

Work Allocation

S. No.	Branch	Related to work
1.	Administration and Establishment Branch	Works related to Administration, personal files of officials, service books/ APAR files, litigation case files, communication with GNCTD/ leave records/ transfer & posting/ recruitment of LR/ RA/ ICSIL salary bill/RTI/ proper channel works/ advertisement etc.
2.	General Administration Branch	Works related to purchase of articles to be used in the office/ stationary articles/ GeM/ maintain of officials vehicles record/petro card/ catering arrangements/ printing of letter heads/ visiting cards/ RTI/ Deployment of security guards & Housekeeping staff/ Tender work and other misc.
3.	Caretaking Branch	Works related to caretaking of the main building, guest house, judicial hostel etc.
4.	Training Branch	Works related to training of the Judicial Officers / Induction Training/ organization of Retreats and Village Immersion Programmes.
5.	Computer Branch	Works related to installation of computers / purchase of computers and its accessories/ purchase of photocopies machines and its AMC, providing internet facilities etc.
6.	R & I Branch	Works related to receiving of dak and dispatch the same
7.	Account Branch	Works related to maintain the account of the office
8.	Library Branch	Works related to maintain the library/ purchase books
9.	Protocol Branch	Hiring of vehicles for the routing training programmes/ for field visits