

Sub : Publishing the Pro-active Information under the RTIA 2005,
= Details pertaining to Law Department.

Ref : GM(Admn)'s note No. CIDCO:GM(ADM)/RTI/2008/541, dated 08.08.08.

With reference to above, the various information required to be published under Section 4 of the Right to Information Act, 2005, relevant to the Law Department is furnished below.

| <u>Section 4 (1) (b) of the Right to Information Act, 2005.</u> <u>(Details pertaining to Law Department)</u> | | |
|--|--|---|
| (i) | The Particulars of its Organisation, Functions and Duties. | This pertains to CIDCO as a whole |
| (ii) | The Powers and duties of its officers and employees. | The details pertaining to Law Officer is enclosed in Annexure. |
| (iii) | The procedures followed in decision making process, including channels of supervision and accountability | Since all the decisions/opinion are to be recorded by the Law Officer himself, no procedure is laid down, including channel of supervision. |
| (iv) | The norms set out for discharge of its functions | No specific norms are set out. |
| (v) | The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions. (in law Department) | Not applicable to Law Department |
| (vi) | Statement of categories of documents that are held by it | Nil |
| (vii) | Particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof | Not applicable to Law Department |
| (viii) | Statement of the Boards, councils, committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public | Not applicable to Law Department |

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|--------|--|--|
| (ix) | Directory of its officers and employees | To be made available by the Personnel Department |
| (x) | Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations | To be provided by the Personnel/Accounts Department |
| (xi) | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made | To be provided by the Accounts Department |
| (xii) | The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of each programme. | Not applicable to Law Department. |
| (xiii) | Particulars of recipients of concessions, permits or authorisations granted by it. | Not applicable to Law Department |
| (xiv) | Details in respect of information, available, or held by it, reduced in an electronic form | Nil |
| (xv) | Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public purpose. | The Law department is mainly to assist the management and to give legal opinion to the various departments. It is not expected to give advice / information directly to the public. However, necessary co-operation is extended to citizens, whenever they approach the Department in solving their legal difficulties related with CIDCO. |
| (xvi) | The names, designations and other particulars of the Public Information Officers | To be furnished by the Public Authority/Competent Authority |
| (xvii) | Such other information as may be prescribed and thereafter update these publications every year. | Not applicable for the present. |

Law Officer

Encl; a. a.

G M (ADM)

Section 4 (1) (b) (ii)

The Powers of officers & employees in the office of the Law Officer.

A

| Sr.No | Designation | Powers – Financial | Under which legislation/rules/orders /GRs/Circulars | Remarks |
|-------|-------------|--|---|---------|
| 1. | Law Officer | Settlement of professional fees to the advocates | - | - |

B

| Sr.No | Designation | Powers – Administrative | Under which legislation/rules/orders /GRs/Circulars | Remarks |
|-------|-------------|---|---|---------|
| 1. | Law Officer | Appointment of panel advocates for dealing with the court cases | - | - |

C

| Sr.No | Designation | Powers – Magisterial | Under which legislation/rules/orders /GRs/Circulars | Remarks |
|-------|-------------|----------------------|---|---------|
| 1. | Law Officer | Nil | - | - |

D

| Sr.No. | Designation | Powers – Quasi Judicial | Under which legislation/rules/orders /GRs/Circulars | Remarks |
|--------|-------------|-------------------------|---|---------|
| 1. | Law Officer | Nil | - | - |

Section 4 (1) (b) (ii)

The duties of officers and employees in the office of Law Officer.

| Sr.No. | Designation | Duties | Under which Act/Rules | Remarks. |
|--------|-----------------------------|---|-----------------------|----------|
| 1. | Law Officer | <ol style="list-style-type: none"> 1. To give legal opinion on the issues referred to him by the management/heads of the departments. 2. Appointment of panel advocates to defend the court cases on behalf of the Corporation. 3. Preparation/approval of the written statements/affidavits to be filed in various court matters. 4. Settlement of professional fees payable to the advocates. | -- | -- |
| 2. | Development Officer (legal) | <ol style="list-style-type: none"> 1. To assist the Law officer in all administrative and legal issues. 2. Co-ordination of the court cases with the advocates and the various departments of the Corporation. | -- | -- |

The functions and duties of the Law Officer, CIDCO

1. To give legal opinion on the issues referred to him by the management/heads of the departments.
2. Appointment of panel advocates to defend the court cases on behalf of the Corporation.
3. Preparation/approval of the written statements/affidavits to be filed in various court matters
4. Settlement of professional fees payable to the advocates.
5. Co-ordination of the court cases with the advocates and the various departments of the Corporation