

## **DUTIES AND RESPONSIBILITIES OF SENIOR LAW OFFICER**

### **PARTICULARS OF THE ORGANIZATION :**

The Legal Cell in the Greater Chennai Corporation is headed by the Senior Law Officer and the Law Officer Post Vacant, there are 2 Asst. Law Officers (Working in Regional Deputy Commissioner office (Central and South), the Legal Cell had support of 2 Superintendents, 12 Assistants, 1 Short hand typist, 2 Typists, 2 Record Clerks(Vacant) 2 Junior Assistants (1 Vacant) and 5 Office Assistants.

### **FUNCTIONS AND DUTIES :**

1. The Senior Law Officer is over all in charge of all Legal matters of the entire Greater Chennai Corporation.
2. To attend the Court hearing in all sensitive issues and Contempt Petitions and to liaison with the Standing Counsels, Government Pleaders and Coordinate with the Advocate General of Tamil Nadu, Addl. Advocate General for the sensitive cases of the Greater Chennai Corporation.
3. To assist the Commissioner, in all Legal matters.
4. Liaisoning with the standing Counsels of Greater Chennai Corporation in preparation of Counter Affidavits, Written Statement, Writ Appeals, Vacate Stay petition etc.
5. Co-ordinate with the all Head of Departments and all Zonal Officers with regard to Court cases.
6. Scrutinize the Parawar remarks, Counter Affidavits and Appeals filed by the Greater Chennai Corporation.
7. Offering Legal Opinion to the Head of Departments and Zonal Officers in respect of the Legal matters.
8. Appellate Authority for the Legal Cell under the Right to information Act.

## **DUTIES AND RESPONSIBILITIES OF ASST.LAW OFFICERS (CENTRAL & SOUTH)**

1. To assist the Regional Deputy Commissioner's in all matters concerning the Legal matters.

2. Co-ordinate with the Zonal Officers with regard to the Legal matters and Scrutinize the parawar remarks, Counter Affidavit and Affidavits filed by the Greater Chennai Corporation.
3. To attend the Court and to liaison with the Government Pleaders and Co-ordinate with the Advocate General of Tamil Nadu, Addl. Advocate General for the sensitive cases of the Greater Chennai Corporation.
4. Asst.Law Officer (South) is Public information officer for Right to information act of the Legal Cell.

The procedure followed by submitting a note to the Commissioner for getting orders since the Commissioner is the decision making authority. For the purpose of sanctioning of Standing Counsel claim bills orders of the Joint/Deputy Commissioner (R&F) Orders will be obtained.

The Notices & Affidavits from various Courts namely, Supreme Court, High Court, City Civil Court, Labour Court, Small Causes Court, Tamil Nadu Administrative Tribunal, Out-station Courts & Criminal Courts etc., are received in the Legal Cell. The Copies of which are being sent to the concerned Zonal Officers / Heads of Departments for the purpose of getting Parawar Remarks. After getting the Parawar Remarks from them, the same will be sent to the concerned Standing Counsels with a direction to send the Draft Counter Affidavits/ Written Statements. After the receipt of Draft Counter Affidavits / Written Statements from the Standing Counsels, it will be scrutinized and verified by the Law Officer of the Legal Cell. After getting approval of the Commissioner/Deputy Commissioner/ Regional Deputy Commissioner, the same will be sent back to the Standing Counsels concerned with signed Vakalat for filing Counter/ Written Statement before the Hon'ble Court.

The rules followed as mentioned in Corporation By-Law. All the Court case are monitored by a Software L.C.M.S (Legal Cell Monitoring System) which will provide all the details about the case elected by the Corporation. The Affidavit Copies are entered in this module as and when received from the Court and remarks are updated as and when received from Zone/Department and Court is

updated as and when received from the Standing Counsel/Zone/Department. Judgement copies are also updated in L.C.M.S by incorporating the Judgement in the Judgement Coloumn. We are also uploading the order copies in the L.C.M.S so that it can be viewed by all the Zone/Department Legal Cell has scanned all the Court case documents which are dealt by Legal Cell and the concerned Zone/Department can view the document from their Zone/Department itself and can take print out of the same.

All the Court case related Affidavits, Remarks and Counters are maintained by Legal Cell.

A Committee is formed under the Chairmanship of the Commissioner, Greater Chennai Corporation, Member secretary as Senior Law Officer and other 13 members for purpose of monitoring performances of the Standing Counsels' and to discuss the betterment and strengthening of the Legal Cell. The minutes of the meetings are not open to the public.

#### **DIRECTORY OF THE OFFICERS AND EMPLOYEES.**

| <b>NAME &amp;<br/>DESIGNATION</b>                      | <b>SCALE OF<br/>PAY</b>  | <b>OFFICER<br/>ADDRESS</b>  | <b>PHONE<br/>NUMBERS</b>                        | <b>ZONE</b>          |
|--|--------------------------|---|---|----------------------|
| Th. S.Jacob<br>Rajan Babu,<br>Senior Law<br>Officer    | PB-3-25-<br>59300-187700 | Greater Chennai<br>Corporation, Ripon<br>Buildings, Chennai<br>-600 003                         | Phone- 044-<br>25619412<br>Ph.No.<br>9445190222 | 1 to 4               |
| Th.V.Kumaresan,<br>Asst.Law Officer<br>(South)         | PB-2-16-<br>36400-115700 | Greater Chennai<br>Corporation, 115,<br>Dr. Muthulakshmi<br>Salai, Adyar,<br>Chennai – 20       | 9445194771<br><br>RDC(S)<br>9445190830          | Zone -5,<br>11 to 15 |
| Tmt.<br>M.Muthumani,<br>Asst. Law Officer<br>(Central) | PB-2-16-<br>36400-115700 | Greater Chennai<br>Corporation, No.<br>12B/36B Pulla<br>Avenue, Shenoy<br>Nagar,<br>Chennai -30 | 9445194772<br><br>RDC(C)<br>9445190698          | Zone 6<br>to 10      |

**The name and Designation and other particulars of the Public information officers :**

| NAME & DESIGNATION                             | SCALE OF PAY             | OFFICER ADDRESS   | PHONE NUMBERS                          |
|--|--------------------------|---|--|
| Th.V.Kumaresan,<br>Asst.Law Officer<br>(South) | PB-2-16-<br>36400-115700 | Greater Chennai Corporation, 115,<br>Dr. Muthulakshmi Salai, Adyar,<br>Chennai – 20 | 9445194771<br><br>RDC(S)<br>9445190830 |

**The name and Designation and other particulars of the appellate authority officer :**

| NAME & DESIGNATION   | SCALE OF PAY             | OFFICER ADDRESS  | PHONE NUMBERS                               |
|--|--------------------------|--|---|
| Th. S.Jacob<br>Rajan Babu,<br>Senior Law<br>Officer & Law<br>Officer i/c | PB-3-25-<br>59300-187700 | Greater Chennai Corporation, Ripon Buildings, Chennai -600 003 | Phone- 044-25619412<br>Ph.No.<br>9445190222 |

**PRESENT STANDING COUNSEL, GREATER CHENNAI CORPORATION**

| Sl.No. | Name                    | COURT            | Ph.No.     |
|--------|-------------------------|------------------|------------|
| 1.     | THIRU.A.NAGARAJAN       | High Court       | 9840516443 |
| 2.     | THIRU.R.ARUNMOZHI       | High Court       | 9444056766 |
| 3.     | THIRU.S.KRISHNA         | High Court       | 9884201033 |
| 4.     | THIRU.S.SARAVANAN       | High Court       | 9841154932 |
| 5.     | THIRU.G.ANANTHARANGAN   | High Court       | 9444261825 |
| 6.     | THIRU.B.B.SENTHILKUMAR  | High Court       | 9444246080 |
| 7.     | THIRU.C.RAVICHANDRAN    | High Court       | 9840046119 |
| 8.     | THIRU.V.C.SELVASEKARAN  | High Court       | 9381068173 |
| 9.     | THIRU.T.C.GOPALKRISHNAN | High Court       | 9840611143 |
| 10.    | TMT.KARTHIKA ASHOK      | High Court       | 9841188298 |
| 11.    | THIRU.K.SOUNDARARAJAN   | High Court       | 9444162333 |
| 12.    | THIRU.K.SARAVANAN       | City Civil Court |            |
| 13.    | THIRU.P.MOHANRAJ        | City Civil Court | 9486788536 |
| 14.    | THIRU.S.MURUGAVEL       | City Civil Court | 9840834522 |
| 15.    | TMT.S.V.UMA SHANKAR     | City Civil Court | 9566383235 |
| 16.    | THIRU.E.RAMANNA         | Criminal Court   | 9840723436 |
| 17.    | THIRU.M.THAMIZHSELVAN   | City Civil Court | 9500919957 |
| 18.    | THIRU.M.RAJASEKAR       | City Civil Court |            |

|     |                         |  |            |
|-----|-------------------------|--|------------|
| 19. | THIRU.J.PONNUDURAI      | City Civil Court   | 6385851852 |
| 20. | THIRU.K.PRABHAKARAN     | City Civil Court   |            |
| 21. | THIRU.V.MURALI KRISHNAN | Consumer Forum, Lok Adalat and District Munsif Court (Alandur) | 9884560830 |
| 22. | THIRU.S.KUMARSANKAR     | City Civil Court   | 9444304477 |
| 23. | TH.E.MURUGESAN          | District Munsif Court(Ambattur)                                | 9841118944 |
| 24. | THIRU.V.GOVIND          | City Civil Court   |            |
| 25. | TMT.N.AMUTHALAKSHMI     | Small Causes Court   | 9941733449 |
| 27. | THIRU.V.MANIPALLAVAN    | Criminal Court   | 9841230606 |
| 28. | THIRU.P.MOHANARANGAN    | Criminal Court   | 9840341423 |
| 29. | THIRU.G.VASUTHEVAN      | Criminal Court   | 9940554546 |
| 29. | THIRU.N.NAGA SUNDARAM   | District Munsif Court (Thiruvottiyur)                          | 9840119931 |
| 30. | THIRU.N.DESINGHU        | City Civil Court   | 9094930212 |
| 31  | TMT.M.K.THANGANILA      | National Green Tribunal(South)                                 | 9840816638 |

Further the Legal Cell is rendering legal opinion in all the legal matters referred by the Zonal Officers/Heads of Departments. The Deputy Commissioner(Education) monitoring the Court Cases every day and conducted Review meeting of every fort night. The Court cases were reviewed by the Commissioner periodically.