

## Citizen Charter of District Court Complex, Saket

### Overview of DISTRICT COURT COMPLEX, SAKET

Construction started in 2006-2007

Construction completed in 2010.

Functional from 28<sup>th</sup> August, 2010.

Total Area of Court Complex: 16.592 Acres

12.592 Acres - Court Complex

4.000 Acres - Residential Complex

### MAIN COURT BUILDING

No. of Court Rooms	:	82
Courts of Pr. D & SJs	:	02 (3 <sup>rd</sup> & 5 <sup>th</sup> Floor)
North Wing	:	30
South Wing	:	30
East Wing	:	20
New Court Building, Block-1	:	23
New Court Building Block-2	:	23

(All are equipped with Sneeze Guard Screen, Thin Clients, Speakers & Mics)

- Facilitation Center (GF)
- Inquiry Counter
- Filing Counters
- CA Counters
- Front Office (DLSAs)
- Seminar Hall (7<sup>th</sup> Floor)
- E-Library (4<sup>th</sup> Floor) For Judicial Officers
- Reference Library (2<sup>nd</sup> Floor) For Bar Members
- Bar Rooms (2<sup>nd</sup> Floor) for Separately for Ladies & Gents.

- Vulnerable Witness Situated at Disposition Centre Ground & 1<sup>st</sup> Floor and New Vulnerable Witness Disposition Center.
1. Video Conferencing Room : Ground Floor (Court no. 16)
  2. Computer's Training : On 7th Floor Room
  3. Disabled Friendly : Entire Building is Disabled Friendly having Ramps & separate Wash Room on each Floor and Wheel Chairs on demand.
  4. Basement Parking : Two Basements for Parking of vehicles.
  5. CCTV Surveillance : The entire Court Complex is under CCTV Surveillance System.
  6. Rain Water Harvesting System.
  7. Water Treatment Plant.
  8. E-Sewa Kendra : Located at Gound floor

### **ADMINISTRATIVE BLOCK**

- |   |   |   |        |
|---|---|---|--------|
| Copying Agencies                                  | : | Ground Floor  |        |
| Prosecution Branch                                | : | Ground, 1 <sup>st</sup> & 2 <sup>nd</sup>           | Floor) |
| All other Branches of South & South East District | : | 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> | Floor  |
| Wellness Studio                                   | : | 5 <sup>th</sup>                                     | Floor  |

### **LAWYERS CHAMBER BLOCK**

Lawyers Chambers

- |                        |   |              |  |
|------------------------|---|--------------|--|
| E-Filing Counter (DHC) | : | Ground Floor |  |
| Bar Office             | : | Ground Floor |  |

Typist Pool, Photocopier, Oath Commissioner & Notary Public.

9. Cafeteria : Ground Floor
10. Post Office : Ground Floor
11. E-Stamp Vendor : Ground Floor
12. Bar Library : 1<sup>st</sup> Floor
13. Common Room : Located at 3<sup>rd</sup>, 4<sup>th</sup> & 7<sup>th</sup> Floor

14. Creche (2<sup>nd</sup> Floor) : For Advocates, their associates & Court Staff
15. Gym (6<sup>th</sup> Floor) : For Advocates
16. Basement Parking : Two Basements for Parking of vehicles Room for use of SBA.
17. Tunnel (All weather corridor) connecting Lawyers Block with Main Court Building.

### **PERMANENT JUDICIAL LOCK-UP**

18. A separate lock-up block with basic amenities and infrastructure has been constructed and inaugurated on 05.09.2018
19. Having capacity of 300 prisoners with Air Cool facility.
20. Tunnel facility is also available from Lock-up to Main Court Building.
21. Office of Security Unit of Delhi Police (2<sup>nd</sup> Floor).

### **UTILITY BLOCK**

1. Exclusive offices of DLSA have been set up for south and south-east districts (Ground Floor).
2. Branch of State Bank of India with ATM facility (Ground Floor).
3. Medical Unit
4. Allopathic Dispensary (1<sup>st</sup> Floor)
5. Mediation Centre (1<sup>st</sup> Floor)
6. O/o The Public Work Department (1<sup>st</sup> Floor)
7. Railway Reservation Counter (Ground Floor)

### **MOBILE TOWER**

8. A mobile tower has been installed on the roof of Lawyers Chamber Block for improving the network issues being faced by all the stakeholders of Saket Court.

**SOLAR PANEL**

9. Solar panel has been installed on the roof of Saket Court Complex in view of energy conservation.

**FLAG MAST**

10. Flag Mast has been provided and National flag has been hoisted for the first time in Saket Court Premises on 14.08.2018.

**DIGITAL CLOCK**

Digital Clock has been installed at Gate No. 3

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## **Charter of Duties of the Purchase Cell, S-E, Saket**

1. Receiving of Dak/proposals regarding purchase of various items/stationary from the concerned branches of South District and put up before the purchase committee.
2. Preparation of Minutes of Purchase Committee.
3. Placing orders on GeM portal and inform to the concerned branches.
4. Receiving the satisfactory reports of the goods/items and generate CRAC on GeM and sending bill to the concerned branches for payment.
5. Update payment details on GeM portal and close the bills.
6. Maintain the registers of purchase and update entries regarding gem portal.

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### Administration Branch, South-East

Name of Branch	Work Assigned
<p><b>Administration Branch</b></p>	<p>The Administration Branch of South-East District, Saket Courts is located @ Room No. 402, 4<sup>th</sup> Floor in the Administrative Block and deals with all the functions related to the administration of the South East District. In addition to the overall general administration of the Court, the following are primary functions of the Administration Branch:</p> <ul style="list-style-type: none"> <li>• To deal with all the matters of Postings and Transfers of the Court Staff.</li> <li>• Maintenance and supervision of all the matters of the staff related to Joining, relieving, resignation, permissions, change of address, change of marital status, etc.</li> <li>• To deal with the leave applications and other miscellaneous matters like absentee/unauthorized absence matters in respect of the Court Staff posted at South East District.</li> <li>• Further marking/allocation of various matters received through the R &amp; I Branch.</li> </ul>

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## General Branch, South-East

Name of Branch	Work Assigned
<b>General Branch</b>	<p>The General Branch of South-East District, Saket Courts is located at Room No. 402, on the 4<sup>th</sup> Floor in the Administrative Block and deals with the following:</p> <ul style="list-style-type: none"> <li>• All the Circulars/Orders received from the Hon'ble Supreme Court of India or Hon'ble High Courts are circulated in South-East District through General Branch.</li> <li>• It also deals with the out station summons/notices received and ensures necessary action/compliance in respect of the same.</li> <li>• It also deals with miscellaneous reports and communication with other branches and districts including Headquarters, Hon'ble High Court and Hon'ble Supreme Court. However, such communication is subject to prior approval/permission of Ld. Principal District and Sessions Judge, South-East.</li> <li>• It also deals with preparation of Rubber Stamps for the Courts and Branches of South-East District, Saket Courts.</li> <li>• It also deals with forwarding of monthly statement of CA Branch, Duly filled proforma for I-Card of Staff, etc. to the Headquarters.</li> </ul> <p>* It also deals with the grievances pertaining to the Persons with Disabilities employed in South-East District through Grievance Redressal Officer.</p>

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## **Vigilance Branch, South-East**

The **Vigilance Branch of South-East District**, Saket Courts is located at Room No. 402, on the 4<sup>th</sup> Floor in the Administrative Block and deals with the following:

### **Charter of Duties of the Vigilance Branch.**

- Sending Vigilance Clearance Report as and when sought.
- Deals with the complaints of Group B, C & D staff.
- Attending hearing in Vigilance Enquiries.
- Ancillary RTI Matters.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer In-Charge.

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## **Litigation Branch, South-East District**

The **Litigation Branch of South-East District**, Saket Courts is located at Room No. 402, on the 4<sup>th</sup> Floor in the Administrative Block and deals with the following:

### **Charter of Duties of the Litigation Branch.**

- Deal with cases in the Hon'ble Supreme Court, Hon'ble High Court and District Courts and other forums as pertains to the office of District & Sessions Judge, South East District.
- Follow up with these cases i.e calling up the comments from the concerned Branches and forwarding the same to the counsel for the preparation of reply.
- The appointment of Government Counsel giving briefing to the counsel.
- Preparation of bill. professional charges of government counsel.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer In-Charge & Ld. Principal District & Sessions Judge, South East District.

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## **Store & Stationary Branch, South-East**

The **Store and Stationary Branch** of South-East District, Saket Courts is adjacent to 315-J on the 4<sup>th</sup> Floor in the Administrative Block and deals with the following:

### **Charter of Duties of the Stationary Branch .**

- Disbursement of all kinds of stationary.
- Receiving and supply of stationary articles to the Ld. Judicial Officer, Courts and Branches.
- Printing & Issuance of Letter heads and visiting Cards to the Ld. Judicial Officers.
- Distribution of consumable articles to the Ld. Judicial Officers.
- Distribution of Crokery, towels etc. to the Ld. Judicial Officers.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer In-Charge.

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**Computer Branch, South & South-East District  
Saket Court Complex, New Delhi**

- A computer branch of both South and South-East districts has been set up at the Third Floor, Room No. 305, Admin Block, Main Court Building, Saket Courts Complex, New Delhi The Branch Controls the computer facilities installed at all the Courts & Branches and provides necessary technical assistance for troubleshooting the problems, wherever required. The Branch manages and maintains the stock and the record of Servers, Computer Systems, Printers, Scanner, Thin Client Systems and its peripherals. Inventory of Consumable articles such as Pen Drives, CD/DVDs, Printer Cartridges and Softwares are maintained by Computer Branch.
- Computer branch also maintains and upkeepes the CIS server and official Websites of South and South-East District.

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## **Judicial Branch, South-East District**

### **Brief description of the jobs performed**

- To maintain the record of Monthly Statement with regard to work done by the Judicial Officers of Delhi Higher Judicial Service & Delhi Judicial Service (Civil Judges only). After checking/compilation of monthly statement, the compiled chart of monthly statement is sent to the High Court of Delhi and duplicate copy of monthly statement is sent to the District & Sessions Judge (H.Q.).
- To maintain Monthly information in respect of W.P.(C) No. 10689/2017 titled as Ajay Verma Vs. Govt. of NCT of Delhi & Ors.
- To maintain the record of Quarterly Statement with regard to work done by the Judicial Officers of Delhi Higher Judicial Service & Delhi Judicial Service. After scanning/checking of quarterly statement, the scanned quarterly statement is sent to the High Court of Delhi through E-mail.
- To maintain the record of the following quarterly statement of the Judicial Officers of Delhi Higher Judicial Service & Delhi Judicial Service.
  - Under Trial Prisoners (UTPs).
  - Speedy Trial of Gang Rape Cases.
  - Interim Award (only from the courts of PO-MACT).
  - Writ petition (Crl.) No. 310 of 2005 titled “Bhim Singh Versus Union of India & Ors.” pending before the Hon’ble Supreme Court of India. (Accused is/are entitled of benefit U/s 436A Cr.P.C.).

- > Compliance report of the directions given in judgment dated 10.09.2014 delivered by Hon'ble Mr. Justice J.R. Midha in Crl. M.C. 4485 of 2013 titled "Manjit Singh Vs. State" –submission of quarterly report.
- > To give reply of all the correspondence pertaining to the pendency of cases from the court of the Officers of Delhi Higher Judicial Service & Delhi Judicial Service sought from the Supreme Court, High Court of Delhi, District & Sessions Judge (H.Q.) and Lok Sabha/Rajya Sabha etc.
- > To Maintain Leave Registers of Judicial Officers and leave applications.
- > Receiving of daily leave intimation of Judicial Officers and sending it to the Computer Branch, Saket Courts for uploading the same on the official website of the District Court.
- > To maintain the record of Monthly Statement with regard to work done by the Judicial Officers of Delhi Judicial Service (Judicial Magistrates First Class only). After checking/compilation of monthly statement, the compiled chart of monthly statement is sent to the High Court of Delhi and duplicate copy of monthly statement is sent to the Principal District & Sessions Judge (H.Q.).
- > To maintain the record of Quarterly Statement with regard to work done by the Judicial Officers of Delhi Judicial Service (Judicial Magistrates First Class only). After scanning/checking of quarterly statement, the scanned quarterly statement is sent to the High Court of Delhi through E-mail.

- > Sending of Judicial Record/Trial Court Record/ Lower Court Record to Hon'ble Supreme Court and High court and other subordinate courts for sending the requisition of TCR/Order/Judicial File.
- > To circulate the Circulars, Orders, Notifications and Judgment of Hon'ble Supreme Court of India and Hon'ble High Court of Delhi.
- > Forwarding of correspondence to Hon'ble High Court of Delhi and Hon'ble Supreme Court of India received from all the Courts of South East District, Principal D&SJ (HQ) and other Districts.
- > Work related to Monthly, Quarterly, Half yearly and Yearly statement & Misc. Correspondence of all judicial officer of Saket Courts Complex as link of the above official.
- > To follow up regarding non receipt of required information from Officials/Ahlmad/Reader.

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## **E-Sewa Kendra, South-East**

1. Providing General Information
2. Enquiry regarding Leave of the Judges
3. Enquiry regarding E- filing
4. Assistance in E- filing
5. Scanning Services
6. Video Conferencing Services
7. Reply of Email of both facilitation Centre and e- Sewa Kendra (South- East District)
8. Handling telephonic enquiries
9. Solving enquiries regarding Mediation and DLSA
10. Providing Wheelchairs to Physically handicapped etc.
11. Keeping record of issuance of wheelchairs
12. Making arrangements of appointments of hospitals to all the judicial officers of Saket Court.

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**Citizen Charter in the Ld. C.J.M - Office Cum Filing (South East)**

Sr. No.	WORK
1.	<p>1.) Looking up the work arise from <b>Ld. C.J.M - Office</b> Preparing of : -</p> <ul style="list-style-type: none"><li><b>i) Link Roster</b> for Magisterial Courts.</li><li><b>ii) Month-wise Duty Rosters</b> for Metropolitan Magistrate.</li><li><b>iii) Receiving of Pendency Reports or “Statistical Monthly Reports”</b> from All Metropolitan Magistrates (South East).</li><li><b>iv) Issuing of Circulars</b> Orders &amp; Letters time to time as directed by the Learned C.J.M.</li><li><b>v) Disposal of letters</b> received from Hon’ble Supreme Court of India or Hon’ble High Court of Delhi and Learned C.J.M Delhi.</li><li><b>vi) Disposal of DAK</b> received from Magisterial Courts day to day.</li></ul> <p>Any Other Information which as required by the Learned Chief Judicial Magistrate, Delhi Or by the Additional Chief Judicial Magistrate South East. Etc.</p> <ul style="list-style-type: none"><li><b>vii) time to time modification</b> in the Duty Roaster / Link Roaster every month for Magisterial Courts.</li><li><b>viii) Transferred Cases</b></li><li><b>ix) Soliciting the R.T.I. Queries</b> pertaining to this office from time to time</li><li><b>x) Judges Leaves</b></li></ul>



2.

**Handling Filing Counter/Window :-**

1.) FRESH COMPLAINT CASES through eFiling: -

U/s : 156 Cr. P.C (175(3) BNSS

U/s : 200 Cr. P.C

U/s : 138 N I Act.

U/s : 12 D.V. Act

Other Criminal Complaints Under IPC. Etc

2.) Misc. Applications ( Bail, Superdari etc.)

3.) Police File (Charge Sheet)

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## राजभाषा हिंदी अनुभाग, दक्षिण-पूर्व जिला, साकेत न्यायालय परिसर

1.	सरकारी कार्यालय कामकाज में हिंदी को बढ़ावा देने संबंधित कार्यों के परिपत्रों को समय-समय पर परिचालित करवाना।
2.	विविध हिंदी प्रतियोगिताओं का आयोजन करवाना तथा पुरस्कार वितरण समारोह का आयोजन हेतु।
3.	तीस हजारी न्यायालय व आदरणीय उच्च-न्यायालय में हिंदी काव्य-सम्मेलनों का आयोजन हेतु।
4.	वरिष्ठ निजी सहायकों तथा निजी सहायकों को समय-समय पर हिंदी टंकण प्रशिक्षण प्रदान करवाना तथा प्रमाण-पत्रों को प्रतिभागियों में वितरित करना।
5.	राजभाषा हिंदी के दैनिक कार्यों का परीक्षण करना।
6.	केन्द्रीय हिंदी कार्यान्वयन समिति की बैठकों में नोडल अधिकारियों व कर्मचारियों की उपस्थिति तथा दिशा-निर्देशों का पालन करना।
7.	दिल्ली सरकार, कला, संस्कृति एवं भाषा विभाग, दिल्ली सरकार द्वारा हिंदी कार्यशालाओं का आयोजन करवाना।
8.	त्रैमासिक प्रपत्र प्रोफार्मा के संबंध में, समस्त शाखाओं से त्रैमासिक रिपोर्ट मंगवाना तथा संलग्नित करना तथा उसकी रिपोर्ट तीस हजारी न्यायालय भेजना।

9.	सरकारी कामकाज में राजभाषा हिंदी को बढ़ाने, इसका प्रचार-प्रसार व हिंदी कार्य के प्रति रुचि पैदा करने के लिए कला, संस्कृति एवं भाषा विभाग, दिल्ली सरकार द्वारा विविध हिंदी प्रतियोगिताओं में भाग लेने के इच्छुक कर्मचारियों के नाम भिजवाने की कार्यवाही हेतु।
10.	जिला न्यायालय, दिल्ली की पत्रिका "अभिव्यक्ति" के प्रकाशन व मुद्रण के संबंध में न्यायिक अधिकारियों से उनकी लिखित सामग्री, फोटोग्राफ आदि एकत्रित करना।
11.	स्वतंत्रता दिवस व हिंदी कार्य दिवस के उपलक्ष्य पर हिंदी में बैनर व पोस्टर आदि बनवाने के लिए आवश्यक कार्यवाही करना।

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## **Work Profile of Library Branch**

### **Work Profile**

1. Management of Library and its resource.
2. To Pursue the matter in respect of management of Library as per direction of requirement and to appraise of to the Officers about the development.
3. Allocation of work and ensure about the completion of the same by the staff.
4. Maintenance of a computerized e- catalogues
5. To search requisite legal information through the legal database has been provided or through Internet.
6. Issue return of the books.
7. Maintain the records of all Judges Residential Library.
8. Maintain the record of every Permanent Court Library.
10. Maintain the issue return books process updating the computer.
9. Fetch the books for the library, court library and residential library form THC, as per direction.
11. Find out and provide requisite information and citation as per demand received from different courts.
12. To maintain manual record of all the library resources, i.e. books, periodicals, received from Library, THC.
13. Proper checking and re-shelving of books, bare acts etc. at their respective place.

14. Issue remainder in respect of return of library books at regular intervals to ensure the availability of the books.

15. Maintenance and updating of library cartilage at regular intervals.

16. Maintenance of records in respect of Newspaper & Magazines and provide the same to the O/o The Principal D.J. (South & South-East), Medication, Judges Library at regular bases.

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## **Nazarat Branch, South-East District**

The Nazarat Branch of South-East District, Saket Courts is on the 2th Floor in the Administrative Block and deals with the following:

### **Charter of Duties of the Nazarat Branch**

1. In-charge: To look after all the administrative work of Nazarat Branch, South-East District, Saket Courts, Delhi and work of all seats of Nazir/Civil Nazir.

2. Civil Nazir/Naib Nazir: As the notices/summons received from the courts and the same and marked to the Process Servers beat wise and delivery report is submitted by Process Servers forwarded the same to the concerned Courts and information thereon kept in record.

3. Bailiffs: When Warrants marked by Ld. ACJ to the Bailiff's he/they visit the spot and execute the same as per directions of concerned Courts and file their reports to the concerned Courts through Civil Nazir.

4. Process Servers: When Notices/Summons marked by the Civil Nazirs/Nazir's they visit the Spot and file their report as per law to the concerned Courts through Concerned Beats Civil Nazir's/Naib Nazir's.

#### **Note:**

1) It may be noted that no JA/JJA has been provided by administration branch, to Nazarat Branch, for entry of summons and other computer related miscalleneous works. Hence, process servers are entering the summons and doing computer related miscalleneous works.

2) It may be noted that no Peon/Dak Peon has been provided by administration branch, to Nazarat Branch, for the distribution of the Dak/Summons/Warrants to the various court rooms of the court.Hence, process server is distributing the Dak/Summons/Warrants to the various court rooms of the court.

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## **Record Room, South-East District**

Record Room, South East District, Delhi works under the control of Ld. Officer In-charge and Branch is sub divided into Criminal, Sessions and Civil. The main function of Record Room is consign and preserve the judicial files and miscellaneous registers of courts. Record Room is functional as per norms provided in Delhi High Court Rules and Orders, Vol IV, Chapter 16.

The work profile of the Record Room is as under :-

1. Consignment of files and other miscellaneous records :-

The consignment work requires the checking of paging and maintenance of the records and giving a particular number of each record or files which are to be consigned and that number is called Goshwara No. of files.

2. Procurement of the consigned files and miscellaneous records :-

Consigned files and other miscellaneous record are provided to the different institution as per their requirements which are such as Hon'ble Supreme Court, Hon'ble High Court, Trial & Subordinate Courts, Tribunals, Copying Agency etc. These consigned files are also required for inspection as per rules.

3. Miscellaneous Works :-

It also deals with public enquiries, replies, circulars, information under RTI Act etc. and also maintains different types of registers such as CA Register, Robkar Register, Dak Register, Goshwara Register, Inspection Register etc.

4. Weeding out of files is also in progress. Various correspondence related to weeding out is taken place in due course of time and monthly/quarterly progress report is sent to Hon'ble High Court.

5. Trial Court Record is also sent to Hon'ble High Court of Delhi after digitization of files and being uploaded on site and confirmation to this effect is also sent to Hon'ble Court.

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### Receipt & Issuing Branch, South-East

<b>Receipt &amp; Issue Branch</b>	High Court Dak Receipt Seat	Receive of Judicial Record/dak (Orders from Hon'ble High Court and sent to concerned Courts/Judicial Branch
	Misc. Dak Seat	Receipt and dispatch of all Leave Sanction orders of Judicial Officers and officials of South East District, Saket Courts.
		All misc. dak – Receiving and distribution of Postal letters from all districts and other states and Dak from South East district and from other offices from all over India.
	Jail Dak Seat	Receipt Dak from Jail to be sent to all concerned Courts of South East District and Dispatch of Jail Dak i.e. Release Warrants/ Production Warrants/Notices etc. received from all Courts to Jail.
	Email	Circulation of Office Orders, circulars through E-mail to Courts/officials.
	Internal Branch Seat	Receipt of all dak to be sent to All Courts, Accounts and other Branches (except Admn.), South East District.
	Circular Dispatch Seat	Dispatch of Circulars and orders issued by the O/o Ld Principal District & Sessions Judge (South East) Saket Courts and from other Districts to all concerned Courts/Committees/ Branches
	External Dispatch Seat	Dispatch of all external Judicial Record/Dak (Hon'ble Supreme Court, different courts and other agencies quarter concerned).
Dispatch of Sanction orders to GNCT/AGCR and other agencies quarter concerned).		



		Dispatch of Robkars to other District courts of Delhi.
	High Court Seat for Dispatch of Judicial Records	Dispatch of Dak and Judicial records to Hon'ble High Court.
	Postal Dispatch Seat	Dak to be dispatched by Post in and outside Delhi and same be maintained in the Postal Ticket Register.
	Internal Branch Seat	Receipt of all dak to be sent to Admin. Branch, South East District.
	Sanction orders	Receipt and dispatch of all Accounts Sanction orders of Judicial officers and officials of South East District, Saket Courts.
	Receipt Tis Hazari Dak Seat	Receipt and distribution of dak in SED from Tis Hazari Courts, Delhi

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## **RTI Branch, South-East District**

### **Charter Of Duties of the RTI Branch.**

- To Receive Applications under RTI Act Online & Offline and register them.
- Process the application and seek/obtain the comments/information sought in the Application from the concerned Branch, Court and Official.
- Prepare, reply and communicate expeditiously in time the information sought for appropriate reply to the applicant or take necessary action in accordance with Law/Rules.
- To Receive Appeal and register them.
- Assist the Appellate Authority on appeals being filed.
- Compliance with direction of Appellate Authority.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer In- charge.

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