



डा० संजय सिंह
अपर सचिव
Dr. Sanjay Singh
Additional Secretary



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

D.O.No.33022/5/2013-LDI

dated the 27th May, 2013

Dear Sir/Madam

As you may be aware, the Government of India set up the Institute of Legislative Drafting and Research (ILDR) as a Wing of the Legislative Department in January, 1989 with the objective of training 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 the officers and has conducted twenty four Basic Courses in legislative drafting so far.

2. ILDR is organising the Twenty Fifth Basic Course in Legislative Drafting from the 1st July, 2013 to 30th September, 2013. This Course of three months' duration will cover both theoretical aspects of legislative drafting as well as on-the-job practical training. The Course is aimed at junior/middle level officers in the States /Union territory Administrations, whose services are being utilised or likely to be utilised in drafting of laws, rules, regulations, bye-laws, etc. However, in the event of non-availability of persons to be trained in legislative drafting in the States/Union territory Law Departments, officers who are law graduates and having standing and experience in legal affairs in the State/Union territory, attached, subordinate or autonomous bodies may also be considered for nomination. You may consider nominating not more than two suitable officers for the training. The officers who have already undergone training in the Course during any previous year may not be nominated again.

3. During the period of training, the officers will continue to be on the strength of the sponsoring State Government/Union territory Administration and will receive such pay and allowances as may be admissible to them as officers of the concerned Government/Administration direct from the respective State Government/Union territory Administration. It is clarified that there is no scope for any expenditure on this account being borne by the Central Government. However, the trainee officers will be under the administrative control of the ILDR with regard to their leave, etc.

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 about three months, it is necessary in the interest of the State Governments/Union territory Administrations that they may make suitable arrangements for the accommodation of the officers deputed for the course either by way of reservation of rooms in their State Government/UT Guest House in New Delhi or by way of providing a special allowance so that they do not face any difficulty on this account. The State Governments/Union territory Administrations may ensure that the trainees are not put to inconvenience in the middle of the training programme for want of accommodation. Further, the trainees will not be allowed to be called back before the completion of the period of training.

5. As per the policy laid down by the Government of India, officers belonging to the Scheduled Castes, the Scheduled Tribes and other weaker sections of the society are to be given extensive training connected with their work. It is, therefore, requested that the claims of the officers belonging to these communities may be specially kept in view while making nominations for the above training course.

6. As a part of the training programme, an endeavor will be made to take the trainees for a study tour to States/Union territories outside Delhi where they will be informed about 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. Hence, the State Government/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 be sent in the Proforma annexed hereto at an early date, so as to reach this Department not later than 20th June, 2013.

With all regards,

Yours sincerely,



(Dr. Sanjay Singh)

To

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)
PROFORMA
(To be completed and returned in duplicate) *

Nomination of officers for training in 25th Basic Course in Legislative Drafting from the 1st July, 2013 to 30th September, 2013 in the Ministry of Law & Justice (Legislative Department), Room No. 440 'A' Wing, Shastri Bhawan, New Delhi.

Name of the Sponsoring State Government/U.T Administration/ Ministry/Department:-

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. Is the nominated officer a member of State Judicial Service?
10. Has the officer undergone any training? (If yes, mention the details) :
11. Does the officer belong to SC/ST/OBC? :
12. Contact Details : Tel. _____(O)
_____(R)
_____(M)
Email : _____
13. Any other relevant information :

Station: _____

Date : _____

Name and designation of the sponsoring authority

Tel. No. _____

Fax No. _____

Email ID _____

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- Nominations duly filled up may be e-mailed to krs.kumar@nic.in or faxed to 011-23383210