

Chapter – I

INTRODUCTION

- 1.1. This handbook contains 17 Manuals with details as prescribed under section 4 of the Right to Information Act, 2005.
- 1.2. The purpose of this handbook is to secure access to information about the Law Department, Pondicherry as per the Right to Information Act, 2005.
- 1.3. The Deputy Secretary to Government (Law) and the Director of Prosecution, may be addressed for getting information on matters relating to the Law Department and the Directorate of Prosecution, Pondicherry.

Chapter – II (Manual –1)

Particulars of Organisation, Functions and Duties

- 2.1 Law Department is an independent Secretariat Department functioning in the 'B' Block of the First Floor of the Chief Secretariat Building Complex situated at Goubert Avenue, Pondicherry.
- 2.2 The Directorate of Prosecution as a wing of the Law Department, Pondicherry is also functioning in the afore-said address.
- 2.3 The Law Department is the Administrative Secretariat in respect of the following, namely :-
- (i) The Directorate of Prosecution, Pondicherry;
 - (ii) The Judicial Department of the Union territory of Pondicherry;
 - (iii) The Family Court, Pondicherry;
 - (iv) Dr. Ambedkar Government Law College, Pondicherry;
 - (v) The Union Territory of Pondicherry Legal Services Authority.
- 2.4 The administrative hierarchy of the Law Department and the Directorate of Prosecution, Pondicherry is furnished in the Annexure – I appended herewith.
- 2.5 The main functions of the Law Department including that of the Directorate of Prosecution is multi-fold, namely-
- (i) giving legal advice to all the departments of the Pondicherry Administration;
 - (ii) monitoring Government litigations and public prosecutions;
 - (iii) appointment of Government Pleaders and Public Prosecutors in the Union territory of Pondicherry and the High Court, Madras, appointment of Government Counsels in various High Courts and appointment of Advocate on Record and other Senior Counsels in the Supreme Court of India.
 - (iv) Vetting all statutory Bills, Ordinances and Regulations including all statutory Rules, Bye-laws and Notifications and introduction of all statutory Bills in the Legislative Assembly of Pondicherry
- 2.6 Office Hours : Forenoon : 08.45 A.M. to 01.00 P.M.
Afternoon : 02.00 P.M. to 05.45 P.M.

SECRETARY(LAW)

LAW DEPARTMENT

One Director of Prosecution and
Ex-Officio Deputy Secretary
(Rs.10,000-325-15,200)

One Deputy Director of Prosecution
(Rs.7,450-225-11,500)

3 Assistant Public Prosecutors
(Rs.6500-200-10500)

2 Peons
(Rs.2250-3200)

Chapter – III (Manual – 2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF LAW DEPARTMENT AND DIRECTORATE OF PROSECUTION

LAW DEPARTMENT :

3.1.	Secretary (Law)	Vacant
3.2.	Deputy Secretary (Law)	<u>Administrative Powers</u> Head of Department and Controlling Officer under Supplementary Rule 191 for the purpose of Travelling Allowance and Medical Reimbursement claims in respect of Group “B” Officers of the Law Department, Pondicherry. Service matters Tendering legal advice and attending to legislation and litigation. <u>Financial Powers</u> Authorised to incur expenditure and exercise all the financial powers delegated to the Head of Department in the G.O. Ms. No. 59/2003/F3, dated 11.2.2003 of the Finance Department, Pondicherry and the subsequent amendments issued thereto from time to time under the Delegation of Financial Power Rules, 1978 in respect of the Law Department, Pondicherry.
3.3.	Under Secretary (Law)	<u>Administrative Powers</u> Head of Office and Controlling Officer under the Supplementary Rule 191 for the purpose of Travelling Allowance and Medical Reimbursement Claims in respect of the Group ‘C’ and ‘D’ staff of the Law Department and Directorate of Prosecution. Service matters Tendering legal advice and attending to legislation and litigation. <u>Financial Powers</u> Financial Powers as delegated to Head of Office under the Delegation of Financial Power Rules, 1978 and the General Financial Rules, 1963.
3.4.	Law Officer	<u>Administrative Powers</u> Tendering legal advice and attending to legislation and litigation. <u>Financial Powers</u> Drawing and Disbursing Officer / Pay Drawing Officer
3.5	Deputy Law Officer	<u>Administrative Power</u> Supervision of staff of the Law Department and the Directorate of Prosecution Tendering legal advice and attending to legislation and litigation.

3.6. In the Law Department, one translation section is functioning. One English Tamil Translator Grade I and one English Tamil Translator are functioning in the Translation wing. The main functions of this section is translation of Legislative Bills, Statutory orders, Notifications etc. from English to Tamil and vice versa.

3.8. In the Law Department, one Law Library is functioning wherein various Law Books, Journals, Periodicals, Law Reports and other legal materials are available. One Assistant Librarian is looking after the Law Library. The Law Library is exclusively for use of officials of the Law Department and the Directorate of Prosecution, Pondicherry and it is not open to the public.

3.9. Directorate of Prosecution :

- (i) Director of Prosecution – vacant
Administrative Power :

To tender legal advice on criminal matters and incharge of litigation and prosecution machinery.

3.10 Deputy Director of Prosecution :

To assist the Director of Prosecution in attending to prosecution and litigation.

To tender advice on criminal matters.

3.11 Assistant Public Prosecutors:

To defend the Government in public prosecutions before the various Criminal Courts in Pondicherry.

Chapter – IV (Manual – 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging functions :

4.1 The administrative and financial functions of the Law Department and the Directorate of Prosecution and on assigned in the Business of the Government of Pondicherry (Allocation) Rules, 1963 as amended from time to time are carried out as per the provisions contained in the Office Manual and all other Rules of the Government of India and as applicable to the Union Territory. The Business of the Law Department is transacted in accordance with the Rules of Business of the Government of Pondicherry, 1963. The legal functions of the department are carried out as per the provisions of various statutes, both Central and State, including rules, regulations etc. of statutory character, by taking into account decisions of various Courts including the High Courts and the Supreme Court of India.

Chapter – V (Manual – 4)

Particulars of any arrangement that exist for consultation with or representation by the members of public in relation to the formation of its policy or implementation thereof.

The functioning of the Law Department does not require formulation of any policy.

Chapter – VI (Manual – 5)

A Statement of categories of documents that are held by it or under its control.

The Law Department is not having any previous documents of its own under its custody.

Chapter – VII (Manual – 6)

A Statement of Boards, Council, Committees and other Bodies constituted as its part.

The Law Department functions as the administrative secretariat in respect of the Union Territory of Pondicherry Legal Services Authority, a statutory Board constituted under the Legal Services Authorities Act (Central Act No. 39 of 1987). The said Authority, functioning under the executive chairmanship of a Judge of the High Court, Madras, renders free legal aid to the poor.

Chapter – VIII (Manual – 7)

The names, designations and other particulars of the Public Information Officers:

8.1. Public Information Officer :

Thiru John Claude Pompei Mariadassou,
Deputy Secretary (Law),
Law Department,
'B' Block, First Floor,
Chief Secretariat,
Goubert Avenue,
Pondicherry. Phone : 2233253; 2336592 2338742(R)

8.2. Department Appellate Authority:

Thiru A.K. Singh,
Secretary to Government (Law),
Chief Secretariat,
Goubert Avenue,
Pondicherry. Phone : 2336115; 2233204 2272258 (R)

Chapter – IX (Manual – 8)

Procedure followed in Decision making :

The administrative and financial decisions are taken in conformity with various rules, provisions and instructions as are applicable to the Union Territory and the final authority in these matter is the Administrative Secretary in the absence of a regular Law Secretary. The final authority in regard to decisions on legal matters is the Law Secretary and in his absence, the Deputy Secretary (Law) and the Director of Prosecution.

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Chapter – 10 (Manual – 8)

Directory of Officers and Employees
Law Department

Sl.No	Name	Designation	STD code	Phone No.	Fax	E-Mail	Address
1	Vacant	Secretary (Law)	0413	-	-	-	I – Floor, 'B' Block, Chief Secretariat, Goubert Avenue, Pondicherry.
2	Thiru John Claude Pompei Mariadassou	Deputy Secretary (Law)	0413	2336592(O) 2233256(O) 2338742(R)	2336592	dslaw@pondy.pon.nic.in	-do-
3	Thiru A. Ragou,	Under Secretary (Law)	0413	2336592(O) 2233253(O) 2214435(R)	2336592	uslaw@pondy.pon.nic.in	-do-
3	Thiru N. Rajendiran	Law Officer	0413	2336635(O) 2233260(O) 2358927(R)	-	lolaw@pondy.pon.nic.in	-do-
4	Thiru A. Alphonse Radj	Deputy Law Officer	0413	2336635(O) 2233290(O) 2228184(R)	-	-	-do-

Directorate of Prosecution, Pondicherry.

Sl.No	Name	Designation	STD code	Phone No.	Fax	E-Mail	Address
1	Vacant	Director of Prosecution	0413	2336635(O)	-	-	I – Floor, ‘B’ Block, Chief Secretariat, Goubert Avenue, Pondicherry.
2	S.A. Sultan Abdul Kadir	Dy. Director of Prosecution	0413	2336635(O) 2233255(O)	-	-	-do-

Chapter – XI (Manual – 10)

The Monthly Remuneration received by each of its officers and employees
Law Department

Sl.No.	Name	Designation	Monthly remuneration (Rs.)
1	Vacant	Secretary (Law)	-
2	John Claude Pompei Mariadassou	Dy. Secretary (Law)	21707
3	A. Ragou	Under Secretary (Law)	16450
4	N. Rajendiran	Law Officer	14718
5	A. Alphonse Radj	Dy. Law Officer	13727
6	T. Segar	Translator Gr.I	15811
7	S. Poongodai	Stenographer Gr.I	13090
8	Gregory Stephen Hart	Legal Assistant	13191
9	Jhanaz Raffi @ Jansi	Legal Assistant	10128
10	Manimegalai Govindradjou	Legal Assistant	10128
11	P. Nadradjane	Legal Assistant	11222
12	Nagarajan Franc	Asst. Library & Info. Officer	11667
13	K. Oumabady	Asst. Librarian	12315
14	S. Murugan	Translator (E/T)	10572
15	N. Kida	Steno Gr. III	8195
16	S. Calivaradane	UDC	9143
17	S. Lakshmanasamy	UDC	8546
18	C. R. Oudayasankar	LDC	7485
18	S. Coumaressane	Driver	6214
20	J. Rajendiran	Peon	6597
21	A. Muniammal	Peon	6695
22	Deivanayagam	Peon	6367
23	Arumugam K.P.	Peon	5829

Directorate of Prosecution, Pondicherry

Sl.No.	Name	Designation	Monthly Remuneration (Rs.)
1	Vacant	Director of Prosecution	-
2	S.A. Suntal Abdul Kadir	Dy. Director of Prosecution	19229
3	Vacant	Asst. Public Prosecutor	-
4	Vacant	Asst. Public Prosecutor	-
5	V. Rutharakumaran	Asst. Public Prosecutor	16376
6	Syed Shaffy	Legal Assistant	9854
7	G. Diagou Subramaniam	Stenographer Gr.II	11578
8	S. Gopalakrishnan	Stenographer Gr. III	8050
9	P. Subburayan	Peon	6312
10	S. Jayanthi	LDC	7212
11	Elumalai	Peon	7112

Chapter – XII (Manual – 11)

The Budget allocated to each Agency

12.1. Budget Estimate for 2005-06 (Non-Plan)

Law Department :

Demand No. and Major Head :

Demand No.9

2052-Law Department

Amount Allotted : Rs. 65,00,000/-

12.2 Budget Estimate for 2005-2005 (Non-Plan)

Directorate of Prosecution :

Demand No. and Major Head:

Demand No.4,

201 Directorate of Prosecution

Amount Allotted : Rs. 25,00,000/-

Chapter – XIII (Manual – 12)

Not applicable

Chapter – XIV (Manual – 13)

Not applicable

Chapter – XV (Manual – 14)

Not applicable

Chapter – XVI (Manual – 15)

www.lawpdy.com

Website construction is going on

Chapter – XVII (Manual – 16)

Particulars of the facilities available to citizens for obtaining information :

- 17.1 (i) Website of the Law Department
(ii) By personal contact of the Officers of the department

Chapter – XVIII (Manual – 17)

Other Useful Information

18.1 The Law Department and the Directorate of Prosecution, Pondicherry and at redressal of disposal of cases before any court or judicial forum.

ORGANISATION CHART

DIRECTORATE OF ACCOUNTS AND TREASURIES

