

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.

NOTICE NO. 142 DT: 17/02/2025
No. Admn-VA & A/DP/K-5/2023-24 TRB-672
12/11/25

Willing & eligible officials
may submit their applications
latest by 26.02.2025 in Admn-1.

Yours faithfully,


(Sumeet Kumar)

Assistant Comptroller & Auditor General (N)- I


SAAO/Admn-1