

No-12-231/2002 Jadhav

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ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

Port Blair the 20th December, 2003.

CIRCULAR

Sub: Prompt and efficient handling of litigations.

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Based on the review of the present practice regarding handling of cases in different Courts, Central Administrative Tribunal, High Court and the Supreme Court, it is suggested that the following steps may be useful for prompt and efficient handling of the Court cases -

- (1) As soon as the notice and copy of the petition are received, the concerned department should identify an officer well versed with the matter should prepare para-wise comments and collect the materials/documents required for the preparation of the Case Book.
- (2) Along with such para-wise comments and relevant papers they may approach the Law Department for allocation of the case to the Government Counsel.
- (3) Normally, seeking of time for filing counter should not be done as a matter of routine. Seeking of time may be resorted to in exceptional cases only.
- (4) The identified official, well versed with the fact of the case, should be present in the concerned Court to give on the spot clarifications as may be required by the Government Counsel as well as to note down the instructions/advice of the Court, if any.
- (5) Timely decision should be taken on whether the decision given by the Court is required to be taken up on appeal or not in consultation with the Law Department. Where it is decided not to take up the matter on appeal, a time frame should be decided for implementation of the orders (if not already framed by the Court).
- (6) Notices of contempt against Government should also be handled along the above lines and on priority.
- (7) Frequent monitoring of the cases by the Heads of Department and adherence to the schedule of sending periodic reports to the Law Department will be helpful.

[Signature]
20-12-2003

(DK Sinha)
Secretary (Law)

To

1. Sr. PS to Lt. Governor, Raj Niwas, Port Blair.
2. Sr. PS to Chief Secretary, A&N Administration, Port Blair.
3. All Commissioner-cum-Secretaries/Secretaries, A&N Administration
4. All Special Secretaries/Dy. Secretaries, A&N Administration
5. All Heads of Department, A&N Administration
6. All Assistant Secretaries, Secretaries
7. All Sections in the Secretariat.

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