

**CHANNEL OF
SUBMISSION AND
FINAL LEVEL OF
DISPOSAL OF CASES IN
THE DEPARTMENT OF
JUSTICE**

COMMON/GENERAL CASES

SL NO	TYPE OF CASES	CHANNEL OF SUBMISSION
1	ADMINISTRATION	
1.1	Establishment Matters	
	(i) Matters relating to Service Book of the staff, (ii) leave cases, (iii) maintenance of personal files and (iv) clearance of dues of MSMEs	ASO→US
	(i) Sanction of consultancy fee of the Consultants, (ii) settlement of claims of outsourcing agency, (iii) monitoring attendance of outsourced staff, (iv) claims of the staff (News Papers/periodicals supplied at the office/residence of Officers) and (v) claims of the staff (Conveyance Charges)	ASO→US→DS (HOD)
	(i) Attending to references received from DoPT/other Ministries & Departments in respect of Establishment/Service matters, (ii) appointment of officers under Central Staffing Scheme, (iii) appointment of officers of Central Secretariat Cadre, (iv) Parliament Questions, (v) court cases pertaining to Establishment/Service matters, (vi) matters relating to training of Staff at ISTM and other matters relating to training by Government institutions, (vii) monitoring of BIO metric attendance system of the staff of Department of Justice, (viii) Internal complaints Committee set up under Sexual Harassment of Women at Work Places, (ix) updating of information on E-Samikhsha portal in r/o establishment matters/AVMS Portal in respect of Establishment matters, (x) matters relating to Staff regarding Vigilance, Review under FR-56 (j) promotion, (xi) matters relating to e-office and (xii) matters relating to other e-enabled platforms.	ASO→US→DS (HOD)
	(i) Engagement of consultants, (ii) finalization of agency for providing of outsourced manpower, (iii) distribution of work among officers of the Department, (iv) and work relating to designation of HoD/DDO & Cashier	ASO→US→AS→Secretary
	(i) Issue of identity cards to the staff of DoJ /NALSA, (ii) monitoring of Housekeeping staff, (iii) Installation/ Shifting of MTNL Telephones and (iv) issue of temporary passes :	ASO→SO→US
	i) Processing of petrol Bills/Repair bills and other	ASO→US→DS (HOD)

<p>works related to staff Car, (ii) Sanction of bills for installation of CCTVs/Security arrangements in the Department of Justice, (iii) Payment of Canteen Bills, (iv) Processing and payment of bills of Housekeeping outsourced agency, (v) Processing and payment of Bills of all official telephone connections installed at the residence of /office of the officers, (vi) to maintain stock inventory in respect of staff car</p>	
<p>(i) Work related to upkeep and maintenance of office complex, including Liaison with CPWD to get the Civil, Electrical and Horticulture work done, Monitoring of release and utilization of funds allocated to these organisations, (ii) to coordinate with CPWD authorities, holding of meetings issue of minutes for monitoring completion of works allotted to CPWD, (iii) Procurement of ROs and AMC thereof, (iv) Installation of CCTVs/Security arrangements in the Department of Justice, (v) Matters relating to setting up and running of canteen, (vi) Cyber Security management in the Department of Justice, Global Conference on Cyber Space, (vii) Republic day/Independence day celebrations, (viii) Issue of identity cards to non-entitled categories of the staff of DoJ/ NALSA, (ix) Installation/ AMC for the EAPBX System installed in the Department of Justice and (x) Parliament Questions</p>	ASO→US→DS→AS
<p>(i) Hiring of vehicles through sourcing agencies and processing bills thereof for payment and (ii) Obtaining and processing of estimates of works for IFD concurrence, Administrative approval and financial sanction and perusing progress of works, (iii) Outsourcing of housekeeping agency</p>	ASO→US→AS→Secretary
<p>i) Distribution and inventory control of Stationery item used in the office</p>	ASO→US
<p>(i) Processing and Payment Medical Claims of the Staff of the Department of Justice, (ii) Processing and Payment of TA Claims/LTC or advance the staff, (iii) Processing and Payment Tuition fee reimbursement claim of staff, (iv) Processing and Payment of GPF advance/Withdrawal Claims, (v) Special LTC Package for Departmental Staff, (vi) Imprest Bill and adjustment thereof and (vii) payment to all outsourced staff of the Department including Consultants, DEOs/MTSs:</p>	ASO→US→DS (HOD)
<p>(i) Sanction of House Building Advance to the Staff</p>	ASO→DS→AS→Secretary

	and (ii) Sanction of computer advance to the staff	
	(i) Processing and sanction of electricity bills and water supply bills of NDMC:	ASO→US→DS (HOD)
1.2	Budget & Finance	
	(i) Work relating to settlement of debit claims of other Ministries/Departments, (ii) control and monitoring of expenditure, (iii) All matters relating to Audit and (iv) Monitoring of settlement of audit paras:	ASO→US→DS→AS
	(i) Compilation of Budget statement, (ii) Compilation of Revised estimates statement, (iii) Compilation of Final grants statement and (iv) consolidation of reply to the observations of the Standing Committee of Rajya Sabbha Secretariat on the Demands for grants of the Department of Justice, (v) Foreign deputation and foreign training of the officers of the Department of Justice.	ASO→DS→AS→Secretary
	(i) Matters relating to printing works like photocopying, spiral binding and procurement of vesting cards, D.O. letter heads and stamps and settlement of claims thereof, (ii) Processing and payment of bills of computer items and peripherals, (iii) Procurement and processing of bills of Stationery items, computer items and consumables and (iv) Processing of bills received for AMC of the computer items:	ASO→US→DS (HOD)
	(i) Handling of the issues relating to payment on GeM Portal, (ii) Maintenance of hardware and complaint registers thereof and (iii) Condemnation of items	ASO→US→DS→AS
	(i) Tender process for the maintenance of Computer items and its peripherals (AMC) like Desktop, Monitors, Printers, Scanners, UPSs etc, (ii) Tender process for the annual maintenance contract of air-conditioners and photocopying machines and CCTV systems in the Department of Justice and (iii) Uploading/finalizing of all tenders on GeM Portal	ASO→US→AS→Secretary
1.3	CASH	
	(i) Work related to DDO which includes dealing with all types of bills for pay (ii) TA, DA (iii) Medical (iv) LTC etc of the officers/staff	ASO→SO→US
1.4	RTI	
	Processing RTI applications and Appeals	CPIO→FAA→2 nd AA
1.5	R&I	
	Matters related to receipt and issue of the Department	JSA→SO→Officers concerned
2	COORDINATION	

2.1	Parliament Matters	
	Parliament Questions	US→DS/Dir→JS/AS→Secretary
	Parliament Assurances	US→DS/Dir→JS/AS→Secretary
	Works related to Parliament and Department-related Parliamentary Standing Committee, Special mentions and rules and rule 377 issues in the Parliament Work related to Consultative Committee meetings and matter relating thereto .	US→DS/Dir→JS/AS→Secretary
2.2	Other Coordination work	
	Compilation work of Annual Report and coordination within the Department to get inputs from all sections on Annual Report and submission of the same to the Legislative Department .	US→DS/Dir→JS/AS→Secretary
	Monthly D.O. Letter /Cabinet Summary Cabinet Summary	US→DS/Dir→JS/AS→Secretary
	Monitoring/examining of VIP references, updation of India year Book, Maintaining a folder for compiling weekly achievements etc . and circulation of orders etc . to all officers of DoJ	US→DS/Dir→JS/AS→Secretary
	Compilation of Court cases and Legal Notice etc. received from various authorities outside the Department	US→DS/Dir→JS/AS
	Matter relating to court cases sent by the law officers /Advocates which do not relate to Department of Justice	US→DS/Dir→JS/AS
	Compilation of Court cases issued related to transfer to LIMBS and other suggestions	US→DS/Dir→JS/AS
	All matter which requires coordination within the Department	US→DS/Director→JS/AS
3.	JUSTICE-I	
	Parliamentary matters	US/DS→JS→Secretary→MLJ
	Grant of pensionary benefits of judges of the Supreme Court and High Courts .	US→DS→JS
	Reference regarding State Legislations (Bill) .	US/DS→JS→Secretary→MLJ
	Amendment in the Supreme Court Judges Act & Rules and the High Court Judges Act & Rules .	US/DS→JS→Secretary→MLJ
	Work related to International Cooperation .	US/DS→JS→Secretary→MLJ
	MoU with other countries .	US/DS→JS→Secretary→MLJ
	Matters related to Second National Judicial Pay Commission (SNJPC) .	US/DS→JS→Secretary→MLJ
	Grant of Leave of Judges of the Supreme Court and High Courts .	US→DS→JS
	Presidential requests for nomination of judges of Supreme Court and High Courts to Commissions, Tribunal etc .	US/DS→JS→Secretary→MLJ

	Creation of Posts in Punjab & Haryana High Court .	US→DS→JS→Secretary
	Creation of posts in subordinate courts in the Union Territories .	US→DS→JS→Secretary
	Filing of Counter Affidavit in High Court/Supreme Court	US→DS→JS→Secretary
4.	ACCESS TO JUSTICE (A2J)	
	Parliamentary matters	ASO/US/Director→JS→Secretary→MLJ
	Fund Release (Schemes)	Scheme Coordinator→Director→JS→Secretary
	Fund Release (NALSA)	ASO/US/Director→JS→Secretary
	Proposal for Scheme (A2J)	Scheme Coordinator→Director→JS→Secretary
	Establishment Matters (A2J Consultants)	US→Director→JS
	Creation of Posts in SLSAs/SCLSC	ASO/US→Director→JS→Secretary→MLJ
	Filling of Counter Affidavit in Court	ASO/US→Director→JS→Secretary
5.	JUSTICE-II	
	Clarifications sought by States/HC not involving any major policy decisions, Letters/Reminders to States, Correspondence with the States relating to allocation of funds for schemes, relating to setting up of Fast Track Special Courts (FTSCs)	ASO→US→Director→JS
	Important References from PMO, Cabinet Sectt, CSS-FTSCs Releases, CSS Monitoring. NJA's Releases, GB/GC meeting of NJA etc	ASO→DS→JS→Secretary
	Cabinet Note, EFC approval, PQs, VIP references, Rule 377, Zero hour related references, Special Mention cases, Assurance and other policy matters, Preparation and laying in both the houses of Parliament the Annual Report of National Judicial Academy, Bhopal .	US→DS→JS→Secretary→MLJ
6.	ECOURTS	
	For files culminating at the level of Secretary	Dealing Hand→Director→JS→Secretary
	For files culminating at the level of Joint Secretary	Dealing Hand→US→Director→JS
7.	NMJR	
	Clarifications sought by States/HC not involving any major policy decisions, Letters/Reminders to States, Correspondence with the States relating to allocation of funds for schemes, relating to Gram Nyayalaya, inviting	Dealing Hand→US→DS→JS

	other details like annual plan, action taken, reports on audit paras, updation of Reference Material etc	
	Important References from PMO, Cabinet Sectt, CSS Released, CSS Monitoring, all EoDB matters, Task Force, Questionnaire, Reforms Update, Action Research Proposals etc	Dealing Hand→DS→JS→Secretary
	Cabinet Note, EFC approval, PQs, VIP references, Rule 377, Zero hour related references, Special Mention cases and other policy matters .	US→JS→Secretary→MLJ
8.	APPOINTMENT DIVISION	
	Appointment of Judges of Supreme Courts and High Courts	US→Director→AS→Secretary
	Disposal of other work	ASO→US→Director→AS