

NORTHERN RAILWAY

Head Qrs. Office,  
Baroda House,  
New Delhi.

No.NR/HQ/Lit/Estt./Duty List/ 3/2005.

Dated: 27.02.2017

**Sub: Duty list of Ministerial Staff in Law branch, Northern Railway HQ office, Baroda House, New Delhi**

In supersession to all previous orders, duty list of Ministerial Staff in Law branch, Northern Railway Head Quarters office, Baroda House, New Delhi is revised with immediate effect as under: -

**1. Sh. Raj Gambhiram, Ch.OS/Law/HQ**

- Supervision of all ministerial work in Law Branch/HQ office.
- Work related to Empanelment of Railway Advocates for various Courts,
- Preparation of reply to Parliament Questions & Railway Board/VIP references.
- Coordination and correspondence with other departments and misc. work.
- Arrangements for Legal review meetings and Advocates' meetings to be conducted by Law branch time to time.
- All Staff matters and administrative work in Law Branch.
- Any other work as assigned by higher officials.

**2. Sh. Manoj Kumar Bhardwaj, OS/Law/HQ- I**

- All Northern Railway cases related to High Courts including High Courts situated outside Northern Railway zone and disposal of notices/summons thereof.
- Preparation of Law branch's Budget.
- Hiring of Photocopy Machine and vehicle for Law branch.
- Tool & Plants items including AMC for Computers of Law Branch.
- Any other work as assigned by higher officials.

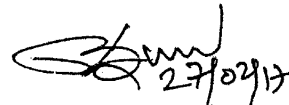
**3. Sh. Dharmender Kumar Saxena, OS/Law/HQ- II**

- All Supreme Court cases & Tribunals cases of Northern Railway and disposal of notices/summons thereof,
- Compilation of court cases statements/PCDOs received from various divisions, workshops and units of Northern Railway.
- Issuance of Passes/ PTOs to Law branch staff.
- Compilation and preparation of GM's Narrative Report in law branch.
- Rajbhasha work.
- Any other work as assigned by higher officials.

**Sh. Mahender Kumar, OS/Law/HQ- III**

- All Northern Railways cases related to various DCDRFs, SCDRCs and NCDRC including Consumer Forums and Commissions situated outside Northern Railway and disposal of notices/summons thereof.
- Cases related to Disputes Resolution Society and other Mediation & Conciliation Centre's cases.
- Preparation of reply to Audit Para etc.
- Work related to procurement of Law books & law journals and maintenance of library in law branch.
- Any other work as assigned by higher officials.

Continued at 2

  
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Continued from 1

**5. Smt. Rekha Bajaj, OS/Law/HQ- IV**

- Receipt & Dispatch work in Law Branch.
- To put up the received Dak to Ch.OS/Law daily.
- Maintenance of records relating to the movement of files in law branch.
- Any other work as assigned by higher officials.

**6. Smt. Naveen Ladwal, Clerk/Law/HQ- I.**

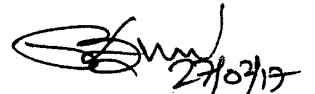
- Matters related to Arbitration & matters received for legal Opinion in Law branch.
- Receiving of notices/summons and to deliver the same to the concerned dealers in Law branch.
- Forwarding the notices/summons pertaining to Claims and Construction departments to concerned officers in those departments.
- Maintenance of leave accounts of Law Branch staff and to send the periodically reports to Personnel department.
- Any other work as assigned by higher officials.

**7. Sh. Rahul Bhardwaj, Clerk/Law/HQ- II**

- All Northern Railway cases in District & Subordinate Courts including such Courts outside Northern Railway zone and disposal of notices/summons thereof.
- Other miscellaneous references/matters received in Law branch from various Divisions & Workshops over Northern Railway.
- Collection of notices/advance copies of pleadings in urgent matters from the office of Standing Counsel/Delhi High Court.
- Any other work as assigned by higher officials

**NOTE:-**

1. Law branch will function under the administrative control of Dy. GM/Law & Law Officer/HQ.
2. The ministerial staff shall assist Ch.OS/Law & CLAs and will follow their instructions for expeditious functioning of the Law Branch.
3. In case of leave, absence etc. of Ch.OS/Law/HQ his work will be looked after by OS/Law/HQ- I.
4. Work of OS/Law/HQ- I will be looked after by OS/Law/HQ- II and vice versa in case of leave, absence etc.
5. Work of OS/Law/HQ- III will be looked after by OS/Law/HQ- IV and vice versa in case of leave, absence etc.
6. Work of Clerk/Law/HQ- I will be looked after by Clerk/Law/HQ- II and vice versa in case of leave, absence etc.



**(BrijeshKumar Mishra)**  
**Deputy General Manager/Law**

**Copy to:**

1. Secy. to AGM for kind information please.
2. CLA/HQ- I, II, III & IV for information and necessary action please.
3. All staff in law branch, HQ office for information and necessary action please.