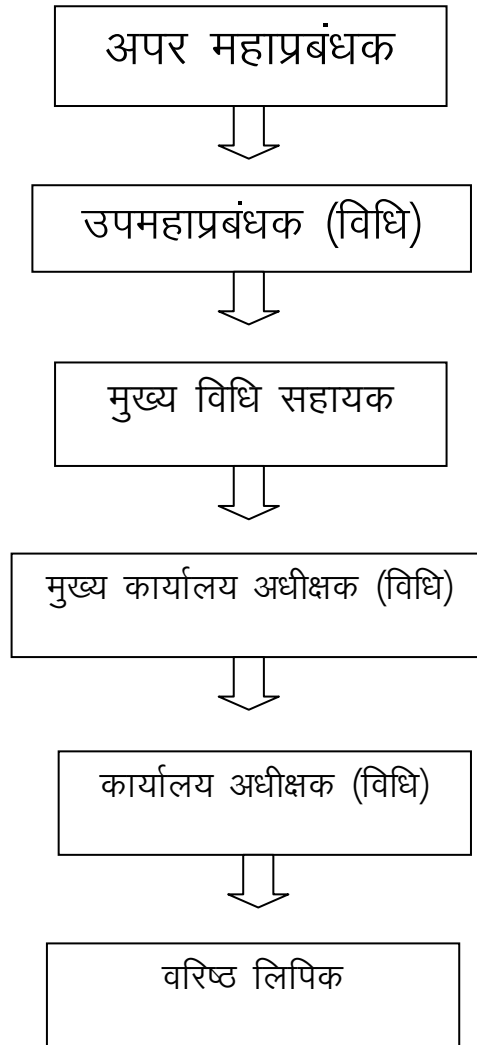


(1) Organisation Chart



| | | |
|---|-----------------------------------|---|
| 2 | Objective | Supervise the legal work of entire Railway (N.C. Railway) and safeguard the Railway's interest. |
| 3 | Function | <p style="text-align: center;"><u>Functions of 'LAW' Branch at HQ Office.</u></p> <ol style="list-style-type: none"> 1. Supervise the legal work of entire railway (N. C. Rly. - ALD). 2. Ensure timely filing of replies / counters in the courts to avoid the Legal complication. 3. To coordinate with cadre officers and senior officers for smooth conduct of court cases. 4. Analysis the reasons for adverse decisions in the court cases, identify weak areas & suggest corrective measures to ensure the winning percentage. 5. Ensure timely action on the judgments delivered by different courts to avoid the contempt and Legal complication. 6. Study the pleadings of the petitioners/applicants and reply given by the cadre officer to frame out the reply and ensure filing of proper reply in the court along with all relied upon documents taken from the concerned cadre officers with latest cases law on the subject within limitation. 7. Brief Railway Advocates from time to time to achieve positive results in favour of Railway Administration. 8. Analysis the ground for appeal. Vetting and verification of all legal documents, viz; contract agreement, lease, adoption deed, sale deed etc. 9. Ensure timely payment of legal fee to advocates and legal expenses. 10. Vetting and verification of legal documents. <p>Ensure better coordination between Railway Advocates and administration to safeguard the interest of Railway Administration and to increase the winning percentage.</p> |
| 4 | Vision Mission and key objectives | cases decided in favour in Railway and no contempt against the Railway's and safeguard the Railway's interest. |
| 5 | Power and Duties | Supervise & Monitoring the court cases and liaison with Railway Administration & Railway Advocate. |
| 6 | Pay Scale and Staff Strength | CLA – 3 Ch.OS - 1 OS – 1 Sr. Clerk - 1 General Assistant – 3 |

| | | |
|----|--|--|
| 7 | Duty list of Officers | Officer perform their duties assigned by senior officer incharge. |
| 8 | Duty list of Staff. | Staff perform their duties assigned by officer in charge. |
| 9 | Cadre-Gazetted, Non Gazetted | DGM (Law) - 1 CLA-3 Ch.OS-1 OS-1 Sr.Clerk-1 General Assistant - 3 |
| 10 | Seniority of Officers and Staff | Seniority of Officer & Staff available on NCR website. |
| 11 | CG appointment cases Status | Nil |
| 12 | Retiring Room Details | Nil |
| 13 | Train Time Table | Nil |
| 14 | Empanelled Hospitals | Nil |
| 15 | Empanelled Doctors | Nil |
| 16 | All Projects Status | Nil |
| 17 | Training Programmes | Nil |
| 18 | Tenders | Nil |
| 19 | List of Grivances cases pending/Finalised. | Nil |