/24

(V.S. Chauhan)

Under Secretary to the Government of India  
Tel: 011 2338 3634

Copy to: -

1. The Officer concerned.
2. The Pay & Accounts Officer, Department of Legal Affairs, Ministry of Law & Justice, New Delhi.
3. Cash Section (LA)
4. PS to Hon'ble MoS (I/C) L&J /PSO to LS/PPS to Addl. Secretaries/PPS to JS&LAs.
5. Branch Secretariats (Bangalore/Mumbai/Chennai/Kolkata).
6. Admn. II/III/IV (LA) Sections /Central Agency Section.
7. NIC Cell, Department of Legal Affairs (to upload the notification on the website of the Department of Legal Affairs).
8. Personal file/Service Book/Notification Folder.

No. A-15/112017-ADMIN-I  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
\*\*\*\*

Shastri Bhawan, New Delhi  
Dated the 27<sup>th</sup> March, 2024

**OFFICE ORDER NO. 56/2024**

With the approval of the Competent Authority and in continuation to Office Order No. 55/2024 dated 27.03.2024, the following allocation is made with immediate effect and until further orders:

**ADVICE GROUP**

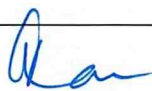
S. No.	Name of the Advice Group	Additional Department/Ministry Allocated
1.	Group No. IV under Shri Ashutosh Mishra, JS&LA	DPIIT

**OTHER GROUP**

S. No.	Name of the Advice Group	Additional Assignment
1.	Group No. II under Shri Ajay Kumar Arora, JS	Ease of Doing Business

**UNITS/SECTIONS**

S. No.	Name of the Officer	Previous allocation	Present allocation
1.	Md. Muqem, Addl. LA	Advice Group-II	In-charge, Litigation (HC) Section, Litigation (CAT) Section
2.	Shri JP Dubey, DLA	In-charge, Litigation (HC) Section, Litigation (CAT) Section	Temporarily posted to Advice Group-II

  
(Rajeev Kumar)

Deputy Secretary to the Govt. of India

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/Sr. Adviser/CCA
- 4 All Officers & 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.

No. A-15/11/2017-ADMIN-I  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 5<sup>th</sup> April, 2024

**OFFICE ORDER NO. 79 /2024**

In continuation of Office Orders No. 55 & 56/2024 dated 27.3.2024, the following addition to Office Order No.56/2024 dated 27.3.2024 is made with immediate effect and until further orders: -

Sl. No.	Name of the Officer	Work Allocation
1.	Shri Dhruva Kumar Singh, CCA	National Litigation Policy
2.	Shri Arpit Anant Mishra, DLA	Notary Cell (Additional Charge) DFS (Additional Charge)

V. S. Chauhan  
05/04/24

(V.S. Chauhan)  
Under Secretary to the Govt. of India

Copy to:

1. Concerned Officer;
2. PS to Hon'ble MoS (L&J)(I/C);
3. PSO to Law Secretary/ PPS to Addl. Secretaries/Joint Secretaries/CCA/Directors.
4. All Sections, DoLA/Branch Secretariats
5. The Pay & Accounts Officer, Department of Legal Affairs.
6. Office Order folder.



F. No.15/1/2017-Admn.1 (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 27<sup>th</sup> March, 2024

**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. Muqeem, 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



	6. Shri Surendra Kumar, DLA 7. Shri B.S. Sharma, ALA (IB & NatGrid) 8. Shri N.K. Tripathi, ALA (Additional charge) 9. Shri Abhishek Srivastava, ALA (Additional charge)	7. Port, Shipping & Waterways 8. Road Transport & Highways 9. SSC 10. Statistics & Programme Implementation 11. Steel 12. Textiles 13. UPSC 14. Women & Child Development	
<b>Group No.</b>	<b>Group Head: Smt. Sunita Anand, Joint Secretary &amp; Legal Adviser [JS&amp;LA (SA)]</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>III</b>	1. Shri Sohan Kumar Sharma, Addl. LA (ED) 2. Dr. R.S. Shrinet, DLA 3. Smt Savita Singal, ALA 4. Shri Vinod Kumar, ALA (Additional charge) 5. Ms. Madhulika Upadhyay, Jr. CGA 6. Shri BS Manjhi, Consultant	1. Coal 2. CVC 3. Enforcement Directorate 4. Environment, Forest and Climate Change 5. Election Commission of India 6. Mines 7. Law & Justice 8. New & Renewable Energy 9. Petroleum & Natural Gas 10. Power 11. Railways	1. Admn-I (LA) Section 2. Vigilance Section 3. Advice Section
<b>Group No.</b>	<b>Group Head: Shri Ashutosh Mishra, Joint Secretary &amp; Legal Adviser [JS&amp;LA (AM)]</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>IV</b>	1. Shri Neeraj Rawat, DLA 2. Shri Lal Chand Dabaria, ALA 3. Shri Satish Kumar Singh, ALA 4. Shri Amit Kumar Mishra, ALA (Additional charge)	1. Commerce (Including DGFT) 2. Culture 3. Education 4. Jal Shakti 5. Minority Affairs 6. MSME 7. Panchayati Raj 8. Social Justice & Empowerment 9. Tourism 10. Youth Affairs & Sports	Notary Cell
<b>Group No.</b>	<b>Group Head: Shri Sher Singh Dagar, Joint Secretary &amp; Legal Adviser [JS&amp;LA (SSD)]</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
	1. Ms. Haimanti Bhattacharya, Director	1. Atomic Energy 2. Cabinet Secretariat 3. Earth Sciences	1. Implementation Cell (Including Bar Council)



<b>V</b>	2. Shri J.P. Dubey, DLA (I/C Litigation) 3. Dr. Harender Pal Singh, ALA 4. Shri Manindra Choudhary, ALA 5. Ms. Prerna, ALA 6. Shri Sudarshan Lamba, Jr. CGA 7. Shri Brindaban, Consultant (NTRO)	4. Information Broadcasting and 5. Lok Sabha Secretariat 6. MeITY 7. NTRO 8. Parliamentary Affairs 9. Prime Minister's Office 10. Rajya Sabha Secretariat 11. Science & Technology including Bio-technology 12. Ministries/ Departments and matters not otherwise specified	2. IT (Cyber Cell, LIMBS, NIC, IEC and Social Media Cell) 3. Judicial and Litigation Section 4. R&I and Facilitation Section
<b>Group No.</b>	<b>Group Head: Shri P. K. Behera, Addl. LA *</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>VI</b>	1. Shri Bhupesh Varma, DLA 2. Ms. Renu Pandey, ALA (APO)	1. Defence including APO	--
<b>Group No.</b>	<b>Group Head: Dr. R. J. R. Kashibhatla, Addl. LA **</b>		
	<b>Officers in the Group</b>	<b>Ministries/ Departments</b>	<b>Other Assignments</b>
<b>VII</b>	1. Shri Arpit Anant Mishra, DLA (DFS) 2. Shri Hemant Kumar, DLA, (Additional charge Space) 3. Ms. Champa Bisht, ALA (SFIO) 4. Shri Jagat Prakash, ALA, (Additional charge) 5. Shri Prateek Kumar Tiwari, ALA	1. Civil Aviation 2. C& AG 3. Corporate Affairs 4. Central Information Commission 5. DoNER 6. External Affairs 7. Finance 8. National Security Council Secretariat 9. NITI Aayog 10. President Secretariat 11. Space	--

\* Matters involving important legal or policy issues referred to DoLA in **Group VI** to be approved at the level of **AS (ARR)**.

\*\* Matters involving important legal or policy issues referred to DoLA in **Group VII** to be approved at the level of **AS (RSV)**.

## 2. OTHER GROUPS

Group No.	Group Head	Assignments
<b>I</b>	<b>Shri Dhruva Kumar Singh, CCA</b>	1. Admn. II (LA) & Modernization Section 2. Cash 3. Budget Division 4. Co-ordination ( Including Parliamentary Matters)



II	<b>Shri Ajay Kumar Arora, Joint Secretary</b>	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 Shamsheer Singh, AD (OL)
Implementation Cell (including matters relating to Bar Council of India)	1. Shri Sher Singh Dagar, JS&LA 2. Ms. Prerna, ALA
Judicial Section	1. Shri Sher Singh Dagar, JS&LA 2. Ms. Haimanti Bhattacharya, Director

	3. Shri Manindra Choudhary, ALA
AMRCD & AMRD Section	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 5<sup>th</sup> 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.



F. No. 15/1/2017-Admn.1 (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 22<sup>nd</sup> January, 2024

**OFFICE ORDER NO. 18 /2024**

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

**DISTRIBUTION OF WORK IN THE DEPARTMENT OF LEGAL AFFAIRS**

**1. ADVICE GROUPS**

Group No.	Grouping of Officers	Ministries and Subjects Assigned
I	Shri R.S. Verma, Additional Secretary	
	<ol style="list-style-type: none"><li>1. Niraj Kumar, Addl. LA</li><li>2. Dr. P.K. Behera, Addl. LA (Defence)</li><li>3. Shri Japan Babu, Addl. LA (NCB &amp; DP)</li><li>4. Shri Pradeep Kumar Gangwar, DLA (MHA)</li><li>5. Shri Bhupesh Varma, DLA (Defence)</li><li>6. Dr. R.S. Shrinet, DLA (CPWD)</li><li>7. Ms. Renu Pandey, ALA (APO Defence)</li><li>8. Ms. Jyoti Divya, DLA</li><li>9. Shri Hemant Kumar, DLA (Space)</li><li>10. Shri B.S. Sharma, ALA (IB &amp; NATGRID)</li><li>11. Smt. Champa Bisht, ALA (SFIO)</li><li>12. Dr. D.V. Rao, Consultant</li><li>13. Shri Khushvinder Sharma, Legal Consultant</li></ol>	<p><b>(I) Subjects:</b></p> <ol style="list-style-type: none"><li>1. Constitutional and Administrative Law Group-I</li><li>2. Conveyancing &amp; Contract Law Group</li><li>3. Consumer Affairs Law Group</li><li>4. Urban Development &amp; Estate Office Group</li><li>5. Science &amp; Technology Group</li><li>6. Water Resources</li><li>7. Consumer Affairs</li><li>8. Corporate Law, Fiscal and Policy Law Group</li><li>9. Transport Law and Policy Group</li></ol> <p><b>(II) Ministries:</b></p> <ol style="list-style-type: none"><li>1. Consumer Affairs, Food &amp; Public Distribution</li><li>2. Housing and Urban Affairs including Directorate of Estates</li><li>3. Defence</li><li>4. Jal Shakti</li><li>5. Corporate Affairs</li><li>6. Law and Justice</li><li>7. Culture</li><li>8. Road Transport and Highways</li><li>9. Ports, Shipping &amp; Waterways</li><li>10. Ministry of Development of North Eastern Region</li><li>11. Power</li><li>12. Education</li><li>13. Health &amp; Family Welfare</li><li>14. Ministry of Cooperation</li><li>15. Department of Space</li><li>16. Home Affairs (including NCB)</li><li>17. Petroleum &amp; Natural Gas</li></ol>

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		18. Steel 19. Information and Broadcasting 20. Telecommunication 21. Parliamentary Affairs 22. External Affairs 23. Ministries/Departments and matters not otherwise specified  <b>(III) Conveyancing:</b>  1. All Conveyance matters and issues involving Interpretation of Contracts  <b>(IV) Parliament Questions:</b> 1. All Parliamentary Matters including Questions  <b>(V) Miscellaneous:</b>  1. Pending work of erstwhile PMA
<b>II</b>	<b>Dr. Anju Rathi Rana, Additional Secretary</b>	
	1. <b>Shri Praveen Srivastava, Addl. LA (Labour)</b> 2. Shri Surendra Kumar, DLA 3. Dr. Harinder Pal Singh, ALA 4. Shri Satish Kumar Singh, ALA 5. Ms. Sweety Gulia, YP 6. Shri Sahendra Pratap Singh, YP	<b>(I) Subjects:</b> 1. Agriculture Law Group 2. Labour 3. Women Empowerment Group 4. Environment Group 5. Natural Resources and Environment Law Group 6. Energy & Resources Group  <b>(II) Ministries:</b>  1. Statistics & Programme Implementation 2. MSME 3. Skill Development & Entrepreneurship 4. Fisheries, Animal Husbandry and Dairying 5. Science & Technology (Including Biotechnology) 6. Heavy Industry and Public Enterprises 7. Environment, Forest & Climate Change 8. Agriculture & Farmers Welfare 9. Women and Child Development 10. Minority Affairs 11. Textiles 12. Panchayati Raj 13. Rural Development 14. AYUSH 15. Civil Aviation 16. Mines 17. Coal 18. Labour & Employment

V. Singh

		19. Tribal Affairs 20. Earth Sciences 21. Social Justice & Empowerment 22. Chemicals & Fertilizers 23. New and Renewable Energy 24. Atomic Energy 25. Post 26. Food Processing Industry 27. President's Secretariat 28. Niti Ayog 29. Central Information Commission 30. Lok Sabha Secretariat 31. Rajya Sabha Secretariat 32. Controller and Auditor-General
<b>III</b>	<b>Smt. Sunita Anand, Joint Secretary &amp; Legal Adviser</b>	
	1. Shri Avnit Singh Arora, Director 2. Ms. Haimanti Bhattacharya, Director 3. Dr. RJR Kasibhatla, Addl. LA 4. <b>Shri Sohan Kumar Sharma, Addl. LA (ED)</b> 5. Shri Neeraj Rawat, DLA 6. <b>Dr. K. M. Arya, DLA (DGFT)</b> 7. <b>Shri R.K. Choudhary, DLA (DoP&amp;T)</b> 8. <b>Shri Arpit Anant Mishra, DLA (DFS)</b> 9. <b>Dr. Amit Tyagi, DLA (CBI)</b> 10. Ms. Savita Rani Singhal, ALA 11. <b>Shri Manindra Choudhary, ALA (DoP&amp;T &amp; SSC)</b> 12. Ms. Madhulika Upadhyay, Jr. CGA 13. Shri Birsing Majhi, Consultant 14. Ms. Vatsala Shukla, YP 15. Shri Kaushlendra Kumar, Legal Consultant	<b>(I) Subjects:</b> <ol style="list-style-type: none"> <li>Ease of Doing Business</li> <li>Constitutional and Administrative Law Group-II</li> <li>IT and Cyber Laws Group</li> <li>Service Law Group</li> <li>Finance Group</li> <li>Arbitration Group</li> </ol> <b>(II) Ministries:</b> <ol style="list-style-type: none"> <li>Railways</li> <li>Finance</li> <li>Personnel PG &amp; Pension (Including CBI)</li> <li>Staff Selection Commission</li> <li>Commerce &amp; Industry (Including DGFT, DPIIT)</li> <li>MeitY</li> <li>Union Public Service Commission</li> <li>Central Vigilance Commission</li> <li>Cabinet Secretariat</li> <li>Prime Minister's Office</li> <li>National Security Council Secretariat</li> </ol>
<b>IV</b>	<b>Shri Ashutosh Mishra, Joint Secretary &amp; Legal Adviser</b>	
	1. Shri Lal Chand Dabaria, ALA	<b>(I) Subjects:</b> <ol style="list-style-type: none"> <li>Tourism</li> </ol> <b>(I) Ministries:</b> <ol style="list-style-type: none"> <li>Youth Affairs &amp; Sports</li> <li>Election Commission of India</li> <li>Tourism</li> </ol>

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## 2. UNITS

Sl. No.	Sections	Officers/Officials/Staff
1.	Admn.I (LA) Section	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS&amp;LA</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri V. S. Chauhan, US</li> <li>4. Shri Anit Shishir Kerketta, SO</li> <li>5. Ms. Karuna Barad, ASO</li> <li>6. Shri Maneesh Kumar Mishra, ASO</li> <li>7. Shri Jaishankar Mishra, Consultant</li> <li>8. Shri Satish Kumar Prajapati, Court Clerk</li> <li>9. Shri Bhupender Verma, Court Clerk</li> <li>10. Ms. Poonam-I, DEO</li> </ol>
2.	Vigilance Unit	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS&amp;LA</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri V. S. Chauhan, US</li> <li>4. Shri Ishant Gupta, SO</li> </ol>
3.	Admn. II (LA) & Modernization Section	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri S. K. Makkar, DS</li> <li>3. Shri Amit Kumar, US</li> <li>4. Shri Pawan Kumar Sharma, SO</li> <li>5. Shri Vikas Kumar, ASO</li> <li>6. Shri Dushant, ASO</li> <li>7. Shri Aman, Court Clerk</li> <li>8. Shri Arjun Singh Aswal, Court Clerk</li> <li>9. Shri Dilip Kumar, Court Clerk</li> <li>10. Shri N.P. Singh Mewati, Consultant</li> <li>11. Shri Sohan Singh, DEO</li> <li>12. Shri Rahul, CCTV, VC In-charge</li> </ol>
4.	Admn. III (LA)	<ol style="list-style-type: none"> <li>1. Shri R.S Verma, AS</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Niranjana Nayak, US</li> <li>4. Shri Ajay Kumar, SO</li> <li>5. Shri Geet Verma, ASO</li> <li>6. Shri Ramesh Kairamkonda, ASO</li> <li>7. Shri Sagar Arora, ASO</li> <li>8. Shri Tanish Jindal, YP</li> <li>9. Shri Karan, DEO</li> </ol>
5.	Admn. IV(LA)	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri S.K. Makkar, DS</li> <li>3. Shri Jyoti Swaroop Asthana, US</li> <li>4. Ms. Preeti Wadhwa, SO</li> <li>5. Shri Alok, SO</li> <li>6. Ms. Pallavi Singh, ASO</li> <li>7. Ms. Garima Bagoria, ASO</li> <li>8. Shri Yadvendra Pratap Singh, ASO</li> <li>9. Shri Ayush Mishra, ASO</li> <li>10. Ms. Poonam-II, DEO</li> </ol>
6.	Advice A, B & C Sections	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Prateek Kumar Tiwari, ALA,</li> </ol>

*[Signature]*

		(Branch Officer Advice A, B & C) 3. Shri Ukshi Nand Negi, Assistant (Legal) 4. Ms. Deepika Priyadarshni, Assistant (Legal) 5. Shri Umesh Saini, Assistant (Legal) 6. Ms. Pragya Sambhavi, YP 7. Ms. Sunita, Court Clerk 8. Ms. Priyanka Sharma, DEO 9. Shri Hemraj, DEO 10. Shri Amit Kumar, DEO 11. Shri Rahul, DEO
7.	ADR Cell - Arbitration (including ILAC) & International Arbitration	1. Shri Dhruva Kumar Singh, CCA 2. Dr. RJR Kasibhatla, Addl. LA 3. Ms. Haimanti Bhattacharya, Director 4. Mr. Avnit Singh Arora, Director 5. Shri Kuldeep Mendiratta, US 6. Shri Milind Mujumdar, US 7. SO - Vacant 8. Shri Kapil Yadav, Assistant (Legal) 9. Shri Narender Sharma, Court Clerk 10. Ms. Shivani Meena, YP 11. Shri Satya Narayan Mukhiya, DEO
8.	ADR Cell – Mediation	1. Smt. Sunita Anand, JS&LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri Avnit Singh Arora, Director 4. Shri Kuldeep Mendiratta, US 5. Shri Milind Mujumdar, US 6. SO - Vacant 7. Shri Kapil Yadav, Assistant (Legal) 8. Shri Narender Sharma, Court Clerk 9. Ms. Shivani Meena, YP 10. Shri Satya Narayan Mukhiya, DEO
9.	Cash (LA) Section	1. Shri Dhruva Kumar Singh, CCA 2. Shri Kuldeep Mendiratta, US 3. Ms. Vandana Sharma, SO 4. Shri Rakesh Sharma, ASO 5. Ms. Neena Gupta, ASO 6. Shri S. Dhanaraj, ASO 7. Shri Prakash Chander, ASO 8. Shri Suresh Kumar Jangir, Court Clerk 9. Shri Janardan Mahto, Court Clerk
10.	Training Division	1. Dr. Anju Rathi Rana, AS 2. Shri S.K. Makkar, DS 3. Shri V. S. Chauhan, US 4. Shri Alok, SO 5. Shri Prince Sharma, DEO
11.	R&I Section	1. Shri R.S Verma, AS 2. Shri Kuldeep Mendiratta, US 3. Shri Dinesh, Court Clerk 4. Shri Ajay, JSA

V. Singh

		5. Shri Ayush Kumar, DEO 6. Shri Manoj Kumar, DEO 7. Shri Rohit, DEO
12.	Facilitation Centre	1. Shri R.S Verma, AS 2. Shri Pawan Kumar Sharma, SO
13.	Hindi Section	1. Shri R.S Verma, AS (Rajbhasha Adhikari) 2. Shri Sanjay Kumar, AD (OL) 3. Shri Shamsher Singh, AD (OL)
14.	Implementation Cell	1. Shri R.S Verma, AS 2. Smt. Shweta Jaiswal, ALA 3. Shri Raghvendra Mishra, Superintendent (Legal) 4. Ms. Mamta Pandey, Superintendent (Legal) 5. Shri Vishwajeet, YP 6. Ms. Kamna Gupta, DEO
15.	Matter relating to Bar Council of India	1. Shri Dhruva Kumar Singh, CCA 2. Ms. Mamta Pandey, Superintendent (Legal)
16.	Judicial Section	1. Smt. Sunita Anand, JS&LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri Jaspal Singh Dhanju, DLA 4. Shri Prateek Kumar Tiwari, ALA 5. Shri Kumar Gaurva, SO 6. Ms. Shweta Kamboj, SO 7. Shri Sudarshan Lamba, Jr. CGA 8. Shri Yogesh Vats, Jr. CGA 9. Shri Gaurav Verma, ASO 10. Shri Nand Kishore Shah, ASO 11. Shri Prateek Pandya, Assistant (Legal) 12. Shri Akash, Assistant (Legal) 13. Shri Jaishankar Mishra, Consultant 14. Ms. Eukti Garg, YP 15. Shri Varun Garg, YP 16. Shri Sanjay Rohilla, Sr. Court Clerk 17. Shri Nirmal Das, Court Clerk 18. Shri Jitendra Kumar, DEO 19. Shri Sachin Singh, DEO 20. Shri Deepak Kaushik, DEO 21. Shri Shivank Jain, DEO 22. Shri Saurabh, DEO
17.	AMRCD & AMRD	1. Smt. Sunita Anand, JS&LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri Yogesh Vats, Jr. CGA
18.	Library & Research Section	1. Shri Avnit Singh Arora, Director 2. Shri Debjit Sarkar, Librarian

*V. Singh*



		<ol style="list-style-type: none"> <li>3. Shri Anshul, LIA</li> <li>4. Ms. Bhawna, LIA</li> <li>5. Shri Vinay, Library Attendant</li> <li>6. Shri Arvind, Library Attendant</li> <li>7. Shri Devender, Library Attendant</li> </ol>
19.	IT (Cyber Cell, LIMBS, & NIC)	<ol style="list-style-type: none"> <li>1. Ms. Haimanti Bhattacharya, Director</li> <li>2. Shri S.K. Makkar, DS (HOD)</li> <li>3. Shri J.S. Asthana, US</li> <li>4. Shri Saurav Chaudhary, SO</li> <li>5. Ms. Monika Kaushik, Sr. Software Trainer</li> <li>6. Shri Himanshu Sarawsat, Sr. Software Trainer</li> <li>7. Shri Rahul Kumar, Sr. Software Trainer</li> <li>8. Shri Ravi Kumar, Sr. Software Trainer</li> <li>9. Shri Gautam Kr. Mukhiya, Sr. Software Trainer</li> <li>10. Shri Ravi Kumar Dubey, Sr. Software Trainer</li> <li>11. Ms. Divya, YP</li> <li>12. Ms. Hitika Dutta, YP</li> <li>13. Shri Anshuman Tiwari, YP</li> <li>14. Shri Sumit Kumar, Cyber Security Analyst</li> </ol>
20.	Coordination Section	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Milind Mujumdar, US</li> <li>4. SO - Vacant</li> <li>5. Ms. Garima Bagoria, ASO (Additional Charge)</li> <li>6. Shri Sagar Arora, ASO (Additional Charge)</li> <li>7. Shri Rohit, Court Clerk</li> <li>8. Shri Satish Kumar Prajapati, Court Clerk (Additional Charge)</li> </ol>
21.	Budget Section	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Amit Kumar, US</li> </ol>
22.	Parliament matters	<ol style="list-style-type: none"> <li>1. Shri R.S Verma, AS</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Milind Mujumdar, US</li> <li>4. SO - Vacant</li> </ol>
23.	Litigation (HC) Section	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS&amp;LA</li> <li>2. Shri Mohd. Muqem, Addl. LA</li> <li>3. Shri Rakesh Kumar Khati, ALA</li> <li>4. Ms. Avnika Jindal, Assistant (Legal)</li> <li>5. Ms. Arti Pandey, Assistant (Legal)</li> <li>6. Shri Rajyavardhan, Assistant (Legal)</li> <li>7. Shri Raj Kumar, Sr. Court Clerk</li> <li>8. Shri Dharmendra, Court Clerk</li> <li>9. Ms. Babli Kathait, DEO</li> </ol>

*V. Singh*

		10. Shri Rajnish Dutt Raturi, DEO 11. Ms. Namrata, DEO 12. Shri Satish Kumar, Consultant
24.	Litigation (CAT) Section	1. Smt. Sunita Anand, JS&LA 2. Shri Mohd. Muqeen, Addl. LA 3. Shri Ram Naresh Kashya, Court Clerk
25.	Litigation (LC) Section	1. Smt. Sunita Anand, JS&LA 2. Shri S.K. Tiwari, ALA 3. Smt. Prerna, ALA 4. Shri Ravi Kumar, Assistant (Legal) 5. Ms. Sonalika Dash, DEO 6. Ms. Smriti Malhotra, DEO
26.	Notary Cell	1. Shri Ashutosh Mishra, JS & LA 2. Shri Rajeev Kumar, DS 3. Shri Arpit Anant Mishra, DLA (Additional Charge) 4. Shri Radhe Shyam Singh, US 5. Shri Muneswara Rao Lakka, SO 6. Shri Inderjeet Singh, Assistant (Legal) 7. Ms. Jaishri Raj Soni, LRA 8. Shri Jitender Sharma, DEO 9. Ms. R. Vijayalakshmi, DEO 10. Ms. Anjali Pal, DEO 11. Ms. Monika, DEO 12. Shri Balbir, DEO 13. Shri Keshav, DEO 14. Shri Sachin Kumar, DEO 15. Shri Manish Sharma, DEO 16. Shri Sunil Kumar, DEO 17. Shri Nishant Tomar, DEO 18. Shri Rohit Kumar, DEO 19. Shri Aman, DEO 20. Shri Sunny Kumar, DEO 21. Shri Dinesh Kumar, DEO
27.	Public Grievance	1. Shri R.S Verma, AS 2. Shri S.K. Makkar, DS 3. Shri Kuldeep Mendiratta, US 4. Shri Saurav Chaudhary, SO 5. Ms. Shweta Negi, Court Clerk 6. Ms. Shabnam Praveen, DEO 7. Ms. Teena, DEO  <b>All Addl.LAs/DLAs/ALAs as mentioned below shall act as PG Officers:-</b>  8. Shri Niraj Kumar, Addl. LA 9. Shri Neeraj Rawat, DLA 10. Dr. Amit Tyagi, DLA 11. Shri Pradeep Kumar Gangwar, DLA

*V. Singh*

		12. Shri Surendra Kumar, DLA 13. Ms. Jyoti Divya, DLA 14. Dr. Harinder Pal Singh, ALA 15. Smt. Savita Rani Singal, ALA 16. Shri Lal Chand Dabaria, ALA 17. Shri Satish Kumar Singh, ALA
28.	RTI Cell	1. Smt. Sunita Anand, JS&LA (Appellate Authority) 2. Ms. Jyoti Divya, DLA 3. Ms. Vandana Sharma, SO 4. Ms. Kunda Lalita, ASO 5. Ms. Shalu Thapa, DEO 6. Ms. Kirti Arora, DEO
29.	Research, Analysis & Innovation	1. Shri R. S. Verma, AS 2. Dr. Anju Rathi Rana, AS 3. Smt Sunita Anand, JS&LA 4. Dr RJR Kasibhatla, Addl. LA 5. Shri Avnit Singh Arora, Director 6. Ms. Haimanti Bhattacharya, Director 7. Sh Arpit Anant Mishra, DLA 8. Sh Kuldeep Mendiratta, US 9. Ms Madhulika Upadhyay, Jr. CGA
30.	Drafting Section	1. Smt. Sunita Anand, JS&LA 2. Shri Neeraj Rawat, DLA 3. Smt. Savita Rani Singhal, ALA
31.	International Law & Cooperation Section	1. Dr. R. J. R. Kasibhatla, Addl. LA 2. Shri Avnit Singh Arora, Director 3. Ms. Haimanti Bhattacharya, Director
32.	Monitoring, Evaluation Section & Annual Report	1. Shri Avnit Singh Arora, Director 2. Ms. Haimanti Bhattacharya, Director
33.	IEC & Social Media Unit	1. Smt. Sunita Anand, JS&LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri Rajeev Kumar, DS 4. Shri Jyoti Swaroop Asthana, US 5. Shri Amlan Majumdar (Ex Director External Services), Consultant 6. Shri Saurav Chaudhary, SO
	<b>BRANCH SECRETARIATS</b>	
	<b>Mumbai</b>	1. Shri M.C. Prusty, Addl. GA 2. Shri S.K. Ramanna, ALA
	<b>Kolkata</b>	1. Shri A.A. Ansari, Sr. GA 2. Dr. Subhro Jyoti Mukerjee, DLA
	<b>Chennai</b>	1. Shri J.P. Dubey, DLA
	<b>Bengaluru</b>	1. Shri Sudarshana K, Addl. GA 2. B. Nanda Kumar, ALA

*V. Singh*



2. 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
3. All Group Heads, Unit Heads and Branch Secretariat Heads shall submit their monthly performance reports to the Law Secretary by 5<sup>th</sup> 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.

V. S. Chauhan  
22/01/24

(V. S. Chauhan)

Under Secretary to the Govt. of India

Tele No: 011-23383634

**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/Sr. Adviser/CCA
4. All Officers & 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.

No.34/2/2016-Vig.  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
Vigilance Unit  
\*\*\*\*

Shastri Bhawan, New Delhi.  
Dated 12<sup>th</sup> January, 2024

**OFFICE MEMORANDUM**

**Subject: Appointment of Chief Vigilance Officer in the Ministry of Law & Justice (Department of Legal Affairs & Legislative Department) on short term basis – reg.**  
\*\*\*\*

The undersigned is directed to say that the Competent Authority in the Ministry of Law & Justice has approved Smt. Sunita Anand, Joint Secretary & Legal Adviser, Department of Legal Affairs to work as the Chief Vigilance Officer on short term basis in the Ministry of Law & Justice (Department of Legal Affairs and Legislative Department) initially for a period of three months w.e.f. 12.01.2024 or till the appointment of new Chief Vigilance Officer on regular basis, or until further orders, whichever is the earliest.

2. All communications pertaining to Vigilance matters intended for the Ministry of Law & Justice may accordingly be addressed to Smt. Sunita Anand, Joint Secretary & Legal Adviser. Her office and residential address and telephone numbers are as under:

<u>Office</u>	<u>Residence</u>
Room No. 422-A(A), 'A' Wing, 4 <sup>th</sup> Floor, Shastri Bhawan, Dr. Rajendra Prasad Marg, New Delhi-110 001 Tel.No.011-23381773	H. No.D-5, Tower-13, Type-V Qtrs, Kidwai Nagar (East), New Delhi – 110 067.

*V. Singh*  
12/01/24

(Varun Singh Chauhan)

Under Secretary to the Govt. of India  
Tel 2338 3634

To,

1. All Ministries/Departments of the Government of India
2. Central Vigilance Commission, Satarkta Bhawan, GPO Complex, INA, New Delhi. A proposal for appointment of a CVO as per extant procedure will be sent in due course for consideration of the CVC.
3. Central Bureau of Investigation, CGO Complex, Lodhi Road, New Delhi.
4. Secretary, Union Public Service Commission, Dholpur House, New Delhi.
5. Shri Sunita Anand, Joint Secretary & Legal Adviser & CVO, Department of Legal Affairs, New Delhi.
6. PS to Hon'ble MoS (I/C) L&J /PPS to LS/PPS to AS(RSV)/ PPS to AS(Dr. ARR)/PPS to JS&LA(SA)/ PPS to JS&LA(AM)/ PPS to CCA (DKS)
7. PPS to Secretary, Legislative Department
8. The President, ITAT, Mumbai
9. The Registrar, ITAT, New Delhi / Registrar, ATFE, New Delhi
10. Under Secretary, Law Commission / NALSA
11. Sr. Technical Director, NIC, Department of Legal Affairs with a request to upload the above order in the website of this Department
12. All Officers/Sections of the Dept. of Legal Affairs/ Legislative Department
13. Service Book/ Personal file of the Officer / Office Order folder

F. No. 15/1/2017-Admn.1 (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 10<sup>th</sup> January, 2024

**OFFICE ORDER NO. 10/2024**

Consequent upon the approval of the competent authority, the following arrangement of Link Officers is made with immediate effect:

S.No.	Name of the Officer	Name of the Link Officer
1.	Shri R.S. Verma, AS	Dr. Anju Rathie Rana, AS
2.	Dr. Anju Rathie Rana, AS	Shri R.S. Verma, AS
3.	Shri Ashutosh Mishra, JS&LA	Smt. Sunita Anand, JS&LA
4.	Smt. Sunita Anand, JS&LA	Shri D.K. Singh, CCA
5.	Shri D.K. Singh, CCA	Smt. Sunita Anand, JS&LA

*V. S. Chauhan*  
10/01/24  
(V. S. Chauhan)

Under Secretary to the Govt. of India  
Tele No: 011-23383634

**Copy to: -**

1. All Group Heads
2. PS to Hon'ble MSLJ(I/C)/PPS to Law Secretary
3. PPS/Sr. PPS/PSO to Addl. Secretaries/JS&LAs/CCA
4. All Officers & 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.



F. No. 15/1/2017-Admn.1 (LA)

Government of India  
Ministry of Law and Justice  
Department of Legal Affairs

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Shastri Bhawan, New Delhi  
Dated the 10<sup>th</sup> January, 2024

**OFFICE ORDER NO. 9/2024**

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

**DISTRIBUTION OF WORK IN THE DEPARTMENT OF LEGAL AFFAIRS**

**1. ADVICE GROUPS**

Group No.	Grouping of Officers	Ministries and Subjects Assigned
I	<b>Shri R.S. Verma, Additional Secretary</b>	
	<ol style="list-style-type: none"><li>1. Niraj Kumar, Addl. LA</li><li>2. <b>Dr. P.K. Behera, Addl. LA (Defence)</b></li><li>3. <b>Shri Japan Babu, Addl. LA (NCB &amp; DP)</b></li><li>4. <b>Shri Pradeep Kumar Gangwar, DLA (MHA)</b></li><li>5. <b>Shri Bhupesh Varma, DLA (Defence)</b></li><li>6. <b>Dr. R.S. Shrinet, DLA (CPWD)</b></li><li>7. <b>Ms. Renu Pandey, ALA (APO Defence)</b></li><li>8. Ms. Jyoti Divya, DLA</li><li>9. <b>Shri Hemant Kumar, DLA (Space)</b></li><li>10. <b>Shri B.S. Sharma, ALA (IB &amp; NATGRID)</b></li><li>11. <b>Smt. Champa Bisht, ALA (SFIO)</b></li><li>12. Dr. D.V. Rao, Consultant</li><li>13. Shri Khushvinder Sharma, Legal Consultant</li></ol>	<p><b>(I) Subjects:</b></p> <ol style="list-style-type: none"><li>1. Constitutional and Administrative Law Group-I</li><li>2. Conveyancing &amp; Contract Law Group</li><li>3. Consumer Affairs Law Group</li><li>4. Urban Development &amp; Estate Office Group</li><li>5. Science &amp; Technology Group</li><li>6. Water Resources</li><li>7. Consumer Affairs</li><li>8. Corporate Law, Fiscal and Policy Law Group</li><li>9. Transport Law and Policy Group</li></ol> <p><b>(II) Ministries:</b></p> <ol style="list-style-type: none"><li>1. Consumer Affairs, Food &amp; Public Distribution</li><li>2. Housing and Urban Affairs including Directorate of Estates</li><li>3. Defence</li><li>4. Jal Shakti</li><li>5. Corporate Affairs</li><li>6. Law and Justice</li><li>7. Culture</li><li>8. Road Transport and Highways</li><li>9. Ports, Shipping &amp; Waterways</li><li>10. Ministry of Development of North Eastern Region</li><li>11. Power</li><li>12. Education</li><li>13. Health &amp; Family Welfare</li><li>14. Ministry of Cooperation</li><li>15. Department of Space</li><li>16. Home Affairs (including NCB)</li><li>17. Petroleum &amp; Natural Gas</li></ol>

V. S. S. S.  
10/01/24

		18. Steel 19. Information and Broadcasting 20. Telecommunication 21. Parliamentary Affairs 22. External Affairs 23. Ministries/Departments and matters not otherwise specified  <b>(III) Conveyancing:</b>  1. All Conveyance matters and issues involving Interpretation of Contracts  <b>(IV) Parliament Questions:</b> 1. All Parliamentary Matters including Questions  <b>(V) Miscellaneous:</b>  1. Pending work of erstwhile PMA
<b>II</b>	<b>Dr. Anju Rathi Rana, Additional Secretary</b>	
	1. <b>Shri Praveen Srivastava, Addl. LA (Labour)</b> 2. Shri Surendra Kumar, DLA 3. Dr. Harinder Pal Singh, ALA 4. Shri Satish Kumar Singh, ALA 5. Ms. Sweety Gulia, YP 6. Shri Sahendra Pratap Singh, YP	<b>(I) Subjects:</b> 1. Agriculture Law Group 2. Labour 3. Women Empowerment Group 4. Environment Group 5. Natural Resources and Environment Law Group 6. Energy & Resources Group  <b>(II) Ministries:</b>  1. Statistics & Programme Implementation 2. MSME 3. Skill Development & Entrepreneurship 4. Fisheries, Animal Husbandry and Dairying 5. Science & Technology (Including Biotechnology) 6. Heavy Industry and Public Enterprises 7. Environment, Forest & Climate Change 8. Agriculture & Farmers Welfare 9. Women and Child Development 10. Minority Affairs 11. Textiles 12. Panchayati Raj 13. Rural Development 14. AYUSH 15. Civil Aviation 16. Mines 17. Coal 18. Labour & Employment

V. Singh  
10/10/24

		19. Tribal Affairs 20. Earth Sciences 21. Social Justice & Empowerment 22. Chemicals & Fertilizers 23. New and Renewable Energy 24. Atomic Energy 25. Post 26. Food Processing Industry 27. President's Secretariat 28. Niti Ayog 29. Central Information Commission 30. Lok Sabha Secretariat 31. Rajya Sabha Secretariat 32. Controller and Auditor-General
<b>III</b>	<b>Smt. Sunita Anand, Joint Secretary &amp; Legal Adviser</b>	
	1. Shri Avnit Singh Arora, Director 2. Ms. Haimanti Bhattacharya, Director 3. Dr. RJR Kasibhatla, Addl. LA 4. <b>Shri Sohan Kumar Sharma, Addl. LA (ED)</b> 5. Shri Neeraj Rawat, DLA 6. <b>Dr. K. M. Arya, DLA (DGFT)</b> 7. <b>Shri R.K. Choudhary, DLA (DoP&amp;T)</b> 8. <b>Shri Arpit Anant Mishra, DLA (DFS)</b> 9. <b>Dr. Amit Tyagi, DLA (CBI)</b> 10. Ms. Savita Rani Singhal, ALA 11. <b>Shri Manindra Choudhary, ALA (DoP&amp;T &amp; SSC)</b> 12. Ms Madhulika Upadhyay, Jr. CGA 13. Shri Birsing Majhi, Consultant 14. Ms. Vatsala Shukla, YP 15. Shri Kaushlendra Kumar, Legal Consultant	<b>(I) Subjects:</b> 1. Ease of Doing Business 2. Constitutional and Administrative Law Group-II 3. IT and Cyber Laws Group 4. Service Law Group 5. Finance Group 6. Arbitration Group  <b>(II) Ministries:</b> 1. Railways 2. Finance 3. Personnel PG & Pension (Including CBI) 4. Staff Selection Commission 5. Commerce & Industry (Including DGFT, DPIIT) 6. MeitY 7. Union Public Service Commission 8. Central Vigilance Commission 9. Cabinet Secretariat 10. Prime Minister's Office 11. National Security Council Secretariat
<b>IV</b>	<b>Shri Ashutosh Mishra, Joint Secretary &amp; Legal Adviser</b>	
	1. Shri Lal Chand Dabaria, ALA	<b>(I) Subjects:</b> 1. Tourism  <b>(I) Ministries:</b> 1. Youth Affairs & Sports 2. Election Commission of India 3. Tourism

V. Singh  
10/11/24



## 2. UNITS

Sl. No.	Sections	Officers/Officials/Staff
1.	Admn.I (LA) Section	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS&amp;LA</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri V. S. Chauhan, US</li> <li>4. Shri Anit Shishir Kerketta, SO</li> <li>5. Ms. Karuna Barad, ASO</li> <li>6. Shri Maneesh Kumar Mishra, ASO</li> <li>7. Shri Jaishankar Mishra, Consultant</li> <li>8. Shri Satish Kumar Prajapati, Court Clerk</li> <li>9. Shri Bhupender Verma, Court Clerk</li> <li>10. Ms. Poonam-I, DEO</li> </ol>
2.	Vigilance Unit	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS&amp;LA</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri V. S. Chauhan, US</li> <li>4. Shri Ishant Gupta, SO</li> </ol>
3.	Admn. II (LA) & Modernization Section	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri S. K. Makkar, DS</li> <li>3. Shri Amit Kumar, US</li> <li>4. Shri Pawan Kumar Sharma, SO</li> <li>5. Shri Vikas Kumar, ASO</li> <li>6. Shri Dushant, ASO</li> <li>7. Shri Aman, Court Clerk</li> <li>8. Shri Arjun Singh Aswal, Court Clerk</li> <li>9. Shri Dilip Kumar, Court Clerk</li> <li>10. Shri N.P. Singh Mewati, Consultant</li> <li>11. Shri Sohan Singh, DEO</li> </ol>
4.	Admn. III (LA)	<ol style="list-style-type: none"> <li>1. Shri R.S Verma, AS</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Niranjan Nayak, US</li> <li>4. Shri Ajay Kumar, SO</li> <li>5. Shri Geet Verma, ASO</li> <li>6. Shri Ramesh Kairamkonda, ASO</li> <li>7. Shri Sagar Arora, ASO</li> <li>8. Shri Tanish Jindal, YP</li> <li>9. Shri Karan, DEO</li> </ol>
5.	Admn. IV(LA)	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri S.K. Makkar, DS</li> <li>3. Shri Jyoti Swaroop Asthana, US</li> <li>4. Ms. Preeti Wadhwa, SO</li> <li>5. Shri Alok, SO</li> <li>6. Ms. Pallavi Singh, ASO</li> <li>7. Ms. Garima Bagoria, ASO</li> <li>8. Shri Yadvendra Pratap Singh, ASO</li> <li>9. Shri Ayush Mishra, ASO</li> <li>10. Ms. Poonam-II, DEO</li> </ol>
6.	Advice A, B & C Sections	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Prateek Kumar Tiwari, ALA, (Branch Officer Advice A, B &amp; C)</li> </ol>

V. L. 10/11/21

		3. Shri Ukshi Nand Negi, Assistant (Legal) 4. Ms. Deepika Priyadarshni, Assistant (Legal) 5. Shri Umesh Saini, Assistant (Legal) 6. Ms. Pragya Sambhavi, YP 7. Ms. Sunita, Court Clerk 8. Ms. Priyanka Sharma, DEO 9. Shri Hemraj, DEO 10. Shri Amit Kumar, DEO 11. Shri Rahul, DEO
7.	ADR Cell - Arbitration & International Arbitration	1. Shri Dhruva Kumar Singh, CCA 2. Dr. RJR Kasibhatla, Addl. LA 3. Ms. Haimanti Bhattacharya, Director 4. Mr. Avnit Singh Arora, Director 5. Shri Hemant Kumar, DLA 6. Shri Pradeep Kumar Gangwar, DLA
8.	ADR Cell – Mediation	1. Smt. Sunita Anand, JS&LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri Avnit Singh Arora, Director 4. Shri Kuldeep Mendiratta, US 5. Shri Milind Mujumdar, US 6. Shri Yogesh Saini, SO 7. Shri Kapil Yadav, Assistant (Legal) 8. Shri Narender Sharma, Court Clerk 9. Ms. Shivani Meena, YP 10. Shri Satya Narayan Mukhiya, DEO
9.	Cash (LA) Section	1. Shri Dhruva Kumar Singh, CCA 2. Shri Kuldeep Mendiratta, US 3. Ms. Vandana Sharma, SO 4. Shri Rakesh Sharma, ASO 5. Ms. Neena Gupta, ASO 6. Shri S. Dhanaraj, ASO 7. Shri Prakash Chander, ASO 8. Shri Suresh Kumar Jangir, Court Clerk 9. Shri Janardan Mahto, Court Clerk
10.	Training Division	1. Dr. Anju Rathi Rana, AS 2. Shri S.K. Makkar, DS 3. Shri V. S. Chauhan, US 4. Shri Alok, SO 5. Shri Prince Sharma, DEO
11.	R&I Section	1. Shri R.S Verma, AS 2. Shri Kuldeep Mendiratta, US 3. Shri Dinesh, Court Clerk 4. Shri Ajay, JSA 5. Shri Ayush Kumar, DEO 6. Shri Manoj Kumar, DEO 7. Shri Rohit, DEO
12.	Facilitation Centre	1. Shri R.S Verma, AS 2. Shri Pawan Kumar Sharma, SO

V. Singh  
12/01/24

13.	Hindi Section	<ol style="list-style-type: none"> <li>1. Shri R.S Verma, AS (Rajbhasha Adhikari)</li> <li>2. Shri Sanjay Kumar, AD (OL)</li> <li>3. Shri Shamsheer Singh, AD (OL)</li> </ol>
14.	Implementation Cell	<ol style="list-style-type: none"> <li>1. Shri R.S Verma, AS</li> <li>2. Smt. Shweta Jaiswal, ALA</li> <li>3. Shri Raghvendra Mishra, Superintendent (Legal)</li> <li>4. Ms. Mamta Pandey, Superintendent (Legal)</li> <li>5. Shri Vishwajeet, YP</li> <li>6. Ms. Kamna Gupta, DEO</li> </ol>
15.	Matter relating to Bar Council of India	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Ms. Mamta Pandey, Superintendent (Legal)</li> </ol>
16.	Judicial Section	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS&amp;LA</li> <li>2. Ms. Haimanti Bhattacharya, Director</li> <li>3. Shri Jaspal Singh Dhanju, DLA</li> <li>4. Shri Prateek Kumar Tiwari, ALA</li> <li>5. Shri Kumar Gaurva, SO</li> <li>6. Ms. Shweta Kamboj, SO</li> <li>7. Shri Sudarshan Lamba, Jr. CGA</li> <li>8. Shri Yogesh Vats, Jr. CGA</li> <li>9. Shri Gaurav Verma, ASO</li> <li>10. Shri Nand Kishore Shah, ASO</li> <li>11. Shri Prateek Pandya, Assistant (Legal)</li> <li>12. Shri Akash, Assistant (Legal)</li> <li>13. Shri Jaishankar Mishra, Consultant</li> <li>14. Ms. Eukti Garg, YP</li> <li>15. Shri Varun Garg, YP</li> <li>16. Shri Sanjay Rohilla, Sr. Court Clerk</li> <li>17. Shri Nirmal Das, Court Clerk</li> <li>18. Shri Jitendra Kumar, DEO</li> <li>19. Shri Sachin Singh, DEO</li> <li>20. Shri Deepak Kaushik, DEO</li> <li>21. Shri Shivank Jain, DEO</li> <li>22. Shri Saurabh, DEO</li> </ol>
17.	AMRCD & AMRD	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS&amp;LA</li> <li>2. Ms. Haimanti Bhattacharya, Director</li> <li>3. Shri Yogesh Vats, Jr. CGA</li> </ol>
18.	Library & Research Section	<ol style="list-style-type: none"> <li>1. Shri Avnit Singh Arora, Director</li> <li>2. Shri Debjit Sarkar, Librarian</li> <li>3. Shri Anshul, LIA</li> <li>4. Ms. Bhawna, LIA</li> <li>5. Shri Vinay, Library Attendant</li> <li>6. Shri Arvind, Library Attendant</li> <li>7. Shri Devender, Library Attendant</li> </ol>

V. Singh  
10/01/24



19.	LIMBS & IT Management & NIC	<ol style="list-style-type: none"> <li>1. Ms. Haimanti Bhattacharya, Director</li> <li>2. Shri S.K. Makkar, DS</li> <li>3. Shri J.S. Asthana, US</li> <li>4. Shri Saurav Chaudhary, SO</li> </ol>
20.	Coordination Section	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Milind Mujumdar, US</li> <li>4. Shri Yogesh Saini, SO</li> <li>5. Ms. Garima Bagoria, ASO (Additional Charge)</li> <li>6. Shri Sagar Arora, ASO (Additional Charge)</li> <li>7. Shri Rohit, Court Clerk</li> <li>8. Shri Satish Kumar Prajapati, Court Clerk (Additional Charge)</li> </ol>
21.	Budget Section	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Amit Kumar, US</li> </ol>
22.	Parliament matters	<ol style="list-style-type: none"> <li>1. Shri R.S Verma, AS</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Milind Mujumdar, US</li> <li>4. Shri Yogesh Saini, SO</li> </ol>
23.	Litigation (HC) Section	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS&amp;LA</li> <li>2. Shri Mohd. Muqeem, Addl. LA</li> <li>3. Shri Rakesh Kumar Khatri, ALA</li> <li>4. Ms. Avnika Jindal, Assistant (Legal)</li> <li>5. Ms. Arti Pandey, Assistant (Legal)</li> <li>6. Shri Rajyavardhan, Assistant (Legal)</li> <li>7. Shri Raj Kumar, Sr. Court Clerk</li> <li>8. Shri Dharmendra, Court Clerk</li> <li>9. Ms. Babli Kathait, DEO</li> <li>10. Shri Rajnish Dutt Raturi, DEO</li> <li>11. Ms. Namrata, DEO</li> <li>12. Shri Satish Kumar, Consultant</li> </ol>
24.	Litigation (CAT) Section	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS&amp;LA</li> <li>2. Shri Mohd. Muqeem, Addl. LA</li> <li>3. Shri Ram Naresh Kashya, Court Clerk</li> </ol>
25.	Litigation (LC) Section	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS&amp;LA</li> <li>2. Shri S.K. Tiwari, ALA</li> <li>3. Smt. Prerna, ALA</li> <li>4. Shri Ravi Kumar, Assistant (Legal)</li> <li>5. Ms. Sonalika Dash, DEO</li> <li>6. Ms. Smriti Malhotra, DEO</li> </ol>
26.	Notary Cell	<ol style="list-style-type: none"> <li>1. Shri Ashutosh Mishra, JS &amp; LA</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri Arpit Anant Mishra, DLA (Additional Charge)</li> <li>4. Shri Radhe Shyam Singh, US</li> </ol>

V. 24  
10/01/24

		5. Shri Muneswara Rao Lakka, SO 6. Shri Inderjeet Singh, Assistant (Legal) 7. Ms. Jaishri Raj Soni, LRA 8. Shri Jitender Sharma, DEO 9. Ms. R. Vijayalakshmi, DEO 10. Ms. Anjali Pal, DEO 11. Ms. Monika, DEO 12. Shri Balbir, DEO 13. Shri Keshav, DEO 14. Shri Sachin Kumar, DEO 15. Shri Manish Sharma, DEO 16. Shri Sunil Kumar, DEO 17. Shri Nishant Tomar, DEO 18. Shri Rohit Kumar, DEO 19. Shri Aman, DEO 20. Shri Sunny Kumar, DEO 21. Shri Dinesh Kumar, DEO
27.	Public Grievance	1. Shri R.S Verma, AS 2. Shri Kuldeep Mendiratta, US 3. Shri Saurav Chaudhary, SO 4. Ms. Shweta Negi, Court Clerk 5. Ms. Shabnam Praveen, DEO 6. Ms. Teena, DEO  <b>All Addl.LAs/DLAs/ALAs as mentioned below shall act as PG Officers:-</b>  7. Shri Niraj Kumar, Addl. LA 8. Shri Neeraj Rawat, DLA 9. Dr. Amit Tyagi, DLA 10. Shri Pradeep Kumar Gangwar, DLA 11. Shri Surendra Kumar, DLA 12. Ms. Jyoti Divya, DLA 13. Dr. Harinder Pal Singh, ALA 14. Smt. Savita Rani Singal, ALA 15. Shri Lal Chand Dabaria, ALA 16. Shri Satish Kumar Singh, ALA
28.	RTI Cell	1. Smt. Sunita Anand, JS&LA (Appellate Authority) 2. Ms. Jyoti Divya, DLA 3. Ms. Vandana Sharma, SO 4. Ms. Kunda Lalita, ASO 5. Ms. Shalu Thapa, DEO 6. Ms. Kirti Arora, DEO
29.	Research, Analysis & Innovation	1. Shri R. S. Verma, AS 2. Dr. Anju Rathi Rana, AS 3. Smt Sunita Anand, JS&LA 4. Dr RJR Kasibhatla, Addl. LA 5. Shri Avnit Singh Arora, Director 6. Ms. Haimanti Bhattacharya, Director 7. Sh Arpit Anant Mishra, DLA

V. Singh  
10/01/24

		8. Sh Kuldeep Mendiratta, US 9. Ms Madhulika Upadhyay, Jr. CGA
30.	Drafting Section	1. Smt Sunita Anand, JS&LA 2. Shri Neeraj Rawat, DLA 3. Smt. Savita Rani Singhal, ALA
31.	International Law & Cooperation Section	1. Dr. R. J. R. Kasibhatla, Addl. LA 2. Shri Avnit Singh Arora, Director 3. Ms. Haimanti Bhattacharya, Director
32.	Monitoring, Evaluation Section & Annual Report	1. Shri Avnit Singh Arora, Director 2. Ms. Haimanti Bhattacharya, Director
33.	IEC & Social Media Unit	1. Smt. Sunita Anand, JS&LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri Rajeev Kumar, DS 4. Shri Jyoti Swaroop Asthana, US 5. Shri Amlan Majumdar (Ex Director External Services), Consultant 6. Shri Saurav Chaudhary, SO
34.	Cyber Cell	1. Ms. Haimanti Bhattacharya, Director 2. Shri Jyoti Swaroop Asthana, US 3. Shri Kumar Gaurva, SO 4. Ms. Divya, YP 5. Ms. Hitika Dutta, YP 6. Shri Anshuman Tiwari, YP
	<b>BRANCH SECRETARIATS</b>	
	<b>Mumbai</b>	1. Shri M.C. Prusty, Addl. GA 2. Shri S.K. Ramanna, ALA
	<b>Kolkata</b>	1. Shri A.A. Ansari, Sr. GA 2. Dr. Subhro Jyoti Mukerjee, DLA
	<b>Chennai</b>	1. Shri J.P. Dubey, DLA
	<b>Bengaluru</b>	1. Shri Sudarshana K, Addl. GA 2. B. Nanda Kumar, ALA

2. 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

3. All Group Heads, Unit Heads and Branch Secretariat Heads shall submit their monthly performance reports to the Law Secretary by 5<sup>th</sup> 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;

V. Singh  
10/01/24



- (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.

*V. S. Chauhan*  
*10/01/24*

**(V. S. Chauhan)**

Under Secretary to the Govt. of India

Tele No: 011-23383634

**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/Sr. Adviser/CCA
4. All Officers & 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.

F. No. 15/1/2017-Admn.1 (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
\*\*\*\*\*

Shastri Bhawan, New Delhi  
Dated the 28<sup>th</sup> December, 2023

**OFFICE ORDER NO. 318/2023**

Consequent upon the approval of the competent authority, Shri Dhruva Kumar Singh, CCA has been assigned the work relating to 'National Litigation Management Policy' in addition to his existing duties/ responsibilities with immediate effect until further orders.

*V. S. Chauhan*  
28/12/23

**(V. S. Chauhan)**

Under Secretary to the Govt. of India  
Tele No: 011-23383634

**Copy to: -**

1. Shri Dhruva Kumar Singh, CCA
2. All Group Heads
3. PS to Hon'ble MSLJ(I/C)/PSO to Law Secretary
4. PPS/Sr. PPS/PSO to Addl. Secretaries/JS&LAs/CCA
5. All Officers & Sections in the Department of Legal Affairs
6. 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.

F. No. 15/1/2017-Admn.1 (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
\*\*\*\*\*

Shastri Bhawan, New Delhi  
Dated the 27<sup>th</sup> December, 2023

**OFFICE ORDER NO. 315 /2023**

Consequent upon the approval of the competent authority, the following arrangement of Link Officers is made with immediate effect:

S.No.	Name of the Officer	Name of the Link Officer
1.	Shri R.S. Verma, AS	Dr. Anju Rathi Rana, AS
2.	Dr. Rajiv Mani, AS	Smt. Sunita Anand, JS&LA
3.	Dr. Anju Rathi Rana, AS	Shri R.S. Verma, AS
4.	Shri Ashutosh Mishra, JS&LA	Shri D.K. Singh, CCA
5.	Smt. Sunita Anand, JS&LA	Dr. Rajiv Mani, AS
6.	Shri D.K. Singh, CCA	Shri Ashutosh Mishra, JS&LA

*V. S. Chauhan*  
27/12/23  
(V. S. Chauhan)

Under Secretary to the Govt. of India  
Tele No: 011-23383634

**Copy to: -**

1. All Group Heads
2. PS to Hon'ble MSLJ(I/C)/PSO to Law Secretary
3. PPS/Sr. PPS/PSO to Addl. Secretaries/JS&LAs/CCA
4. All Officers & 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.



F. No. 15/1/2017-Admn.I (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
\*\*\*\*\*

Shastri Bhawan, New Delhi  
Dated the 17<sup>th</sup> November, 2023

**OFFICE ORDER NO. 290/2023**

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

**DISTRIBUTION OF WORK IN THE DEPARTMENT OF LEGAL AFFAIRS**

**1. ADVICE GROUPS**

Group No.	Grouping of Officers	Ministries and Subjects Assigned
I	Shri R.S. Verma, Additional Secretary	
	<ol style="list-style-type: none"><li>1. Niraj Kumar, Addl. LA</li><li>2. Dr. P.K. Behera, Addl. LA (Defence)</li><li>3. Shri Bhupesh Varma, DLA (Defence)</li><li>4. Dr. R.S. Shrinet, DLA (CPWD)</li><li>5. Ms. Renu Pandey, ALA (APO Defence)</li><li>6. Ms. Jyoti Divya, DLA</li><li>7. Shri Hemant Kumar, DLA (Space)</li><li>8. Smt. Champa Bisht, ALA (SFIO)</li></ol>	<p><b>(I) Subjects:</b></p> <ol style="list-style-type: none"><li>1. Constitutional and Administrative Law Group-I</li><li>2. Conveyancing &amp; Contract Law Group</li><li>3. Water.</li><li>4. Urban Development &amp; Estate Office Group</li><li>5. Science &amp; Technology Group</li><li>6. Water Resources</li></ol> <p><b>(II) Ministries:</b></p> <ol style="list-style-type: none"><li>1. Minority Affairs</li><li>2. Housing and Urban Affairs including Directorate of Estates</li><li>3. Defence</li><li>4. Jal Shakti</li><li>5. Textiles</li><li>6. Law and Justice</li><li>7. Culture</li><li>8. Panchayati Raj</li><li>9. Rural Development</li><li>10. Ports, Shipping &amp; Waterways</li><li>11. Ministry of Development of North Eastern Region</li><li>12. Corporate Affairs</li><li>13. Power</li><li>14. Education</li><li>15. Health &amp; Family Welfare</li></ol>

*V. Singh*

		16. Ministries/Departments and matters not otherwise specified 17. Ministry of Cooperation 18. Department of Space  <b>(III) Conveyancing:</b>  1. All Conveyance matters and issues involving Interpretation of Contracts  <b>(IV) Miscellaneous:</b>  1. Pending work of erstwhile PMA
<b>II</b>	<b>Dr. Rajiv Mani, Additional Secretary</b>	
	1. Dr.RJR Kasibhatla, Addl. LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri Avnit Singh Arora, Director 4. <b>Shri Sohan Kumar Sharma, Addl. LA (ED)</b> 5. <b>Shri Japan Babu, Addl. LA (NCB &amp; DP)</b> 6. <b>Shri Pradeep Kumar Gangwar, DLA (MHA)</b> 7. <b>Shri Arpit Anant Mishra, DLA (DFS)</b> 8. <b>Shri R.K. Choudhary, DLA (DoP&amp;T)</b> 9. Shri Lal Chand Dabaria, ALA 10. <b>Shri B.S. Sharma, ALA (IB &amp; NATGRID)</b> 11. <b>Shri Brindaban, ALA (NTRO)</b> 12. <b>Shri Manindra Choudhary, ALA (DoP&amp;T &amp; SSC)</b> 13. <b>Dr. Amit Tyagi, DLA (CBI)</b>	<b>(I) Subjects:</b> 1. Constitutional and Administrative Law Group-II 2. Arbitration Group 3. Finance, Corporate Law, Fiscal and Policy Law Group 4. Natural Resources and Environment Law Group 5. Energy & Resources Group 6. IT and Cyber Laws Group 7. Service Law Group  <b>(II) Ministries:</b> 1. Finance 2. Home Affairs (including NCB) 3. Lok Sabha Secretariat 4. Rajya Sabha Secretariat 5. Controller and Auditor-General 6. Petroleum & Natural Gas 7. Steel 8. Chemicals & Fertilizers 9. New and Renewable Energy 10. Atomic Energy 11. MeitY 12. Information and Broadcasting 13. Telecommunication 14. Parliamentary Affairs 15. Union Public Service Commission 16. Central Vigilance Commission 17. Cabinet Secretariat 18. Personnel PG & Pension (Including CBI) 19. Prime Minister's Office

*V. Sept.*

		<b>(III) Parliament Questions:</b> 1. All Parliamentary Matters including Questions
<b>III</b>	<b>Dr. Anju Rathi Rana, Additional Secretary</b>	
	1. <b>Shri Praveen Srivastava, Addl. LA (Labour)</b> 2. Shri Surendra Kumar, DLA 3. Dr. Harinder Pal Singh, ALA 4. Shri Satish Kumar Singh, ALA	<b>(I) Subjects:</b> 1. Labour 2. Women Empowerment Group 3. Environment Group 4. Agriculture  <b>(II) Ministries:</b> 1. Statistics & Programme Implementation 2. MSME 3. Skill Development & Entrepreneurship 4. Ministry of Fisheries, Animal Husbandry and Dairying 5. Science & Technology (Including Biotechnology) 6. Ministry of Heavy Industry and Public Enterprises 7. Environment, Forest & Climate Change 8. AYUSH 9. Civil Aviation 10. Mines 11. Labour & Employment 12. Tribal Affairs 13. Coal 14. Earth Sciences 15. Social Justice & Empowerment 16. President's Secretariat 17. Niti Ayog 18. Central Information Commission 19. Agriculture & Farmers Welfare 20. Women and Child Development
<b>IV</b>	<b>Smt. Sunita Anand, Joint Secretary &amp; Legal Adviser</b>	
	1. Shri Neeraj Rawat, DLA 2. <b>Dr. K. M. Arya, DLA (DGFT)</b> 3. Ms. Savita Rani Singhal, ALA 4. Ms. Madhulika Upadhyay, Jr. CGA	<b>(I) Subjects:</b> 1. Ease of Doing Business 2. Tourism, Transport Law and Policy Group 3. Consumer Law Group

*V. Singh*



		<b>(I) Ministries:</b> <ol style="list-style-type: none"> <li>1. Railways</li> <li>2. Staff Selection Commission</li> <li>3. Youth Affairs &amp; Sports</li> <li>4. Election Commission of India</li> <li>5. Tourism</li> <li>6. Road Transport and Highways</li> <li>7. Consumer Affairs, Food &amp; Public Distribution</li> <li>8. External Affairs</li> <li>9. Commerce &amp; Industry (Including DGFT, DPIIT)</li> <li>10. Post</li> <li>11. National Security Council Secretariat</li> <li>12. Food Processing Industry</li> </ol>
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## 2. UNITS

Sl. No.	Sections	Officers
1.	Admn.I (LA) Section	<ol style="list-style-type: none"> <li>1. Shri Vijay Kumar Sharma, Sr. Adviser</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri Varun Singh Chauhan, US</li> </ol>
2.	Vigilance Unit	<ol style="list-style-type: none"> <li>1. Dr. Rajiv Mani, AS &amp; CVO</li> <li>2. Shri Varun Singh Chauhan, US</li> </ol>
3.	Admn. II (LA) & Modernization Section	<ol style="list-style-type: none"> <li>1. Shri Vijay Kumar Sharma, Sr. Adviser</li> <li>2. Shri S. K. Makkar, DS</li> <li>3. Shri Amit Kumar, US</li> </ol>
4.	Admn. II (LA) (Part)	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri S. K. Makkar, DS</li> <li>3. Shri Amit Kumar, US</li> </ol>
5.	Admn. III (LA) (Part- A) <ol style="list-style-type: none"> <li>(i) Income Tax Appellate Tribunal (ITAT)</li> <li>(ii) Law Commission</li> <li>(iii) Indian Law Institute (ILI)</li> </ol>	<ol style="list-style-type: none"> <li>1. Shri R.S Verma, AS</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Niranjana Nayak, US</li> </ol>
6.	Admn. III (LA) (Part-B) <ol style="list-style-type: none"> <li>(i) Administration of Commercial Courts</li> <li>(ii) Foreign Visits</li> <li>(iii) Matters related to SCO</li> <li>(iv) Matters related to meeting of India-UK</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. Rajiv Mani, AS</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Niranjana Nayak, US</li> </ol>

*V. Singh*

	Joint Consultative Committee (v) Any other matters related to Admn III (LA)	
7.	Admn. IV(LA)	1. Ms. Sunita Anand, JS&LA 2. Shri S.K. Makkar, DS
8.	Advice A, B & C Sections	1. Shri Dhruva Kumar Singh, CCA 2. Shri Prateek Kumar Tiwari, ALA, (Branch Officer Advice A, B & C)
9.	ADR Cell - Arbitration & International Arbitration	1. Dr. Rajiv Mani, AS 2. Dr. RJR Kasibhatla, Addl. LA 3. Ms. Haimanti Bhattacharya, Director 4. Mr. Avnit Singh Arora, Director 5. Shri Hemant Kumar, DLA 6. Shri Pradeep Kumar Gangwar, DLA
10.	ADR Cell – Mediation	1. Dr. Rajiv Mani, AS 2. Ms. Haimanti Bhattacharya, Director 3. Shri Avnit Singh Arora, Director 4. Shri Kuldeep Mendiratta, US 5. Shri Milind Mujumdar, US
11.	Cash (LA) Section	1. Shri Dhruva Kumar Singh, CCA 2. Shri Kuldeep Mendiratta, US
12.	Training Division	1. Dr. Anju Rathi Rana, AS 2. Shri S.K. Makkar, DS 3. Shri V. S. Chauhan, US
13.	R&I Section	1. Shri R.S Verma, AS 2. Shri Kuldeep Mendiratta, US
14.	Facilitation Centre	1. Shri R.S Verma, AS 2. Shri Pawan Sharma, SO
15.	Hindi Section	1. Shri R.S Verma, AS (Rajbhasha Adhikari) 2. Shri Sanjay Kumar, AD (OL) 3. Shri Shamsher Singh, AD (OL)
16.	Implementation Cell	1. Shri R.S Verma, AS 2. Smt. Shweta Jaiswal, ALA
17.	Matter relating to Bar Council of India	1. Dr. Rajiv Mani, Addl. Secretary 2. Ms. Mamta Pandey, Superintendent (Legal)

*V. Singh*

18.	Judicial Section	<ol style="list-style-type: none"> <li>1. Shri Vijay Kumar Sharma, Sr. Adviser</li> <li>2. Ms. Haimanti Bhattacharya, Director</li> <li>3. Shri Jaspal Singh Dhanju , DLA</li> <li>4. Shri Prateek Kumar Tiwari, ALA</li> <li>5. Shri Sudarshan Lamba, Jr. CGA</li> <li>6. Shri Yogesh Vats, Jr.CGA</li> </ol>
19.	AMRCD & AMRD	<ol style="list-style-type: none"> <li>1. Shri Vijay Kumar Sharma, Sr. Adviser</li> <li>2. Ms. Haimanti Bhattacharya, Director</li> <li>3. Shri Yogesh Vats, Jr.CGA</li> </ol>
20.	Library & Research Section	<ol style="list-style-type: none"> <li>1. Smt. Sunita Anand, JS &amp; LA</li> <li>2. Shri Avnit Singh Arora, Director</li> </ol>
21.	LIMBS & IT Management & NIC	<ol style="list-style-type: none"> <li>1. Dr. Rajiv Mani, AS</li> <li>2. Ms. Haimanti Bhattacharya, Director</li> <li>3. Shri S.K. Makkar, DS</li> <li>4. Shri Prateek Kumar Tiwari, ALA</li> </ol>
22.	Coordination Section	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Milind Mujumdar, US</li> </ol>
23.	Budget Section	<ol style="list-style-type: none"> <li>1. Shri Dhruva Kumar Singh, CCA</li> <li>2. Shri Amit Kumar, US</li> </ol>
24.	Parliament matters	<ol style="list-style-type: none"> <li>1. Dr. Rajiv Mani, AS</li> <li>2. Shri Umashankar Thakur, Director</li> <li>3. Shri Milind Mujumdar, US</li> </ol>
25.	Litigation (HC) Section	<ol style="list-style-type: none"> <li>1. Shri Vijay Kumar Sharma, Sr. Adviser</li> <li>2. Shri Mohd. Muqeem, Addl. LA</li> </ol>
26.	Litigation (CAT) Section	<ol style="list-style-type: none"> <li>1. Shri Vijay Kumar Sharma, Sr. Adviser</li> <li>2. Shri Mohd. Muqeem, Addl. LA</li> </ol>
27.	Litigation (LC) Section	<ol style="list-style-type: none"> <li>1. Shri Vijay Kumar Sharma, Sr. Adviser</li> <li>2. Shri S.K. Tiwari, ALA</li> <li>3. Smt. Prerna, ALA</li> </ol>
28.	Notary Cell	<ol style="list-style-type: none"> <li>1. Ms. Sunita Anand, JS &amp; LA</li> <li>2. Shri Rajeev Kumar, DS</li> <li>3. Shri Arpit Anant Mishra, DLA (Additional Charge)</li> <li>4. Shri Radhe Shyam Singh, US</li> </ol>
29.	Public Grievance	<ol style="list-style-type: none"> <li>1. Shri R.S Verma, AS</li> <li>2. Shri Kuldeep Mendiratta, US</li> <li>3. Shri Niraj Kumar, Addl. LA</li> <li>4. Shri Neeraj Rawat, DLA</li> </ol>

*V. Singh*



		5. Dr. Amit Tyagi, DLA 6. Shri Pradeep Kumar Gangwar, DLA 7. Shri Surendra Kumar, DLA 8. Ms. Jyoti Divya, DLA 9. Dr. Harinder Pal Singh, ALA 10. Smt. Savita Rani Singal, ALA 11. Shri Lal Chand Dabaria, ALA 12. Shri Satish Kumar Singh, ALA  Note:- All Addl.LAs/DLAs/ALAs as mentioned above shall act as PG Officers.
30.	RTI Cell	1. Smt. Sunita Anand, JS&LA (Appellate Authority) 2. Ms. Jyoti Divya, DLA
31.	Research, Analysis & Innovation	1. Shri R. S. Verma, AS 2. Dr. Rajiv Mani, AS 3. Dr. Anju Rathi Rana, AS 4. Shri Vijay Kumar Sharma, Sr. Adviser 5. Smt Sunita Anand, JS&LA 6. Dr RJR Kasibhatla, Addl. LA 7. Shri Avnit Singh Arora, Director 8. Ms. Haimanti Bhattacharya, Director 9. Sh Arpit Anant Mishra, DLA 10. Sh Kuldeep Mendiratta, US
32.	Drafting Section	1. Smt Sunita Anand, JS&LA 2. Shri Neeraj Rawat, DLA 3. Smt. Savita Rani Singhal, ALA
33.	International Law & Cooperation Section	1. Dr. Rajiv Mani, AS 2. Dr. R. J. R. Kasibhatla, Addl. LA 3. Shri Avnit Singh Arora, Director 4. Ms. Haimanti Bhattacharya, Director
34.	Monitoring, Evaluation Section & Annual Report	1. Dr. Rajiv Mani, AS 2. Ms. Haimanti Bhattacharya, Director
35.	IEC & Social Media Unit	1. Shri Vijay Kumar Sharma, Sr. Adviser 2. Ms. Haimanti Bhattacharya, Director 3. Shri Rajeev Kumar, DS 4. Shri Amlan Majumdar (Ex Director External Services), Consultant)
36.	Cyber Cell	1. Dr. Rajiv Mani, AS 2. Ms. Haimanti Bhattacharya, Director

*V. Singh*

	BRANCH SECRETARIATS	
	<b>Mumbai</b>	1. Shri M.C. Prusty, Addl. GA 2. Shri S.K. Ramanna, ALA
	<b>Kolkata</b>	1. Shri A.A. Ansari, Sr. GA 2. Dr. Subhro Jyoti Mukerjee, DLA
	<b>Chennai</b>	1. Shri J.P. Dubey, DLA
	<b>Bengaluru</b>	1. Shri Sudarshana K, Addl. GA 2. B. Nanda Kumar, ALA

2. 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

3. All Group Heads, Unit Heads and Branch Secretariat Heads shall submit their monthly performance reports to the Law Secretary by 5<sup>th</sup> 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.

*V. S. Chauhan*  
17/11/23

(V. S. Chauhan)

Under Secretary to the Govt. of India  
Tele No: 011-23383634

**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/Sr. Adviser/CCA
- 4. All Officers & Sections in the Department of Legal Affairs
- 5. In-Charge, Branch Secretariats (Mumbai/ Chennai/ Kolkata/ Bengaluru)
- 6. 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.

No. 15/1/2017-Admn.I(LA)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs

\*\*\*\*

Shastri Bhawan, New Delhi  
Dated the 15<sup>th</sup> June, 2023


**OFFICE ORDER No. 178/2023**

Consequent upon the approval of Competent Authority, the following officers are transferred with immediate effect, as under:-

Name of Officer	Transferred from	Transferred to
Shri A.A. Ansari, Sr. Government Advocate	Branch Secretariat, Mumbai	Branch Secretariat, Kolkata
Shri M.C. Prusty, Addl. Government Advocate	Branch Secretariat, Kolkata	Branch Secretariat, Mumbai

2. Both the officers are relieved with effect from 16.06.2023 (AN) to join their new place of posting. They shall be entitled for admissible joining time, transfer TA and other admissible allowances.

3. Further, during the joining period, Shri S.K. Ramanna, Assistant Legal Adviser, Branch Secretariat, Mumbai and Dr. Subhro Jyoti Mukherjee, Assistant Legal Adviser, Branch Secretariat, Kolkata shall be In-charge of Branch Secretariat at Mumbai and Kolkata respectively till the incumbents joins new place of posting.

  
(V.S. Chauhan)  
Under Secretary  
Tel. 2338 3634

**Copy to:-**

1. The Officers concerned.
2. PS to Hon'ble MSLJ (I/c) / PPS to Law Secretary/ Sr. PPS to Addl. Secretaries/ PPS to JS&LAs/PPS to CCA
3. Branch Secretariats (Mumbai/ Chennai/ Kolkata/ Bangalore)
3. Admn.II Section/ Admn.IV Section/ Cash Section.
4. Office Order folder/ personal file of the officers concerned



F. No. 15/1/2017-Admn.1 (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 1<sup>st</sup> June, 2023

**OFFICE ORDER NO. 180 /2023**

Consequent upon various modifications in work distribution time to time, a consolidated order for work distribution as on date is issued as under:-

**DISTRIBUTION OF WORK IN THE DEPARTMENT OF LEGAL AFFAIRS**

**1. ADVICE GROUPS**

Group No.	Grouping of Officers	Ministries and Subjects Assigned
I	Shri R.S. Verma, Additional Secretary	
	<div>1. Niraj Kumar, Addl. LA 2. Ms. Jyoti Divya, ALA</div> <div><b>Posted Outside</b> 1. Dr. R.S. Shrinet, DLA (CPWD)</div>	<div><b>Subjects:</b> 1. Constitutional and Administrative Law Group-I 2. Conveyancing &amp; Contract Law Group 3. Agriculture and Consumer Law Group 4. Water and Women Empowerment Group. 5. Urban Development &amp; Estate Office Group 6. Science &amp; Technology Group</div> <div><b>Ministries:</b> 1. Agriculture &amp; Farmers Welfare 2. Minority Affairs 3. Consumer Affairs, Food &amp; Public Distribution 4. Housing and Urban Affairs including Directorate of Estates 5. Women and Child Development 6. Ministry of Fisheries, Animal Husbandry and Dairying 7. Jal Shakti 8. Food Processing Industries 9. Textiles 10. Social Justice &amp; Empowerment 11. Tribal Affairs 12. Ministry of Cooperation 13. Culture 14. Panchayati Raj 15. Rural Development 16. Science &amp; Technology (including Biotechnology) 17. Earth Sciences</div>

*V. Singh*

		18. Ministry of Development of North Eastern Region 19. All conveyance matters and issues involving Interpretation of Contracts 20. Pending work of erstwhile PMA 21. Ministries/Departments and matters not otherwise specified.
<b>II</b>	<b>Dr. Rajiv Mani, Additional Secretary</b>	
	1. Ms. Haimanti Bhattacharya, Director 2. Shri Avnit Singh Arora, Director 3. Dr.RJR Kasibhatla, Addl. LA 4. Shri Lal Chand Dabaria, ALA  <b>Posted Outside</b> 1. Dr. P.K. Behera, Addl. LA (Defence) 2. Shri Sohan Kumar Sharma, Addl. LA (ED) 3. Shri Arpit Anant Mishra, DLA (D/o Financial Services) 4. Shri Hemant Kumar, ALA (D/o Space) 5. Shri Bhupesh Varma, ALA (Defence) 6. Ms. Renu Pandey, ALA (APO Defence)	<b>Subjects:</b> 1. Constitutional and Administrative Law Group-II 2. Arbitration Group 3. Finance, Corporate Law, Fiscal and Policy Law Group 4. Natural Resources and Environment Law Group 5. Energy & Resources Group 6. Ease of Doing Business 7. IT and Cyber Laws Group  <b>Ministries:</b> 1. Finance 2. Defence 3. Lok Sabha Secretariat 4. Rajya Sabha Secretariat 5. Comptroller and Auditor-General 6. Petroleum & Natural Gas 7. Steel 8. Chemicals & Fertilizers 9. New and Renewable Energy 10. Atomic Energy 11. Department of Space 12. MEITY 13. All Parliamentary Matters including Questions
<b>III</b>	<b>Dr. Anju Rathi Rana, Additional Secretary</b>	
	1. Shri Surendra Kumar, ALA 2. Shri Satish Kumar Singh, ALA  <b>Posted Outside</b> 1. Shri Japan Babu, Addl. LA (NCB & Delhi Police) 2. Shri R.K. Choudhary, DLA (DoPT) 3. Shri Pradeep Kumar Gangwar, ALA (MHA) 4. Shri B.S. Sharma, ALA (IB & NATGRID) 5. Shri Brindaban, ALA (NTRO) 6. Smt. Champa Bisht, ALA	<b>Subjects:</b> 1. Tourism, Transport Law and Policy Group 2. Service Law Group  <b>Ministries:</b> 1. Cabinet Secretariat 2. Parliamentary Affairs 3. Central Vigilance Commission 4. Prime Minister's Office 5. Presidents Secretariat 6. Staff Selection Commission 7. Personnel PG & Pension (including CBI) 8. Union Public Service Commission 9. Central Information Commission 10. Home Affairs (including NCB)

*V.C. 7*

	(SFIO)	11. National Security Council Secretariat 12. Road Transport and Highways 13. AYUSH 14. Civil Aviation 15. Niti Ayog 16. Corporate Affairs
IV	<b>Ms. Sudha Rani Relangi,</b> Joint Secretary & Legislative Counsel	Directorate of Prosecution, CBI
V	<b>Smt. Sunita Anand, Joint Secretary &amp; Legal Adviser</b>	
	1. Shri Neeraj Rawat, DLA 2. Ms. Savita Rani Singhal, ALA	<b>Ministries:</b> 1. Railways 2. Youth Affairs & Sports 3. Election Commission of India 4. Tourism 5. Statistics & Programme Implementation 6. MSME 7. Skill Development & Entrepreneurship
VI	<b>Dr. Padmini Singh, Joint Secretary &amp; Legal Adviser</b>	
	1. Dr. Harinder Pal Singh, ALA 2. Ms. Madhulika Upadhyay, Jr. CGA 3. Shri Yogesh Vats, Jr. CGA  <b>Posted Outside</b> 1. Shri Praveen Srivastava, Addl. LA(Labour) 2. Dr. Amit Tyagi, DLA (CBI) 3. Dr. K. M. Arya, DLA (DGFT)	<b>Subjects:</b> 1. Consumer Affairs, Labour and Water Resources Group  <b>Ministries:</b> 1. Ministry of Heavy Industry and Public Enterprises 2. Power 3. Education 4. Ports, Shipping & Waterways 5. Information & Broadcasting 6. External Affairs 7. Commerce & Industry (including DGFT) 8. Health & Family Welfare 9. Communication (including Post) 10. Labour & Employment 11. Law and Justice 12. Coal 13. Mines 14. Environment, Forest & Climate Change

*V. Singh*



## 2. UNITS

Sl. No.	Sections	Officers
1.	Admn.I (LA) Section	1. Shri Vijay Kumar Sharma, JS&LA 2. Shri Varun Singh Chauhan, US
2.	Vigilance Unit	1. Dr. Rajiv Mani, AS & CVO 2. Shri Varun Singh Chauhan, US
3.	Admn. II (LA) & Modernization Section	1. Shri Vijay Kumar Sharma, JS&LA 2. Shri Amit Kumar, US
4.	Admn. II (LA) (Part)	1. Shri Dhruva Kumar Singh, CCA 2. Shri Amit Kumar, US
5.	Admn. III (LA) Section	1. Dr. Rajiv Mani, AS 2. Shri Umashankar Thakur, Director 3. Shri Saji Gopinath P, US
6.	Admn. IV(LA)	1. Ms. Sunita Anand, JS&LA 2. Shri S.K. Makkar, DS 3. Smt. Madhu Bala Soni, US
7.	Advice A, B & C Sections	1. Shri Dhruva Kumar Singh, CCA 2. Smt. Savita Rani Singhal, ALA, (Branch Officer Advice A) 3. Shri Satish Kumar Singh, ALA (Branch Officer- Advice B & C)
8.	Arbitration Cell & International Arbitration	1. Dr. Rajiv Mani, AS 2. Dr. RJR Kasibhatla, Addl. LA 3. Ms. Haimanti Bhattacharya, Director 4. Shri Hemant Kumar, ALA 5. Shri Pradeep Kumar Gangwar, ALA
9.	Cash (LA) Section	1. Shri Dhruva Kumar Singh, CCA 2. Shri Kuldeep Mendiratta, US
10.	Training Division	1. Dr. Anju Rathi Rana, AS 2. Shri S.K. Makkar, DS 3. Shri V. S. Chauhan, US
11.	R&I Section	1. Shri R.S Verma, AS 2. Shri Kuldeep Mendiratta, US
12.	Facilitation Centre	1. Shri R.S Verma, AS
13.	Hindi Section	1. Shri R.S Verma, AS (Rajbhasha Adhikari) 2. Smt. Savita Singh, DD (OL)
14.	Implementation Cell	1. Shri R.S Verma, AS 2. Dr. Harinder Pal Singh, ALA

1.2.4

15.	Matter relating to Bar Council of India	1. Shri Dhruva Kumar Singh, CCA
16.	Judicial Section	1. Shri Vijay Kumar Sharma, JS & LA 2. Ms. Haimanti Bhattacharya, Director 3. Shri Jay Prakash Dubey, DLA 4. Shri Sudarshan Lamba, Jr. CGA
17.	Library & Research Section	1. Smt. Sunita Anand, JS & LA 2. Shri Avnit Singh Arora, Director
18.	LIMBS & IT Management & NIC	1. Dr. Rajiv Mani, AS 2. Shri S.K. Makkar, DS 3. Smt. Madhu Bala Soni, US
19.	Budget related matters & Coordination Section	1. Shri Dhruva Kumar Singh, CCA 2. Shri Umashankar Thakur, Director 3. Shri Saji Gopinath P, US
20.	Parliament matters	1. Dr. Rajiv Mani, AS 2. Shri Umashankar Thakur, Director 3. Shri Saji Gopinath P, US
21.	Litigation (HC) Section	1. Shri Vijay Kumar Sharma, JS & LA 2. Shri Mohd. Muqem, Addl. LA
22.	Litigation (CAT) Section	1. Shri Vijay Kumar Sharma, JS & LA 2. Shri Mohd. Muqem, Addl. LA
23.	Litigation (LC) Section	1. Shri Vijay Kumar Sharma, JS & LA 2. Shri S.K. Tiwari, ALA
24.	Notary Cell	1. Ms. Sunita Anand, JS & LA 2. Shri Rajiv Kumar, DS 3. Shri Arpit Anant Mishra, DLA (Additional Charge)
25.	Public Grievance	1. Shri R.S Verma, AS 2. Shri Saji Gopinath P, US 3. Shri Niraj Kumar, Addl. LA 4. Shri Neeraj Rawat, DLA 5. Dr. Amit Tyagi, DLA 6. Dr. Harinder Pal Singh, ALA 7. Shri Pradeep Kumar Gangwar, ALA 8. Shri Surendra Kumar, ALA 9. Ms. Jyoti Divya, ALA 10. Smt. Savita Rani Singal, ALA 11. Shri Lal Chand Dabaria, ALA 12. Shri Satish Kumar Singh, ALA  Note:- All Addl.LAs/DLAs/ALAs as mentioned above shall act as PG Officers.

V. Singh

26.	RTI Cell	1. Dr. Padmini Singh, JS&LA (Appellate Authority) 2. Ms Jyoti Divya, ALA
27.	IIAC	1. Dr. Rajiv Mani, AS 2. Shri Avnit Singh Arora, Director 3. Shri Kuldeep Mendiratta, US 4. Shri Milind Mujumdar, US
28.	AMRCD & AMRD	1. Shri R.S. Verma, AS 2. Ms. Madhulika Upadhyay, Jr. CGA 3. Shri Yogesh Vats, Jr. CGA
29.	Research, Analysis & Innovation	1. Shri R. S. Verma, AS 2. Dr. Rajiv Mani, AS 3. Dr. Anju Rathi Rana, AS 4. Shri Vijay Kumar Sharma, JS&LA 5. Smt Sunita Anand, JS&LA 6. Dr. Padmini Singh, JS& LA 7. Dr RJR Kasibhatla, Addl. LA 8. Shri Avnit Singh Arora, Director 9. Ms. Haimanti Bhattacharya, Director 10. Sh Arpit Anant Mishra, DLA 11. Sh Kuldeep Mendiratta, US 12. Ms Madhulika Upadhyay, Jr. CGA
30.	Drafting Section	1. Smt Sunita Anand, JS&LA 2. Shri Neeraj Rawat, DLA 3. Smt. Savita Rani Singhal, ALA
31.	International Law & Cooperation Section	1. Dr. Rajiv Mani, AS 2. Dr. R. J. R. Kasibhatla, Addl. LA 3. Shri Avnit Singh Arora, Director 4. Ms. Haimanti Bhattacharya, Director
32.	Monitoring, Evaluation Section & Annual Report	1. Dr. Rajiv Mani, AS 2. Ms. Haimanti Bhattacharya, Director
33.	IEC & Social Media Unit	1. Shri Vijay Kumar Sharma, JS&LA 2. Ms. Haimanti Bhattacharya, Director 3. Ms. Madhu Bala Soni, US
34.	ACI Section	1. Dr. Rajiv Mani, JS & LA 2. Shri Avnit Singh Arora, Director
35.	Cyber Security Cell	1. Dr. Rajiv Mani, AS 2. Ms. Haimanti Bhattacharya, Director 3. Ms. Madhu Bala Soni, US
	<b>BRANCH SECRETARIATS</b>	
	<b>Mumbai</b>	1. Shri A.A. Ansari, Sr. GA 2. Shri S.K. Ramanna, ALA

*V. G. J.*



	<b>Kolkata</b>	1. Shri M.C. Prusty, Addl. GA 2. Dr. Subhro Jyoti Mukerjee, ALA
	<b>Chennai</b>	1. Shri Jaspal Singh Dhanju, ALA
	<b>Bengaluru</b>	1. Shri Sudarshana K, Addl. GA 2. B. Nanda Kumar, ALA

1. 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.

*V. S. Chauhan*

**(V. S. Chauhan)**

Under Secretary to the Govt. of India

Tele No: 011-23383634

**Copy to: -**

1. All Group Heads
2. PS to Hon'ble MSLJ(I/c)/PPS to Law Secretary
3. PPS/Sr. PPS/PSO to Addl. Secretaries/JS&LAs/CCA
4. All Officers & 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.

F. No. 15/1/2017-Admn.1 (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
\*\*\*\*\*

Shastri Bhawan, New Delhi  
Dated the 1<sup>st</sup> June, 2023

**OFFICE ORDER NO. 151/2023**

Consequent upon the approval of the competent authority, the following arrangement of Link Officers is made with immediate effect:

S.No.	Name of the Officer	Name of the Link Officer
1.	Shri R.S. Verma, AS	Dr. Anju Rathia Rana, AS
2.	Dr. Rajiv Mani, AS	Smt. Sunita Anand, JS&LA
3.	Dr. Anju Rathia Rana, AS	Shri R.S. Verma, AS
4.	Shri V. K. Sharma, JS&LA	Dr. Padmini Singh, JS & LA Shri D.K. Singh, CCA
5.	Smt. Sunita Anand, JS&LA	Dr. Rajiv Mani, AS
6.	Dr. Padmini Singh, JS & LA	Shri V.K. Sharma, JS&LA
7.	Shri D.K. Singh, CCA	Shri V.K. Sharma, JS&LA

V. S. Chauhan

(V. S. Chauhan)

Under Secretary to the Govt. of India  
Tele No: 011-23383634

**Copy to: -**

1. All Group Heads
2. PS to Hon'ble MSLJ(I/c)/PPS to Law Secretary
3. PPS/Sr. PPS/PSO to Addl. Secretaries/JS&LAs/CCA
4. All Officers & 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.