D.O. No. 33022/3/2019-ILDR

Dated the 15th November, 2019

Dear Secretary,

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

2. The Institute has so far conducted twenty two Appreciation Courses. It is now proposed to conduct the Twenty Third Appreciation Course in Legislative Drafting from the 14th February, 2020 to 28th February, 2020. This course will, inter alia, comprise the basic concept of legislation, including subordinate legislation and the 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 and Departments, which have to conceptualise, formulate and initiate proposals for legislation as well as to prepare drafts of statutory rules, 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 Lecture Hall of ILDR at Room No. 440, ‘A’ Wing, 4th Floor, Shastri Bhawan, New Delhi-110 001 from 14th February, 2020 to 28th February, 2020 between 10 a.m. to 5 p.m. on all working days and the period of training will be treated as ‘on duty’.

4. All Ministries and Departments are requested to forward nominations of suitable officers at the level of Under Secretary and above or of equivalent rank for the said course in the enclosed format as early as possible and latest by 17th January, 2020 (Friday). Ministries or Departments may also circulate this information regarding the Appreciation Course amongst the attached and subordinate offices and wings, if any.

With regards,

Yours sincerely,

(Dr. G. Narayana Raju)

Encl. As Above

To,

Secretary
All Ministries/Departments of Government of India
New Delhi
Government of India  
Ministry of Law and Justice  
Legislative Department  
INSTITUTE OF LEGISLATIVE DRAFTING AND RESEARCH  
(An ISO 9001 : 2015 Certified Institute)

Nomination of officers for training in Twenty-third 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 14th February, 2020 to 28th February, 2020.

Name of the Sponsoring Ministry / Department/Organisation:  

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| 1. | Name of the Officer nominated  
   (In BLOCK LETTERS) |
|   | (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  
   Mobile:  
   Email: |
|   | Tel. (Office) |
| 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  
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.