

Guidelines for operating posts of Legal Assistant in the filed offices for dealing with legal matters

From : Sanjay Kumar <saoapp@cag.gov.in>

Tue, Feb 04, 2025 02:56 PM

Subject : Guidelines for operating posts of Legal Assistant in the filed offices for dealing with legal matters

1 attachment

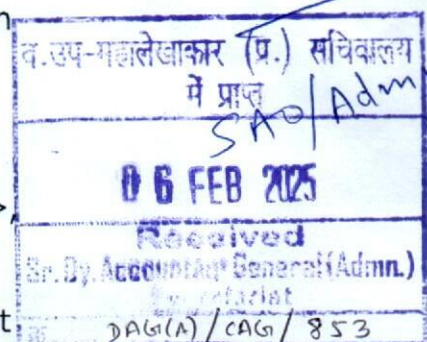
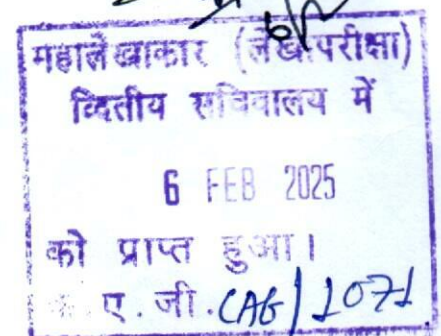
To : AG AE Kerala Thiruvananthapuram

<agaekerala@cag.gov.in>, AG AE Bihar Patna <agaebihar@cag.gov.in>, PAG AE Haryana <agaeharyana@cag.gov.in>, PAG AE KARNATAKA <agaekarnataka@cag.gov.in>, PAG AE Tamilnadu Chennai <agaetamilnadu@cag.gov.in>, agaepunjab <agaepunjab@cag.gov.in>, AG AE II Maharashtra Nagpur <agaemaharashtra2@cag.gov.in>, AG AE II Madhya Pradesh Gwalior <agaemadhyapradesh2@cag.gov.in>, AG HP <agaehimachalpradesh@cag.gov.in>, AG AE Jharkhand Ranchi <agaeharkhand@cag.gov.in>, AG AE WEST Bengal <agaewestbengal@cag.gov.in>, AG AE J and K <agaejammukashmir@cag.gov.in>, AG AE Assam <agaessam@cag.gov.in>, AG AE I Maharashtra Mumbai <agaemaharashtra1@cag.gov.in>, PAG(A&E)-1, Uttar Pradesh, Allahabad <agaeuttarpradesh1@cag.gov.in>, AG AE II Uttar Pradesh Allahabad <agaeuttarpradesh2@cag.gov.in>, AG AE Odisha <agaeorissa@cag.gov.in>, PAG AE VIJAYAWADA <agaehandhrapradesh@cag.gov.in>, AG AE Chhattisgarh Raipur <agaechhattisgarh@cag.gov.in>, AG AE, Manipur, Imphal <agaemanipur@cag.gov.in>, AG Audit I Kerala <agaukerala1@cag.gov.in>, PAG Audit I UP Allahabad <agauuttarpradesh1@cag.gov.in>, PAG AUDIT TELANGANA <agautelangana@cag.gov.in>, AG AUDIT PUNJAB <agauPunjab@cag.gov.in>, PAG Audit I Madhya pradesh <agauMadhyapradesh1@cag.gov.in>, AG Audit Bihar Patna <agaubihar@cag.gov.in>, AG AE Uttarakhand Dehradun <agaeuttarakhand@cag.gov.in>, A.G.Audit.II.Rajasthan Jaipur <agaurajasthan2@cag.gov.in>, PAG Audit I Rajasthan Jaipur <agauRajasthan1@cag.gov.in>, AG AE Rajasthan Jaipur <agaerajasthan@cag.gov.in>, PRINCIPAL ACCOUNTANT GENERAL GSSA CHENNAI <agauTamilnadu1@cag.gov.in>, PAG AE I Madhya Pradesh Gwalior <agaemadhyapradesh1@cag.gov.in>, PAG AUDIT JHARKHAND <agauJharkhand@cag.gov.in>, DGA CENTRAL KOLKATA <pdacentralkolkata@cag.gov.in>, PAG Audit

AG
14.02.25

Pr. p.m. by
14.02.25

Go/Admn



Sh. Prasad
07/02/25

CAG-407
07/02/25

Jammu and Kashmir and Ladakh
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Karnataka Bengaluru <agaukarnataka1@cag.gov.in>

Cc : Sumit Kumar <kumarsumeet@cag.gov.in>, Sanjay
Kumar <saoapp@cag.gov.in>, Prashant Sharma
<aaoapp@cag.gov.in>

Madam/Sir,

Please find attached letter no. 76-Staff (App)-I/19-2022/Vol. II dated 04.02.2025 on the subject cited above for further necessary action at your end.

Regards,

Sanjay Kumar
Sr.AO
Staff App - I,
O/o the C&AG of India, New Delhi



76-Staff (App)-I-19-2022-Vol-II.pdf
965 KB

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



No. 76 -Staff (App)-I/19-2022/Vol.II
OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE _____

04.02.2025

To

1. All the Heads of Department in IA&AD (As per list attached)
2. Director General (HQ)

Subject: **Guidelines for operating posts of Legal Assistant in the field offices for dealing with Legal Matters.**

Sir / Madam,

With reference to the newly created post of Legal Assistants in the field offices of IA&AD, the following guidelines are issued regarding eligibility criteria, manner of appointment, job description, incentives, etc for further necessary action :-

I. Criteria and Eligibility for the post of Legal Assistant

Post	Feeder Cadre	Criteria	Eligibility
Legal Assistant	AAO/ Supervisor	Field offices may preferably designate from the in-house strength or may take on deputation an AAO/Supervisor who can manage to handle legal cases.	Work experience of 03 years in legal section. Law degree is preferable qualification.
	Auditor/Sr. Auditor/Asstt. Supervisor	In case of non-availability of AAO/Supervisor, the field offices may designate from the in-house strength or may take on deputation an Auditor/ Sr. Auditor/ Asstt. Supervisor who is suitable to handle legal cases.	Law degree is mandatory. Work experience of 03 years in Legal section is preferable qualification

II. Manner of Appointment:

Field offices may notify and invite applications from the eligible officials (Auditor/Sr. Auditor/Asstt. Supervisor/Supervisor/AAO) from in-house strength or on deputation within IA&AD. A financial incentive in the form of deputation allowance may be allowed to incentivize the officials.

III. 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, cases allotted to empaneled counsel, fee paid to counselors and their performance, and submit monthly/quarterly reports regularly.
5. Procure the certified copy/obtain a copy of the judgment as soon as the judgment 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 acknowledgment.
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.

IV. Deputation guidelines issued vide HQrs. letter No. 60-Staff(App)-I/14-2023 dated 27.01.2025 shall be strictly adhered to.

Yours faithfully,


(Sumeet Kumar)

Assistant Comptroller & Auditor General (N)- I

कार्यालय महालेखाकार (लेखापरीक्षा-II), महाराष्ट्र, नागपुर
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II),
MAHARASHTRA, NAGPUR

No. Admn/Audit/Legal Assistant/willingness/

Date : /08/2025

परिपत्र / CIRCULAR-16

मुख्यालय कार्यालय के पत्र क्रमांक 76-कर्मचारी(App)-I/19-2022/Vol.II दिनांक 04/02/2025 के अनुसरण में, इस कार्यालय में विधिक सहायक का 01 (एक) पद प्रतिनियुक्ति के आधार पर भरा जाना है।

इस पद के साथ प्रतिनियुक्ति भत्ते के रूप में वित्तीय प्रोत्साहन जुड़ा हुआ है।

IA & AD के तहत कार्यालयों के पात्र सलेपअ, पर्यवेक्षक, सहायक पर्यवेक्षक, वरिष्ठ लेखा परीक्षक और लेखा परीक्षक, जो उक्त पद पर कार्य करने के इच्छुक हैं, उन्हें अपनी इच्छा इस कार्यालय को 18/08/2025 तक ई-मेल के माध्यम से agaumaharashtra2@cag.gov.in पर सूचित करनी होगी। इच्छा प्रपत्र और बायो-डेटा के प्रोफार्मा के साथ पात्रता मानदंड इस परिपत्र के साथ अलग से संलग्न हैं। उक्त प्रतिनियुक्ति मुख्यालय के पत्र क्रमांक 60-स्टाफ (ऐप)-I/14-2023 दिनांक 27/01/2025 (संलग्न) द्वारा जारी दिशानिर्देशों के सख्त अनुपालन में होंगी।

In pursuance of Hqrs office letter no. 76-Staff(App)-I/19-2022/Vol.II dated 04/02/2025, 01 (one) post of Legal Assistant is to be filed in this office on deputation basis.

A financial incentive in the form of deputation allowance is attached with this post.

The eligible AAO, Supervisors, Assistant Supervisors, Sr. Auditors and Auditors from offices under IA & AD who are willing to officiate on the said post have to communicate his/her willingness to this office latest by 18/08/2025 through e-mail at agaumaharashtra2@cag.gov.in The Eligibility criteria alongwith willingness form and proforma of Bio-Data is enclosed separately with this circular. The said deputation will strictly follow the guidelines issued vide Hqrs letter No. 60-Staff (App)-I/14-2023 dated 27/01/2025 (attached).

(Authority : Dy.Accountant General/Admn's orders dated 17/06/2025)

Sr. Audit Officer/Admn.

Date: 05/08/2025

No. Admn/Audit/Legal Assistant/willingness/I.No. 248

Copy for information and necessary action to :

1. All Heads of Departments (IA&AD)
2. All Group Officers
3. Sr. AO/IT Audit (for uploading on web site for wide publicity), OE-II (to display on notice board)
4. All sections

Bio-Data

Post Applied for :

1.	Name	:	
2.	Post Held	:	
3.	Date of Birth	:	
4.	Qualification i) Educational ii) Professional (Law Degree)	:	
5.	Office to which applicant belongs i) Parent office ii) Present office	:	
6.	Date of entry into IA&AD	:	
7.	Date of promotion to the resent post	:	
8.	Details regarding work experience in legal section	:	
9.	Present pay Band and Pay level	:	
10.	Mobile No. and official Mail ID	:	
11.	Any other relevant details	:	

Date : / /

Place :

Signature of applicant

It is certified that the above particulars furnished are correct as per our office records.

Signature of Head of the office (with stamp)

**Willingness for appointment to the post of Legal Assistant in O/o the
Accountant General (Audit-II), Maharashtra, Nagpur**

I, _____ is willing for my
appointment as Legal Assistant in the O/o Accountant General (Audit-II),
Maharashtra, Nagpur.

I understand, deputation allowance as financial incentive is attached to this
post.

Signature : _____

Name : _____

Designation : _____

Section : _____

Mobile No. : _____

Date : _____