



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 **19<sup>th</sup> 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 **20<sup>th</sup> January, 2016 to 3<sup>rd</sup> February, 2016**.

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) Fax. \_\_\_\_\_(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 [ildr.ld@nic.in](mailto:ildr.ld@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.

डॉ० जी० नारायणा राजू  
सचिव

Dr. G. Narayana Raju  
Secretary

D. O. No. A-33022/8/2015-ILDR



भारत सरकार  
विधि और न्याय मंत्रालय  
विधायी विभाग  
GOVERNMENT OF INDIA  
MINISTRY OF LAW & JUSTICE  
LEGISLATIVE DEPARTMENT

Dated the 3<sup>rd</sup> December, 2015

Dear Sir,

The Institute of Legislative Drafting and Research (ILDR), a wing of the Legislative Department, Ministry of Law and Justice imparts training to the officers who are dealing with proposals for legislation and preparation of drafts of subordinate legislation on the subjects administered by respective Ministries/Departments.


2. ILDR has so far conducted 18 Appreciation Courses. It is now proposed to conduct the Nineteenth Appreciation Course in Legislative Drafting from the 20<sup>th</sup> January, 2016 to 3<sup>rd</sup> February, 2016. This course will, *inter alia*, comprise the basic concepts of legislation, including subordinate legislation and the manner and procedure for processing of legislative proposals. The Appreciation Course is also expected to fill the communication gap between the Legislative Department and the administrative Ministries/Departments, which have to conceptualise, formulate and initiate proposals for legislation as well as to prepare drafts of statutory rules, regulations, notifications, orders, etc., in respect of the Acts administered by them.

3. The training (theoretical as well as practical) will be imparted to the officers in the ILDR's Lecture Hall, Room No. 440, 'A' Wing, 4<sup>th</sup> Floor, Shastri Bhawan, New Delhi-110001 from the **20<sup>th</sup> January, 2016 to 3<sup>rd</sup> February, 2016** 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 Secretary and above or of equivalent rank for the ensuing course in the enclosed format as early as possible and latest by the **30<sup>th</sup> December (Wednesday)**. The Ministry/Department may also circulate this information regarding the Appreciation Course amongst their Public Sector Undertaking/Attached Subordinate Offices and wings, if any.

With regards,

Yours sincerely,

  
(Dr. G. Narayana Raju)

Encl: - As Above

To,

All Secretaries to the Govt. of India