



Dr. Sanjay Singh  
Additional Secretary  
&  
Course Director



Ministry of Law & Justice  
विधि और न्याय विभाग  
Legislative Department  
शास्त्री भवन, नई दिल्ली-110001  
Shastri Bhawan, New Delhi-110001

D.O. No. 33022/2/2014-ILDR

Dated the 5<sup>th</sup> May, 2014

Dear Sir,

As you are aware, the Government of India set up the Institute of Legislative Drafting and Research (ILDR) as a Wing of the Legislative Department of the Ministry of Law and Justice in January, 1989 with the objective of giving training to the Central/State Government officers so as to build capacity in the field of legislative drafting and to meet the shortage of trained draftspersons in the country. Since then, the ILDR has been imparting training in legislative drafting to such officers and has so far conducted Twenty-five Basic Courses in Legislative Drafting.

2. ILDR is now organizing the Twenty-sixth Basic Course in Legislative Drafting from 25<sup>th</sup> July, 2014 to 24<sup>th</sup> October, 2014. The Course is of three months' duration and will cover both theoretical aspects of legislative drafting as well as on-the-job practical training. The Course is aimed at training the junior/middle level officers of the States/Union territory Administrations, State Government Undertakings, statutory authorities, attached and subordinate offices of the State Government, whose services are being utilized or likely to be utilized in drafting of laws, rules, regulations, bye-laws, etc. However, in the event of non-availability of officers to be trained in legislative drafting in the State/Union territory Law Departments, officers having standing or experience in dealing with matters relating to legal affairs in the State/Union territory administration, attached, subordinate or statutory authorities may be considered for nomination. You may consider nominating two suitable officers for the Basic Course. As a part of the plan to cover most of the untrained officers, the officers who have already attended the Basic Course at ILDR may not be nominated again.

3. During the period of training, the officers will continue to be on the strength of the State Government/Union territory Administration and will receive pay and allowances from the concerned State Government/Union territory Administration; and as such no expenditure on this account shall be borne by the Central Government. The trainee officers will be under the administrative control of the ILDR only with regard to their leave.

4. It may please be noted that the ILDR has no arrangements for stay of the Trainee officers in Delhi. As the training will last for three months, it is necessary in the interest of officers of the State Government/Union territory Administration that the concerned Government/Administration may make suitable arrangements for their accommodation either by way of providing rooms in their State Government/UT Guest Houses in New Delhi or by way of a

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special allowance so that they do not face any difficulty on this account. The State Government/Union territory Administration may ensure that the trainee officers are not put to any inconvenience during the period of training for want of accommodation. Further, it is expected that the trainee officers may not be called back before the completion of the training.

5. As per the policy laid down by the Government of India, officers belonging to the Scheduled Castes, the Scheduled Tribes and other backward classes are to be given extensive training connected with their work. It is, therefore, requested that the applications of the officers belonging to these communities may be given due consideration while making nominations for the Basic Course.

6. As a part of the training programme, the trainee officers shall be taken for a study tour to State/Union territories outside Delhi, so as to acquaint them of the legislative practice and procedures followed there. However, the travel and other expenses in respect of each candidate are required to be met by the concerned Government/Administration. Therefore, the State Governments/Union territory Administrations are requested to provide funds/advance to the nominated officers each to the tune of Rs.20,000/- (Rupees twenty thousand only) for study tour.

7. The nomination of the officers may please be sent in the Proforma annexed hereto at an early date, so as to reach this Department latest by 20<sup>th</sup> June, 2014.

With kind regards,

Yours sincerely,

Sanjay Singh.

(Dr. Sanjay Singh)

Encls: As stated above.

1. The Chief Secretaries of All States / Union Territories
2. The Law Secretaries / Legislative Secretaries of All States / Union Territories.



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 26<sup>th</sup> Basic 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 25<sup>TH</sup> July, 2014 to 24<sup>TH</sup> October, 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](mailto:krs.kumar@nic.in)

**Note:-** Two Passports size colour photographs of the officer sponsored may be attached with this format.