## **Online Single Window System**

The Government of NCTD has developed an Online Single Window System Portal for seamless, expeditious and hassle-free processing of the payment of professional fee bills of the Counsels empaneled with the Law Department of GNCTD

# Step 1 : The Government Counsels have to log in the portal through the web portal <u>https://osws.delhi.gov.in</u>

	Online Single Window System For Fee Bill of Government Counsel Department of Law, Justice & Legislative Affairs GNCTD	
authenticate Yourself aver 10.		
Pantword Inter Captuba		
T19939		

## **Step 2 : Updating of Profile for Govt. Empanelled Counsel**

In Edit Profile Section, a Form for updation of Government Counsel details will be displayed through which a Counsel can update his profile for further use of this portal.



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Counsel Details			
lame of Government Counsel*	Designation*	PAN No.*	
Abhay Dixit	Panel Counsel(High Court)	✓ PAN No.	
Counsel Mobile No.*	Counsel Email Id.*		
9654452476	abhaydixit.advocate@gmail.com		
Counsel Present Address.*			
10, LAWYERS CHAMBERS SUPREME	COURT OF INDIA, NEW DELHI-110001	h	
10, LAWYERS CHAMBERS SUPREME Bank Account Details	COURT OF INDIA, NEW DELHI-110001	Bank Name*	
IU, LAWYERS CHAMBERS SUPREME Bank Account Details FSC Code* SBIN001711	Account Number*	Bank Name*	
IU, LAWYERS CHAMBERS SUPREME Bank Account Details FSC Code* SBIN001711 Iank Branch Address*	Account Number*	Bank Name* Andhra Bank	
10, LAWYERS CHAMBERS SOPREME Bank Account Details FSC Code* SBIN001711 3ank Branch Address* F 10, MAIN ROAD, KALKAJI , NEW I	Account Number* 309393XX85855 DELHI - 110019	Bank Name* Andhra Bank	

A Counsel has to create his profile by updating his details like designation, PAN No, Mobile No, **Email- Id, Present Address and Bank Accounts Details (IFSC Code,** Account Number, Bank Name, **Bank Branch Address). After** saving the details, his account will be created on the portal with all necessary details for use of the Portal

## Step 3 : Add Professional Work Details against the BTF

After the account is created with an updated profile, the Counsel may create the invoice for the work done by him. He has to start by clicking on "Add work Done in BTF" to add the work completed against the Brief Transmission Form(BTF) issued to him.





Counsel Name : Santosh Tripathi Designation : Standing Counsel (Civil) Mobile No. : 9868250806 Email Id.: santoshtripathioffice@gmail.com

### Form to Search the BTF For addition of Invoice

 The Counsel shall have the facility to search the BTF by BTF Number, Case Title or Case Number.

 If no details are available with him, he can also search from the display of the list of all the BTFs issued to him in the drop down menus.



Counsel Name : Abbay Dixit Designation : Panel Counsel(High Court) Mobile No. : 9654452476 Email Id.: abbaydixit.advocate@gmail.com

#### Form to Search the BTF For addition of Invoice

BTF Num	ber*		Case Title*	Case Number*			
BTF N	umber		Case Title	Case Number	Sear	ch Details	
S.No.	8TF Number	Case Number	Case Title	Department Name	Department Address	Counsel Name	Action
1	86320	42/2018	Angali ChaudharyV/s DAV Public School [ampersand] Ors [dot]	EDUCATION	OLD SECRETARIAT, DELHI- 110054.	Abhay Doot	Add Work Done
2	89938	399/2018	Ramjas FoundationV/s Jagdoh	EDUCATION	OLD SECRETARIAT, DELHI- 110054.	Abhay Diot	Add Work Done
1	92547	369/2019	Lokmat Media Pvt LtdV/s Shabdarth [ampersand] Ors	INFORMATION AND PUBLICITY		Abhay Divit	Add Wark Done
4	92878	NA	M/s Vijay Star Construction LLP ClaimantV/s UOI	PWD	PWD 5th Level B wing Delhi sectt [dot]	Abhay Divit	Add Work Done
5	93747	14/2018	Khursheed Qaiser Training Centre (KQTC)V/s Lok Nayak Hospital [ampersand] Ors [dot]	HEALTH		Abhay Dist	Add Work Done
	94194	NA.	M/s Fiberfill Engineers V/s UOI	PWD	PWD 5th Level B wing Delhi sectt [dot]	Abhay Dixit	Add Wark Done
	54197	2662/2018	ITTENDERVIS CONTINUES OF NOT OF	FOOD AND CIVIL		Abbau	440

This PC

 The list of all the BTFs issued to the Counsel shall be displayed on the screen. The Counsel can add his work on a click on the link- "Add work done" in the BTF column itself.

#### Add Protessional Work Details

Empanelment Type Of Govt. counsel\*

Standing Counsel (Civil)

Court for which work is to be done\*

High Court

S.No	Nature of Work	Amount	Remarks
1	Monthly Retainership	110000	
2	Secretarial Assistance	30000	C
3	Drafting of appeal/revision	3500	
4	Drafting of Writ petitions (Civil and criminal) Suits, arbitration matters etc	7500	
5	Clerkage charge	0	10% of fees subject to maximum of Rs ( 5000/-per case
6	Appearance for Effective hearing:suits, writ petitions, Appeals including oral applications. Revision petitions, special civil application in high court	8000	Subject to a maximum of Rs.40000/-
7	Appearance for Non-Effective hearing:suits,writ petitions,Appeals including oral applications.Revision petitions,special civil application in high court	2000	Subject to a maximum of 5 Hearings.
8	Drafting of writ petitions Appeal/Revisions/Pleadings/suits,Written ststements,Rejoinders,Arbitration matters etc	2000	Maximum Rs 10000/-per case

Remarks/Brief Description of Work

#### Date of Work Done\*

Work Done Date (dd/mm/yyyy)

Amount Claimed by Government Counsel\*

0

Upload Supporting Documents for this Work

Kindly Upload the supporting documents in the PDF/JPG/JPEG Format Only.

Upload Documents in PDF Format less than 2 MB\*

Choose File No file chosen

Instruction & Error Code to Upload the File

1. File Size Should be less than 2048 KB (Error Code 100)

File Name Length Should be Less then 20 Characters (No Special Characters Allowed) and all alphabets are in small case like filename.jpeg 2. (Error Code 101)

3. Only .PDF/.JPEG/.JPG File Extensions are allowed. (Error Code 102)

4. Please upload a single PDF/JPEG/JPG file.

Add Work Done

 After clicking the "Add work done", the portal will take the user to the form to add the professional work to create the invoice.

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 The Counsel may add the work one-by-one by selecting nature of work from the list along-with the supporting documents, to add the bill in invoice. After filling all relevant details the Counsel has to click "Add Work Done" button

## Step 4 : Generate and Submission of Invoice by the Counsel

		Online Single Window System For Fee Bill of Government Counsel Department of Law, Justice & Legislative Affairs GNCTD	
# Home	Bill Details 👻 Reports 👻	Edit Profile Change Password & Logout	
Welcome to	Add Work Done in the BTF	tem For Payment of Fee bill of Government Counsel	
- User Detail	Create New Invoice		
USCI Decum	Pending For Submission		
User Name Designatio	Invoice Submited to Department		
Mobile No	Query Raised on Invoice		
Email Id	Approved Invoice	ocate@gmail.com	
Last Succe	Rejected Invoice	:06	

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After adding the work done by the Counsel, he shall be able to generate the invoice by clicking on "Create New Invoice" from the menu.



A Home Bill Details v Reports v Edit Profile Change Password & Logout

### List of Invoices

S.No.	BTF Number	Case Number	Case Title	Department Name	Department Address	Counsel Name	
1	86320	42/2018	Anjali ChaudharyV/s DAV Public School [ampersand] Ors [dot]	EDUCATION	OLD SECRETARIAT, DELHI- 110054.		Add
2	97254	421/2016	SHANTI DEVIV/s THE SECRETARY MINISTRY OF UD, GNCTD AND ORS	PWD	PWD 5th Level 8 wing Delhi sectt [dot]		Add

 The list of Invoices created by the Counsel on the basis of his work done/added by him shall be displayed on the screen.

 The Counsel may click Add Bills to Generate New Invoice.

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lorkDoneToBill.aspx?BTFCode=T0iwUmsteDx5si1ilBDBg==8UserCode=cgcgM4LTRgfS98h5XVRb5g==8bilidn=+U1YYMDVg4UrqVRi5599w==



Home Bill Details v Reports v Edit Profile Change Password & Logout

Counsel Name : Abhay Dixit Designation : Panel Counsel(High Court) Mobile No. : 9654452476 Email Id.: abhaydixit.advocate@gmail.com

#### Form to add the professional work to the Invoice

#### Invoice Details

BTF Number :	86320	Case Title :	Anjali ChaudharyV/s DAV Public School (ampersand) Ors (dot)
Case No:	42/2018	Subject:	Direct to reinstate the appellant in service.
Department :	EDUCATION	Department Address:	OLD SECRETARIAT, DELHI-110054.

#### Already Added Professional Work

S.No.	Work Done Date	Designation	Professional Work Done	Remarks/Brief Description of Work	Amount		
1	11/05/2021	Additional Standing Counsel(Civil)	Drafting of appeal/revision	For Additional Purchase of Stamp Papers	3500	view	2
2	11/06/2021	Additional Standing Counsel(Civil)	Secretarial Assistance	Please Check this	30000	View	0
з	26/02/2021	Panel Counsel(High Court)	Hearing(Effective):suits,writ petitions,appeals including oral applicationsfor leave to appeal in writ petition.Revision petitions,special civil application in high court	HearingEffective suit petitions appeals including oral applications for leave to appeal in writ petition.	2000	View	þ

#### Preview Bill

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 The Form to add the professional work to the Invoice will be displayed.

stated territ

 The Counsel may Preview Bill by selecting the already added work done.





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• The draft invoice will be displayed.

 The Counsel may generate the bill by clicking the Generate Bill Button.

osws.delhi.gov.in says tem. invoice Generated Sucessfully, Invoice No. is 2023/457/4, Kindly Upload the Signed Copy of Invoice and Submit the Invoide to the Concerned Department unsel Affairs GNCTD months until Bill Details Homo Reports Edit Profile Change Password Logout Counsel Name : Abhay Dixit Designation : Panel Counsel(High Court) Mobile No. : 9654452476 Email Id.: abhaydixit.advocate@gmail.com Invoice Draft View Invoice No. : 2023/457/ Date: 13/06/2023 To, EDUCATION OLD SECRETARIAT, DELHI-110054. MEMO **BTF Number :** 86320 Case Number : 42/2018 Case Title : Anjali Chaudhary V/s DAV Public School [ampersand] Ors [dot] S.No. Work Done Professional Work Done **Remarks/Brief Description of Work** Amount Date Drafting of appeal/revision For Additional Purchase of Stamp Papers 3500 11/05/2021 View **Bank Account Details** 

After the bill is generated, a message of successful generation of invoice with invoice number will be displayed on the screen.



Counsel Name : Santosh Tripathi Designation : Standing Counsel (Civil) Mobile No. : 9868250806 Email Id.: santoshtripathioffice@gmail.com

#### Invoice Details

BTF Number :	57828	Case Title :	ASHOK KANOJIA AND ORS V/s SHRI KEWAL KUMAR SHARMA AND ANR
Case No:	NA	Subject:	CASE ALLO. NO.3529
Department :	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	Department Address:	8th LEVEL, C-WING, DELHI SECRETARIAT, I.P ESTATE, NEW DELHI

#### Invoice Details

BTF Code	57828	Department	LAW, JUSTICE AND LEGISLATIVE AFFAIRS
Case Title	ASHOK KANOJIA AND ORS V/sSHRI KEWAL KUMAR SHARMA AND ANR	Subject	CASE ALLO. NO.3529
Invoice No.	2023/257/12	Invoice Date	28/07/2023
Invoice Amou	nt 30000		

#### Already Added Professional Work in the Invoice

S.No.	Work Done Date	Designation	Professional Work Done	Remarks/Brief Description of Work	Amount		
1	01/01/2022	Standing Counsel (Civil)	Secretarial Assistance	Secretarial Assistance	30000	Remove from Invoice	View

Professional Work which May be Added into the Invoice

Click Here to Add New Work Done in to the BTF.

eSign and Submit Invoice

Q Search

Print the generated bill. Print

eSign & Submit

 The Counsel then has to authenticate the invoice by e-Signing it. For this he has to click the "e-sign and Submit" button. By this he will be able to digitally sign the invoice by entering his Aadhaar Number. This digital signature shall be OTP based which will be generated after entering the Aadhaar number.

• The Counsel will receive the OTP on his mobile phone.

Print

Invoice No. 1 2023/257/8

To,

T--

LAW, JUSTICE AND LEGISLATIVE AFFAIRS 8th LEVEL/C-WING, DELHI SECRETARIAT, LP ESTATE, NEW DELHI

MEMO

BTF Nun Case TR	nber : le :	58049 CIVIL [ampersand] SESSIONS COURT STENGGRAPHER ASSO [dot] W/sSHRI KEWAL KUMAR SHARMA AND ANK	Cas Num 1 File	e sber NA CIVIL [ampensand] SESSIO STENOGRAPHER ASSO [dot KUMAR SHARMA AND ANR	NS COURT	œwal
S.No.	Work	Professional Work Done	-	Remarks/Brief Description	Amount	
100000	Done Date	A second s	_	of Work	1000000	
1	20/02/2023	brafting of Writ petitions (Civil and criminal) Suits, arbitration matters etc.		Drafting of Writ petitions	7500	View
Sec.	The second second					
Bank Ac	count Details			633	100	

Sank Name :	State Bank of India	Account Number	30946845804
IFSC Code :	S80N0010553	MICR Code :	110002431
Branch Address :	PLOT NO 419, UDYOG SADAN, PATPARGANI, I E DELHE FIN 110091	PAN Number :	ADDPT5360L

Santosh Tripathi Standing Counsel (Civil) Fist No.54, Vidhi Apartment, LP. Extension, Patparganj, New Delhi - 110092

Date : 26/07/2023

 After the invoice is digitally signed, it will be displayed on the screen.

 An SMS will be sent to the Counsel for submission of the bill.

Validity unknown Digitally signed SANTOSH TRIPATHI Date: 7/26/2023 2:52:02 PM

## **Step 5: Raising Objection on Invoice by user department**

	Home	Invoice ~	Reports ~	Departm Change Pas	Online Single W Fo Fee Bill of Gover tent of Law, Justice & sword 🕞 Logout	7 indow System r nment Counsel 2 Legislative Affairs GNCTD	सत्यमेव जयते	If an objection is raised by the department against an invoice
User Na	ime :	Query Raised	6	n: SR AS	SITANT Mobile No.: 9541XX	XXXXX Email Id.: sandeep.madan217@gmail.	com	number, it may be seen in
S.No.	BTF Code	Bill No.	Bill Date	Department Name	Title	Subject		"Query Raised on Invoice" tab
1	90368	2023/256/48	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	RAJ KAPOOR SINGH [ampersand] ORS [dot] V/sREGISTRAR GENERAL, HIGH COURT OF DELHI [ampersand] ANR [dot]	Services matter	View Invoice	under "Bill Details" section and then the Counsel can clear the
2	90828	2023/256/24	30/03/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	Deepak KhoslaV/sRegistrar General, High Court of Delhi [ampersand] Anr [dot]	Deepak Khosla Vs Registrar General, High Court of Delhi and Anr.	View Invoice	query or can upload any
3	61503	2023/257/4	24/07/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	Samir Gaurav and Othersv/sgovernment of NCT Of Delhi and Others	DIRECTION OF LIKE NATURE THEREBY DIRECTING THE RESPONDENTS TO GRANT SIMILAR PAY SCALES AND GRADE PAY TO ALL THE PETITIONERS AND THEIR SIMILARLY SITUATED COLLEAGUES WITH EFFECT FROM THEIR RESPECTIVE DATES OF APPOINTMENT AND TO ALSO EFFECT CHANGE IN THE NOMENCLATURE OF THE POST OF ALL THE EMPLOYEES OF HTE FAMILY COURTS DELHI	View Invoice	additional documents if required by the department.





S.No.	From User	To User	Action Date	Remarks
1	SANDEEP MADAN , Dealing Assitant	NOSHAD AHAMAD KHAN, Government Counsel	03/05/2023 16:21	PAN CARD NO. REQUIRED
2	NOSHAD AHAMAD KHAN , Government Counsel	SANDEEP MADAN, Dealing Assitant	28/07/2023 17:31	Query Rectified by Govt. Counsel.
3	NOSHAD AHAMAD KHAN , Government Counsel	SURINDER SINGH, Department Administrator	30/03/2023 21:11	Inovice Submitted by Govt. Counsel.

## **Step 6: Removing Objection by the Govt. Counsel**

6		Online Single Window System For Fee Bill of Government Counsel	The Govt. Counsel may
Home	Bill Details 🗸 Govt. Coun	Department of Law, Justice & Legislative Affairs GNCTD       स्तरामेव जयते         sel ~ Reports ~ Edit Profile Change Password © Logout	check the objection
Welcome to	Add Work Done in the BTF Create New Invoice	tem For Payment of Fee bill of Government Counsel	raised by the
User Detail	Pending For Submission	AD KHAN	department under
Designation Mobile No	Department Query Raised on Invoice	ding Counsel(Civil)	"Query Raised on
Email Id Last Succe	Approved Invoice	mail.com :08	Invoice" menu in Bill
			Details Section

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**Government** Counsel A also the remove can objections by a Click on "Rectify" Link against the invoice showing in the list of invoices pending for rectification and upload the supporting documents.

 
 Subject
 Invoice Amount
 invoice show of invoices

 CASE ALLO, NO.3530
 3500
 Rectify

 rectification the

सत्यमंग जवले

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Bill Details v

List of Invoices Pending for Submission

Invoice

2023/257/5

No.

Invoice

25/07/2023

Date

Home

BTF

Code

57827

S.No.

Govt Counsel v

Reports v

Department Name

LAW, JUSTICE AND

LEGISLATIVE AFFAIRS

**Online Single Window System** 

For

Fee Bill of Government Counsel

Department of Law, Justice & Legislative Affairs GNCTD

CIVIL [ampersand] SESSION COURTS DRIVER

WELFARE ASSOCIATION (REGD)V/sSHRI KEWAL

KUMAR SHARMA AND ANR

Edit Profile

Title

Change Password 🕞 Logout

 The Counsel may enter remarks in support of the objections raised in "Rectify Objection Remarks" box and can also upload relevant documents in PDF format.

 When he will click on the button "Rectify Objection" a pop up message will come and the rectification on the objection will be submitted to concerned officer who has raised objection. The concerned officer on his satisfaction either may forward bill to higher authority or may mark downward to re-examine the claim.

1	20/02/2023	Additional Standing Counsel(Civil)	Drafting of writ pe Appeal/Revisions/ ststements,Rejoin	osws.delhi.gov.in say Invoice is submited to th	S ne concerned dep	artme	nt succe	essfully
2	28/02/2023	Additional Standing Counsel(Civil)	Drafting of Writ parbitration matter		arbitration matters etc			OK arbitration matter
3	21/03/2023	Additional Standing Counsel(Civil)	Drafting of Writ pel arbitration matters	titions (Civil and criminal) Suits, etc	Clerkage charge	7500		etc
4	20/02/2022	Additional Standing Counsel(Civil)	Appearance for Nor petitions, Appeals ir petitions, special civ	n-Effective hearing:suits,writ ncluding oral applications.Revision vil application in high court	Appearance for Non- Effective hearing	2000	1700	Appearance for Non-Effective hearing

#### **Objection Remarks & Uplaod Signed Document**

Rectify Objection Remarks\*

Supporting documents in respect of the objection raised are attached enter valid character upto 250 length Upload Signed Document in PDF Format\* **Rectify Objection** Choose File SamplePDF.pdf Instruction & Error Code to Upload the File 1. File Size Should be less than 200 KB (Error Code 100)

2. File Name Length Should Be Less then 15 Characters and all alphabets are in small case like filename.jpeg (Error Code 101)

3. Only .PDF File Extensions are allowed. (Error Code 102)

4. Please upload a single PDF file for all bills & annexures.

## **Step 7 : Tracking of Online Fee Bill**

orm.aspx?status+1EudyMj7Vlin5qsy2iRLGvg%3d%3d

			Depart	Onli Fee E ment of Lay	ne Single V F Bill of Gove w. Justice	Window Sys or rnment Cou & Legislativ	tem Insel re Affairs GN	CTD
r Name	Abhay C	nis v Ro	ports 🗢 Edit P sck Invoice	bile No.	Password (* : 9654XXXX	Cogour	abhaydixit.advoca	ite@gmail.com
rack In	voice Stati	15						
iearch	Filters							
NOICE NO.			STF Number		From Invoice Do	ite	To Invoice Dat	÷
Invoice No.			BTF Number		dd/mm/yyyy dd/mm/yyyy		yy.	
S.No.	BTF Number	Counsel Name	Department Name	Invoice Number	Date of Invoice	n	tie	Status
3	86320	Abhay Dixit	EDUCATION	2023/457/4	13/06/2023	Anjali Chaudha School (amper	ryV/sDAV Public sand] Ors [dot]	Pending for Bill Upload
2	86320	Abhay Dixit	EDUCATION	2022/457/1	09/02/2022	Anjali Chaudha School [amper	ryV/sDAV Public sand] Ors [dot]	Pending with Central Diary
3	89938	Abhay Oixit	EDUCATION	2022/457/2	10/03/2022	Ramjas Found	ationV/slagdish	Pending with Central Diary
4	101698	Abhay Dixit	EDUCATION	2022/457/3	15/03/2022	Sanjay Kumar Ja [ampersan	inV/sRekha Yadav d] Ors [dot]	Pending with Central Diary

A Counsel can also track the current status of the invoice from the "Track Invoice" tab under "Report" section.

 The list of all the invoices generated by the Counsel shall be displayed on clicking the "Search" Tab.

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## **Step 8 : List Pending bills for submission by the Counsel**

ingBillList.aspx?status=78v5XqtHm6vX01Tt30b0ig==

			Departmen	Online Single Windo For Fee Bill of Governmen at of Law, Justice & Leg	w System nt Counsel islative Affairs (	INCTD	werks and
	Home	Bill Details 👻 Reports 🛩	Edit Profile	Change Password 🔹 Logout			
List	of Invo	Add Work Done in the BTF Create New Invoice	Upload			Tomolog	
S.No.	Code	Pending For Submission	Name	Title	Subject	Amount	
1	86320	Invoice Submited to Department Query Raised on Invoice Approved Invoice Rejected Invoice	EDUCATION	Anjali ChaudharyV/sDAV Public School [ampersand] Ors [dot]	Direct to reinstate the appellant in service.	3500	Submit

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 The bills "Pending for Submission" by the counsel will be displayed under "Bill Details" section. A Counsel can then choose to submit the bills which are complete in all respects.

## **Step 9 : Approved/Rejected List of Invoices**

gBillList.aspe7status>ojwHiVH8zH9iPuiM3cW7UA=+

0		Online Single Window System For Fee Bill of Government Counsel Department of Law, Justice & Legislative Affairs GNCTD	
Home	Bill Dotails 👻 Reports 🛩	Edit Profile Change Password 🚱 Logout	
List of Invo	Add Work Done in the BTF Create New Invoice Pending For Submission Invoice Submited to Department Query Raised on Invoice	n	
	Approved Invoice Rejected Invoice		

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 Once the bills are submitted, a Counsel can see the bills which are approved by the department and which are rejected by the department in "Approved Invoice"/"Rejected Invoice" tab under "Bill Details" section.

## **Processing of Bills by Central Diary of Department**

	tome	Pending Bill	Reports	Departm Change Pas	Online Single Wine For Fee Bill of Governm ent of Law, Justice & L ssword & Logout	dow System nent Counsel egislative Affairs GNCTD	Reader of
ser Na	me :	SURINDER SING	GH Desigr	ation : JUNIO	R ASSISTANT Mobile No. : 996	i8XXXXXX <b>Email Id.:</b> surikhatta.71@dehi.	gov.in
List o	f Pend	ing Bills					
S.No.	BTF Code	Bill No.	Bill Date	Department Name	Title	Subject	
i)	90368	2023/256/43	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	RAJ KAPOOR SINGH [ampersand] ORS [dot] V/sREGISTRAR GENERAL, HIGH COURT OF DELHI [ampersand] ANR [dot]	Services matter	Fwd. Invoice
	90822	2023/256/44	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	Deepak KhoslaV/sRegistarar General, High Court of Delhi [ampersand] Anr [dot]	Deepak Khosla Vs Registarar General, High Court of Delhi and Anr.	Fwd. Invoice
	62452	2023/256/46	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	K R CHITRAV/sADVOCATES WELFARE FUND TRUSTEE COMMITTEE AND ORS [dot]	CONSTITUTION OF ADVOCATES WELFARE FUNDS TRUSTEE COMMIITTEE.	Fwd. Invoice
	84366	2023/256/53	15/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	YASHASAVI SINGH [ampersand] ORS [dot] V/sUOI [ampersand] ORS [dot]	DIRECTING THE RESPONDENTS TO ENSURE THAT THE THERE SHOULD BE EASILY REDRESSAL IN FAMILY RELATED DISPUTES AND APPOINT PRINCIPLE JUDGE IN FAMILY COURT, SOUTH EAST DELHI DISRTICT COURT COMPLEX.	Fwd. Invoice

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 Once the bill is submitted, a list of Invoices received by the Central Diary of the Department will be displayed in the pending bill section of Central Diary.

 The Central Diary shall forward the invoice for processing, to concerned dealing assistant by Clicking "Fwd. Invoice" link.

		Deta	ils Provided by the Governr	nent Counsel			Accepted by the	e Department
S.No.	Work Done Date	Profes	ssional Work Done	Remarks/Brief Description of Work	Amount	View	Restricted Amount	Remarks
1	21/03/2023	Drafting of Writ Suits, arbitration	petitions (Civil and criminal) matters etc	Drafting of Writ petitions	7500	View	0	
Total					7500		0	
bject	ion Details							
Obje	ction Found							
a et i le d	e to uddah Touri	ea ta ha Fanuarda	4.					
ect Use SAND	er to which Invoi	ce to be Forwarde SR ASSITANT	d* [Deal ~					
ect Use SAND marks*	r to which Invoi	ce to be Forwarde	d* [Deal ¥					
lect Use SAND marks* Remar	er to which Invoi EEP MADAN , ks Max Upto	ce to be Forwarder SR ASSITANT 250 Characters	d* [Deal ↓					
lect Use SAND marks* Remar	er to which Invoi EEP MADAN , ks Max Upto	ce to be Forwarder SR ASSITANT 250 Characters	d* [Deal 🗸					
ect Use SAND marks* Remar	er to which Invoi EEP MADAN , ks Max Upto	ce to be Forwarder SR ASSITANT 250 Characters	d* [Deal v ; Save Det	ails				
ect Use SAND marks* Remar	er to which Invoi EEP MADAN , ks Max Upto	ce to be Forwarder SR ASSITANT 250 Characters	d* [Deal v ; Save Det	ails				
iect Use SAND marks* Remar epart	er to which Invoi EEP MADAN , ks Max Upto ment Action From User	ce to be Forwarder SR ASSITANT 250 Characters	d* [Deal v 5 Save Det	ails Action Date	Remarks			

 The Central Diary will then forward the bill to concerned dealing assistant by selecting the dealing assistant's name.
 The remarks if any can be entered there and the details shall be saved.

 The Bill after that will be forwarded to concerned dealing assistant.

## **Processing of Bills by Dealing Assistant of Department**

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1	1	Online Single Window System	9
-		For Fee Bill of Government Counsel	
		Department of Law, Justice & Legislative Affairs GNCTD	-
🖪 Home Inv	oice 🖌 Reports 🗸	Change Password 🕞 Loggut	

User Name : SANDEEP MADAN Designation : SR ASSITANT Mobile No. : 9541XXXXXX Email Id.: sandeep.madan217@gmail.com

#### List of Pending Bills

S.No.	BTF Code	Bill No.	Bill Date	Department Name	Title	Subject	
1	90822	2023/256/47	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	Deepak KhoslaV/sRegistarar General, High Court of Delhi [ampersand] Anr [dot]	Deepak Khosla Vs Registarar General, High Court of Delhi and Anr.	View Invoice
2	90822	2023/256/45	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	Deepak KhoslaV/sRegistarar General, High Court of Delhi [ampersand] Anr [dot]	Deepak Khosla Vs Registarar General, High Court of Delhi and Anr.	View Invoice
3	84355	2023/256/42	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	YASHASAVI SINGH [ampersand] ORS [dot] V/sUOI [ampersand] ORS [dot]	DIRECTING THE RESPONDENTS TO ENSURE THAT THE THERE SHOULD BE EASILY REDRESSAL IN FAMILY RELATED DISPUTES AND APPOINT PRINCIPLE JUDGE IN FAMILY COURT, SOUTH EAST DELHI DISRTICT COURT COMPLEX.	View Invoice

 The list of Invoices received by the Dealing Assistant of the Department will be displayed in the Invoice section of Dealing Assistant.

 The dealing Assistant can see the invoice for processing the bill by Clicking "View Invoice" link.

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tionForm.aspx?8TFCode=fZKy.ltmu%2fCV+YbYZZRLS6A%3d%3d&8iIIIdn=ygxVC3zhPHbSFAd77GnKVw%3d%3d

	e 10901 e Sh Mu V/sLa Sec S	1 ukesh Kumar incer Convent Sr ichool and Ors	Departs Subject	ment t	EDUCATIO Appeal aga	N linst the ten	mination	of services	
Invoice P	No. 2022/	/8/4	Invoice	Date	09/02/202	2			
Work D	one Details —								
		Details Prov	vided by t	he Government Counse	d.			Accepted b	y the Department
S.No.	Work Done Date	Professional Done	Work	Remarks/Brief Des Work	cription of	Amount	View	Restricted Amou	int Rema
1	09/02/2022	Secretarial Assist	ance	Remarks of work		30000	View	2500	Please Upc
Total						30000		2500	
Objectiv	on Dotaile								
<b>Objectic</b>	on Details								
Objectio	on Details								
Objectio	on Details tion Found rded For Further Ac to which Invoice to t Action	ction O Approve 5 be Forwarded*	e & Forward	d for Sanction – 〇 Reje	ect 🔿 Obje	ection			
Objection     No Object     Select     Select     Govt. C     Select     Govt. C     SHYAM     AMIT K     SWATT	on Details	ction O Approve b be Forwarded* ION OFFICER [D SECTION OFFIC D [HOD]	e & Forward	d for Sanction O Reju fficer L1] ling Officer L1]	ect 🔿 Obje	ection	]		

 The Dealing Assistant will start processing the bill. He can enter the remarks if any and then save the details.

 He will then forward the invoice to next concerned dealing officer.

## **Processing of Bills by Dealing Officer (Level-1,2,) of Department**

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endingBillList.aspx

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*	lome	Pending Bill	Reports ~	Change Password	🕩 Logout		
ser Na	ime :	BHARAT PARA	SHAR I	Designation : SECF	RETARY LAW Mobile No. :	9910XXXXXX Email Id.:	slaw@nic.in
List	of Pend	ing Bills					
S.No.	BTF Code	Bill No.	Bill Date	Department Name	Title	Subject	
í	90822	2023/256/41	06/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	Deepak KhoslaV/sRegistarar General, Court of Delhi [ampersand] Anr [dot]	High Deepak Khosla Vs Registarar General, High Court of Delhi a	Fwd. Invoic

 List of Invoices received by the next Dealing Officer of the Department will be displayed in the **Pending Bill section of Dealing Officer.** 

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tionForm.aspx?8TFCode=fZKvJtmu%2fCV+YbYZZRLS6A%3d%3d&Billidn=ygxVC3zhPHbSFAd77GnKVw%3d%3d

SHYAM KUMAR , SECTION OFFICER [Dealing Officer L1] AMIT KUMAR VERMA , SECTION OFFICER [Dealing Officer L1]

SWATI SHARMA, HOD [HOD]



Save Details

 The Dealing Assistant after doing the needful will then forward the invoice to the Account Functionary to vet the proposal by clicking "Fwd. Invoice" link.

## **Processing of Bills by Account Functionary of Department**

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dingBillList.aspx

For Fee Bill of Government Counsel Department of Law, Justice & Legislative Affairs GNCTD	1	1	Online Single Window System	9
Department of Law, Justice & Legislative Affairs GNCTD			For Fee Bill of Government Counsel	1
			Department of Law, Justice & Legislative Affairs GNCTD	सत्यमे

User Name : SANDEEP MADAN Designation : SR ASSITANT Mobile No. : 9541XXXXXX Email Id.: sandeep.madan217@gmail.com

#### **List of Pending Bills**

S.No.	BTF Code	Bill No.	Bill Date	Department Name	Title	Subject	
1	90822	2023/256/47	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	Deepak KhoslaV/sRegistarar General, High Court of Delhi [ampersand] Anr [dot]	Deepak Khosla Vs Registarar General, High Court of Delhi and Anr.	View Invoice
2	90822	2023/256/45	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	Deepak KhoslaV/sRegistarar General, High Court of Deihi [ampersand] Anr [dot]	Deepak Khosla Vs Registarar General, High Court of Delhi and Anr.	View Invoice
3	84366	2023/256/42	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	YASHASAVI SINGH [ampersand] ORS [dot] V/sUOI [ampersand] ORS [dot]	DIRECTING THE RESPONDENTS TO ENSURE THAT THE THERE SHOULD BE EASILY REDRESSAL IN FAMILY RELATED DISPUTES AND APPOINT PRINCIPLE JUDGE IN FAMILY COURT, SOUTH EAST DELHI DISRTICT COURT COMPLEX.	View Invoice

 List of Invoices received by the Account Functionary of the Department will be displayed in the Invoice section of Account Functionary.

 After processing the bill he will forward the invoice to the Dealing Officer L-3.

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 Select Forwarded for Further Action and Name of Dealing Officer L-3, enter the remarks and save details.

 Bill will be forwarded to Dealing Officer L-3 for further action.

## **Processing of Bills by Dealing Officer (Level-3) of Department**

				I Department o	Online Single Window Sys For Fee Bill of Government Cou f Law, Justice & Legislativ	stem unsel ve Affairs GNCTD	aceta
<b>#</b> 1	lome	Pending Bill	Reports ~	Change Password	€ Logout		
lser Na	ime :	BHARAT PARA	SHAR I	Designation : SEC	RETARY LAW Mobile No. : 9910	XXXXXXX Email Id.: slaw	@nic.in
		na Bille					
List o	of Pendi	ny onis					
List o	BTF Code	Bill No.	Bill Date	Department Name	Title	Subject	
List of S.No.	BTF Code 90822	Bill No. 2023/256/41	Bill Date 06/06/2023	Department Name	Title Deepak KhoslaV/sRegistarar General, High	Subject Deepak Khosla Vs Registarar	

 The invoices forwarded to Dealing Officer L-3 of the Department will be displayed in the **Pending Bill section of Login of Dealing Officer** L-3.

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tionForm.aspx?8TFCode=f2Ky.ltmu%2fCV+YbYZZRLS6A%3d%3d&Billidn=ygxVC3zhPHbSFAd77GnKVw%3d%3d



Save Details

 After processing the bills he will forward the invoice to the Head of Department (HOD), for approval of the payment of bill by clicking "Fwd. Invoice" link.

Bill will be forwarded to
 Head of Department (HOD)
 for approval.

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## **Approval of Bills by Head of Department (HOD)**

ernment Couns: X + <sup>2</sup>endingBillList.aspx **Online Single Window System** For Fee Bill of Government Counsel Department of Law, Justice & Legislative Affairs GNCTD सत्यमेव जयते Change Password C Logout # Home Pending Bi Reports v BHARAT PARASHAR **Designation**: SECRETARY LAW Mobile No. 9910XXXXXX Email Id.: slaw@nic.in User Name List of Pending Bills BTF Subject S.No. Code Bill No. **Bill Date** Department Name Title 06/06/2023 LAW, JUSTICE AND Deepak KhoslaV/sRegistarar General, High Deepak Khosla Vs Registarar 90822 2023/256/41 Fwd. Court of Delhi [ampersand] Anr [dot] General, High Court of Delhi and LEGISLATIVE AFFAIRS Invoice Anc Disclaimer : This site has been designed and hosted by NIC and the contents are provided by concerned departments. NIC will not be responsible for any inaccuracy in the data on this website

 List of Invoices received by the HOD of the Department for approval will be displayed in the Pending Bill section.

 The HOD will then approve the bill and has to forward the invoice to the DDO for generating sanction, by clicking "Fwd. Invoice" link.



Total	3500	3000
Objection Details		
o Objection Found		
Forwarded For Further Action     Approve & Forward for Sanction elect User to which Invoice to be Forwarded*	C Reject C Objection	
Forwarded For Further Action     Approve & Forward for Sanction elect User to which Invoice to be Forwarded* Select Action	<ul> <li>Reject</li> <li>Objection</li> </ul>	
Forwarded For Further Action     Approve & Forward for Sanction elect User to which Invoice to be Forwarded*     Select Action     Select Action	Reject     Objection	
Forwarded For Further Action     Approve & Forward for Sanction elect User to which Invoice to be Forwarded*    Select Action     SaNDEEP MADAN , SR ASSITANT [Dealing Assitant] PUNEET NAGPAL , ADDL. SECTRETARY [Dealing Officer L3	Reject     Objection	

Save Details

#### Department Action Trail

S.No.	From User	To User	Action Date	Remarks
1	NAUSHAD AHMED KHAN , Government Counsel	SURINDER SINGH, Department Administrator	09/06/2023 13:37	Inovice Submitted by Govt. Counsel.
2	SURINDER SINGH , Central Diary	SANDEEP MADAN, Dealing Assitant	15/06/2023 11:54	CLERKAGE CHARGE
3	SANDEEP MADAN , Dealing Assitant	BHARAT PARASHAR, HOD	15/06/2023 11:55	CLERKAGE CHARGE

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 The HOD will then select DDO from the drop in menu. HE will enter the remarks if any and save the details.

 HOD will then forward the bill to DDO for generation of Sanction.

## **Processing of Bills by DDO**

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ndingBillList.aspx?status=t42iaZ2fiPE/c5OhSrS5pg==

	Home	Pageting Eng S	anction P	Department	Online Single Window S For Fee Bill of Government ( of Law, Justice & Legisla ote	System Counsel itive Affairs GNCTD	anota e
ser Na	ime :	BHUPESH	Designa	ntion: DDO	Mobile No. : 9898XXXXXX	Email Id.: ddo@gmail.	com.
List o	BTF Code	Bill No.	Bill Date	Department Name	Title	Subject	
1	90822	2023/256/49	09/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	Deepak KhoslaV/sRegistarar General, High Court of Deihi [ampersand] Anr [dot]	Deepak Khosla Vs Registarar General, High Court of Delhi and Ant.	Generate Sanction
2	115944	2023/256/39	04/05/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	SHAHDARA BAR ASSOCIATION THROUGH ITS AUTHORISED SECRETARYV/\$SHREENIVS SHARMA AND ORS	SHAHDARA BAR ASSOCIATION THROUGH ITS AUTHORISED SECRETARY VS SHREENIVS SHARMA AND ORS	Generate Sanction
3	53654	2023/256/52	14/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	RAVINDER DABAS AND ORS [dot] V/sTHE REGISTRAR, HIGH COURT OF DELHI AND ORS [dot]	SERVICE MATTER.	Generate Sanction
4	63697	2023/256/28	11/04/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	ASHOK KUMARV/STHE HONBLE DISTRICT JUDGE ROHINI DISTRICT COURTS ROHINI, DELHI AND OTHERS [dot]	AGAINST THE FINAL ORDER. DATED 23/04/2014 PASSED BY THIS HONBLE COURT IN WP(C) NO 2505/2014.	Generate Sanction
5	52182	2023/256/51	14/06/2023	LAW, JUSTICE AND LEGISLATIVE AFFAIRS	SH [dot] LOKESH JAINV/SSHRI TARUN SHARMA [ampersand] OR5 [dot]	File Allocation No.3583/SC	Generate Sanction

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 List of Sanctions to be generated will be displayed in the Pending for sanction menu.

 The sanction will be generated by clicking "Generate Sanction" link on the right side of the page.



 The Sanction Details like Sanction Date, Sanction No., Sanction Amount, Account Head and Financial Year are to be entered and the Details can be saved.

**Online Single Window System** For Fee Bill of Government Counsel Department of Law, Justice & Legislative Affairs GNCTD सत्यमंत्र जयत Pending For Sanction Print Sanction Reports - Change Password C Logout Designation : DD0 Mobile No. 9898XXXXX8 Email Id.: ddo@gmail.com Department Title Subject Name LAW, JUSTICE SHAHDARA BAR ASSOCIATION SHAHDARA BAR ASSOCIATION THROUGH ITS View AND THROUGH ITS AUTHORISED AUTHORISED SECRETARY VS SHREENIVS LEGISLATIVE SECRETARYV/sSHREENIVS SHARMA SHARMA AND ORS Sign AFFATRS AND ORS LAW, JUSTICE SHAHDARA BAR ASSOCIATION SHAHDARA BAR ASSOCIATION THROUGH ITS View AND THROUGH IT'S AUTHORISED AUTHORISED SECRETARY VS SHREENIVS LEGISLATIVE SECRETARYV/#SHREENIVS SHARMA SHARMA AND ORS Sign AFFAIRS AND ORS LAW, JUSTICE RAJ SINGH MALIKV/sDISTRICT AND PUBLIC INTEREST LITIGATION View AND SESSIONS JUDGE(NW) ROHINI AND LEGISLATIVE ORS [dot] Sign AFFAIRS LAW, JUSTICE JAHURV/s LG GNCTD AND ORS JAHUR VS LG GNCTD AND ORS View AND LEGISLATIVE Sign AFFAIRS LAW, JUSTICE RAJ KAPOOR SINGH [ampersand] ORS Services matter View AND [dot] V/sREGISTRAR GENERAL, HIGH LEGISLATIVE COURT OF DELHI [ampersand] ANR Sign AFFAIRS [dot]

> ANUJ KUMAR SHARMAV/STHE HIGH ANUJ KUMAR SHARMA VS THE HIGH COURT OF DELHI , THROUGH THE REGISTRAR GENERAL COURT OF DELHI , THROUGH THE REGISTRAR GENERAL AND ORS AND ORS

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Home

List of Pending Bills

RTF Code

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115944

63696

115948

90368

User Name

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BHUPESH

**Bill Date** 

23/02/2023

23/02/2023

23/02/2023

LAW, JUSTICE

LEGISLATIVE

AFFAIRS

AND

Bill No.

2023/256/6

2023/256/1

2023/256/4

2023/256/34 13/04/2023

2023/256/33 12/04/2023

115976 2023/256/36 13/04/2023

View

Sign

 List of Sanctions to be signed will be displayed in the 'Print for Sanction' section of the page.

 Sanction can be viewed by clicking on "view" on the right side of the page.

 Sanction can be signed by clicking on "sign" on the right side of the page.

PrintSignedsanctionPDF.aspx ×

PBillIdn=yK7+7DzQ/BtJweiTZeb+XA==&Sanctionno=XYHMPF7QoJukMES5XadI7g==

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Government of NCT Delhi Department of Law & Justice Delhi Secretariat Delhi

Sanction No. 20234

Date: 06/03/2023

Sanction of Head of Department is hereby conveyed, for incuring an expenditure amounting to **Rs.2000** on account of fee bills of **NAUSHAD AHMED KHAN**Advocate. The details of bills are attached.

SANCTION

The sanction has been accorded ni exrcise of the powers delegated by the Finance Department Govt. of NCT of Delhi under object head :**Professional Service** and in consultation with the accounts functionaries of the department.

The expenditure involved on the amount would be debitable to the above mentioned head of the Account for the year **2021-2022** under demand no. 3, Head of Accounts **78956** 

The above said payment is subject to Audit Observation and recovery of overpayment, if any, which may be detected at a later stage

LAW DDO User

The Digitally Signed
 Sanction in PDF
 format will be
 displayed thereafter.

Digitally signed by BHUPESH CHANDER PANDEY Reason: By DDO Date 2023.03.06.04/25/03 +05/30

← → C ① <sup>®</sup> osws.delhi.gov.in/Printsignedsanctioned.aspx?status=Cqlgp7cBWjhhminw9TGLug==

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Online Single Window System For Fee Bill of Government Counsel Department of Law, Justice & Legislative Affairs GNCTD

# Home Pending For Sanction Print Sanction Reports v Change Password 🕞 Logout

lser Na	me: 8	HUPESH D	esignation :	DDO Mobile No. :	9898XXXXXX	Email Id.:	ddo@gmail.com
List o	f Signed S	anction					
S.No.	BTF Code	Bill No.	Bill Date	Sanction No	Signed PDF	Invoice	Supporting Docs
1	63697	2023/256/1	5 06/03/2023	20234	View Signed Sanction	View Invoice	View Documents
2	115948	2023/256/8	27/02/2023	75745	View Signed Sanction	View Invoice	View Documents
3	58084	2023/256/1	8 06/03/2023	46657	View Signed Sanction	View Invoice	View Documents
4	115944	2023/256/20	0 07/03/2023	45678	View Signed Sanction	View Invoice	View Documents

**Digitally Signed Sanction,** Invoice & Supporting documents will be submitted with PAO after printing the same for final disbursement/crediting the money due on the bill in the bank account of Govt. Counsel.

# Thank you...