

I. Functions of the Law & Legislative Affairs, Department, Government of Manipur

The Law & Legislative Affairs Department deals with the following businesses under the Government:-

- (i) Matters relating to Judiciary.
- (ii) Matters relating to Legislature
- (iii) Matters relating to Appeal against acquittals
- (iv) Matters relating to Legal practitioners.
- (v) Advice on all legal matters.
- (vi) Matters relating to the supervision of Government Litigation
- (vii) Matters relating to Civil Law Procedures

II. Organizational Set-up and Permanent Cadre Strength of the Manipur Legal Service in various grades and number of posts

Sl. No.	Service Grade	Name of Posts	No. of Posts
1.	Supertime Grade 'A'	Secretary (Law), Government of Manipur -after completion of 3 (three) years of regular service - elevated to Commissioner (Law), Government of Manipur	1
2.	Selection Grade	Additional Secretary (Law), Government of Manipur	1
3.	Junior Administrative Grade	Joint Secretary (Law), Government of Manipur	1
4.	Senior Grade	Deputy Secretary (Law), Government of Manipur	2
5.	Junior Grade-I	Under Secretary (Law), Government of Manipur	4
6.	Junior Grade-II	Law Officer	4
	Total		13

III. List of Officers of the Law & Legislative Affairs Department, Government of Manipur

The Officers presently working in the Law & Legislative Affairs Department are one Commissioner, three Deputy Secretaries and one Under Secretary viz.:

Sl. No.	Name	Designation
1.	Nungshitombi Athokpam	Commissioner (Law)
2.	Suzane Thingbaijam	Deputy Secretary (Law)
3.	Patience Panmei	Deputy Secretary (Law)
4.	Henry Alemo Francis	Deputy Secretary (Law)
5.	Angelina Naorem	Under Secretary (Law)

IV. Work Allocation of Officers of the Law & Legislative Affairs Department , Government of Manipur

(i) Smt. Suzane Thingbaijam, Deputy Secretary (Law)

- Legislative drafting and vetting of Government Bills for introduction in the State Legislature.
- Promulgation of State Ordinance.
- Vetting of draft statutory rules, State Policies, Schemes etc./ Legal Advice.
- CSS and other Central/State Schemes for Judiciary Infrastructure/Finance Commission Award.
- Advocate General/ Additional Advocate General
- Manipur Judicial Academy.
- Special Court/ ND & PS/ Family Courts/ FTSCs
- Attendance of Staff in Law Section.
- Budget.
- RTI matters.
- Parliamentary Affairs (relevant to allocated Office)
- Court Cases (High Court/Supreme Court/ District Court etc.)/ Engagement of Private Advocate and entrustment of cases to Govt. Advocate in the High Court and Subordinate Courts.
- Other works as may be assigned from time to time.

(ii) Smt. Patience Panmei, Deputy Secretary (Law)

- Legislative drafting and vetting of Government Bills for their introduction in the State Legislature and for assent of the Governor.
- Promulgation of State Ordinance.
- Ratification of Central Acts/ Re-publication of Central Acts/ Ordinances in the State Official Gazette.
- Vetting of draft rules, State Policies, Schemes etc.
- Legislative drafting and Legislation Matters including publication of State Acts/Ordinance in the Official Gazette.
- Parliamentary Affairs and State Assembly matter including summoning & promulgation of the House of the State Legislature.
- All High Courts and Subordinate Judiciary matters including the Supreme Court of India related matters.
- Manipur Judicial Academy.
- Law Commission matters.
- Library/ Legal advice/ Administrative Reports.
- Conveyancing and vetting of drafts.
- Codification of Acts and Rules etc.
- Other works as may be assigned from time to time.

(iii) Shri Henry Alemo Francis, Deputy Secretary (Law)

- State Election Commission
- MASLSA
- State Commissions.
- Engagement of Private Advocates and entrustment of cases to Government Advocate in the High Court and the Subordinate Courts.
- Directorate of Prosecution, Government Advocates (High Court/District)
- Matter relating to Oath Commissioners and Notary Public.
- Visit of VVIPs/VIPs.
- Other works as may be assigned from time to time.

(iv) Ms. Angelina Naorem, Under Secretary (Law)

- Budget
- Parliamentary Affairs
- Advocate General/Addl. Advocate General
- RTI Matters
- Law Commission Matters
- State Election Commission
- Manipur Human Rights Commission,
- Directorate of Prosecution: Government Advocates (High Court/ District)
- Visit of VVIPs/VIPs
- Court Case matters
- Other works as may be assigned from time to time

V. In pursuance of Section 5(1) of the Right to Information Act, 2005, Ms. Angelina Naorem, Under Secretary (Law), Government of Manipur, e-mail ID: angelina.naorem@manipur.gov.in is currently designated as the State Public Information Officer (SPIO) in respect of the Law & Legislative Affairs Department, Government of Manipur to provide information to persons requesting for information under the RTI Act, 2005 vide Law Department's Order No. 18/1/2015-Law (RTI) dated 31.01.2023.

VI. In pursuance of Section 19(1) of the Right to Information Act, 2005, the Secretary (Law) Government of Manipur is currently designated to act as the First Appellate Authority in respect of the Law & Legislative Affairs Department, Government of Manipur vide Law Department's Order No. 2/39/2005-Leg/L dated 02.11.2009.