

Manual 2

Powers and duties of officers and employees

[Section 4(1) (b) (ii)]

S.No	Designation	Powers				Duties attached
-	-	Administrative	Financial	Statutory	Others	-
1.	Dir. (Law)	No	To sanction expenditure upto Rs.10,000	NIL	-	-
2.	Law Officer	Sanction of Leave C-Bill and internal transfer and posting	-do-	NIL	-	-
3.	Addl. Law Officer	NIL	NIL	NIL	-	-
4.	Deputy Law Officer	NIL	NIL	NIL	-	-
5.	Asstt. Law Officer	do	do	do	-	-
6.	Section Officer	do	do	do	-	-
7.	Head Asstt.	do	do	do	-	-
8.	Sr. Clerk	do	do	do	-	-
9.	Jr. Clerk	do	do	do	-	-
10.	Court Clerk	do	do	do	-	-
11.	P.A.	do	do	do	-	-
12.	P.S.	do	do	do	-	-
13.	Stenos	do	do	do		

LAW OFFICER

DUTIES OF THE STAFF OF LAW DEPARTMENT

Dir. (Law)	To give legal advice on the matters referred by Chairperson, Secretary and HODs. and to help Secretary & Chairperson in appointment of Legal Retainers, Municipal Counsels and Addl. Standing Counsel for contesting cases before Courts.
LAW OFFICER :	Supervision of advisory works of

	ALO's and DLO's and also to follow up court cases of Council pending in various courts, to tender advice on legal matters.
ADDL. LAW OFFICER :	To process cases for advice on important issues and matters relating to NDMC Act, Bye-laws and regulations.
PERSONAL SECRETARY :	To assist L.A. and to fix meeting
PERSONAL ASSISTANT :	To Assist to L.A./L.O.
DEPUTY LAW OFFICER/ Mpl. Prosecutor :	Advisory work and to attend court cases of NDMC pending before Mpl. Magistrates and other matters
ASSTT. LAW OFFICER :	Advisory work
SECTION OFFICER :	Incharge of lower staff in branch in Palika Kendra
HEAD ASSISTANT:	Incharge of Branch in High Court
SR. ASSTT. :	To assist in work of branch
JR. ASSTT.:	To assist in work of branch
COURT CLERKS MERGED WITH JR. ASSTT.:	To Maintain the record of court case files and to assist advocates
STENO :	To get dictation and typing and to maintain the record at computer
DATA ENTRY OPERATOR :	To feed the case records in computer provided by the Court Clerks
PROCESS SERVER :	To serve summons and Dak
PEON :	To deliver the Dak

LAW DEPTT