

Particulars relating to
Department of Law, Legislative and Justice
Government of Arunachal Pradesh,
required under Section 4 (1) (b) of the
Right to Information Act, 2005

Manual-I

The Particulars of Organization, Function and Duties

I. Law:

- (a) Advice on legal matters and interpretation of laws;
- (b) Actions in respect of codification of laws including customary laws and reference to Law Research Cell Guwahati;
- (c) Preparation/printing of Arunachal Pradesh Code and maintenance of Law Library;
- (d) Matters relating to Arunachal Pradesh Legal Service;
- (e) All other incidental matters relating to law including examination of Law Commission Reports.

II. Legislative:

- (a) Vetting of Bills, Statutory Rules/Orders/Legal documents/Regulations etc.
- (b) Assent to Bills passed by the Assembly and reservation of Bills for the consideration of the President of India;
- (c) Republication of Central Acts and Bills;
- (d) Drafting of Ordinances and all official Bills for introduction before the Assembly and such other Follow-up actions;
- (e) All other incidental Legislative matters.

III. Justice:

- (a) Administration of justice including vesting of judicial powers on the officers of the Government;
- (b) Matters relating to establishment of separate High Court/Permanent/ Circuit Bench of the High Court;
- (c) Supervision of Government litigation before all courts including Administrative Tribunal (Central and States);
- (d) Proposal for filing suits and applications on behalf of the Government, vetting of written statements/affidavits and counter affidavits and such other related documents;
- (e) Matters relating to appointment of Advocate General, Government Advocates, Public Prosecutor in the High Court and preparation of Panel Advocates in the Supreme Court for the State Government;
- (f) Preparation of Panel of Lawyers for conducting cases before all the courts within the State other than High Court;
- (g) Processing and payment of Bills of Government counsels in coordination with the Secretary (General Administration);
- (h) Implementation of Central Sponsored Schemes for development of infrastructure for judiciary in the State.

Manual-II

The Powers and Duties of Officers and Employees

The powers and functions of the officers and employees are confined to above list of functions and duties.

Manual-III

The Procedure Followed in Decision Making Process including Channels of Supervision and Accountability

The functions of the department are broadly divided into the three sections as at (i) above and in all three sections the cases are first examined at the level of Senior Research Assistant and Research Officer/Law Officer and then put up to the Under Secretary/Deputy Secretary. The cases, with the comments of the Under Secretary/Deputy Secretary, are then endorsed to the Joint Secretary/Secretary for final consideration and approval.

Manual-IV

The Norms Set for Discharge of Functions

The functions are discharged as per the Government of Arunachal Pradesh Manual of Office Procedure and the Rules of Executive Business of the State Government.

Manual-V

The Rules, Regulations, Instructions, Manuals and Records set by Employees for Discharge of Functions

As mentioned above.

Manual-VI

A Statement of Categories of Documents held by it under its control

The documents held by the Department are the files and buff sheets containing the legal opinion/advice rendered to various departments, the Arunachal Pradesh Code, copies of some of Government notifications and instructions, or Central Acts etc.

Manual-VII

The Particulars of any arrangement that exists for consultations with or representation by the Members of the Public in relation to the formulation of policy or implementation thereof

There is no such arrangement. However, the members of public, if so desire could make representation to the department in formulating any policy.

Manual-VIII

A Statement of Boards, Councils, Committees and Bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes of such meetings are accessible to the public

There are no such boards, councils or committees constituted in the department.

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Directory of its Officers and Employees

Sl. No.	Name of the Employees	Designation	Contact No. (O)	Contact No. (R)
1	C.P. Mansai	Secretary	2212473	2212408
2	Sunil Choudhuri	Jt. Secretary	2212723	2214333
3	S.T. Bappu	Dy. Secretary	2290474	2290632
4	G. Bomjen,	Under Secretary	2212967	2350452
5	Dani Belo	Law Officer	2212539	2245084
6	H. Pulu	Law Officer	-	-
7	M. Sharma	R. Officer	2211267	2214234
8	M. Tnagjang	SRA	-	-
9	NC Burman	Section Officer	-	-
10	B. Taku	Section Officer	-	-

Manual-X

Monthly Remuneration received by each of its officials and employees including the system of compensation as provided in its regulations

The monthly remunerations received by the officers/employees are as per the scales of pay under the CCS (Revised Pay) Rules, 1997 as adopted by the State Government and the pay scales of the officers/employees are:

Sl. No.	Designation	Scale of Pay
1	Secretary	14300-18300,
2	Jt. Secretary	14300-18300
3	Dy. Secretary	12000-16500
4	Under Secretary	10000-15200
5	Law Officer	8000-13500
6	R. Officer	8000-13500
7	SRA	6500-10500
8	S. Officer	6500-10500
9	P. Assistant	4500-7000
10	Assistant	5000-8000
11	UDC	4500-7000
12	LDC	3050-4590
13	Peon	2550-3200
14	Driver	3050-4590

Manual-XI

The Budget Allocated to each of its agencies indicating the particulars of all plans proposed expenditure and reports on disbursements made

There is no such agency of its own. As such the question of allocating and disbursing the budget does not arise. However, the department is the nodal department for implementing the Central Sponsored Schemes for development of infrastructure for judiciary such as construction of Court posed expenditure Buildings which is being implemented through the State PWD.

Manual-XII

The manner of execution of subsidy programmes including the amounts allocated and details and beneficiaries of such programmes

There are no subsidy programmes in the department.

Manual-XIII

The Particulars of Recipients of concessions permit or authorizations granted

The Department does not grant any such concessions, permits or authorization.

Manual-XIV

The Details of the information available to or held by it reduced in the electronic form

No information are being held or reduced in the electronic form as yet.

Manual-XV

The particulars of facilities available to citizens for obtaining information

There are no such facilities (Library) available for the public.

Manual-XVI

Particulars of the Public Information Officer

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| 1. Public Information Officer, Law Department | : Sri. S.T. Bappu, Dy. Secretary |
| Contact No. | : 2290474 (O) |
| | : 2290632 ® |
| | : 9436050240 (M) |

2. Astd. Public Information Officer, Law Department : Sri Dani Belo, Law Officer
Contact No. : 2212539 (O)
: 2245084 ®
: 9856061348 (M)