

**CASH (LA) SECTION  
FUNCTIONS OF THE SECTION**

- 1 Withdrawing money from bank and disbursement of the same in cash to the persons entitled to receive it.
- 2 Preparation of requisition for Bank Drafts. Challans, etc.
- 3 Maintenance of Cash Book.
- 4 Maintenance of acquittance rolls authority register, undisbursed amount register, recovery register, Challan Register, etc.
- 5 Preparation of monthly expenditure statement and furnishing information in this regard to the Budget section.
- 6 Payment of all the bills through Electronic payment basis as per RBI guidelines through **PFMS AND COM DDO.**
- 7 Preparation of pay bills and supplementary bills of Gazetted/non Gazetted officers/staff in respect of Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section and ATFE
- 8 Preparation of Retainer Fee bills, forwarding of cheques to them in respect of Government Counsels all over India
- 9 Preparation of salary bills and allied matters in respect of staff appointed on contract basis.
- 10 Preparation of miscellaneous bills like GPF, Tution fee, HRA, HBA, Medical Reimbursement, Motor car, Scooter, Cycle, LTC Leave Encashment, etc. in respect of of Gazetted/Non-Gazetted staff of Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section and ATFE
- 11 Preparation of bills pertaining to Pension, Gratuity, Commutation of Pension, Leave Salary, etc. of the Gazetted officers/Non-Gazetted staff of Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section and ATFE
- 12 Maintenance of G.P.F. advance in respect of Gazetted officers/Non-gazetted staff of Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section and ATFE transferred from/to other Ministries/departments, etc.
- 13 Preparation of Last Pay Certificates in respect of Gazetted officers/Non-gazetted staff of Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section and ATFE transferred to other Ministries/Departments.
- 14 Recovery of house rent from the allottees of Government accommodation and all allied matters pertaining thereto, viz., checking of previous records regarding recovery of arrears of house rent etc. and intimation to Estate Office.
- 15 Calculation of Income Tax and recovery thereof from the staff liable to pay the tax at source, issuance of Form 16 to all the staff, filing of quarterly/Annual reports in respect of all the Income Tax payers, with the Income Tax Department and all allied matters in this regard.
- 16 Preparation of Due and drawn statement of all the Gazetted officers/Non-gazetted staff of Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section and ATFE, when there is any revision of pay retrospectively.

- 17 Correspondence with other Ministries/ Departments regarding pay and allowances, contingencies, recoveries, etc. in respect of Gazetted officers/Non-gazetted staff of Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section and ATFE.
- 18 Correspondence with PAO regarding any of the above mentioned matter/s pertaining to the abovementioned employees.
- 19 Verification of GPF credits of all Officers and staff of Main Secretariat, Litigation (High Court), Litigation (LC) sections, ATFE who apply for GPF advance or withdrawal.
- 20 Preparation of all contingent bills viz., Office Expenses, Other Charges, Wages, Grant-in-aid, Hospitality, Publications, etc. under the control of administration of Department of Legal Affairs, ATFE and Administration of Justice.
- 21 Payment of Wages to persons appointed as Daily Wagers on contract basis.
- 22 All matters pertaining to settlement of Conveyance in respect of all the staff including daily wagers in the Main Secretariat, Litigation (High Court)/(Lower Court) sections, ATFE, etc.
- 23 All matters pertaining to OTA in respect of staff in the Main Secretariat, Litigation (High Court)/(Lower Court) sections, ATFE, etc.
- 24 Preparation of bills and reimbursement of charges on purchase of newspapers and periodicals to the officers entitled to the same.
- 25 Maintenance of separate Registers in respect of expenses incurred on account of Office Expenses, Other Charges, Wages, Grant-in-aid, Hospitality, Publications, etc. under the control of administration of Department of Legal Affairs including ATFE and Administration of Justice.
- 26 Settlement of TA bills received from M/s Balmer Lawrie & Co. Ltd. in respect of both domestic and international journeys performed by Hon'ble MLJ and his family members, Officers/staff of Hon'ble MLJ and , Officerws and staff of Department of Legal Affairs (Main Secretariat, Litigation (High Court)/Litigation (Lower Court) sections/ ATFE and AJ.
- 27 Processing and preparation of Leave Travel Concession Advance/ Settlement bills in respect of Officers/staff of the Department of Legal Affairs (Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section, ATFE) and staff of the Hon'ble Minister for Law and Justice.
- 28 Processing and preparation of Travelling Allowance Advance/Settlement bills in respect of Officers/staff of Department of Legal Affairs (Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section)and ATFE on account of their official tour, transfer, retirement, training, etc.
- 29 Maintenance of TA Register for Domestic tours, Foreign tours, Tour of Cabinet Minister in respect of Department of Legal Affairs (Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section), ATFE, AJ.
- 30 Maintenance of LTC Register in r/o Officers/staff of Department of Legal Affairs (Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section)and ATFE and a separate register for the journey performed by them to North Eastern Region and Jammu & Kashmir

- 31 All matters relating to Telephones viz., installation, shifting, transfer, maintenance of the Landline phones provided to officers/sections in the Main Secretariat and office/residence of AG/SG/ASGs and their personal staff.
- 32 All matters relating to Intercom facility in Shastri Bhavan around 250 connections viz., installation, shifting, transfer, maintenance of the instruments provided to officers/sections in the Main Secretariat.
- 33 Maintenance of Intercom Exchange.
- 34 Collection of telephone bills in time (around 200 connections are at present), scrutiny of the same and making payment after obtaining approval for the same.
- 35 Providing RAX connection to the Officers of rank of Additional Secretary and above including Minister for Law and Justice, Attorney General and Solicitor General.
- 36 Reimbursement of about 50 landline and mobile phone charges in respect of all the officers entitled to the same
- 37 Payment of Newspaper and periodical bills supplied to Office of Minister, Chairperson, ATFE & Member, ATFE.
- 38 Parliament question on the above matters.
- 39 Miscellaneous work like preparation of acquittance rolls, making appropriate entries in Bill Register, Cheque Authority Register, etc.
- 40 Information on Court cases.
- 41 RTI questions pertaining to the above matters.
- 42 Reconciliation of figures of Department of Legal Affairs (Main Secretariat, Litigation (High Court) section, Litigation (Lower Court) section), ATFE and AJ, with the figures of the Pay and Accounts Office, on monthly basis.