

F.No.15011/106/2019-Admn.(5934)

Government of India  
Ministry of Law & Justice  
Department of Justice  
(RTI Section)

Jaisalmer House, 26 Man Singh Road,  
New Delhi-110011,  
Dated: 02<sup>st</sup> September, 2022

In terms of provisions of Section 5(1) of the RTI Act, 2005, the following Officers are designated as Central Public Information Officer(CPIO) and First Appellate Authority (FAA) in respect of Department of Justice. The contact details of the officers and the work distribution is as under:

Sl. No.	Section	Central Public Information Officer (CPIO)	First Appellate Authority (FAA)	Work Distribution/Subject Matters
1.	Appointment Division	Shri Prem Chand, Under Secretary (Appointments), DoJ, Room No.12-A, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23383087, Mob: 9873734887 Email: <a href="mailto:prem.chand77@nic.in">prem.chand77@nic.in</a>	Shri Narayan Prasad, Deputy Secretary (Appointments), DoJ, Room No.12-B, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072149, Mob. 9582307590 Email: <a href="mailto:n.prasad68@gov.in">n.prasad68@gov.in</a>	i) Appointment of Chief Justice and Judges of the Supreme Court ii) Appointment of Chief Justices and Judges of the High Courts iii) Appointment of acting Chief Justices of High Courts iv) Transfer of 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 Officers of States viii) Statistical Information about the appointment/retirement of Judges of Supreme Court and High Courts ix) Foreign (Official/private) visits of Judges of Supreme Court & High Courts x) Matters relating to All India Judicial Service xi) Publication of Handbook of Judges of Supreme Court and High Courts
2.	Admin.	Shri Anant Kumar, Under Secretary (RTI), DoJ, Room No.19, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072138, Mob:8076545673 Email: <a href="mailto:anant.kumar43@gov.in">anant.kumar43@gov.in</a>	Shri Anil Sharma, Deputy Secretary (Admn. & Coord) DoJ, Room No.34-A, Jaisalmer House, 26 Man Singh Road, New Delhi- 110011 Tel: 23072136, Mob: 8800742970 Email: <a href="mailto:sharma.anil@nic.in">sharma.anil@nic.in</a>	i) All Service matters relating to Gazetted and Non-Gazetted staff of D/o Justice including maintenance of leave records and Service Books Annual Appraisal Report. Coordination with DoPT and MHA for staff ii) All matters relating to contractual Staff (Consultants) and outsourced staff (DEO & MTS) iii) Appointment of staff in Minister(s) office iv) General Maintenance and upkeep of office, premises and equipment (House-Keeping) v) Coordination with CPWD for maintenance/renovation of office building vi) Issue of Identity /CGHS Cards to the staff of the Department vii) Monitoring of Biometric Attendance System (BAS) in DoJ viii) Maintenance of AVMS Portal ix) Examination of Medical Claims for reimbursement

			<p>x) Imprest/Permanent Advance</p> <p>xi) Procurement and AMC of equipment's like RO, AC, Photocopier Machine, Computers, Printers, Franking Machine, CCTV, EPABX and other equipment required for the functioning of the office</p> <p>xii) Procurement of Stationery and other items of stock</p> <p>xiii) Maintenance of Staff Car in replacement and its disposal on condemnation. Hiring of vehicles and payment to the vendor and all other matters related thereto.</p> <p>xiv) Installation/maintenance of EPABX Systems, MTNL telephone connection and upkeep and maintenance etc. of landline telephones, EPABX.</p> <p>xv) Payment of telephone bills of DoJ and reimbursement of Telephone Bills to entitled officers</p> <p>xvi) Commemoration of important events like Constitution Day, Anti-Terrorism Day, World Tobacco Day, International Yoga Day etc.</p> <p>xvii) All matters related to hospitality and Departmental Canteen and to ensure availability of drinking water</p> <p>xviii) Complaints related to electricity, water and drainage, plumbing, maintenance and repair of electronic items</p> <p>xix) Swachh Bharat Mission and Swachhata Action Plan</p> <p>xx) Nodal Officer for She-box Portal, Internal Complaints Committee and repair of electronic items</p> <p>xxi) Implementation of RTI Act, Quarterly (Annual Returns of RTI applications)</p> <p>xxii) All works relating to debit claims from various Ministries/Departments/Parliament Secretariat.</p> <p>xxiii) Work relating to Budgeting and control over expenditure</p> <p>xxiv) Sanction of electricity and water supply bills of NDMC and all correspondence thereof</p> <p>xxv) Liaison with Audit/Accounts Departments in connection with Audit Accounts Inspections. Consolidating of compliance reports and final submission to Audit.</p> <p>xxvi) Sanction of Newspaper claims of officers and supply of Newspapers and periodicals in the office</p> <p>xxvii) Any other work allotted by the Senior Officer from time to time</p> <p>xxviii) Settlement of claims of M/s Balmer &amp; Lawrie and reconciliation of budget with PAO.</p> <p>xxix) Implementation of e-Office</p>
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3.	A2J & NEJK & LAP and NALSA	Shri Ram Singh, Section Officer (A2J & NEJK & LAP and NALSA), DoJ, Room No.36, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072147, Mob: 9971642006 Email: ramsingh.66@gov.in	Shri R. C. Ahuja, Deputy Secretary (J-I), DoJ Room No.40-B, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072148, Mob: 9540080640 Email: rc.ahuja@nic.in	<ul style="list-style-type: none"> <li>i) Planning, coordination, implementation and overall monitoring of project activities</li> <li>ii) Annual work plans</li> <li>iii) Coordination with NALSA, SLASLs and SJAs</li> <li>iv) Foster strategic partnership with state agencies.</li> <li>v) Provide legal inputs in developing request for proposals and shortlisting of proposals</li> <li>vi) Develop result and monitoring framework and indicators aligned with project objectives with targets</li> <li>vii) Develop monitoring system to track physical and financial progress</li> <li>viii) Implement M&amp;E activities as per work plan</li> <li>ix) Collect and analyse data and prepare periodical reports</li> <li>x) Documentation of project activities</li> <li>xi) Prepare sanction orders and coordinate with IFD</li> <li>x) Prepare contract agreements and ensure timely approval and follow-up</li> <li>xi) Prepare request for proposals, Terms of Reference (TORs) and ensure publication and selections</li> <li>xii) Maintain contractual records and documentations</li> <li>xiii) Monitor project Partner's parties satisfaction with project terms and conditions</li> <li>xiv) The entire work relating to NALSA, SLASLs, Supreme Court Legal Service Committee etc., including numerous representations for legal aid from individuals as well as through PMO and Presidents Secretariat, references from SLAs, Parliament Questions, assurances, laying of reports on the Table of the House. Amendments of various Rules/Acts, issue of Notifications, RTIs, court cases etc. i.e. entire work pertaining to legal aid to poor.</li> <li>xv) Activities for creating awareness on Citizens; Duties</li> </ul>
4.	Justice-I	Shri Hemendra Singh, Section Officer(J-I), DoJ, Room No.34, Jaisalmer House, 26, Man Singh Road, New Delhi-110011 Tel: 23782465, Mob: 9013336242 Email: <a href="mailto:hemendra.singh65@nic.in">hemendra.singh65@nic.in</a>	Shri Manish Kumar, Under Secretary(J-I), DoJ, Room No.34-A, Jaisalmer House, 26, Man Singh Road, New Delhi-110011 Tel: 23782465, Mob: 9910195026 Email: <a href="mailto:manishkumar.edu@nic.in">manishkumar.edu@nic.in</a>	<ul style="list-style-type: none"> <li>I) References regarding Centre/State Legislations</li> <li>ii) Service conditions of Supreme Court and High Court Judges</li> <li>iii) Presidential requests for nomination of Judges of Supreme Court and High Courts to Commissions, Tribunals etc.</li> <li>iv) The Supreme Court Rules-High Court Rules</li> <li>v) Implementation of the First National Judicial Pay Commission Report and the report of Justice Padmanabhan Committee in respect of Judicial Officers of Union Territories</li> <li>vi) References regarding subordinate judiciary</li> <li>vii) Matters relating to SC/ST reservation in Judicial Services</li> <li>viii) Visit of foreign delegations to India and MoU with other countries</li> <li>ix) Courts cases relating to service conditions</li> </ul>

				<p>x) Grant of pensionary benefits and leave to the Judges of Supreme Court and High Courts of Delhi and Punjab and Haryana etc.</p> <p>xi) Matters relating to Judicial Service and Courts in Delhi and establishment of the Punjab &amp; Haryana High Court and UTs</p> <p>xii) Matters relating to judicial service and Courts in the Union Territories other than Delhi</p> <p>xiii) Creation of posts in subordinate courts in the Union Territories other than Delhi</p> <p>xiv) Cases relating to enhancement of original pecuniary jurisdiction of District Courts in Delhi. Matters relating to leave of Judges.</p> <p>xv) CPGRAMS</p> <p>xvi) Administration of Contempt of Court Act</p> <p>xvii) Administration of Stamp Duty Act</p> <p>xviii) Administration of Court Fee Act</p> <p>xix) Grievances</p> <p>xx) Work relating to International Cooperation</p>
5.	Justice-II	<p>Shri R.K. Katiyar, Under Secretary (J-II), DoJ, Room No.29, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072549, Mob: 9818557832 Email: <a href="mailto:rk.katiyar@nic.in">rk.katiyar@nic.in</a></p>	<p>Shri Muralidhar Pandey, Director(J-II), DoJ Room No.12-D, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23385332, Mob: 9968183977 Email: <a href="mailto:p.muralidhar@gov.in">p.muralidhar@gov.in</a></p>	<p>i) CM/CJ Conference</p> <p>ii) Constitution and organization of Special Courts</p> <p>iii) Family Courts</p> <p>iv) Fast Track Courts/Fast Track Special Courts</p> <p>v) Administrative Reforms Commission</p> <p>vi) Comments for Cabinet Notes of other Departments</p> <p>vii) ISO9001 certification</p> <p>viii) Citizen Charter</p> <p>ix) Finance Commission</p> <p>x) All matters relating to TFC grants</p> <p>xi) Work relating to National Judicial Academy</p>
6.	JR Desk	<p>Shri Sahdev Singh, Under Secretary (NM/JR), DoJ, Room No.27, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072552, Mob: 8826139738 Email: <a href="mailto:sahdevsingh.68@gov.in">sahdevsingh.68@gov.in</a></p>	<p>Ms.Prem Lata Kaushik, Deputy Secretary (NM/JR), DoJ Room No.29, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072549, Mob: 9868104337 Email: <a href="mailto:pl.kaushik@nic.in">pl.kaushik@nic.in</a></p>	<p>i) Implementation and monitoring of Centrally Sponsored Scheme (CSS) for infrastructure Development for Subordinate Judiciary</p> <p>ii) implementation and monitoring of Gram Nyayalaya Scheme</p> <p>iii) Five Year Plan, Annual Plan, Outcome Budget, saving and surrender, Statement of Budget Estimates, Detailed Demand for Grants, BE and RE, Planning Commission Matters, dealing with Budget and Account Section, Legislative Department, CAG Audit, Annual Report</p>



7.	National Mission	Shri Sahdev Singh, Under Secretary (NM/JR), DoJ, Room No.27, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072552, Mob: 8826139738 Email: <a href="mailto:sahdevsingh.68@gov.in">sahdevsingh.68@gov.in</a>	Shri Yashasvi Kumar, Deputy Secretary(NM), DoJ Room No.30, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072146, Mob: 7506128582 Email: <a href="mailto:yashasvikumar.dad@gov.in">yashasvikumar.dad@gov.in</a>	<ul style="list-style-type: none"> <li>i) Implementation and monitoring of State Litigation Policies</li> <li>ii) Matters relating to Judicial Impact Assessment</li> <li>iii) Negotiable Instruments Act, 1881, Arbitration &amp; Conciliation Act, 1996, Motor Vehicle Act, Electricity Act, 2003 and other Rules and Regulations....</li> <li>iv) Issues relating to speedy trial of cases including amendments to NI Act, Arbitration &amp; Conciliation Act, 1996, Motor Vehicle Act etc., Fast tracking of procedure in Courts and process – Reengineering</li> <li>v) Compile, maintain record suggestions/comments received in National Mission from various quarters with regard to Judicial Reforms, Legal Reforms and Bar Reforms etc.</li> <li>vi) Matters relating to doubling of Courts and increasing strength of Subordinate Judiciary</li> <li>vii) Statistical data on institutions, disposal &amp; pendency of cases in Supreme Court, High Courts and Subordinate Courts</li> <li>viii) Statistical data on Pendency Reduction Drives</li> <li>ix) Correspondence with National Crime Records Bureau(NCRB) and other Departments on collection of data relating to court cases</li> <li>x) Preparation of documents, agenda paper minutes for meeting/Conferences organized by National Mission</li> <li>xi) Justice Delivery and Legal Reforms</li> </ul>
8.	E-Courts	Shri R.K. Katiyar, Under Secretary(J-II), DoJ, Room No.29, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072549, Mob: 9818557832 Email: <a href="mailto:rk.katiyar@nic.in">rk.katiyar@nic.in</a>	Shri Ashok Kumar, Director(e-Courts)), DoJ Room No.12, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072145, Mob: 9418094189 Email: <a href="mailto:akg_ips@nic.in">akg_ips@nic.in</a>	<b>eCourts Mission Mode Project Phase-II</b> <ul style="list-style-type: none"> <li>i) Connectivity (WAN &amp; Cloud)</li> <li>ii) JKMS/Software Development</li> <li>iii) Monitoring of WAN Implementation</li> <li>iv) Service Delivery</li> <li>v) Data Analytics</li> <li>vi) ICJS/CCTNS</li> <li>vii) Common Service Centre</li> <li>viii) e Payment/SBI</li> <li>ix) Project Planning</li> <li>x) NJDG Data Analysis</li> </ul>
9.	Coordination	Shri Akash Kr. Jaiswal, Section Officer (Coord.), DoJ, Room No.24, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072141, Mob: 9717909103 Email:	Shri Michael Sunder Paul Dara, Under Secretary (Coord. & DDO)), DoJ Room No.14-B, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072570, Mob: 9313932382	<ul style="list-style-type: none"> <li>i) All works related to Parliament and Department related Parliamentary Standing Committee and matters relating thereto</li> <li>ii) All work relating to Consultative Committee Meetings and matters relating thereto</li> <li>iii) 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 Legislative Department</li> <li>iv) Monthly D.O.letter/Monthly Report to Cabinet Secretary</li> </ul>

		<a href="mailto:akash.jaiswal88@nic.in">akash.jaiswal88@nic.in</a>	Email: <a href="mailto:mspaul.dara@nic.in">mspaul.dara@nic.in</a>	<p>v) All work related to weekly/fortnightly/monthly meetings of Secretary(Justice)</p> <p>vi) Training of officers and staff in India and abroad (except training at ISTM)</p> <p>vii) Foreign tour/deputation cases of the officers of the Department</p> <p>viii) Monitoring of VIP references</p> <p>ix) E-Samiksha Portal, maintenance and updation of website/dashboard of the Department. Getting timely inputs from all Sections/Divisions of Department of Justice</p> <p>x) Compilation of Court Cases and legal notices etc. received from various authorities outside the Department</p> <p>xi) Compilation of Court Cases, issues relating to transfer to LIMBS and other suggestions</p> <p>xii) All matters which requires the coordination within the Department</p>
10	CASH	<p>Shri Narendra Kumar Verma, Section Officer (Cash), DoJ, Room No.24, Jaisalmer House, 26 Man Singh Road, New Delhi-110011</p> <p>Tel: 23072141, Mob: 7042084123</p> <p>Email: <a href="mailto:narendra.verma78@nic.in">narendra.verma78@nic.in</a></p>	<p>Shri Michael Sunder Paul Dara, Under Secretary (Coord. &amp; DDO), DoJ Room No.14-B, Jaisalmer House, 26 Man Singh Road, New Delhi-110011</p> <p>Tel: 23072570, Mob: 9313932382</p> <p>Email: <a href="mailto:mspaul.dara@nic.in">mspaul.dara@nic.in</a></p>	All work relating to DDO which includes dealing with all types of bills for Pay, TA, DA of officers/staff etc.

This issues with the approval of AS(A&A).

  
(R. S. Sidhu)  
Under Secretary (Administration)  
Department of Justice  
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