



HQ Office, Baroda House,  
New Delhi

No. NR/HQ/Lit/CLA/2016

Dated: 18 November, 2016

As per Mailing list.....

### **Office Memorandum**

**Sub: Duty list of Chief Law Assistant**

**Ref: Approval of Additional General Manager in File No. NR/HQ/Lit/CLA/2016  
(PP Noting-11)**

The duty list of Chief Law Assistant is advised as under:

#### **DUTIES OF CHIEF LAW ASSISTANT**

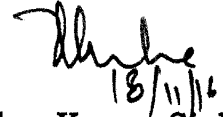
1. To scrutinise the court notices/summons and plaints etc. put up to him and to advise further course of action thereon.
2. Where the CLA is attached with a particular department, the cases for nomination of Railway Advocates shall be processed through him.
3. To obtain the copy of plaint/petition etc. through nominated Railway Advocate if the same has not been received alongwith the notice/summons.
4. Coordination between administration and Railway Advocates in court cases pending before various courts/tribunals/fora etc.
5. To coordinate with executive department to facilitate timely submission of Parawise Comments to nominated Rly. Advocate and to ensure filing of Replies/Written Statements/Counters in courts/tribunals/fora etc.
6. Monitoring of litigation work with special attention to Contempt cases, Execution cases and pending cases for implementation of court orders. To bring the potential contempt cases into the notice of Law Officer, Sr. Law Officer and officer concerned
7. Processing the matters received from concerned branches for legal opinion, legal vetting of legal documents viz. Contract, Agreement, Lease deed, Bank Guarantee etc. for submission to Law Officer and officer concerned.
8. To forward copies of judgements/orders and specific directions when received from the court to the concerned department for taking immediate action.

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9. Follow up action for pending cases with executives and bring into the notice of nodal officers about the urgency of taking decision in the matter to avoid any embarrassing situation.
10. To assist the Law officer/Sr. Law Officer and officer concerned in Liaisoning with Solicitor General of India, Additional Solicitor General and Government Advocates in connection with High Courts and Supreme Court of India.
11. To assist the Law Officer/Sr. Law Officer/Dy. GM (Law) to frame various panels of Railway Advocates by collecting the information about the suitability-cum-efficiency of Advocates who are willing to be empanelled as Railway Advocate.
12. To ensure submission of the periodical performance report of Railway Advocates and to put up the same to higher authorities for analysis.
13. To call the comments regarding complaints against Railway Advocates from concerned department as well as from the individual advocate and process the same for decision of the competent authority.
14. Any other duty assigned by ALO.

**NOTE:** - (i) CLAs should not be entrusted clerical/ministerial or postman type work. Legal Cell shall be provided optimal infrastructure and clerical support by the unit concerned.

(ii) If an interpretation or clarification in respect to these duties is required the matter may be referred to Dy. G.M/Law, Northern Railway, whose decision shall be final.



(Vikas Kumar Sinha)  
Dy. General Manager/Law