No. A45011/16/2014-Admin.I(LD)
Government of India
Ministry of Law & Justice
Legislative Department.

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New Delhi, the 11th July, 2014.

OFFICE ORDER

Subject: Disposal of work relating to Subordinate Legislation & General Administration – instructions regarding.

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It has been decided with the approval of competent authority that the following time limit for disposal of Subordinate Legislation proposals received in the Legislative Department from various Ministries/Departments and cases relating to General Administration is to be observed by the officers concerned and the officials working in the Sections:

1 - **Subordinate Legislation Proposals** -

(i) Proposals having deficiencies such as incomplete files sent without approval of competent authority; non enclosures of up-to-date copies of Gazette notifications and papers; or where further information/discussion is required to settle the drafting issues with the referring Ministry/Department: These proposals are to be returned within three working days from the date of receipt of the proposal by recording a small note pointing out the above deficiencies or information required by the concerned officer.

(ii) Proposal where no further information/document is required from the referring Ministry/Department: Such proposals depending upon the quantum of work involved be scrutinised and vetted within a period of two weeks from the date of receipt of proposals.

(iii) Subordinate Legislation proposals containing detailed rules/regulations/bye laws etc. are to be cleared in any case within three weeks from the date of receipt of the Proposals. Any proposal requiring time beyond three weeks will invariably be shown to the Additional Secretary for approval.

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II - General Administration

(i) Files relating to general administration from Administration-II Section will be cleared by the concerned officer within two working days.

(ii) Bills relating to hospitality, newspaper, medical claims, overtime allowance, children education allowance etc. submitted by the concerned officer/official to Administration - II Section by 10th of each month will be cleared by 25th of that particular month i.e. within a period of two weeks. This time limit will also apply for reimbursement of telephone bills submitted to Cash Section by the concerned officer.

(iii) Bills for daily wagers will be submitted in time so as to ensure that payment for a particular month is made by 7th of the following month.

(B.M. SHARMA)
Deputy Secretary(Administration)

To
1. All JS&LCs in Legislative Department(Main)
2. JS&LC(OL Wing)
3. All Officers/Sections in Legislative Deptt.
4. PPS to AS

Copy for information to:

1. PS to Hon’ble MLJ
2. PS to Secretary(LD)