

GOVERNMENT OF JAMMU & KASHMIR,
OFFICE OF THE ADVOCATE GENERAL

[High Court Complex, Janipur Jammu, 180007 [Nov-April]] /High Court Complex, Srinagar, 190009 [May-Oct]

Subject: Work distribution at Branch/Section level.

ORDER NO. 44 -AG of 2021

DATED: 26-03-2021

In the interest of administration and for smooth functioning of official work in Advocate General's Office for effective, transparent and responsive working, the following work distribution in supersession to all previous orders is hereby made with immediate effect:

S.No.	Branch/ Section	Head of Branch	Assignments
1	Personal Section	Private Secretary	Personal matters/file of Ld. AG, Technical matters as assigned by the Ld AG time to time. Maintain list of Cases referred to other LOs, Log book of Official vehicle and security set-up. Maintenance of official email account advgen@gmail.com . Downloading/printing of Rules/Orders/ Circulars /Govt. instructions as applicable/ required for official business. Also to place such orders on official WhatsApp group for circulation.
2	Legal Section.	Legal Assistant / Jr.Legal Asstt	Assist in Legal matters dealt by the authority. Maintain the records of opinions / comments.
3	Accounts Branch	Accounts Officer	Compilation of Accounts, Release of Non-Plan /Capex funds, Non-Plan Budget /Plan formulation, Repair of electronic gadgets etc. Maintenance of Stock Register of main office, Stationary, Telephone/Internet, Service Books /LPCs, Retainership of Law Officers, Official accounts on portals of JKPaySys , JK Beams and GeM , correspondence with Accountant General & other offices.
4	Litigation counsel fee.	Sr. Law Officer	Processing of counsel fee cases of Law Officers [AAGs/DAGs/GAs etc]. Maintenance of Statistical data of Litigation cases and Coordinator for Criminal Section working.
5	Administrative Branch	Section Officer	Administration and Coordination. Recruitment Rules & establishment issues of Gazetted & Non-Gazetted, DPC, Litigation of AdG's office, Trainings, APRs, Office Administration & Coordination issues. Maintenance of official email a/c jkadvocategeneral@gmail.com , and official a/c of JKCPIS portal . Inspection of Litigation Record Rooms. Any other issue not specified for other branches / Sections.
5	Library	Librarian	Maintenance of records for procurement of books/journals at Srinagar/Jammu Libraries. Maintenance/Issuance/Retrival of books/journals issued to Law Officers / officials. Maintenance of on-line subscribed books/ journals. Annual Administrative Report. Files to route through Sec.

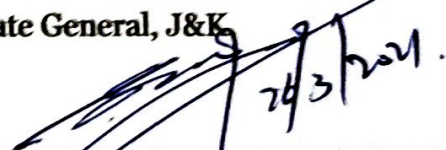
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6	Receipt & Despatch	Section Officer I/e Admn. / Srinagar / Jammu	Officer (A&C) and/or Accounts Officer. Maintenance of records for Receipt and Despatch of communications received and issued via postal dak / fax / dak runner. Receipt of email references and printed communications from official websites through Personal Section. Separate Receipt and Despatch Registers shall be maintained related with Litigation Cases like; SWPs/ LPAs/CPs/ CoA/PIL etc and for other issues like; official references including opinion/comment/views cases for locating the status on fast track basis. The Sections will work as hither-to-fore at Srinagar and Jammu respectively. The Dak Runners will remain continue with R&D Sections.
7	Litigation Record.	Section Officer Srinagar / Jammu	Maintenance and preservance of all types of litigation cases [LCs], Cause lists etc. File Index Registers on annual & department wise basis, Movement Register, Old File Index Registers by Record Keepers. RKs will submit the Case files to concerned Law Officers through their Stenographers/ Orderlies. Progress report of LCs. The detailed guidelines shall be notified separately.

It is further ordered that;

1. The branch/ section Heads would be responsible for smooth running of official business in the best interest of Government work strictly under rules/regulations/ government instructions and will route papers to the Ld. Advocate Generalas hither-to-fore through Administrative Officer except the legal cases which shall continue to be placed by Private Secretary before the authority.
2. No correspondence will be made with Civil Secretariat Departments or other Major Head of the Departments otherthan by ADO, unless specially permitted/ advised on case to case basis.
3. The records of the subjects assigned by other branch shall be transferred to the concerned branch(s).

Issued with the approval of Ld. Advocate General, J&K


(Z.A. Dewani)

Administrative Officer,

with Advocate General, J&K

Dated: 26 .03.2021

No.AG/Adm-134/2021/381-05
Copy to the:

1. Private Secretary / Accounts Officer/ Sr. Law Officer.
2. Section Officer, Srinagar / Jammu / A&C / Librarian.
3. All staff members Officials, for compliance.
4. Order file.
5. Concerned file.