



GOVERNMENT OF PUDUCHERRY

LAW DEPARTMENT

RTI MANUAL

ADDRESS:

LAW DEPARTMENT, FIRST FLOOR,
'B' BLOCK, GOUBERT AVENUE,
CHIEF SECRETARIAT, PUDUCHERRY-1.

Website ID : <https://law.py.gov.in>

GOVERNMENT OF PUDUCHERRY LAW DEPARTMENT

MANUALS ON RIGHT TO INFORMATION ACT, - 2005

VISION:

Law Department is committed to deliver standard and quality legal assistance to the Union Territory of Puducherry for effective implementation of Government policies in conformity with the provisions of the Constitution of India and other laws in force in the Country. It is also committed to promote administration of justice that ensures easy access and timely delivery of justice to General Public / Departments of the Union Territory of Puducherry.

MISSION:

The Mission of the Department is to function as a vibrant Legal Institution of the Union Territory of Puducherry to render high quality legal services (Legislative as well as Advisory) to the Secretariat Departments for their proper and effective functioning and ensure effective services to the public through its line agencies. Hence, it is the endeavor of the Department to provide a just, transparent, accountable and humane system of governance.

The Law Department is committed to render assistance for ensuring adequacy of Courts and Judges. Modernization of Courts and procedure, policy for judicial reforms and legal aid to the poor for improved justice delivery system.

Details of the functions of the Law Department

- 1) Drafting and scrutiny of bills and statutory Rules, Notifications, Orders and Bye-Laws.
- 2) Administration of Justice including Courts.
- 3) Appeals against acquittals and applications for enhancements of sentences.
- 4) Advice on all legal matters.
- 5) Supervision of Government litigation, including appointment and remuneration of Government Pleaders, Public Prosecutors, Special Counsels, etc.
- 6) Legacies and Inter-State properties.
- 7) Ex-French Laws and Rules and their interpretation.
- 8) Legal Practitioner and Bar Council.
- 9) Civil Law Procedures.
- 10) Official Receivers.
- 11) Notary Public.
- 12) Judicial Reforms.
- 13) Legal Aid to Weaker sections.
- 14) Scrutiny of Agreements /MoUs.
- 15) Writing off of any decretal dues.
- 16) Arbitrators.
- 17) Translation of State Acts and Rules, Regulation etc. into Tamil and other languages.
- 18) Recruitment / posting / promotion and transfer of all posts exclusive to this department.
- 19) Arrangements of accommodation and receiving the visiting dignitaries a higher Judiciary.

LITIGATIVE:

The Law Department is exercising the control over the prosecuting machinery and also the machinery employed by the Government for civil litigations and exercising administrative control over all the prosecutors and Government Pleaders in all the Courts in the Union Territory and also in the High Court of Judicature at Madras. Every police charge-sheet in a warrant case, before it is laid in the Court is scrutinized by the Officers of the Law Department. The officers of the Law Department are advising the Police Department and other Government Departments on the legal aspects of a case at each and every Criminal and Civil proceedings including the stage of investigation. The Law Department engages Advocates as Special Public Prosecutors and Special Government Pleaders or Special Counsels in all the Courts in the Union Territory and in the High Court. Scrutiny of the case in which Police Department and other Departments of the Government decides not to initiate prosecution, examining all cases of acquittal and cases where there is a conviction only for a minor offence, the accused having been acquitted of more serious offences and advising the Police and other Departments about the further course of action in order to avoid miscarriage of Justice and advising the Departments on question relating to appeal, compromise, etc., are some of the vital aspect of the duties and responsibilities attached to the Law Department.

Besides, the Officers of the Law Department have to do the following functions as required under the Rules of Business of the Government of Puducherry, 1963.

LEGISLATIVE:

The Rules of Business of Government of Puducherry, 1963. Rules 31 to 45 of Business of Government of Puducherry, 1963 are extracted here.

<https://law.py.gov.in/docs/Code1.pdf#page=270>

ADVISORY:

The Law Department tenders advice to various Departments of this Administration seeking legal advice on all the matters referred to this Department.

(ii) Duties of Officers and employees :

Legal Assistant:

The Post of Legal Assistant in the Law department is a 'Group 'B' Non-gazetted Post in Pay Level '6' and the qualification for the post of Legal Assistant is a Degree in Law. Legal assistant in the Law Department and the Directorate of Prosecution, Puducherry play a pivotal role in the functions of the Law Department. They are involved in examination of files of all nature, advise Legislative and Litigation matters.

Deputy Law Officer :

The Post of Deputy Law Officer is a Group 'B' Gazetted post in Pay Level '7' .The files examined and put up by the Legal Assistant are gone through by the Deputy Law Officer before the files are submitted to higher officers.

Law Officer :

The post of Law Officer in the Law Department is a Group 'B' Gazetted post in Pay level '7'. The post of Law Officer in the Law Department is a promotional post from the Deputy Law Officer and Legal Assistant. Apart from exercising control over the duties performed by the Legal Assistants and the Deputy Law Officer, the Law Officer is also required to attend files relating to Advice, Legislation and Litigation matters.

Under Secretary (Law):

The post of Under Secretary (Law) is a Group 'B' Gazetted post in the Law Department, Puducherry with Pay Level '7' The Post of Under Secretary (Law) is a promotional post from the level of Law officer in the Law Department.

The whole functions of the Law Department, as enumerated under the Rules of Business of the Government of Puducherry, 1963 apart from other administrative functions as Head of Office and statutory function entrusted with the Post. The post of Under Secretary (Law) is attached with the Secretariat functions and the under Secretary (Law) is also required to attend other administrative duties.

Deputy Secretary (Law) :

The post of Deputy Secretary (Law) is a Group 'A' Gazetted post in Law Department. The post is filled by way of promotion from the post of Under Secretary (Law). The Deputy Secretary (Law) is in charge of disposing the Litigation, Advice and Legislation files submitted to him through the Under Secretary (Law).

Secretary (Law):

The nature of duties and responsibilities attached to the post of Law Secretary are enumerated under the Rules of Business of the Government of Puducherry, 1963 apart from other administrative and financial function as Head of the Department and as Secretary to Government. The Law Department is exercising secretarial function in respect of the Judicial Department, Legal Services Authority and the Law Secretary shall be required to be in close co-ordination with the District Judges in the Judicial Department.

The Business of the Government Allocated to the Law Department are as detailed below: -

Law Department- General Duties and Responsibilities

- 1) Drafting and scrutiny of bills and statutory Rules, Notifications, Orders and Bye- Laws.
- 2) Administration of Justice including courts and appointment of law Officer in varies Court.
- 3) Appeals against acquittals and applications for enhancements of sentences.
- 4) Advice on all legal matters.
- 5) Supervision of Government litigation, including appointment and remuneration of Government Pleaders, Public Prosecutors, Special Counsels,etc.
- 6) Legacies and Inter-State properties.
- 7) Ex-French Laws and Rules and their interpretation.
- 8) Legal Practitioner and Bar Council.
- 9) Civil Law Procedures.
- 10) Official receivers.
- 11) Notary Public.
- 12) Judicial Reforms.
- 13) Legal Aid to Weaker sections.
- 14) Scrutiny of Agreements.

- 15) Writing off of any decretal dues.
- 16) Arbitrators.
- 17) Translation of State Acts and Rules, Regulation etc. into Tamil and other languages.
- 18) Recruitment / posting / promotion and transfer of all posts exclusive to this department.
- 19) Arrangements of accommodation and receiving the visiting dignitaries.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability:

All the Legal Assistants have to submit the Legal files to the concerned Law Officers and then after scrutiny by the Law Officers, it has to be submitted to the Secretary (Law) through the Deputy Secretary / Under Secretary (Law) for approval.

(iv) The norms set by it for the discharge of its functions :

Not applicable

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :

Please refer the Puducherry Code Volumes I, II, III, IV and V, as detailed in the link:

<https://law.py.gov.in/docs/Code1.pdf>

<https://law.py.gov.in/docs/Code2.pdf>

<https://law.py.gov.in/docs/Code3.pdf>

<https://law.py.gov.in/docs/Code4.pdf>

<https://law.py.gov.in/docs/Code5.pdf>

(vi) a statement of the categories of documents that are held by it or under its control :

- 1) Puducherry Code Volume I
- 2) Puducherry Code Volume II
- 3) Puducherry Code Volume III
- 4) Puducherry Code Volume IV
- 5) Puducherry Code Volume V
- 6) The Puducherry Litigation Policy, 2021.
- 7) Voluntary Internship Scheme for the Law Graduates of the Union Territory of Puducherry in the Law Department.
- 8) The Government of Puducherry Grant of Stipend to Junior Advocates Scheme Rules, 2020.
- 9) The Puducherry Law Officers (Appointment and Condition of Services) Rules, 2021.
- 10) The Puducherry Advocates Welfare Fund Rules, 2008.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

Not applicable

(viii) A statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as its part or 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

(ix) a directory of its officers and employees :

Staff Particulars of Law Department, Puducherry

Sl. No.	Name Thiru. / Tmt.	Designation	Remarks
1	DR.L.S. SATHIAMURTHY	SECRETARY (LAW)	
2	JHANAZ RAFFI @JHANSI	UNDER SECRETARY (LAW)	
3	MANIMEGALAI GOVINDARADJOU	LAW OFFICER	
4	SYED SHAFFY. K	LAW OFFICER	
5	RAMESH	PRIVATE SECRETARY	
6	MURUGAN. S	TRANSLATOR GR-I	
7	LAKSHMI PRABHA. J	LEGAL ASSISTANT	
8	SELLAPERUMAL. P	LEGAL ASSISTANT	
9	PRABAKARAN. D	ASSISTANT / CASHIER	
10	VIGNESH.N	UDC	
11	PAKKIRISAMY.A	DRIVER, GRADE- I	
12	ANIL KUMAR. K	DRIVER, GRADE- III	Attached to Sub Court, Mahe.
13	SYAMALA RAO. K	DRIVER, GRADE- III	Attached to Sub Court, Yanam
14	MAHESH. D	MTS GENERAL	
15	GOUNASEGARAN. E	MTS GENERAL	
16	VENKATACHALAPATHY.G	MTS GENERAL	
17	LAKSHMI. R	MTS GENERAL	Attached to the O/o. the Govt. Pleader for Puducherry, High Court, Madras

Part time casual labourer (Sanitary Assistant)

Tmt. R. Sujatha

Staff Particulars of Directorate of Prosecution, Puducherry

Sl. No.	Name Thiru. / Tmt.	Designation	Remarks
1	ARUN. R	ASSISTANT PUBLIC PROSECUTOR	On Deputation
2	LOKKESHVARAN. S	ASSISTANT PUBLIC PROSECUTOR	On Deputation
3	THAMIZHARASI.N	STENO. GR. II	
4	RAGINI. P	UPPER DIVISION CLERK	Attached to the O/o. the Govt. Pleader for Puducherry, High Court, Madras
5	KRISHNAN. V	MTS GENERAL	
6	KALAIVANAN	MTS GENERAL	

Consultant

Thiru. K. OUMABADY, Asst. Library Information Officer (Retired)

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :

LAW DEPARTMENT, PUDUCHERRY

<u>Sl.No.</u>	<u>Name of Post</u>	<u>Pay Matrix</u> <u>Level in 7th CPC</u>
1	Secretary (Law)	13
2	Deputy Secretary (Law)	11
3	Under Secretary (Law)	7
4	Law Officer	7
5	Dy. Law Officer	7
6	Assistant Library Information Officer	7
7	Legal Assistants	6
8	English / Tamil Translator Grade-I	7
9	English / Tamil Translator Grade-II	6
10	Private Secretary	7
11	Assistant	6
12	Stenographer Grade-II	4
13	Upper Division Clerk	4
14	Driver Grade-I (Law Department)	5
15	Driver Grade-II (Services placed at Judicial Dept., Mahe)	4
16	Driver Grade-II (Services placed at Judicial Dept. Yanam)	4
17	MTS (General) - 01 Post attached to the O/O the Govt. Pleader at Chennai.	1
	Total posts: -	26
18	Part-time Sanitary Assistant- (Consolidated pay)	--

DIRECTORATE OF PROSECUTION, PUDUCHERRY

<u>Sl.No.</u>	<u>Name of Post</u>	<u>Pay Matrix</u> <u>Level in 7th CPC</u>
1	Director of Prosecution	11
2	Deputy Director of Prosecution	7
3	Assistant Public Prosecutor	6
4	Legal Assistants	6
5	Stenographer Grade-I	6
6	Stenographer Grade-II	4
7	Lower Division Clerk (Attached to the O/o the Govt. Pleader at Hon'ble High Court Madras)	2
8	MTS (General)	1
	Total Posts:	11

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Budget Provisions 2023-2024

Law Department - Rs.4,21,58,000/-

Directorate of Prosecution - Rs.1,68,25,000/-

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :

Not applicable.

(xiii) particulars of recipients of concessions, permits or authorisations granted by it :

Not applicable.

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form :

<https://law.py.gov.in/docs/Code1.pdf>

<https://law.py.gov.in/docs/Code2.pdf>

<https://law.py.gov.in/docs/Code3.pdf>

<https://law.py.gov.in/docs/Code4.pdf>

<https://law.py.gov.in/docs/Code5.pdf>

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :

Information can be obtained under the provision of the Right to Information Act 2005 on payment of requisite fee of Rs.10/-.

(xvi) the names, designations and other particulars of the Public Information Officers :

LAW DEPARTMENT :

Thiru K. Syed Shaffy,

Public Information Officer-cum-Law Officer

Law Department, Puducherry – 605001.

Phone : 0413 2233354

Tmt. Jhanaz Raffi @ Jhansi,

First Appellate Authority-cum-Under Secretary (Law)

Law Department, Puducherry – 605001.

Phone : 0413 2233255

DIRECTORATE OF PROSECUTION :

Tmt. Manimegalai Govindaradjou,

Public Information Officer-cum-Law Officer

Law Department, Puducherry – 605001.

Phone : 0413 2233256

Tmt. Jhanaz Raffi @ Jhansi,

First Appellate Authority-cum-Under Secretary (Law)

Law Department, Puducherry – 605001.

Phone : 0413 2233255

(xvii) such other information as may be prescribed; and thereafter update these publications every year :

Puducherry Code Volume I, II and III are published in tamil version and the same is available in the Directorate of Stationery and Printing on payment of cost.

**DETAILS OF THE NODAL OFFICER AND THE TRANSPARENCY
OFFICER UNDER THE PROVISIONS OF THE RIGHT TO
INFORMATION ACT, 2005**

Tmt. JHANAZ RAFFI @ JHANSI,
UNDER SECRETARY (LAW),
LAW DEPARTMENT,
FIRST FLOOR, B BLOCK,
GOUBERT AVENUE,
CHIEF SECRETARIAT,
GOVERNMENT OF PUDUCHERRY.

DETAILS OF THE DISPOSED APPLICATIONS UNDER THE PROVISIONS OF THE RIGHT TO INFORMATION ACT, 2005 BY THE PUBLIC INFORMATION OFFICER OF THE LAW DEPARTMENT

Year	Quarter	Total Number of Applications received	Total Number of Applications transferred to other Public Authorities	Disposed by the PIO of the Law Department
2023	First Quarter (April, 2023-June, 2023)	16	5	11
	Second Quarter (July, 2023-September, 2023)	16	8	8
	Third Quarter (October, 2023-December, 2023)	14	7	7
	Fourth Quarter (January, 2024-March, 2024)	13	9	4

Year	Quarter	Total Number of Applications received	Total Number of Applications transferred to other Public Authorities	Disposed by the PIO of the Law Department
2024	First Quarter (April, 2024-June, 2024)	11	5	6

DETAILS OF THE DISPOSED APPLICATIONS UNDER THE PROVISIONS OF THE RIGHT TO INFORMATION ACT, 2005 BY THE PUBLIC INFORMATION OFFICER OF THE DIRECTORATE OF PROSECUTION

Year	Quarter	Total Number of Applications received	Total Number of Applications transferred to other Public Authorities	Disposed by the PIO of the Law Department
2023	First Quarter (April, 2023-June, 2023)	3	1	2
	Second Quarter (July, 2023-September, 2023)	3	1	2
	Third Quarter (October, 2023-December, 2023)	1	1	-
	Fourth Quarter (January, 2024-March, 2024)	1	-	1

Year	Quarter	Total Number of Applications received	Total Number of Applications transferred to other Public Authorities	Disposed by the PIO of the Law Department
2024	First Quarter (April, 2024-June, 2024)	1	1	-