

Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
Central Water Commission

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Dated the, 9 February, 2023

**OFFICE MEMORANDUM**

**Subject: Timeline to be adhered in filling SLPs, Appeals, reply/counter-affidavit etc.-  
reg**

Please find enclosed a copy of DO letter No. J-12012/2/2023-Judicial dated 02.02.2023 received from Department of Legal Affairs on the above mentioned subject for information and strict compliance.

Encl: As above

Digitally Signed by Ajay  
Malik  
Date: 09-02-2023 14:11:36  
Reason: Approved  
(Ajay Malik)  
Under Secretary

To

1. All the CEs/SEs in Field Offices of CWC through Web portal of CWC (Circular).
2. All Directors/USs/Sections/Directorates of CWC (through web portal)

Copy for kind information to:

1. PPS to Chairman, CWC.
2. Secretary, CWC.



डा० नितेन चन्द्र, भा.प्र.से.  
सचिव  
Dr. Niten Chandra, IAS  
Secretary



विधि कार्य विभाग  
विधि और न्याय मंत्रालय  
भारत सरकार  
DEPARTMENT OF LEGAL AFFAIRS  
MINISTRY OF LAW & JUSTICE  
GOVERNMENT OF INDIA



DO No. J-12012/2/2023-Judicial

Dated the 02<sup>nd</sup> February, 2023

Dear Secretary,

It has been noticed by various field offices of Ministry of Law & Justice and by Law Officers / Panel Counsel who appear on behalf of Union of India before various courts / tribunals that there are a number of occasions in which SLPs, Appeals, the reply / counter-affidavits etc. are not filed in the court within the stipulated period resulting in adverse orders by the courts.

2. This Department has been issuing instructions in this regard from time to time. Two such instructions were issued in the year 2015 & 2016 vide DO letter No. 35(1)/2015-Judl. 27<sup>th</sup> August, 2015 and No. J-12/2/2016-Judl. dated 9<sup>th</sup> June, 2016. Besides, Cabinet Secretariat has also issued detailed guidelines in this regard vide DO letter No. 1/50/3/2016-Cab. dated 16<sup>th</sup> June, 2016 and No. 403/1/5/2016-CA.V dated 25<sup>th</sup> November, 2016. All these instructions are available on website of this Department i.e. [www.legalaffairs.gov.in](http://www.legalaffairs.gov.in) under tab 'Judicial Section' in the link 'Circulars pertaining to litigation'. Despite the instructions issued as above, incidents of delay in filing SLPs, Appeals, reply/counter-affidavits etc. occur.

3. In order to avoid delay in Central Government litigation, where limitation period is 90 days, following timeline may be adhered to: -

SN.	Action to be taken	SLP / Appeals in SC	Appeal / Criminal Revision in HC
1.	Examination and taking administrative decision by the Ministry / Departments	15 days	15 days
2.	Examination and advice / opinion by the DoLA and the Law Officers	15 days	15 days
3.	Drafting and forwarding the same to the concerned Ministry / Departments	15 days	15 days
4.	Approval of the draft by the concerned Ministry / Departments and providing necessary documents	5 days	5 days
5.	Preparing paper book and filing	10 days	10 days

4. In other matters, like filing statutory appeals, review and other affidavits, where limitation period is 60 days or 30 days or any specified time given by the court, the above time line may be reduced correspondingly.



: 2 :

5. You are requested to bring these time lines to the notice of all officers in your Ministry / Department including Public Sector Undertakings (PSUs) under your administrative control for strict compliance.

With regards,

*N. Chandra*  
(Dr. Niten Chandra)

To

The Secretaries of all the Ministries / Department.

Copy to:

1. PS to ML&J / PPS to MoSL&J
2. Shri Rohit Singh, Additional Secretary, Cabinet Secretariat
3. Shri C. Sridhar, Joint Secretary, Prime Minister's Office
4. All the Law Officers.
5. All the Dy. Solicitor General of India in various High Courts.
6. The In-charge, Branch Secretariat at Mumbai, Kolkata, Chennai and Bengaluru.
7. The In-charge, Litigation (High Court/CAT/Lower Court).