

OFFICE ORDER

In suppression of earlier orders, and due to the joining of Additional Director of Prosecution, the distribution of work i.e. criminal and civil of legal nature is to be re-distributed/allocated amongst the following officers of Legal Cell (Head Quarter) with immediate effect:-

Name& Designation S./Sh./Smt.	Nature of work/ duties assigned	Cases to be put up
Smt. Seema Hooda, Addl. Director (HQ)	<ol style="list-style-type: none"> 1. Opinion work in the criminal cases as put up by concerned law officer with reference to decision of District Magistrates received in criminal cases in which DM has decided not to file further appeal. 2. For issuing of instructions to Advocate General, Haryana for defence of the State/ Department/ Public servant or for filing appeal etc., in criminal cases on behalf of State of Haryana. 3. Nodal Officer (CM Window Complaints & CM Announcement & CMSMGT) 4. Nodal Officer (Legal) under Litigation Policy for monitoring the civil court cases in which this department or government is party or Hon'ble Court has issued directions for compliance by this department and are pending at District Courts/ High Court/ Supreme Court or Tribunals etc., 5. Nodal Officer (Transfer) in accordance with memo no. 15/16/2017-1GSII dated 12.04.2017. 6. Nodal Officer (O&M). 7. 1st appellate authority under RTI Act 2005 for Prosecution Department (Headquarter & field offices). 8. Any other reference marked by Head of Department. 	-----
Sh. M.L.Sharma District Attorney (HQ)	<p>Vetting of written statement, affidavit, grounds of appeal, civil misc. applications, chargesheet prepared by the concerned law officer for all court cases related to all Districts.</p> <ol style="list-style-type: none"> 1. Dak marking and any other reference marked by Head of Department. 2. SPIO under RTI Act, 2005 for providing information. 3. Nodal Officer (Litigation Management System) 4. Nodal Officer (Criminal Cases) 5. Nodal Officer (Chinhit Apradh) 	He will put up the opinion work of Criminal Matter with reference to the decision of District Magistrate to the Additional Director of Prosecution and the Civil matter to worthy Director of Prosecution through Administrative Officer
Sh. Sumit Kumar, Assistant District Attorney (H.Q)	<p>He will attend all the court cases related to HQ; to help dealing assistants of HQ in getting written statements, affidavits, grounds of appeals, civil misc. applications got vetted from the O/o Advocate General, Haryana, to ensure filing of Written Statement/reply/ objections timely after necessary approval of competent authority; to maintain the list court cases; to assist Nodal Officer (legal); Opinion work in the criminal cases with reference to decision of District Magistrates related to O/o</p>	He will put up the Criminal cases to the District Attorney and Civil Cases to the worthy Director through ADP (HQ)/ District Attorney (HQ).

	District Attorneys Ambala, Charkhi Dadri, and Panipat, to deal with Litigation Management System (LMS) ; to tender opinion in the Court cases AND any other reference marked by Head of Department.	
Sh. Kapil Dev, Assistant District Attorney-I	Opinion work in the criminal cases with reference to decision of District Magistrates related to O/o District Attorneys Rohtak, Rewari, Mewat, Jind, Narnaul, Sonipat and Fatehabad ; to deal with all criminal PUC's relates to the AP(7) except PUC relates to Special Court/ Exclusive Court, Special Public Prosecutors, minutes of meeting, SOP's ; to prepare reply to Legal Notices/ representation in the direct supervision of the District Attorney (HQ); to prepare draft of charge Sheet of Rule 8 HCS (P&A) Rules and any other reference marked by Head of Department.	He will put up the Criminal/ Civil matters to the District Attorney (HQ.)
Sh. Karan Kapoor, Assistant District Attorney-II	Opinion work in the criminal cases with reference to decision of District Magistrates related to O/o District Attorneys, Gurugram, Palwal, Jhajjar, Faridabad, Bhiwani and Yamunanagar ; to deal with the CCTNS Project/ICJS , to attend personal hearing before the Govt./Commission/Tribunal , Other Misc. Work marked by W/DP, Ld. ADP (HQ)/District Attorney (HQ).	He will put up the Criminal/ Civil/ Court matters etc, to the District Attorney (HQ.)
Sh. Shiv Kumar Goyal, Assistant District Attorney-III	Opinion work in the criminal cases with reference to decision of District Magistrates related to O/o District Attorney, Karnal, Sirsa, Hisar, Kurukshetra, Kaithal and Panchkula ; PUC relates to Special Court/ Exclusive Court, Special Public Prosecutors, minutes of meeting (Criminal Matters), SOP's , to prepare Written Statement/reply in Civil Suits Writ Petitions/COCP/Objections to the Execution Petition; draft of charge Sheet of Rule 7 HCS (P&A) Rules AND any other reference marked by Head of Department.	He will put up the Criminal/ Civil matters to the District Attorney (HQ.)
Sh. Sakshay, Legal Assistant-I	To assist ADA-II and ADA-III in discharging their duties; To prepare summaries/synopsis/notes for Chairman, Departmental Internal Complaint Committee; To proper maintenance and upkeepment of criminal cases; and other reference marked by W/DP, Ld. ADP (HQ)/ District Attorney (HQ).	He will put up the file to the concerned ADA/DA(HQ) as the case may be.
Sh. Rajat Parsad, Legal Assistant-II	To assist ADA-(HQ) and ADA-I in discharging their duties; To deal all criminal PUCs relates to the seat of AP-7; To issue instructions to the Advocate General, Haryana for defending the cases/department/public	He will put up the file to the concerned ADA/DA(HQ) as the

	servant for filing appeal etc. in criminal cases on behalf of State of Haryana; To update entries on LMS portal; To assist the SPIO in RTI matters; and other reference marked by W/DP, Ld. ADP (HQ)/ District Attorney (HQ).	case may be.
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1. The branch shall put up their file for preparing written statement, affidavit, ground of appeal and misc. applications alongwith self speaking note/para wise comments denoting complete factual position of the case with well arranged record to the Senior Accounts officer/SAS Officer, who shall provide his detailed comments alongwith relevant provision of service rules, government instructions/policy applicable in that case with regard to claim of petitioner, as per notification issued by the Finance Department vide memo no. 14/69/2015-5FA dated 26.05.2016 and send file for preparation of written statement, affidavit, grounds and misc. applications to the concerned law officer.
2. That after preparation of plaint, written statement/reply, affidavit, grounds of appeal, objections, misc. applications and draft of Chargesheet by the concerned Assistant District Attorney, the same shall be submitted by concerned Assistant District Attorney to Deputy District Attorney (HQ) for further scrutiny and the Deputy District Attorney (HQ) shall submit the same to the District Attorney (HQ) for vetting.
3. In urgent, time bound & complicated matters, the dealing assistant shall got prepare and vet the written statement etc. from the concerned law officer at personal level.
4. The opinion work in criminal case with reference to decision of District Magistrate in which appeal is not recommended shall be decided at the level of Additional Director of Prosecution. However, in the cases in which appeal is recommended, the matter may be put up to the Worthy Director of Prosecution alongwith proposed grounds of appeal. No Law Officer and Additional Director of Prosecution shall communicate with the concerned District Attorney or District Magistrate without the approval of Worthy Director of Prosecution in the matter of reference received from the District Magistrate.

Dated, Panchkula, the
08.07.2020

NARSHER SINGH
DIRECTOR OF PROSECUTION, HARYANA

Endst. No. AP(5)-2020/7857-7878 Dated: 16/7/2020

A copy is forwarded to the following for information and necessary action:

1. The Additional Director (HQ)/ District Attorney/Deputy District Attorney/Assistant District Attorneys/Ad.O/Supdt./Sr. AO/S.O and Dy. Supdt. At H.Q.
2. All officials at H.Qs.
3. PA to Director

PAH
for Director of Prosecution, Haryana