

## Advice 'A' Section

Advice work pertaining to various Ministries and Departments as stated below.

1. Ministry of Home Affairs.
2. Ministry of External Affairs.
3. Ministry of Personnel, Training & Pensioner's Welfare.
4. Ministry of Defence.
5. Ministry of Road Transport & Highways.
6. Ministry of Labour.
7. Ministry of Chemicals & Fertilizers.
8. Ministry of Steel.
9. Ministry of Mines.
10. Department of Justice.
11. Ministry of Social Justice & Empowerment.
12. Ministry of Coal.
13. Ministry of Communications
14. Ministry of Skill Development and Entrepreneurship
15. Development of North Eastern Region
16. Union Public Service Commission
17. Staff selection commission
18. Central Information Commission
19. Ministry of Shipping
20. Ministry of Civil Aviation
21. Ministry of Tribal Affairs
22. Ministry of Minority Affairs
23. Ministry of Petroleum & Natural Gas
24. Ministry of Tourism

25. Election Commission of India
26. Central Vigilance Commission
27. Conveyancing matters including house building advance cases of all the Ministries and Departments.
28. Forty- Second Constitution Amendment –Challenge in courts - correspondences relating to the subject.
29. RTI applications and Third Party notices under Section 11 of the RTI Act, 2005 received from various ministries in respect of legal advices tendered by this Ministry.
30. Miscellaneous work, that is, Diary, Despatch, marking of files, tracing precedents, keeping record of Cabinet Notes, Cabinet Meetings, State Bill Register, Movement Register, Index Register and arranging numerous opinion tendered by different officers of the Department etc. and yearly scanning and indexing of the opinions in the Section given proper title, short subjects and typed ministries-wise, and also prepared State Bill/Private Member Bill/Cabinet Note and Parliament Assurances Register with index which required detailed and minute reading of each precedent before making short title.

## Advice 'B' Section

The Section is dealing with the advice work of following Ministries:-

1. Ministry of Finance
2. Ministry of Corporate Affairs
3. Ministry of Heavy Industry & Public Enterprises
4. Ministry of Micro, Small & Medium Enterprises
5. Ministry of Railways
6. Ministry of Housing & Urban Affairs
7. Ministry of Commerce & Industry
8. Ministry of Parliamentary Affairs
9. Lok Sabha Secretariat
10. Rajya Sabha Secretariat
11. President Secretariat
12. Prime Minister Office
13. Cabinet Secretariat
14. Ministry of Science & Technology
15. Ministry of Jal Shakti
16. Ministry of Textiles
17. Ministry of Health and Family Welfare.
18. Ministry of New and Renewable Energy
19. Department of Atomic Energy
20. Ministry of Power
21. Comptroller and Auditor General for India
22. NITI Aayog
23. Ministry of Information & Broadcasting
24. Ministry of Environment & Forests
25. Ministry of Agriculture
26. Ministry of Rural Development
27. Ministry of Consumer Affairs, Food & Public Distribution
28. Ministry of Education
29. Ministry of Culture
30. Ministry of Youth Affairs & Sports
31. Ministry of Food Processing Industries

32. Ministry of Statistics & Programme Implementation
33. Department of Space
34. Ministry of Panchayati Raj,
35. Ministry of Women & Child Development
36. Ministry of Earth Sciences
37. Ministry of Fisheries, Animal Husbandry & Dairying
38. Ministry of Cooperation
39. Ministry of Ayush
40. Ministry of Law & Justice
41. Ministry of Electronics & Information Technology
42. Parliamentary work.
43. CoD Meetings
44. Miscellaneous work, that is, Diary, Despatch, marking of files, tracing precedents, keeping record of Cabinet Notes, Cabinet Meetings, Movement Register, Index Register and arranging numerous opinion tendered by different officers of the Department etc. and yearly scanning and indexing of the opinions in the Section given proper title, short subjects and typed ministries-wise, and also prepare Private Member Bill/Cabinet Note and Parliament Assurances Register with index which required detailed and minute reading of each precedent before making short title.

### Advice 'C' Section

1. Review and weeding out of old opinions and precedents.
2. Coordination and maintenance of Law Officers opinions.
3. Coordination and maintenance of Central Index Slips in respect of opinions.
4. Obtaining opinions of Law Officers on the statement of cases prepared by the Officers.
5. Printing of Law Officers opinions.
6. Index of Law Officers opinions and Index of opinions in the Advice Branch.
7. Undertaking research on any Legal problem entrusted by the senior Officers.
8. Maintenance of documents and records relating to the International / Conferences/Meeting attended by the Officers.
9. RTI applications and Third Party notices under Section 11 of the RTI Act, 2005 received from various ministries in respect of legal advices tendered by this Ministry.