

No.15011/55/2010-Jus(AU)Vol.II
Government of India
Department of Justice


Jaisalmer House, 26 Mansingh Road,
New Delhi. Dated: 31st March, 2016.

CORRIGENDUM

In partial supersession of Order of even number dated 10th Dec.,2015, relating to allocation of work in the Department of Justice, the following changes are made:

Subject Matter	Name & Designation of Under Secretary	Name & Designation of the Director/DS	Name of Joint Secretary
Desk	No change	No change	Shri R.K. Kashyap
Administration	No change	No change	Shri R.K. Kashyap
A2J UNDP	No change	No change	Shri Atul Kaushik
A2J NEJK	No change	No change	Shri Atul Kaushik
LAP	No change	No change	Shri Atul Kaushik
Justice II	Shri R.S. Sidhu	No change	No change

The other provisions of Order dated 10-12-2015 remain unaltered.


(V.K. Tripathi)
Director(Admn.)
Tel: 23385332

To

1. PSO to Secretary(J)/PSs to JS(AK)/JS(AKG)/JS(RKK)
2. All Officers/Desks/Sections in DoJ
3. Technical Director, NIC
4. RTI Section, MHA
5. Guard file.
6. NIC – For uploading on the website

F. NO.15011/55/2014-Jus (AU)

Government of India

Department of Justice

Jaisalmer House, 26 Mansingh Road,
New Delhi, Dated:10th Dec.,2015

ORDER

In supersession to all previous orders on allocation of work in the Department of Justice, the work allocation among the Officers/Sections in the Department of Justice is revised as under with immediate effect:

Subject Matters Desk	Name & Designation of Under Secretary	Name & Designation of the Director/DS	Name of Joint Secretary
I. Appointment of Chief Justice of India and Judges of the Supreme Court. II. Appointment of Chief Justices and Judges in the High Courts. III. Appointment of Acting Chief Justices in the High Courts. IV. Transfer of Chief Justices/Judges from one High Court to another. V. Benches of High Courts/jurisdiction VI. Change of name of High Courts VII. Gradation List of Higher Judicial Service Officers of the States. VIII. Statistics information about the appointment/retirement of Judges of Supreme Court and High Courts. IX. Foreign (official/private) visits of Judges of Supreme Court and High Courts. X. Up-dation of information in DoJ Website concerning Desk-I.	K.C. Thang US(Desk-I)	A.N Saxena Deputy Secretary	Praveen Garg JS(PG)
I. Appointment of Chief Justices and Judges in the High Courts. II. Appointment of Acting Chief Justices in the High Courts. III. Transfer of Chief Justices/Judges from one High Court to another. IV. Gradation List of Higher Judicial Service Officers of the States. V. Judge Strength of Supreme Court and High Courts. VI. General policy aspects. VII. Statistics information about the appointment/retirement of Judges of Supreme Court and High Courts VIII. Foreign (official/private) visits of Judges of Supreme Court and High Courts. IX. Up-dation of information in DoJ Web site concerning Desk-I.	Vijay Gopal, US(Desk-II)	A.N Saxena Deputy Secretary	Praveen Garg JS(PG)



Subject Matter ADMINISTRATION	Name & Designation of Under Secretary	Name & Designation of the Director/DS	Name of Joint Secretary
I. All work pertaining to Parliament II. Monitoring of VIP reference. III. Budget (Non Plan). IV. Procurement and AMC of photocopier, TV/LCD. V. Library VI. Audit Para. VII. Record Management. VIII. Coordination work within the Department. IX. Implementation of RTI Act, Quarterly Annual Returns of RTI Application etc. X. Cash/clearance of Bill. XI. Preparation of Salary and other Bills. XII. Telephone /Fax	Sanjay Chatterjee US(Admn.II)	V.K Tripathi Dir(Admin)	Praveen Garg JS(PG)
ADMINISTRATION I. Disaster Management. II. Administrative work of Regular Staff & contractual staff. III. Imprest/Permanent Advance IV. Procurement of Stationery, electronic equipment etc. V. Canteen Logistics, etc. VI. Annual Report. VII. E-Office. e-Samiksha, DSC, VLMS, RFD, Website Digitisation VIII. Swachh Bharat Mission IX. Hiring of vehicle related work, Logbook. X. Housekeeping, horticulture. XI. BAS (Attendance), maintenance of Leave Record. XII. Drinking Water	Prem Lata Kaushik US (Admn.I)	V.K Tripathi Dir (Admn)	Praveen Garg JS(PG)

21

Subject Matters Access to Justice (UNDP) (LEGAL EMPOWERMENT)	Name & Designation of Under Secretary	Name & Designation of Director/Deputy Secy.	Name of Joint Secretary
<ol style="list-style-type: none"> I. Planning, coordinating and monitoring work of LEP team. Coordination with project implementing agencies and other responsible parties and contracted institutions. II. Monitoring, evaluation and documentations of the different activities of the project. III. Technical legal input into all project activities. Review of reports and deliverables submitted by project partners. Dialogue with SLSA's, NALSA, Judicial Academies and other state agencies. Managing project fund, including request for proposals etc. IV. Secretarial assistance, keeping regular track of UNDP ATLAS, maintain up to date records of all project expenditures, preparing disbursement requests etc. Day to day administrative tasks, including routine housekeeping, supervision of ancillary staff. Logistical and travel arrangements for project team and project partners and organizing events, meetings, conferences etc. V. Under-trial, in so far as legal empowerment is concerned. 	Premlata Kaushik US(Admn-I)	V. K Tripathi Director(Admn)	Praveen Garg JS(PG)
Subject Matters Access to Justice (NEJK)	Name & Designation of Under Secretary	Name & Designation of Director/Deputy Secy.	Name of Joint Secretary
<ol style="list-style-type: none"> I. Planning, coordination, implementation and overall monitoring of Project Activities. II. Annual Work Plans III. Coordination with NALSA, SLSAs and SJAs IV. Foster strategic partnerships with State agencies V. Provide legal inputs in developing request for proposals and short listing of proposals. VI. Develop result & monitoring framework and indicators aligned with project objectives and targets. VII. Develop monitoring system to track physical and financial progress. VIII. Implement M&E activities as per work plan. IX. Collect and analyze data and prepare of periodical reports. X. Documentation of Project activities. XI. Prepare sanction order and coordinate with IFD. XII. Prepare contracts/agreements, ensure timely approval and follow up. XIII. Prepare Request for Proposals, Terms of Reference (TORs) and ensure publication and selections. XIV. Maintain contractual records and documentations. XV. Monitor Project partner's/parties satisfaction with project terms and conditions. 	Premlata Kaushik US(NE&JK)	V.K. Tripathi, Director(Admn)	Praveen Garg JS(PG)

Subject Matters LEGAL AID TO POOR(NALSA)	Name & Designation of Under Secretary	Name & Designation of Director/DS	Name of Joint Secretary
1. The entire work relating to NALSA, SLSAs, Supreme Court Legal Services Committees etc, including numerous representations for legal aid from individuals, as well as through PMO and Presidents Secretariat, references from SLSs, Parliament Questions, Assurances, laying Reports on the Table of the House, Amendment of various Rules/Acts, Issue of Notifications, RTIs, Court Cases etc, i.e. entire work pertaining to 'Legal Aid to Poor'.	Premlata Kaushik US(Admn-I)	V.K. Tripathi Director (Admn)	Praveen Garg JS(PG)


Li

Subject Matter JUSTICE-I			
I. References regarding Central/State Legislations. II. Service conditions of Supreme Court and High Court Judges. III. Matters relating to official residences of Judges. IV. Presidential requests for nomination of Judges of Supreme Court and High Courts to Commissions, Tribunals etc. V. The Supreme Court Rules – High Court Rules. VI. Implementation of the First National Judicial Pay Commission Report and the Report of Justice Padmanabhan Committee in respect of Judicial Officers of Union Territories. VII. Matters relating to SC/ST reservation in judicial service. VIII. References regarding subordinate judiciary. IX. Visit of foreign delegation to India and MoU with other countries. X. Court cases relating to service conditions. XI. Grant of pensionary benefits and leave to Judges of the Supreme Court and High Courts, Delhi High Court and Punjab and Haryana High Court, etc. XII. Matters relating to judicial service and courts in Delhi and establishment of the Punjab and Haryana High Court and the UT's. XIII. Matters relating to judicial service and courts in the Union Territories other than Delhi. XIV. Creation of posts in subordinate courts in the Union Territories, except Delhi. XV. Work relating to National Judicial Academy. XVI. Court cases, furnishing clarifications etc. XVII. Cases relating to enhancement of original pecuniary jurisdiction of District Courts of Delhi. XVIII. Matter relating to leave of Judges. XIX. CPGRAMS. XX. Administration of Contempt of Court Act. XXI. Administration of Stamp Duty Act. XXII. Administration of Court fees Act. XXIII. Grievances	D.C. Pathak Under Secretary	Y.M. Pandey Dir(J-I)	Anil Kumar Singh JS(AKS)

Subject Matters	Name & Designation of Under Secretary	Name & Designation of Director/Deputy Secy.	Name of Joint Secretary
JUSTICE-II			
i. CM/CJ conference	P.P. Gupta Under Secretary	Shri Prasanth Kumar Director(J-II)	Atul Kaushik JS(AK)
ii. Constitution and organisation of Special Courts.			
iii. Family Courts.			
iv. Fast Track Courts.			
v. Administrative Reforms Commission.			
vi. Citizen's Charter.			
vii. Comments for Cabinet Notes of other Department.			
viii. ISO9001 Certification.			
ix. Model Court Project.			
x. 14 th Finance Commission.			
xi. All matters relating to TFC grants.			
xii. All matters relating to e-courts.			
xiii. Processing of Fund Release Requests from NIC.			
xiv. Matter relating to Central Tribunal Division(Residual Work)			

Subject Matters	Name & Designation of Under Secretary	Name & Designation of Director/Deputy Secy.	Name of Joint Secretary
NATIONAL MISSION			
i. Formation of Five Year Plan, Annual Plan, Outcome Budget.	Z.A. Khan Under Secretary	C.K. Reejonia Deputy Secretary	Anil Kumar Gulati JS(AKG)
ii. Preparation of saving & surrender, Statement of Budget Estimates, Detailed Demand for Grants, BE and RE.			
iii. Planning Commission matters, dealing with Budget and Account Section, Legislative Department.			
iv. Internal Audit, Audit of the Appropriation Account, CAG Audit. Annual Report.			
v. Parliamentary Standing Committee with respect to Budget proposals etc.			
vi. Implementation and monitoring of Centrally Sponsored Scheme (CSS) for Infrastructure Development for Subordinate Judiciary, Implementation and monitoring of Gram Nyayalayas Scheme.			

Subject Matters NATIONAL MISSION	Name & Designation of Under Secretary	Name & Designation of Director/Deputy Secy.	Name of Joint Secretary
i. Implementation and Monitoring of State Litigation Policies. ii. Matters relating to Judicial Impact Assessment. iii. Negotiable Instrument Act, 1881, Arbitration and Conciliation Act, 1996, Motor Vehicle Act, Electricity Act, 2003 and other Acts, rules and regulations. iv. Issues relating to speedy trial of cases, including amendments to NI Act, Arbitration and Conciliation Act, Motor Vehicle Act etc. Fast tracking of procedures in courts and Process-Reengineering. v. Compile, maintain, record suggestions / comments received in National Mission from various quarters with regard to Judicial Reforms, Legal Reforms, Bar Reforms etc. vi. Matters relating to doubling of courts and increasing strength of Subordinate Judiciary. vii. Matters relating to National Court Management System (NCMS). viii. Matters relating to All India Judicial Service. ix. Statistical data on institution, disposal and pendency of cases in Supreme Court, High Courts and Subordinate Courts. x. Statistical data on Pendency Reduction Drives. xi. Correspondence with National Crime Records Bureau (NCRB) and other Departments on collection of data relating to court cases. xii. Preparation of documents, agenda paper, minutes for meetings / Conferences organised by National Mission. xiii. Justice delivery and legal reforms(UNDP)	Z.A. Khan Under Secretary	C.K. Reejonia Deputy Secretary	Anil Kumar Gulati JS(AKG)


 (Praveen Garg)
 Joint Secretary

To

1. PSO to Secretary(J)/PSs to JS(Reg. & Insp.), JS (AKG), JS (AKC)
2. All Officers/Desks/Sections in DoJ
3. Technical Director, NIC
4. RTI Section, MHA
5. Guard file.
6. NIC, DOJ- for uploading on the website