

Functions of Advice Section

The Advice Sections in the Department are responsible for handling and processing files received from various Ministries/Departments of the Government of India for obtaining legal advice. The sections regulate the movement, allocation, and monitoring of such files to ensure timely and proper legal consultation. The Advice Sections are, namely Advice A, Advice B, and Advice C, and their functions are broadly as follows:

Advice A Section

❖ Advice A Section manages advice references from the following Ministries/Departments.

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| 1. Ministry of Home Affairs. | 14. Ministry of Skill Development |
| 2. Ministry of External Affairs. | Entrepreneurship |
| 3. Ministry of Personnel, Training & Pensioner's Welfare. | 15. Development of North Eastern Region |
| 4. Ministry of Defence. | 16. Union Public Service Commission |
| 5. Ministry of Road Transport & Highways | 17. Staff selection commission |
| 6. Ministry of Labour. | 18. Central Information Commission |
| 7. Ministry of Chemicals & Fertilizers. | 19. Ministry of Shipping |
| 8. Ministry of Steel. | 20. Ministry of Civil Aviation |
| 9. Ministry of Mines. | 21. Ministry of Tribal Affairs |
| 10. Department of Justice. | 22. Ministry of Minority Affairs |
| 11. Ministry of Social Justice & Empowerment. | 23. Ministry of Petroleum & Natural Gas |
| 12. Ministry of Coal. | 24. Ministry of Tourism |
| 13. Ministry of Communications | 25. Election Commission of India |
| | 26. Central Vigilance Commission |
| | 27. National Security Council |

- ❖ Manages references pertaining to conveyancing matters.
- ❖ Marking of e-files and physical references for advice to concerned group heads.
- ❖ Diary/ despatch of advice files.
- ❖ Indexing of important references.
- ❖ Put up RTI & PG applications pertaining to advice section A&B.

Advice B Section

❖ Advice B Section handles advice references from the following Ministries/Departments.

1. Ministry of Finance
2. Ministry of Corporate Affairs
3. Ministry of Heavy Industry
4. Public Enterprises
5. Ministry of Micro, Small & Medium Enterprises
6. Ministry of Railways
7. Ministry of Housing & Urban Affairs
8. Ministry of Commerce & Industry
9. Ministry of Parliamentary Affairs
10. Lok Sabha Secretariat
11. Rajya Sabha Secretariat
12. President Secretariat
13. Prime Minister Office
14. Cabinet Secretariat
15. Ministry of Science & Technology
16. Ministry of Jal Shakti
17. Ministry of Textiles
18. Ministry of Health and Family Welfare.
19. Ministry of New and Renewable Energy
20. Department of Atomic Energy
21. Ministry of Power
22. Comptroller and Auditor General for India
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 & 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. NTRO
43. NITI Aayog

❖ Marking of e-files and physical references for advice to concerned group heads.

❖ Diary/ despatch of advice files.

❖ Indexing of important advices for internal reference.

❖ Put up Parliaments questions and related matters pertaining to Advice Sections.

Advice C Section

- ❖ Maintaining a systematic record of legal advice rendered by Ld. AGI/SGL.
- ❖ Review and weeding out of old opinions and precedents.
- ❖ Undertaking research on any Legal problem entrusted by the senior Officers.
- ❖ RTI applications pertaining to Advice C section.
