

FOR WORKSHOP**PART A**

1. Name of the Department :
2. Structure of the Department: (from Sectt to the lowest level) in an annexure preferably in a flow chart
3. Hierarchical structure: (from Sectt to the lowest level excluding Gr.IV) in an annexure preferably in a flow chart.
4. Total no of employees under the Deptt. ---
5. A small write up on **functional domain of the department.**
6. Whether there is any Law section/ cell in the office of the HOD and Dist. offices
7. If no, then how are then court cases handled. (A small write up- types of personnel involved, their educational qualification and service back ground)
8. Whether the persons dealing with the court cases have received any training/ exposure on handling court case. (Tentative percentage may be indicated).

PART B

1. No of Court cases pending for:
 - a. More 10 yrs ---
 - b. 5 yrs to 10 yrs ---
 - c. 1 yr to 5 yrs ---
 - d. Less than 1 yr ---
2. No of court cases pending against the department on matters of

Sl No	Name of court	Recruitment/ Service Matters of staff	Functional domain of the Deptt.	Challenging provisions of Acts, Rules O.M etc	Contempt Cases	Compensation/ Damage	Total No of cases
1	Supreme court of India						
2	High Court						
3	District and subordinate court						
4	Tribunal/ Arbitration						

3. Since there are many Directorates, authorities, agencies, organizations, bodies etc under one deptt., a small write up on the no of cases pending against each of such with nature of cases, contesting mechanism as whether contested through Government Advocates or Standing Council, constraints etc etc. so that a fair idea may be made out about the actual affairs as prevalent.

PART C

1. Particulars of cases disposed off during last 3 yrs

Sl No	Name of court	Recruitment/ Service Matters of staff		Functional domain of the Deptt.		Challenging provisions of Acts, Rules O.M etc		Contempt cases		Compensation/ Damage		Total No of cases	
		No of cases disposed	No of cases won	No of cases disposed	No of cases won	No of cases disposed	No of cases won	No of cases disposed	No of cases won	No of cases disposed	No of cases won	No of cases disposed	No of cases won
1	Supreme court of India												
2	High Court												
3	District and subordinate court												
4	Tribunal/ Arbitration												

2. No of cases won by the Deptt. during the last 3 yrs

Signature and Designation