

No.15011/55/2015-Jus (AU)
Government of India
Department of Justice

Jaisalmer House, 26 Man Singh Road,
New Delhi.

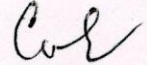
Dated: 01/03/2018

Office Order

The undersigned is directed to convey following modification to the distribution of work in Department of Justice:

Name of Officer	Present Work allocation	Revised work allocation
Sh A.K.Lal, Joint Secretary	E-Courts & Justice-II	Justice-II

2. The work of e-Courts will be looked after by Shri G.R. Raghavender, Joint Secretary until further orders.
3. These orders issue with the approval of the competent authority.



(Prem Lata Kaushik)
Under Secretary (Admn-I)
Tel.No.23072549

Copy to;

1. PSO to Secretary (Justice)
2. PS to all Joint Secretaries.
3. All Officers in Department of Justice *via email*
4. Guard file
5. NIC for uploading on the website.

F.No.15011/55/2015– JUS (AU)
Government of India
(Department of Justice)

Jaisalmer House, 26 Mansingh Road
New Delhi, 12th February 2018

OFFICE ORDER

The undersigned is directed to say that Sh. Giridhar G.Pai, Director has joined this Department w.e.f. 06.02.2018. The following will be the work allocation to the officer with immediate effect:

Name of the Officer	Work Allocated	Reporting Authority	Link officer
Sh.Giridhar G.Pai, Director	National Mission for Justice Delivery & Legal Reforms (except Judicial Reforms)	Sh.G.R.Raghavender, Joint Secretary	Sh.C.K Reejonia, Deputy Secretary
	Legal Aid to Poor and Access to Justice, as per details attached	Sh.S.C.Barmma, Joint Secretary	Sh.Muralidhar Pandey, Director

2. The details of the works allocated are appended.
3. This issues with the approval of the Competent Authority.

(Prem Lata Kaushik)
Under Secretary to Government of India
Tel. No. 23072549

Copy to:

1. PSO to Secretary (J)
2. PS to all the Joint Secretaries
3. Dir (J-II), Dir(GGP)/DS(NM)
4. US(NM)/NM Section/JR Section/Access to Justice (NEJK)/ Access to Justice (LEP)
5. All officers in DoJ (via mail)
6. Guard file
7. NIC for uploading on the e-office and making necessary changes on DoJ's website

Major Items of work	Reporting to
<p data-bbox="256 118 1018 152">National Mission for Justice Delivery & Legal Reforms</p> <ul style="list-style-type: none"> <li data-bbox="256 197 1206 309">● All matters relating to National Mission for Justice Delivery, including implementation of Action Plan, convening meetings of the Advisory Council and implementation of its decisions. <li data-bbox="256 315 1206 427">● Pursuing with Judiciary and State Governments for monitoring pendency, judges strength in subordinate judiciary, and other judicial & legal reforms. <li data-bbox="256 434 1206 501">● Action on suggestions, comments, recommendations, complaints, grievances and other petitions/representations/letters from public. <li data-bbox="256 508 1206 658">● Action on references from other Ministries, Departments, PMO, President Secretariat, State Governments, Supreme Court, High Courts on various issues relating to justice delivery, legal and judicial reforms, pendency, etc. <li data-bbox="256 665 1206 846">● All matters relating to implementation of Plan Schemes for Action Research and Studies on Judicial Reforms, including inviting proposals, examination of proposals, convening meetings of Project Sanctioning Committee (PSC), action on decisions of PSC, obtaining approval of IFD and release of funds. <li data-bbox="256 853 1166 887">● Service agreement with EdCil for providing manpower to Mission. <li data-bbox="256 893 667 927">● Judicial Impact Assessment <li data-bbox="256 934 863 967">● Ease of doing business/Commercial Courts <li data-bbox="256 974 635 1008">● All India Judicial Service <li data-bbox="256 1014 847 1048">● Any other matter pertaining to the subject 	<p data-bbox="1225 118 1353 152">JS(GRR)</p>
<p data-bbox="256 1081 517 1115">Legal Aid to Poor:</p> <ul style="list-style-type: none"> <li data-bbox="256 1122 1206 1234">● Amendment to the Legal Services Authorities Act, 1987, Permanent Lok Adalat Rules, 2003, National Legal Services Authority Rules, 1995; Supreme Court Legal Services Committee Rules, 2000 <li data-bbox="256 1240 1206 1308">● Nomination of the Executive Chairman of NALSA and appointment of Member Secretary, NALSA <li data-bbox="256 1314 1206 1382">● Reconstitution of the Central Authority as and when any vacancy arises and brief for the Meeting of the Central Authority <li data-bbox="256 1388 1206 1603">● Laying of notification related to the Rules/Regulations framed under the Legal Services Act, 1987 on the Table of both the Houses of Parliament; laying of Annual Reports and Annual Audited Accounts of NALSA on the Table of both Houses of Parliament; laying of Annual accounts of SLSA/DLSA Chandigarh on the Table of both the Houses of Parliament. <li data-bbox="256 1610 751 1644">● Release of grant-in-aid to NALSA <li data-bbox="256 1650 1150 1684">● Performance Budget in respect of Legal Aid to Poor and NALSA <li data-bbox="256 1691 1206 1758">● Monitoring monthly expenditure in respect of grant-in-aid to NALSA <li data-bbox="256 1765 1206 1877">● Parliament Questions relating to Legal Aid to Poor and NALSA, Access to Justice NE/J&K, Access to Justice of UNDP & related assurances <li data-bbox="256 1883 1206 1951">● Creation of posts for NALSA , Supreme Court Legal Services Committee, Supreme Court Mediation Centre <li data-bbox="256 1957 1066 1991">● Outsourcing the staff for Supreme Court Mediation Centre <li data-bbox="256 1998 1206 2110">● Creation of posts for Permanent Lok Adalat, State Legal Services Authorities and Mediation and Conciliation Centres in District court in UT <li data-bbox="256 2116 1206 2184">● Organizing the study visit of Parliament Standing Committee of the Ministry to various states on NALSA matters 	<p data-bbox="1225 1081 1353 1115">JS(SCB)</p>

<ul style="list-style-type: none"> ● Court Cases related to the legal aid programmes ● VIP cases, representations received from the public; public grievances; RTI Matters ● Any other matter pertaining to the subject <p>Access to Justice:</p> <ul style="list-style-type: none"> ● Looking over overall project progress related to access to justice and legal empowerment ● Coordination with Project implementation agencies ● Weekly meetings on project activities with A2J NEJK team & A2J(Extended) team ● Regular monitoring of financial progress & goals in the projects ● Updating online monitoring portal with each team ● Presentation on weekly progress of A2J project activities ● Guiding PMT for preparing an effective monitoring maps, action plans ● Attending workshops , training programmes relating to respective projects; Miscellaneous work related to project ● Tele Law Scheme, Nyay Mitra Scheme and Pro Bono Scheme ● Any other matter pertaining to the subject 	
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Work Allocation of Sh.A.N.Saxena, DS

Major Items of work	Reporting to
i) Appointment of CJI and Judges of Supreme Court; ii) Appointment of Chief Justices and Judges of High Courts; iii) Appointment of Acting Chief Justices in High Courts; iv) Transfer of Justices / Judges from one High Court to another; v) Benches of High Courts; change of name of High Courts; vi) Maintenance / Updating data about appointment / retired Judges of High Courts / Supreme Court; vii) Foreign visits of Judges of High Courts and Supreme Court; and viii) Court cases / Parliament Questions / Private Member Bills / VIP References.	JS(RKK)

Work Allocation of Dr.K.S.Jayachandran, DS

Major Items of work	Reporting to
<p>Work relating to eCourt MMP Phase II: Member of the eCourts Project Management Unit of the Department of Justice. The objectives of the position include looking after day to day management and monitoring of the Project for budgetary aspects, release of funds and timely completion of financial deadlines as well as responsibilities towards the Parliament. The tasks include project planning, financial planning and monitoring, reporting, team management, communication and coordination with various stake holders, such as State Governments, National Informatics Centre, eCommittee of Supreme Court of India, High Courts, District and subordinate courts.</p>	JS(AKL)
<p>Administration:</p> <ol style="list-style-type: none"> i. Establishment matters ii. Procurement and AMC matters iii. Parliament matters, including Standing Committee and Consultative committee iv. Documentation and compilation works including Annual Reports, Monthly Report to Cabinet v. Compilation and preparation of departmental briefs/speeches/reports vi. R&I, Monitoring of VIP reference. vii. Budget (Non Plan) and DDG viii. Audit Para. ix. Record Management & Library x. Nodal officer for egovernance, Information Security, IPV6 policy implementation, Website management xi. Coordination within the Department and IFD. xii. Cash/clearance of Bills. xiii. Preparation of Salary and other Bills xiv. Training, administrative work of Regular Staff & contractual staff. xv. Imprest / Permanent Advance xvi. Organizing meetings xvii. NIC, E-Office, e-Samiksha, Pragati, DSC, RFD, digitization xviii. House-keeping issues including maintenance, canteens and gardening xix. Swachh Bharat Mission xx. Vehicle related works, Logbook. xxi. BAS (Attendance), Maintenance of Leave Record xxii. Telephone/FAX xxiii. Disaster Management. xxiv. Official Language xxv. Implementation of RTI Act, Quarterly Annual Returns of RTI Application etc. 	JS(RKK)

Work Allocation of Sh.C.K.Reejonia, DS

Major Items of work	Reporting to
<p>JR Division</p> <p>All matters relating to implementation of Plan Schemes, namely, Centrally Sponsored Scheme for Development of Infrastructure Facilities for Judiciary; and Gram Nyayalayas Scheme;</p> <p>Online monitoring of CSS, Norms and Specifications under CSS.</p> <p>All matters relating to Budget, Annual Plan, Outcome Budget of the Department.</p> <p>Court cases, Parliament Questions, Assurances and other Parliamentary matters, VIP references, RTI matters, Budget matters, Audit matters.</p> <p>Replies to Parliamentary Standing Committee, Miscellaneous common matters, Material for Annual Report.</p>	JS(GRR)

Work Allocation of Sh.Y.M.Pande, Director

Major Items of work	Reporting to
<p>I. Administration of the Supreme Court Judges (Salaries and Conditions of Service) Act, 1958.</p> <p>II. Administration of the High Court Judges (Salaries & Conditions of Service) Act, 1954</p> <p>III. Administration of Contempt of Court Act 1971.</p> <p>IV. Administration of Stamp Duty Act 1899</p> <p>V. Administration of Court fees Act, 1870</p> <p>VI. Pension, Leave and Service Conditions of Judges of Supreme Court and High Courts</p> <p>VII. Creation of Posts, continuation of posts etc in all UTs.</p> <p>VIII. Processing for and issuance of Presidential Requests</p> <p>IX. All matters related to pay & allowances of staff/officers of Supreme Court of India/Delhi High Court and Punjab & Haryana High Court</p> <p>X. All establishment matters of Punjab & Haryana High Court</p> <p>XI. Matters relating to Subordinate Judiciary in the country including their foreign visits.</p> <p>XII. Second National Judicial Pay Commission</p> <p>XIII. MoU with foreign countries on Judicial Sector Cooperation</p> <p>XIV. Centre/State Legislations</p> <p>XV. Seeking consultation with CJI on language of the Courts.</p> <p>XVI. CPGRAMS and all manual Grievances</p>	JS(SCB)

Work Allocation of Sh.Murlidhar Pandey, Director

Major Items of work	Reporting to
I. CM/CJ conference II. Constitution and organisation of Special Courts. III. Family Courts. IV. Fast Track Courts. V. Administrative Reforms Commission. VI. Citizen's Charter. VII. National Judicial Academy VIII. Comments for Cabinet Notes of other Department. IX. ISO9001 Certification. X. Model Court Project. XI. 14 th Finance Commission. XII. All matters relating to TFC grants. XIII. All matters relating to e-courts. XIV. Processing of Fund Release Requests from NIC. XV. Matter relating to Central Tribunal Division(Residual Work)	JS(AKL)