

DEPARTMENT OF LAW & JUSTICE, SECRETARIAT, MOTI DAMAN.

Particulars of organization, functions and duties:

Organisation Structure

Administrator ( Head of Department)

Law Secretary ( Head of Office)

Functions & Duties

The Department of has no direct dealing with the public. It is only guiding the Departments of the Administration in their legal affairs. Also the Law Secretary is Legal advisor to the Administrator.

Law Secretary Gives opinion on court's order when opinion is sought by respective departments .

Vetting the drafts like Recruitment Rules, and other various Rules, various agreements, deeds, etc. framed by the Administration. Also vet reply / affidavit furnished by various Departments.

MANPOWER

The Department is being assisted by a Jr. Stenographer, one LDC and 2 peon.

BUDGET ALLOCATION FOR THE FINANCIAL YEAR 2014-15

Head	Fund
Salary	23,00,000/-
Office expenses	9,00,000/-
Domestic Travell Expenses	50,000/-
Medical expenses	50,000/-
Overtime allowances	10,000/-
Wages	10,000/-
Total	33,20,000/-

  
( K.M.Vasave)

Law Secretary