

MANPOWER DETAILS
Department - Legal Section, H.O., Mumbai
Duties of Officers and employees

Sr. No	Designation	Duties/Activities performed	Sanctioned Strength	Remarks
1	Chief Legal Adviser	<ol style="list-style-type: none"> 1) To see over all performance of the entire Legal Cell Of the Company. 2) To give opinion in all legal matters. 3) To attend various meetings and conferences 4) To supervise performance of Legal Advisers/Legal Assistants. 5) To keep administrative control over entire legal cell of MSEDCL 6) To advise in various Policy matters 7) To undertake conference with Advocates on Panel 8) To undertake periodical conferences with Legal Advisers/Legal Assistants 9) To see that periodical workshop are taken for legal awareness in zone for employees. 	1	

2	Manager (Legal Section P)	<ol style="list-style-type: none"> 1) To Assist the Chief Legal Adviser in the GAD Legal matters. 2) To keep overall control over the staff of Legal Section and Legal Cell in the field. 3) To Co-ordinate in arranging of Workshop/periodical conference on the Legal matters and general correspondence with the help of Head clerk/UDC. 4) To maintain up to date information of pending Court Cases in various Courts with the help of Head Clerk/U.D.C. 5) To follow up in Legal matters with field offices. 6) Any other work assigned by Chief Legal Adviser. 	1	
3	Dy. Law Officer	<ol style="list-style-type: none"> 1) To look after all Legal matter received from field offices and H.O. 2) To give opinion on all Legal matters and to Assist C.L.A. 	1	

		<p>3) To look after work of litigation at Mumbai and also attend conference/ meeting with Solicitors, Counsels</p> <p>4) To attend meeting with officers of MSEDCL regarding Legal matters.</p> <p>5) Any other work assigned by the C.L.A..</p>		
4	Legal Assistant	<p>1) To look after all legal matter received from field & H.O. assigned by CLA/Dy.L.O.</p> <p>2) To assist in all legal matters to C.L.A./Dy.L.O..</p> <p>3) Any Other work assigned by the C.L.A./Dy.L.O.</p>	1	
5	Head Clerk/Senior clerk	<p>1) To look after administrative work of Legal Section</p> <p>2) To assist Manager, Dy.L.O. in administrative matter</p> <p>3) To keep watch on inward/outward correspondence</p> <p>4) To maintain record of pendency of Court cases.</p> <p>5) General Correspondence regarding court cases.</p>	1	
6	Stenographer	To attend dictation of Chief Legal Adviser, notes letters to be typed as per instructions of C.L.A., Manager, Dy. L.O.	1	
7	Steno typist	To attend dictation of Dy. Law Officer, Manager , and to assist in typing work of Legal Section.	1	

8	Upper Division Clerk	<ol style="list-style-type: none"> 1) To hold Permanent/temporary Imprest. 2) To purchase Law Books and maintain Library 3) Correspondence regarding servicing of Xerox machine, preparation of bills etc. 		
9	Lower Division Clerk	<ol style="list-style-type: none"> 1) To look after all transit inward/outward registers 2) To follow the movement of cases and assist, Head clerk, U.D.C. 3) To get the filing work done by the Daftary. 4) To keep papers ready for court cases 5) Any other work assigned by officers. 	1	
10	Daftary	<ol style="list-style-type: none"> 1) To file papers marked by Sectional Staff and maintain files, briefs and records 2) To hand over files whenever necessary. 	1	
11	Peon	To attend Chief Legal Adviser, Dy. L.O., Manager, and attend the sectional work.	2	

