

The Administration – II Section of the Department of Legal Affairs is entrusted with following functions:-

1. House Building Advance.
2. Reimbursement of Tution Fees
3. Procurement of Furniture and fixtures and their repairs.
4. Procurement of Electrical items and their repairs.
5. Reimbursement of Medical claims.
6. All work of MTS i.e. appointment, promotion, pay fixation, pension work and MACP.
7. Forwarding of applications to SSC, central school admission for wards of employees.
8. NOC to MTS for further studies.
9. GPF – Withdrawal and Advance.
10. Outsourcing of MTS.
11. Purchase and maintenance of Computers and other related accessories.
12. Internet related issues.
13. Purchase and maintenance of photocopy machines.
14. Forwarding applications for fresh and renewal of CGHS Cards.
15. Issuing of No Objection Certificate.
16. Payment of Electricity and Speed Post Bill.
17. Work related to washing and dry cleaning.
18. Procurement of stamps and name plates.
19. Work related to Flag Day.
20. Reimbursement regarding purchase of office bag.
21. Computer Advance.
22. Correspondence with CPWD.
23. Cable TV in the rooms of officers.
24. Shifting of office.
25. EPBAX.
26. Flower arrangement.
27. Hospitality arrangement during conferences and meetings.
28. Booking of domestic air tickets.
29. Water arrangement.
30. Purchase and maintenance of Staff Cars.
31. Deployment of Staff Cars.
32. Hiring of vehicles.
33. Car Parking Label and Airport Pass.
34. Appointment of Authorized Medical Attendant.
35. Procurement and distribution of stationary items.
36. Procurement and maintenance of Biometric attendance machines.
37. Auction of old and obsolete items.
38. Processing of matters related to Government accommodation.
39. Matters related to Directorate of Estates.
40. Processing the matters related to issuance of MHA ID Cards (permanent and temporary).
41. Procurement and maintenance of Air Conditioners.