



भारत सरकार
अति सचिव
Dr. Sanjay Singh
Additional Secretary

D.O. No. A-33022/4/2014-ILDR



भारत सरकार
Government of India
विधि और न्याय मंत्रालय
Ministry of Law & Justice
विधायी विभाग
Legislative Department
शास्त्री भवन, नई दिल्ली-110001
Shastri Bhawan, New Delhi-110001

Dated the 30th April, 2014.

Dear Madam,

The Institute of Legislative Drafting and Research, a wing of the Legislative Department, Ministry of Law & Justice imparts training to the officers, who are dealing with Legislative proposals and subordinate legislations (Rules, orders, regulations, notifications, etc.) on the subjects administered by the Ministries/Departments concerned.

2. The Institute has so far conducted Sixteen Appreciation Courses. It is now proposed to conduct the Seventeenth Appreciation Course in Legislative Drafting from 16th June, 2014 to 30th June, 2014. This course, *inter alia*, comprises of basic concepts of legislation, including subordinate legislation and the procedure for processing of legislative proposals. The Appreciation Course is expected to fill the communication gap between the Legislative Department and the administrative Ministries/Departments, while dealing with conceptualisation, formulation and initiation of proposals for legislation as well as in preparing drafts of statutory rules, orders, etc., in respect of various Acts administered by them.

3. The training (theoretical as well as practical) shall be imparted to the officers in the Institute's Lecture Hall, in Room No. 440, 'A' Wing, 4th Floor, Shastri Bhawan, New Delhi-110 001 from 16th June, 2014 to 30th June, 2014 between 10 a.m. to 5 p.m. on all working days and the period of training will be treated as 'on duty'.

4. It is requested to forward nominations of suitable officers at the level of Under Secretaries and above or of equivalent rank for the ensuing course in the enclosed format as early as possible and latest by the 30th May, 2014 (Friday). The Ministry/Department may also circulate this information about the Appreciation Course amongst their Public Sector Undertakings/Attached/Subordinate Offices and wings, if any.

With kind regards,

Encl. As Above.

Yours sincerely,

Sanjay Singh

(Dr. Sanjay Singh)

To,

All Secretaries to the Govt. of India



Ministry of Law and Justice
Legislative Department
(INSTITUTE OF LEGISLATIVE DRAFTING AND RESEARCH)
(ILDR)
(An ISO 9001 : 2008 Certified Institute)



Nomination of officers for training in 17th Appreciation Course on Legislative Drafting to be held under the auspices of the Institute of Legislative Drafting and Research (ILDR) in the Ministry of Law & Justice (Legislative Department), New Delhi from 16th June, 2014 to 30th June, 2014.

Name of the Sponsoring Ministry / Department/Organisation:-

1. Name of the Officer nominated :
(In BLOCK LETTERS)
2. (a) Present Designation :
(b) Since when the present post held :
(c) Basic Pay :
3. Permanent post held with scale of pay :
4. Date of Birth :
5. Educational Qualifications :
6. Experience :
(i) in Legislative Drafting :
(ii) other than Legislative Drafting :
7. Do the officer's present duties involve Legislative Drafting? :
8. Does the officer hold a post in the Sponsoring Department at the level of Under Secretary and above?:
9. Has the officer undergone any training before ? (If yes, mention the details) :
10. Does the officer belong to SC/ST/OBC? :
11. Contact Details Tel. _____(O)
Mobile _____
Email: _____
12. Any other relevant information :

Station : _____

Date : _____

Name, Signature and Designation of the sponsoring authority

Tel. No. _____

Fax No. _____

* Duly filled-in officially sponsored Proforma may also be forwarded by email to the Course Coordinator at krs.kumar@nic.in

Note:- Two Passports size colour photographs of the officer sponsored by the PSUs, etc. Other than Central Government/Attached/Subordinate Offices may be attached with this format.