

Government of Odisha  
Law Department

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OFFICE ORDER

No. 11766/L., Bhubaneswar, dated the 12th November, 2015.  
III-OE-21/2015

The works of this Department are hereby distributed among the Sections of this Department as mentioned against each in Annexure-A with immediate effect until further orders.

This Department Office Order No. 03/L dt. 1.1.2008 stands superseded.

By Order of the Principal Secretary

  
Additional Secretary to Government  
dt. 12-11-15

Memo No. 11767

Copy forwarded to P.S. to Principal Secretary, Law/ All Officers/  
All Sections of Law Department/ Guard File with three spare copies for  
information and necessary action.

  
Additional Secretary to Government



**Distribution of work among the Sections of Law Department**

Sl. No.	Name of the Section	Works allotted.
1.	Office Establishment-I	<p>(Gazetted/ Non-Gazetted)</p> <ol style="list-style-type: none"> <li>1. Sanction of H.B.A/ M.C.A./ Computer Advance.</li> <li>2. Sanction of G.P.F.</li> <li>3. Sanction of Pension/CVP/Gratuity/ Un-utilised leave</li> <li>4. Sanction of E.L./ Annual increments</li> <li>5. Maintenance of CCRs/PARS</li> <li>6. Matters relating to meetings of different Departments.</li> <li>7. Sanction of G.I.S./ H.R.A./T.A.</li> <li>8. Disciplinary matters of Gazetted/ Non-Gazetted staffs.</li> <li>9. Promotions of Gazetted/ Non-Gazetted staffs.</li> <li>10. Miscellaneous matters relating OE-I.</li> <li>11. Co-ordination work</li> <li>12. Issue of Secretariat Pass</li> <li>13. Matters relating to Training of Officers.</li> <li>15. Transfer posting of Gazetted and Non-Gazetted staff excluding Group-D.</li> <li>16. All Case matters.</li> <li>17. Co-ordination of Assembly matters.</li> <li>18. Establishment of Odisha Human Rights Commission.</li> <li>19. O.R.V. Act (Implementation)</li> <li>20. Matters relating to Appointment &amp; Recruitment.</li> </ol>
2.	OE-II	<ol style="list-style-type: none"> <li>1. Sanction of Contingencies</li> <li>2. Motor Vehicle/Telephone</li> <li>3. Distribution of duties among Drivers</li> <li>4. Deployment of Group-D staffs and distribution of work among them.</li> <li>5. Maintenance / Purchase of Computer/ Fax/Xerox.</li> <li>6. R.C.M.,</li> <li>7. OSWAS.</li> <li>8. Indent/ Distribution of Government Diary and Calendar.</li> <li>9. Renovation work of Department .</li> <li>10. Co-ordination in Audit work.</li> <li>11. Arrangement of Department meeting.</li> </ol>

3.	Judicial-I Section	<ol style="list-style-type: none"> <li>1. Establishment of different category of Courts</li> <li>2. Sanction of H.B.A/ M.C.A/Computer Advance of Judicial Officers and subordinate judiciary.</li> <li>3. Sanction of A.C.P/ Advance increments of Judicial Officers.</li> <li>4. Recruitment /appointment of Judicial Officers.</li> <li>5. Court Case</li> <li>6. Recommendation of Commission regarding Judicial Officers.</li> <li>7. Framing of O.S.J.S. &amp; O.J.S. Rules.</li> <li>8. Service conditions of Judicial Officers.</li> <li>9. Miscellaneous correspondence with Government of India in Judicial-I matters.</li> <li>10. Sanction of Pension of Judicial Officers.</li> <li>11. Case matters of High Court/ Supreme Court.</li> <li>12. Framing of Civil Courts Act.</li> <li>13. Other miscellaneous matters relating to Judicial-I Section.</li> </ol>
4.	Judicial-II	<ol style="list-style-type: none"> <li>1. Misc. Judicial except other matters specifically assigned to others .</li> <li>2. Legal Services Authority.</li> <li>3. Advocate Welfare Fund Trust/</li> <li>4. R.T.I. matters</li> <li>5. All Grievance letters received from President, Prime Minister/ G.O.I./Governor/Chief Minister/M.Ps/ M.L.As/ all Departments/ Public Petitions</li> </ol>
5.	Judicial-III	<ol style="list-style-type: none"> <li>1. Notary</li> <li>2. Premature Release</li> <li>3. Jagannath Temple Administration</li> </ol>
6.	Judicial-	<ol style="list-style-type: none"> <li>1. Establishment matters of Endowment Commissioner.</li> <li>2. Subsidy to different Religious Institutions.</li> <li>3. Debottar Grants and other related matters.</li> <li>4. Case matters of endowments.</li> <li>5. Formation of Trust Boards.</li> <li>6. Allegation/Grievances relating to different OHRE Institutions.</li> <li>7. Framing of OHRE Act, 1951 and /OHRE Rules, 1959.</li> <li>8. All other matters relating to Endowment Administration.</li> </ol>

7.	Budget	<ol style="list-style-type: none"> <li>1. Budget matters .</li> <li>2. Compilation of A.G. Audit/ P.A.C. Committee.</li> <li>3. Departmental Monitoring Committee</li> <li>4. Formulation of Annual Plan.</li> <li>5. Correspondence with P &amp; C Department on State Plan &amp; Central Plan.</li> <li>6. All other financial matters.</li> </ol>
8.	Legislative Codification &	<ol style="list-style-type: none"> <li>1. Matters relating to Legislation</li> <li>2. Codification of all Acts, Ordinances, Regulation</li> <li>3. Preservation of all Gazettes.</li> <li>4. Republication of Central Acts.</li> </ol>
9.	Accounts	<ol style="list-style-type: none"> <li>1. Preparation of Bills of all Gazetted/ Non-Gazetted staff both Manual and Online.</li> <li>2. Preparation of Contingencies Bills.</li> <li>3. Drawal of H.B.A./M.C.A./Computer Advance.</li> <li>4. Drawal of G.P.F.</li> <li>5. Service Verification.</li> <li>6. Drawal of H.R.A./T.A./GIS.</li> <li>7. Preparation of monthly retainer fees Bills of Government Advocate and Standing Counsel.</li> <li>8. Drawal of daily Fees Bills of Government Advocate of OAT and CAT.</li> <li>9. Drawal of monthly salaries and all advances of Shree Jagannath Temple Administration.</li> <li>10. Drawal of monthly salary and all advances of staff of OAT and CAT.</li> <li>11. Calculation of Income Tax of all Officers./ staffs of this Department as well as Office of OAT/CAT/ SJTA.</li> <li>12. Keeping of records of all advances.</li> <li>13. Preparation of LPC of employees on transfer.</li> <li>14. Preparation of Reference ID of bills relating to L.R. Section and Library.</li> </ol>
10.	L.R. Section	<ol style="list-style-type: none"> <li>1. Matters relating to appointment of Government Advocate/AGA/SC./ASC of High Court .</li> <li>2. Appointment of P.P/APP/Associate Lawyers/Spl. P.P.</li> <li>3. Appointment of G.P/AGP in the district level .</li> </ol>

		<ol style="list-style-type: none"> <li>4. Appointment of Standing Counsel in Board of Revenue and Law Officer in various other Tribunals and Forums.</li> <li>5. Fees/T.A. of Government Advocate and staff of office of the Government Advocate, OAT, Bhubaneswar/ Cuttack and CAT, Cuttack.</li> <li>6. Concurrence of bills of Special Counsels, Cancellation of bail in High Court and Sessions Court.</li> <li>7. All contempt cases, Appeals in EPF, Appellate Authority and engagement of Law Officers to conduct such Appeals and their fees.</li> <li>8. All appeal matters in Supreme Court and engagement of AOR/Sr. Advocates in Supreme Court and payment of their fees.</li> <li>9. Civil Appeal and Civil Revision before Supreme Court.</li> <li>10. Establishment matters of Government Advocate of OAT./CAT and A.G.Odisha.</li> <li>11. Opinion on no appeal proposal received from A.G.Odisha/DPP.</li> <li>12. Engagement of Lawyers outside the State, appeal against the orders of Trial Courts, Money Suit, Misc. Cases, Execution case, Title suit, Arbitration cases, M.A.C.T. and acquisition cases (LAMC/MJC/LAR), concurrence of fees, bills of Sr. Advocates and AOR of Supreme Court relating to other Departments.</li> <li>13. Appeal/ No appeal Writ/ No writ against the orders of OAT/CAT/SET and other Tribunals before the High Court, Review /AHO in High Court and appeal / no appeal and review in S.C. matters.</li> <li>14. State Litigation Policy.</li> </ol>
11.	Translation Bureau	1. Matters relating to Translation