



(GOVERNMENT OF N.C.T. OF DELHI)
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
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(R.T.E.G BRANCH)



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F.No.56(99)/ RTE/DWCD/2022-23/ 822-828

Dated: 21/03/2023

ORDER

Proper monitoring of court cases filed against the Government of NCT of Delhi, legal references concerning the involvement of Department is the utmost need of the hour. The Litigation Branch and the concerned Dy. Directors/District Officers/Branch In-Charges are required to pay requisite attention as there is an apprehension that court matters and legal references are not being given due attention which may lead to adverse orders and indictment from the courts/ Tribunals.

In supersession of all previous orders the Litigation Branch and the concerned Dy. Directors/District Officers/Branch In-Charges have the following roles and responsibilities in the monitoring the defense status of court cases and compliances of the orders of the Hon'ble Court in time bound manner:-

Sr. No.	Role and Responsibilities of Litigation Branch/ Nodal Officer, DWCD, GNCTD	Role and responsibilities of Concerned Dy. Directors/District Officers/ Branch In-Charge, DWCD, GNCTD
1.	Receipt of Paper Books/ Notices of fresh Court Cases from Govt. Counsel/ L&J Department and Legal references/ issues of Legal ramifications from the branches. Take action for engagement of Government Counsel and obtaining necessary approvals/advice on issues of legal ramifications.	To intimate Litigation branch and send a copy of the reference directly to Litigation Branch about any reference/ notice/ court cases/issues of legal ramifications received directly by the branch. Follow up the actions for engagement of Government Counsel with Litigation Branch.
2.	Sending the copy of WP@/WP (Crl.)/SLP/OA/CM/Notice etc to the concerned Branch for appropriate action/ Para-wise comments.	Submission of complete & factual parawise comments to Litigation Branch at the earliest for appointing of Government Counsel and drafting of replies/ Affidavits within a week's time before the case is listed for hearing or as per directions.
3.	Engagement of Government Counsel	On nomination of a government counsel, the concerned Branch must submit parawise comments with supporting documents to the Government Counsel. In liaison with the staff of litigation branch
4.	Arranging Briefing with Concerned Government Counsel for drafting reply/affidavits/ counter affidavits/ status reports etc.	The Dy. Director/Branch In-Charges being well versed with the matter shall attend briefing with the government counsel to facilitate the drafting of counter-affidavits, replies, and status reports. The concerned

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	The Litigation branch shall monitor the Court Cases as per requirement and take regular follow up with counsel till the cases are decided and payment is made to the counsel.	branch In-charges shall take regular follow up with the counsel and monitor their court cases on weekly basis or as per requirement.
5.	Collection of draft counters, affidavits/ rejoinder/ status report/ CM etc from the concerned counsel	Vetting of the Draft affidavit/ Counter affidavit/ status report etc., to ensure the correctness of facts and figures mentioned in the draft affidavit/counter affidavit etc. and seeking approval of the Competent Authority for filing the same before the Hon'ble Court.
6.	To coordinate the process for filing of replies/ counter with the counsels and ensure timely filing of petitions/ replies in the concerned Court	In case the matter relates to action of field units, concerned branch shall arrange collection of information & all relevant documents/ parawise comments and processing the same for approval of Competent Authority before forwarding to Litigation Branch/ Government Counsel for onward submission to the concerned court. Concerned Branch In Charges shall sign and stamp affidavits/ Counter affidavit/ rejoinders etc with the approval of the Competent Authority.
7.	<ul style="list-style-type: none"> • Day to Day updation and monitoring of status of court cases in the Court Case Monitoring (Casewatch by Manupatra). • The alerts and notification received from Casewatch reg. court cases pertaining to the Dept. shall be forwarded by Litigation branch to the concerned branches for timely reminders. • The Litigation branch will ensure that training as well as any kind of assistance required is provided to all branches to operate the Casewatch and Manupatra platforms. • Litigation branch to remain in touch with the Government Counsel for follow up of matter. • Litigation branch shall ensure that concerned branches are apprised of the dates of upcoming court cases in advance. 	<ul style="list-style-type: none"> • Concerned Branch-In-Charges/Pairvi Officers shall attend court cases on each hearing to watch interest of the Government. • They shall ensure that after attending the hearing a note detailing the directions issued during the hearing of the case by the concerned Court are submitted to the Competent Authority. A copy of the same shall be shared with the Litigation branch. • They shall maintain the record of all court cases with complete details including directions issued and compliance status relating to the respective branch. • Concerned Branch In- Charges/Pairvi Officers shall report of disposal or any important judgments/ orders/ updated status to the senior officers of the Department immediately. • The concerned branches shall also be provided with login credentials of Casewatch and Manupatra. Therefore, the branches shall monitor cases pertaining to their branch for necessary action, over and above the reminders sent from Litigation branch.

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In case a contempt petition is filed against the senior officers or personal appearance is made due to lack of adequate and timely action responsibility will be fixed on the concerned officers/ officials for lapses.

All Branch- In- Charges / Dy. Directors/ District Officers are requested to ensure strict compliance of the above directions.

This issues with the approval of Director, Department of WCD, GNCTD.



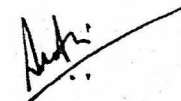
Deputy Director (RTEG)

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Copy for information and necessary compliance:-

1. PS to Secretary, Dept. of WCD, GNCTD for information please.
2. PS to Director, Dept. of WCD, GNCTD for information please.
3. All Branch In- Charges / Dy. Directors at DWCD Hqtr.
4. All District Officers, Department of W.C.D for compliance please.
5. All HOO/DDO/Superintendent/ Institutions under the WCD Deptt., GNCTD.
- ✓ 6. Sr. System Analyst (IT) to upload on department website.



Deputy Director (RTEG)