

No.15011/106/2019-Jus(Admn.)/5934
Government of India
Ministry of Law & Justice
Department of Justice

Jaisalmer House, 26, Man Singh Road,
New Delhi,
Dated: 30/04/2024

In superseding of all earlier orders and 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.N | Section | Central Public Information Officer (CPIO) | First Appellate Authority (FAA) | Work Distribution/Subject Matters |
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| 1. | Appointment Division | Shri Anant Kumar, US(Appt.) Department of Justice, Room No.5B, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23383037, Mob.8076545673 Email: anant.kumar43@gov.in , | Shri Narayan Prasad, DS (Appointment) Department of Justice, Room No.12-B, Jaisalmer House, 26 Man Singh Road, New Delhi-110011. Tel: 23382978, Mob: 9582307590 Email: n.prasad68@gov.in , | 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. | A2J & NEJK & | Shri Narendra Kumar, Under Secretary(A2J & NEJK & | Shri B. Chandra Mohiyar, Director(A2J & NEJK & LAP | i) Planning, coordination, implementation and overall monitoring of project activities |

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| | LAP and NALSA | LAP and NALSA), Department of Justice, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Mob:9818864546 Email: nk.tongar@gov.in | and NALSA), Department of Justice, Room No.12-D, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23385332, Mob: 9689760001 Email: dirj1-doj@nic.in | <ul style="list-style-type: none"> ii) Annual work plans iii) Coordination with NALSA, SLASLs and SJAs iv) Foster strategic partnership with state agencies. v) Provide legal inputs in developing request for proposals and shortlisting of proposals vi) Develop result and monitoring framework and indicators aligned with project objectives with targets vii) Develop monitoring system to track physical and financial progress viii) Implement M&E activities as per work plan ix) Collect and analyse data and prepare periodical reports x) Documentation of project activities xi) Prepare sanction orders and coordinate with IFD x) Prepare contract agreements and ensure timely approval and follow-up xi) Prepare request for proposals, Terms of Reference (TORs) and ensure publication and selections xii) Maintain contractual records and documentations xiii) Monitor project Partner's parties satisfaction with project terms and conditions xiv) The entire work relating to NALSA, SLSA's, Supreme Court Legal Service Committee etc., including numerous representations for legal aid from individuals as well as through PMO and Presidents Secretariat, references from SLSs, Parliament Questions, assurances, laying of reports on the Table of the House. xv) Amendments of various Rules/Acts, issue of Notifications, RTIs, court cases etc. i.e. entire work pertaining to legal aid to poor. xvi) Activities for creating awareness on Citizens; Duties |
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| 3. | Admin | <p>Shri Sanjay Kumar Tiwari, Section Officer (Admn), Department of Justice, Room No.29, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Email: s.tiwari73@gov.in Mob.9871089735</p> | <p>Shri Sanjay Kumar, Under Secretary (Admn) Department of Justice, Room No.22-A, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23382137, Mob: 9971838095 yadav.sanjay05@nic.in</p> | <ul style="list-style-type: none"> i) All matters relating to contractual Staff and outsourced staff like Consultants, DEO, MTS and Housekeeping staff ii) All matters relating to office of Minister iii) General Maintenance and upkeep of office, premises and equipment (House-Keeping) iv) Coordination with CPWD for maintenance/renovation of office building v) Imprest/Permanent Advance vi) Procurement and AMC of equipment like RO, AC, Photocopier Machine, Computers, Laptops, Printers, Franking Machine, CCTV, EPABX and other equipment required for the functioning of the office vii) Procurement of Stationery and other items of stock and Procurement of Books for official use viii) Maintenance of Staff Car, purchase of new staff Car and its disposal on condemnation. Hiring of vehicles and payment to the vendor and all other related mater thereto ix) Installation/maintenance of EPABX Systems, MTNL telephone connection and upkeep and maintenance etc. of landline telephones, EPABX. x) Commemoration of important events like Constitution Day, Anti-Terrorism Day, World Tobacco Day, International Yoga Day etc. xi) All matters related to hospitality and Departmental Canteen and to ensure availability of drinking water in office premises xii) Swachh Bharat Mission and Swachhata Action Plan xiii) Nodal Officer for She-box Portal and Internal Complaints Committee xiv) Sanction of electricity and water supply bills |
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| | | | | <p>of NDMC and all related matters</p> <p>xv) Rain water harvesting</p> <p>xvi) Procurement of electronic Equipment and its maintenance</p> <p>xvii) Procurement and renewal of Digital Signature Certificate Electronic Equipment</p> <p>xviii) Work related to Disaster Management</p> <p>xix) Work related to Security and Chief Information Security Officer</p> <p>xx) Establishment and service-related matters of all regular staff of DoJ.</p> <p>xxi) Work relating to cash section of DoJ</p> <p>xxii) Matter relating Cadre restructuring of CSS/CSS/CSCS in DoJ</p> <p>xxiii) Liaison with DoPT/MHA for filling up the vacant posts of regular staff in DoJ</p> <p>xxiv) All works relating to debit claims from various Ministries/Departments/Parliament Secretariat.</p> <p>xxv) Training of officers and staff in India and abroad</p> <p>xxvi) Foreign tour/deputation cases of the officers of the Department</p> <p>xxvii) Payment of telephone bills of DoJ and reimbursement of Telephone Bills to entitled officers of DoJ</p> <p>xxviii) Work relating to Budgeting of DoJ and Liaison with Audit/Accounts Departments in connection with Audit Accounts Inspections. Consolidating of compliance reports and final submission to Audit.</p> <p>xxix) Sanction of Newspaper claims of officers and supply of Newspapers and periodicals in the office</p> <p>xxx) Issue of Identity/CGHS Cards to the staff of DoJ and matter relating to medical claims for reimbursement of staff of DoJ</p> |
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| | | | | xxxi) Monitoring of Biometric Attendance System in DoJ, Maintenance of AVMS Portal and Implementation of e-office xxxii) Allotment of Government Accommodation to Officers and Staff of DOJ. |
| 4. | Cash | Shri Narendra Kumar Verma, SO(Cash) narendra.verma78@nic.in , Department of Justice, Room No.24, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123072141, Mob. 7042084123 Email: narendra.verma78@nic.in | Shri Sanjay Kumar, Under Secretary (Admn) Department of Justice, Room No.22-A, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23382137, Mob: 9971838095 yadav.sanjay05@nic.in | All work relating to DDO which includes dealing with all types of bills for Pay, TA, DA of officers/staff including settlement of claims of M/s Balmer & Lawrie and reconciliation of budget with PAO |
| 5. | Coordination & Parliament | Shri Akash Kumar Jaiswal, Section Officer(Cord & Parl.), Department of Justice, Room No.24, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123072141, Mob: 9717909103 Email: akash.jaiswal88@nic.in | Shri M.S. P. Dara, Under Secretary (Cord. & Parl), Department of Justice Room No.40-B, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Mob: 9313932382 Email: mstpaul.dara@nic.in | i) Monthly D.O. letter/Monthly Report/Monthly Summary to Cabinet Secretary ii) All work related to SOM/weekly/fortnightly/monthly meetings of Secretary(Justice) iii) Work relating to E-Samiksha Portal. iv) All works related to Parliament and Department related Parliamentary Standing Committee and matters relating thereto v) All work relating to Consultative Committee Meetings and matters relating thereto vi) Compilation work of Annual Report DoJ vii) Monitoring of VIP references viii) All work relating to coordination of Court cases of DoJ. |

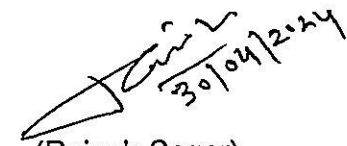
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| 6. | RTI | Shri Rajesh Sagar, Section Officer (RTI)/CAPIO, Department of Justice, Room No.22, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123385346, Mob: 9717939076 Email: rajesh.kumar72@nic.in | Shri M.S. P. Dara, Under Secretary (Cord. & Parl), Department of Justice Room No.40-B, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Mob: 9313932382 Email: mspaul.dara@nic.in | (i) Implementation of RTI Act, Quarterly (Annual Returns of RTI applications) (ii) Receiving and forwarding of RTI applications of applicant online and offline to concerned Section/Organisation (iii) Appointment of CPIOs & Appellate Authorities (iv) Information under Section 4 of the RTI Act, 2005. (v) Third Party Audit of Website of DOJ under RTI Act 2005. |
| 7. | R&I | Shri Sandeep Biswas Section Officer (R&I), Department of Justice, Room No.06, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123070673, Mob: 9899036165 Email: Sandeep.biswas@nic.in | Shri M.S. P. Dara, Under Secretary (Cord. & Parl), Department of Justice Room No.40-B, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Mob: 9313932382 Email: mspaul.dara@nic.in | (i) Marking of physical receipts received in DoJ (ii) Physical RTI Applications to be sent to RTI Section (iii) Speed Post Work & Normal post work (iv) Dak of files, letters, passes etc. delivering to other Ministries. |
| 8. | Justice-I | Shri Hemendra Singh, SO (Justice-I) Department of Justice, Room No.34, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123782465, Mob: 9013336242 Email: hemendra.singh65@nic.in , | Shri A.S. Lungreishang, Under Secretary(J-I), Department of Justice, Room No.24-A, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Mob: 9560489973 Email: shanglai.a@nic.in | i) References regarding Centre/State Legislations ii) Service conditions of Supreme Court and High Court Judges iii) Presidential requests for nomination of Judges of Supreme Court and High Courts to Commissions, Tribunals etc. iv) The Supreme Court Rules-High Court Rules 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 vi) References regarding subordinate judiciary vii) Matters relating to SC/ST reservation in Judicial Services viii) Visit of foreign delegations to India and MoU with other countries |

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| | | | | <ul style="list-style-type: none"> ix) Courts cases relating to service conditions x) Grant of pensionary benefits and leave to the Judges of Supreme Court and High Courts of Delhi and Punjab and Haryana etc. xi) Matters relating to Judicial Service and Courts in Delhi and establishment of the Punjab & Haryana High Court and UTs xii) Matters relating to judicial service and Courts in the Union Territories other than Delhi xiii) Creation of posts in subordinate courts in the Union Territories other than Delhi xiv) Cases relating to enhancement of original pecuniary jurisdiction of District Courts in Delhi. Matters relating to leave of Judges. xv) CPGRAMS xvi) Administration of Contempt of Court Act xvii) Administration of Stamp Duty Act xviii) Administration of Court Fee Act xix) Grievances xx) Work relating to International Cooperation |
| 9. | Justice-II | Shri Vijender Kumar Chhikara, Section Officer, (Justice-II) Department of Justice, Room No.22, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123385346, Mob: 9013314399 Email: yk.chhikara28@gov.in , | Ms. Lalita T. Hedao, Under Secretary(J-II), Department of Justice, Room No.23, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Mob:9810172876 Email: lalita.tejram@gov.in | <ul style="list-style-type: none"> i) CM/CJ Conference ii) Constitution and organization of Special Courts iii) Family Courts iv) Fast Track Courts/Fast Track Special Courts v) Administrative Reforms Commission vi) Comments for Cabinet Notes of other Departments vii) ISO9001 certification viii) Citizen Charter ix) Finance Commission x) All matters relating to TFC grants xi) Work relating to National Judicial Academy |
| 10. | National Mission | Ms. Amarjeet Sroa, Under Secretary(NM/JR), Department of Justice, | Ms. Radha Katyal Narang, Director (NMJR-I) Department of Justice, | <ul style="list-style-type: none"> i) Implementation and monitoring of State Litigation Policies ii) Matters relating to Judicial Impact Assessment |

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| | | <p>Room No.23, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123072140, Mob: 9810460742 Email: amarjeet.sroa@nic.in,</p> | <p>Room No.40-A, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123070673, Mob: 9868104337 Email: radha.katyal@gov.in</p> | <p>iii) Negotiable Instruments Act, 1881, Arbitration & Conciliation Act, 1996, Motor Vehicle Act, Electricity Act, 2003 and other Rules and Regulations. iv) Issues relating to speedy trial of cases including amendments to NI Act, Arbitration & Conciliation Act, 1996, Motor Vehicle Act etc., Fast tracking of procedure 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 and Bar Reforms etc. vi) Matters relating to doubling of Courts and increasing strength of Subordinate Judiciary vii) Statistical data on institutions, disposal & pendency of cases in Supreme Court, High Courts and Subordinate Courts viii) Statistical data on Pendency Reduction Drives ix) Correspondence with National Crime Records Bureau(NCRB) and other Departments on collection of data relating to court cases x) Preparation of documents, agenda paper minutes for meeting/Conferences organized by National Mission xi) Justice Delivery and Legal Reforms</p> |
| 11. | JR Desk | <p>Shri Gaurav Kumar Tripathi, Under Secretary(NMJR) Department of Justice, Room No.23, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123072140, Mob: 9990664094 Email: gaurav.tripathi@nic.in</p> | <p>Shri Yashasvi Kumar, Director (NMJR) Department of Justice, Room No.28, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123072135, Mob: 7506128582 Email: yashasvikumar.dad@gov.in</p> | <p>i) Implementation and monitoring of Centrally Sponsored Scheme (CSS) for infrastructure Development for Subordinate Judiciary ii) implementation and monitoring of Gram Nyayalaya Scheme 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> |

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| 12. | E-Courts | Shri Suresh Kumar Mahan, Section Officer(eCourts) Department of Justice, Room No.27, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 01123072552, Mob: 8285461748 Email: suresh.mahan@gov.in | Shri Ashok Kumar, Director(e-Courts)), Department of Justice, Room No.12, Jaisalmer House, 26 Man Singh Road, New Delhi-110011 Tel: 23072145, Mob: 9418094189 Email: dir-ecourts-doj@gov.in | i) Connectivity (WAN & Cloud) ii) JKMS/Software Development iii) Monitoring of WAN Implementation iv) Service Delivery v) Data Analytics vi) ICJS/CCTNS vii) Common Service Centre viii) ePayment/SBI ix) Project Planning x) NJDG Data Analysis |
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2. This issues with the approval of Competent Authority.


30/04/2024

(Rajesh Sagar)
Section Officer
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rajesh.kumar72@nic.in

To
All the Officers/Officials of Department of Justice

Copy to:
NIC, DoJ with a request to upload the OM on e-office portal, DoJ