

## PROFORMA

1. Name & Designation :
2. Date of Birth :
3. Date of appointment :
4. Date of promotion to the present post :
5. Educational Qualification :
7. Experience in legal section :
8. Details of previous deputation, if any :
9. Any other information :

Signature :-

Section :-

Date :-

Forwarded through

Branch Officer

## JOB DESCRIPTION

1. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
2. Ascertain from concerned government counsel the details of the cases against the department listed for hearing on the following dates and attend the Court/CAT with the government counsel on the dates fixed for such hearing.
3. Monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.
4. Maintain Registers of court cases allotted to empanelled counsel, fee paid to counsellors and their performances, and submit monthly/quarterly reports regularly.
5. Procure the certified copy/obtain a copy of the judgement as soon as the judgement is pronounced and obtain the opinion of the government counsel to defend the case in writing with regard to the feasibility or otherwise of filing CWP/SLP or Review Petition and forward the same to the Headquarters office and watch judgement.
6. Meet the requirement of counsels in respect of discussions and production of documents.
7. Scrutinize legal fee bills and monitor payments are made timely.
8. Assist the Sr. AOs/ Group Officers in timely conduct of periodical review of empanelled advocates.