



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 Assistant Legal Officer

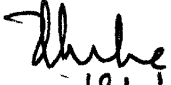
**Ref: Approval of Additional General Manager in File No. NR/HQ/Lit/CLA/2016
(PP Noting-11)**

The duty list of Assistant Legal Officer is advised as under:

DUTIES OF LAW OFFICER

1. Nomination of Railway Advocates in pressing matters e.g. in cases where it is not possible to identify executive department, at initial stage.
2. Coordination with nodal officers for providing Power of Attorney/ Vakalatnama in favour of the nominated RA, parawise comments and relevant rules in support of the stand to be taken by the administration in the court of law.
3. To study the pleadings of the petitioners/applicants and legal vetting of Reply/Affidavit prepared by RA on the basis of parawise comments provided by branch officer.
4. To accompany with branch officer to brief the Railway Advocates in important and complicated cases.
5. Examining judgements/orders referred to him and to advise branch concerned to ensure timely action thereupon to avoid embarrassing situation.
6. To examine the grounds of appeal framed by the executive departments for the purpose of taking decision with regard to filing of appeal.
7. To provide legal opinion to the various departments whenever required by them.
8. Legal vetting of all legal documents viz. Contract, Agreement, Lease, Bank Guarantee etc.

9. To monitor timely payment of legal fee and legal expenses to Railway Advocates. To call for the relevant data/information relating to the court cases from the department concerned as and when called by the senior officers.
10. Follow up action for pending Contempt and Execution cases with executives and bring into the notice of nodal officers about the urgency of taking decision in any individual case in order to avoid any embarrassing situation.
11. Maintain Liaison with Solicitor General of India, Additional Solicitor General and Government Advocates in connection with cases in High Courts and Supreme Court of India. To manage and to fix the conferences with Senior Officers.
12. Put up the position of pending implementation with highlights of potential contempt cases, position of contempt cases, specific directions of courts to Senior Officers and advise the concerned departments.
13. Advise departments to ensure timely filing of reply in pending cases
14. Supervise the legal work and to manage the preparation of PCDO etc.
15. To Assist the Sr. Law Officer/Dy. GM (Law) to frame various panels of Railway Advocates.
16. Any other duty assigned by controlling officer(s).


18/11/16
(Vikas Kumar Sinha)
Dy. General Manager/Law