



GOVERNMENT OF INDIA

Ministry of Law and Justice
Legislative Department

**MANUAL OF LEGISLATIVE DEPARTMENT UNDER
THE RIGHT TO INFORMATION ACT, 2005**

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PART 1. PARTICULARS OF THE ORGANIZATIONS ITS FUNCTIONS AND DUTIES

SECTION – A

ORGANIZATION’S PARTICULARS

A. A. Historical Background.

Ministry of Law and Justice is the oldest limb of the Government of India dating back to 1833 when the Charter Act, 1833 enacted by the British Parliament. The said Act vested for the first time legislative powers in a single authority, namely, the Governor General in Council. By virtue of this authority and the authority vested under him under section 22 of the Indian Councils Act, 1861 the Governor General in Council enacted laws for the country from 1834 to 1920. After the commencement of the Government of India Act, 1919 the legislative power was exercised by the Indian Legislature constituted thereunder. The Government of India Act, 1919 was followed by the Government of India Act, 1935. With the passing of the Indian Independence Act, 1947, India became a Dominion and the Dominion Legislature made laws from 1947 to 1949 under the provisions of section 100 of the Government of India Act, 1935 as adapted by the India (Provisional Constitution) Order, 1947. Under the Constitution of India which came into force on the 26th January, 1950 the legislative power is vested in Parliament and the State Legislatures.

The Legislative Department has been separated from the Home Office vide Resolution No. 80 dated the 8th February, 1869. A copy of the Resolution is reproduced below:–

“Legislative.

The 8th February, 1869.

No. 80.

Read again the following papers regarding certain proposed changes in the organization of the Legislative Department of the Government of India:–

- 1.–Minute by the Hon’ble H.S. Maine, dated 22nd September, 1868.*
- 2.–Minute by the Hon’ble J. Strachey, dated 25th September, 1868, concurred in by His Excellency the Commander-in-Chief and the Hon’ble G.N. Taylor.*
- 3.–Minute by His Excellency the Governor General, dated 3rd October, 1868.*
- 4.–Minute by the Hon’ble Richard Temple, dated 3rd October, 1868.*
- 5.–Minute by the Hon’ble H.S. Maine, dated 17th October, 1868.*

Read again the Despatch on the above subject addressed by the Government of India to Her Majesty’s Secretary of State, No. 16, dated the 12th October, 1868.

Read the Secretary of State’s Reply, No.42, dated 23rd December, 1868, sanctioning the proposal.

RESOLUTION.—The suggested changes in the organization of the Legislative Department having now been sanctioned by Her Majesty's Secretary of State of India, the Governor General in Council is pleased to direct that, from and after the 10th February, 1860, the connection at present existing between the Home and Legislative Department shall be severed; that the Legislative Department, which is at present a branch of the Home Office, shall in future be distinct; and that the Officer at the head of the Department shall be designated Secretary to the Council of the Governor General for making Laws and Regulations.

2. In thus constituting a separate Legislative Department, the Governor General in Council desires that it may be borne in mind that Department is not, in respect of Government measures, an originating or initiating Department, and that its proper function in respect of such measures is to clothe with a technical shape projects of Law of which the policy has been affirmed elsewhere.

3. All legislative proposals on the part of Government should therefore first be considered in the Executive Department in which they originate, or to which their subject belongs. The necessity for legislation will there be affirmed, and all points connected with such legislation will there be considered and settled, except the technical detail of the Bill to be submitted to the Council for making Laws and Regulations.

4. The Secretary of the Executive Department to which a Bill pertains will be present during its discussion in the Legislative Council.

5. In accordance with the arrangement above indicated, the Governor General in Council is pleased to direct that all legislative proposals emanating from Local Governments and Administrations shall be addressed not to the Legislative Department, but to the proper Executive Department of the Government of India; and if a proposal for legislation should accidentally reach the Legislative Department direct, that Department shall refer it at once to the proper Executive Department for instructions as to the necessity for legislation and as to the character and tenor of the Bill embodying it.

6. The Governor General in Council further directs that, should a question of policy arise even after the reference to the Legislative Department, and during the technical manipulation of the Bill, such question shall not be disposed of in the Legislative Department, but shall be executively considered in the Department of the Government of India to which it belongs.

7. When once a measure has been referred to the Legislative Department, that Department shall correspond directly with the Local Governments and Administrations, and all correspondence with Her Majesty's Government relating to Bills and Acts, whether of the Imperial or Local Councils, shall in future be conducted in the Legislative Department.

8. With respect to Bills passed in the Local Councils and submitted for the assent of the Governor General, and projects of local laws submitted for preliminary approval to the Government of India, the Governor General in Council directs that

they shall be forwarded by the Local Governments to the Government of India in the Executive Department to which their subject belongs. After consideration in that Department, the papers shall be transferred, with an opinion as to the policy of the measure, to the Legislative Department for disposal.

9. The duties devolving on the Governor General in Council under 24 and 25 Vict., Cap. 67, Secs. 17 and 18, will be still transacted through the Home Office.

10. For all purposes except the above, the Legislative division of the business of the Home Office will cease, and will devolve on the new Legislative Department.

11. The proceedings of the Government of India in the Legislative Department will be recorded in the same way as they have heretofore been recorded, and copies forwarded to Her Majesty's Government.

ORDERED, that copies of this Resolution be communicated to the Governments, Administrations, and Departments named below, for information and guidance:—

Governments of Madras, Bombay, Bengal, N. W. Provinces, and Punjab; Chief Commissioners of Oude, Central Provinces, and British Burmah; Resident at Hyderabad; Commissioner of Coorg; Foreign Department; Military Department; Financial Department; Public Works Department, and Legislative Department.

Also to Director General of Post Offices, with a request that he will arrange for the correspondence of the new Department being placed on the footing of a separate Secretariat.”.

B. Composition of the Ministry of Law and Justice

Ministry of Law and Justice consists of three Departments, namely, the Legislative Department, the Department of Legal Affairs and the Department of Justice. The Department of Legal Affairs is mainly concerned with advising the various Ministries of the Central Government and conducting civil litigation of the Central Government while the Legislative Department is mainly concerned with drafting of principal legislation for the Central Government, its publication and scrutiny and vetting of subordinate legislations made under Central Acts by various Ministries/Departments of the Government of India. It is also concerned with administration of Election Law and Electoral Reforms besides dealing with legislation in respect of certain concurrent field legislation such as civil procedure, personal law, etc. India Code, which consists of unrepealed Central Acts of all-India legislation enacted from the previous century and which are in force in the territory of India are available on the website of the Legislative Department.

The Legislative Department, which is under the Union Ministry of Law and Justice consists of (a) Legislative Department proper situated in Shastri Bhawan, 4th Floor, A-Wing, Dr. Rajendra Prasad Road, New Delhi – 1. (b) Official Languages Wing, Indian Law Institute, Bhagawandas Road, New Delhi – 1. (c) Vidhi Sahitya Prakashan, Indian

Law Institute, Bhagawandas Road, New Delhi – 1 (d) Institute of Legislative Drafting and Research, located at Room No.440, A-Wing, Shastri Bhawan, New Delhi – 1.

B. FUNCTIONS OF THE LEGISLATIVE DEPARTMENT

Under the Government of India (Allocation of Business) Rules, 1961, made by the President of India under article 77(3) of the Constitution of India, the Legislative Department is concerned mainly with the following matters–

1. The drafting of Bills, including the business of the Draftsmen in Select Committees, drafting and promulgation of Ordinances and Regulations; enactment of State Acts as President's Acts, whenever required; scrutiny of statutory Rules and Orders.
2. Constitution Orders; notifications for bringing into force Constitution (Amendment) Acts.
3. (a) Publication of Central Acts, Ordinance and Regulations;
(b) Publication of authorised translations in Hindi of Central Acts, Ordinances, Orders, Rules, Regulations and bye-laws referred to in section 5(1) of the Official Languages Act, 1963 (19 of 1963).
4. Compilation and publication of unrepealed Central Acts, Ordinances and Regulations of general statutory Rules and Orders, and other similar publications.
5. Elections to Parliament, to the Legislatures of States, to the Offices of the President and Vice-President; and the Election Commission.
6. Preparation and publication of standard legal terminology for use, as far as possible, in all official languages.
7. Preparation of authoritative texts in Hindi of all Central Acts and of Ordinances promulgated and Regulations made by the President and of all rules, regulations and orders made by the Central Government under such Acts, Ordinances and Regulations.
8. Making arrangements for the translation into official languages of the States of Central Acts and of Ordinances promulgated and Regulations made by the President and for the translation of all State Acts and Ordinances into Hindi if the texts of such Acts or Ordinance are in a language other than Hindi.
9. Publication of law books and law journals in Hindi.
10. The following subjects, which fall within List III (Concurrent List) of the Seventh Schedule to the Constitution of India (as regards legislation only)–
 - (i) Marriage and divorce; infants and minors; adoption, wills; intestate and succession; joint family and partition.
 - (ii) Transfer of property other than agricultural land (excluding benami transactions registration of deeds and documents).
 - (iii) Contracts, but not including those relating to agricultural land.

- (iv) Actionable wrongs.
- (v) Bankruptcy and insolvency.
- (vi) Trusts and trustees, Administrators-General and Official Trustees.
- (vii) Evidence and oaths.
- (viii) Civil Procedure including Limitation and Arbitration.
- (ix) Charitable and religious endowments and religious institutions.

C CENTRAL ACTS CONCERNING THE LEGISLATIVE DEPARTMENT

1. Delegated Legislation and enactments.
2. Repealing and Amending Acts.
3. Chief Election Commissioner and other Election Commissioners under the Election Commission (Conditions of Service of Election Commissioners and Transaction of Business) Act, 1991 (11 of 1991).
4. The Representation of the People Act, 1950 (43 of 1950).
5. The Representation of the People Act, 1951 (43 of 1951).
6. The Presidential and Vice-Presidential Elections Act, 1952 (31 of 1952).
7. The Delimitation Act, 2002 (33 of 2002).
8. Sherriff's Fees Act, 1852 (8 of 1852).
9. Legal Representative's Suits Act, 1855 (12 of 1855).
10. Fatal Accidents Act, 1855 (13 of 1855).
11. Suits Valuation Act, 1887 (07 of 1882).
12. Code of Civil Procedure, 1908 (05 of 1908).
13. Maintenance Orders Enforcement Act, 1921 (18 of 1921).
14. Public Suits Validation Act, 1932 (11 of 1932).
15. Limitation Act, 1963 (36 of 1963).
16. Specific Relief Act, 1963 (37 of 1963).
17. Arbitration and Conciliation Act, 1996 (26 of 1995).
18. Caste Disabilities Removal Act, 1850 (21 of 1850).
19. Indian Succession Act, 1925 (39 of 1925).
20. Administrators-General Act, 1963 (45 of 1963).
21. Religious Endowments Act, 1863 (20 of 1863).
22. Indian Trusts Act, 1882 (02 of 1882).
23. Charitable Endowments Act, 1890 (06 of 1890).
24. Church of Scotland Kirk Sessions Act, 1899 (23 of 1899).
25. Official Trustees Act, 1913 (02 of 1913).
26. Mussalman Wakf Validating Act, 1913 (06 of 1913).
27. Charitable and Religious Trusts Act, 1920 (14 of 1920).
28. Mussalman Wakf Act, 1923 (42 of 1923).
29. Sikh Gurudwaras (Supplementary) Act, 1925 (24 of 1925).
30. Mussalman Wakf Validating Act, 1930 (32 of 1930).
31. Public Wakf (Extension of Limitation) Act, 1959 (29 of 1959).
32. Indian Evidence Act, 1872 (01 of 1872).
33. Banker's Books Evidence Act, 1891 (18 of 1891).

34. Commercial Documents Evidence Act, 1939 (30 of 1939).
35. Oath's Act, 1969 (44 of 1969).
36. Transfer of Property Act, 1882 (04 of 1882).
37. Partition Act, 1893 (04 of 1893).
38. Government Grants Act, 1895 (15 of 1895).
39. Transfer of Property Amendment (Supplementary) Act, 1929 (21 of 1929).
40. Anand Marriage Act, 1909 (7 of 1909).
41. Hindu Disposition of Property Act, 1916
42. Hindu Inheritance (Removal of Disabilities) Act, 1928 (12 of 1928).
43. Bangalore Marriages Validation Act, 1936 (16 of 1936).
44. Arya Marriage Validation Act, 1937 (19 of 1937).
45. Hindu Marriage Act, 1955 (25 of 1955).
46. Hindu Succession Act, 1956 (30 of 1956).
47. Hindu Minority and Guardianship Act, 1956 (32 of 1956).
48. Hindu Adoption and Maintenance Act, 1956 (78 of 1956).
49. Married Women Property (Extension) Act, 1959 (61 of 1959).
50. Kazis Act, 1880 (12 of 1880).
51. Muslim Personal Law (Shariat) Application Act, 1937 (26 of 1937).
52. Cutchi Memons Act, 1938 (10 of 1938).
53. Dissolution of Muslim Marriages Act, 1939 (8 of 1939).
54. Muslim Women (Protection of Rights on Divorce) Act, 1986 (25 of 1986).
55. Converts Marriage Dissolution Act, 1866 (21 of 1866).
56. Indian Divorce Act, 1869 (1 of 1869).
57. Indian Christian Marriage Act, 1872 (15 of 1872).
58. Marriages Validation Act, 1892 (2 of 1892).
59. Parsi Marriage and Divorce Act, 1936 (3 of 1936).
60. Married Women's Property Act, 1874 (3 of 1874).
61. Indian Matrimonial Causes (War Marnages) Act, 1948 (40 of 1948).
62. Special Marriage Act, 1954 (43 of 1954).
63. Miscellaneous Personal Laws (Extension) Act, 1959 (48 of 1959).
64. Foreign Marriage Act, 1969 (33 of 1969).
65. Indian Contract Act, 1872 (9 of 1872)
66. Powers of Attorney Act, 1882 (7 of 1882).
67. Sale of Goods Act, 1930 (3 of 1930).
68. Parliament Prevention of Disqualification Act, 1959 (10 of 1959).
69. Guardians and Wards Act, 1890 (8 of 1890).
70. Child Marriage Restraint Act, 1929 (19 of 1929).
71. Indian Easement Act, 1882 (5 of 1882).
72. The Mussalman Wakf Validating Act, 1913 (6 of 1913).
73. The Hindu Marriage (Validation of Proceedings) Act, 1960 (19 of 1960).
74. Andhra Pradesh Legislative Council Act, 2005 (1 of 2006).

SECTION – B

ORGANISATIONAL SET UP
OF
LEGISLATIVE DEPARTMENT (MAIN)

S.No.	Name	Designation & Official Address	Telephone Numbers (Official & Residential)	E-mail
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**ORGANISATIONAL SET UP OF
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(Shastri Bhawan and I.L.I Building, Bhagwan Dass Road, New Delhi)**

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3	Sh R.D.Meena JS &LC	742, Shastri Bhawan	23386229	26263370	9868258445
4	Sh R.C.Joshi P.S.	725A, Shastri Bhawan	23386229		
5	Sh S.J.Parmar Addl. L.C. (GuJ)	18,111rd floor ii.L.I.Buildg	23387493	24362079	9868952469
6	ShBrijesh Singh Addl.L.C.	727, Shastri Bhawan	2337226	22472386	
7	Sh.M.D.Sidiqui D.L.C. (URDU)	19 IIIrd Floor I.L.I.Buildg	23387765	24677723	9868650631
8	Shri Ramawtar Yadav Addl D.L.C.	726/3, Shastri Bhawan	23389129	45583184	9650791680
9	Miss Upma Mathur Addl.L.C.	726/2, Shastri Bhawan	23387927		9811210894
10	Sh S.K.Chitkara,Dy secy	728, Shastri Bhawan	23388007	25962218	8587887476
11	Smt.N.Krishnamoorthi D.L.C. (Tamil)	19 IIIrd Floor I.L.I.Buildg	23382157	24363113	9350871021
12	Sh P.P.Bhattacharyay A.L.C.(Beng0	12 IIIrd Floor I.L.I.Buildg	23074057		9868546544
13	Sh S.R.Khaadri A.L.C.(Telegu)	12IIIrd floor I.L.I.Buidg	23387048		9868884029
14	Sh Rajat Shorey A.L.C.(Punjabi)	3 rd Floor, ILI, Builidng	23074057		9855229629
15	Smt.Bindiya A Tamboli A.L.C. (Marathi)	13 IIIrdFloor. I.L.I. Buildg	23074057		9968630110
16	Sh Augustus Kerketta D.L.C	724/5,7 th floor, Shastri Bhawan	23386430		8826186679
17	Sh Sunil Ranjan A.L.C.	723/6,7 th floor, Shastri Bhawan	23387226		9868884029
18	Sh Rajesh Srivastava Suptd	725, Shastri Bhawan	23389639		986858706
19	Sh Rakesh Kumar	723/5, Shastri Bhawan	23387226		9868502052
20					
21	Sh Trilok Sharma A.L.C.	723/4, Shastri Bhawan	23387371		8750663125
23	Chander Singh, A.L.C	724-A Shastri Bhawan	23386430		9805019929
24	Sh Ravindra Sharma,Suptd(TRSI)	733A, Shastri Bhawan	23388231		9868179877
25	Sh Jagmal Singh on deputation to VSP	723, Shastri Bhawan			
26	Sh Pundrik Sharma, on deputation to VSP				
27	Sh Praamod Sharma Consulttant	723/0, Shastri Bhawan	23387291		9868142915 9899412015
	Sh B.K. Bhatnagar ,Suptd(Corr)	724/A, Shastri Bhawan	23387078		9868893450

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ORGANISATIONAL SET UP

OF
VIDHI SAHITYA PRAKASHAN
I.L.I. Building, Bhagwan Dass Road, New Delhi

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15.	Trilok Chand	Assistant Manager	23385259	
16				

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SECTION – C

The Legislative Department not only performs certain functions as a servicing Department for drafting the legislations initiated by the administrative Ministries and Departments of the Government of India, but also processes legislation in respect of the matters with which it is administratively concerned.

PUBLICATION WORK

The Legislative Department brings out from time to time modified editions of the Central Acts and some other important publications like Constitution of India, Manual of Election Law, Orders issued under the Constitution of India, Index to Statutory

Definitions, Annual Volume of the Acts of Parliament, etc. The Legislative Department, while preparing the revised edition of Central Acts, also independently compiles, on the basis of material available with it, manuscripts of booklet containing all the subordinate legislations under various central Acts and sends the same to the Ministry administratively concerned with the Act. The administrative Ministry has to scrutinize the manuscripts, finalize it and get it published.

The Legislative Department (GSRO Section) has prepared an index of subordinate legislations under the Central Acts in electronic form and made available the floppies to the National Informatics Centre (NIC) for the purpose of hyperlinking the same with the websites of different Ministries/Departments. The Department brings out from time to time modified editions of the Central Acts and some other important publications like Constitution of India, Manual of Election Law, Orders issued under the Constitution of India, Index to Statutory Definitions and Annual Volume of Acts of Parliament, etc.

A Revised edition of the India Code containing unrepealed Central Acts of all-India application arranged in chronological order is being published. Volumes 10, 12, 17 and 21 to 36 of the India Code are under print in different Government Presses.

1. Revised edition of Manual of Election Law in diglot form (in two volumes) has been brought out and is available for sale with the Controller of Publications, Civil Lines, Delhi-110006.

PART 2. POWERS AND DUTIES OF OFFICERS OF THE LEGISLATIVE DEPARTMENT AND ITS EMPLOYEES.

LEGISLATIVE DEPARTMENT (MAIN)

Administration – I (LD) Section

1. All Establishment matters like creation/continuance of posts, recruitment, appointment, promotion and confirmation of officers/members of the staff of the other ex-cadre posts, verification of character and antecedents, medical examination, postings, transfers, leave, re-employment, review for retention in service at the age 50/55 years and grant of pension/gratuity, etc. in respect of officers of the technical posts, Indian Legal Service, CSS/CSSS/CSCS and other ex-cadre posts (excluding Group D staff).
2. All Parliament Questions relating to the subjects dealt with by the Section.
3. Implementation of the orders of reservations relating to Scheduled Castes and Scheduled Tribes and other categories of this type.
4. Maintenance of Service books of the entire establishment of the Legislative Department (except Group D staff) (excluding Official Languages wing and Vidhi Sahitya Prakashan).
5. Rules pertaining to the three services of the Central Secretariat Service (Viz. CSS, CSSS and CSCS).
6. Maintenance of cadre list of the CSS/CSSS/CSCS in personnel in the Legislative Department.
7. Matter relating to the training of CSS/CSSS/CSCS officers in the Institute of Secretariat Training and Management.
8. Invigilators for UPSC/SSC and other examinations.
9. Permission for joining Territorial Forces, Home Guards, Auxilliary Forces, School of Foreign Languages, etc.
10. Permission to members of the staff for appearing in examination/further studies.
11. Appointment of non-Indians-Submission of half-yearly return.
12. Forwarding of application of officers and members of the staff to outside posts.
13. Forwarding of application of members of staff to the UPSC/SSC for the typewriting tests, etc.
14. Casual leave of officers of Legislative Department – Maintenance of accounts.
15. Deputations and Delegations abroad/Assignments and Appointments of officers in U.N. Organisations, Foreign Govts., etc.
16. Conference and Committee-General Instructions.

17. All establishment matters in respect of officers and members of the staff in the Official Languages Wing.
18. Establishment matters in respect of Group A officers in the Election Commission of India.
19. Reference from the office of the Controller of Accounts in so far as subjects dealt with in Adm.I(LD) are concerned.
20. Correspondence with Controller General of Accounts.
21. Training in Legislative Drafting under the Common-wealth Fund for Technical Co-operation.

Administration – II (LD) Section

1. All establishment matters of Group 'D' staff, eg. Appointments, transfers, promotions, increments, maintenance of service books, confidential reports, grant of earned leave, etc.
2. Group 'D' daily wages staff.
3. Maintenance of casual leave account of Group 'D' staff posted with officers.
4. C.G.H.S. and Medical Attendance Rules preparation of C.G.H.S., Identity cards, reimbursement of medical expenses.
5. Allotment of office and residential accommodation to the officers and staff of the Department and office accommodation.
6. All house keeping work and correspondence relating thereto Furniture, Dead Stock, Stationery, Livery for Group 'C' and Group 'D' staff, weather comforts, membership of the Central Secretariat Library, Educational Allowance and Tuition Fee Reimbursement, purchase and maintenance of typewriters, duplicators and other machines. Booking of air-passage including rules and orders relating thereto, travel concession to the staff and officers of the Department, overtime bills of the staff of the Department, T.A. of officers on retirement, purchase, supply repairs and replacement of office bicycles, contingent bills, conveyance charges, refreshment bills payment of bills for book binding/printing.
7. Purchase and Maintenance of staff cars.
8. Security arrangements and identity cards.
9. Purchase of news papers and periodicals for officers.
10. Washing allowance to the Group 'C' and Group 'D' staff and washing curtains, towels, etc.
11. Settlement of debits raised by the CCP & S etc. in respect of the printing work done and publications supplied to Legislative Department.
12. Organization of meetings and all house keeping and safety jobs.

Budget & Accounts and Integrated Finance Section

I. Functions relating to Budget & Accounts matters

1. Framing of Budget estimates, revised estimates and final estimates of expenditures in respect of :-

- (i) Legislative Department and the Department of Legal Affairs (Main Secretariat) and the Units under their respective administrative control i.e. Law Commission, Branch Secretariats at Mumbai, Kolkata, Chennai and Bangalore, Central Agency Section, Election Commission, Official Languages Wing, Vidhi Sahitya Prakashan, Principal Accounts Office, Pay and Accounts Offices.
 - (ii) Re-imburement of Central Government's share of extra election expenditure incurred by State/Union territory Government's (with Legislature) and the expenditure on elections in the Union territories (without Legislatures); election to the offices of President and Vice President, biennial elections to Rajya Sabha.
 - (iii) Grant-Administration of Justice (voted portion) providing for expenditure on payment of retainer to Law Officers e.g. Attorney General, Solicitor General, Addl. Solicitor Generals and the Central Government Standing Counsel for conduct of Central Govt. cases in Supreme Court, High Court of Delhi and Lower Courts in Delhi.
 - (iv) Grant relating to loans and advances to Government servants including House Building Advances.
 - (v) Classified advertisement and Display publicity.
2. Getting proofs and checking up and getting Demands for Grant for the whole Ministry (i.e. Deptt. Of Legal Affairs, Legislative Department and their units and Department of Justice as also Supreme Court) printing and arranging for laying it on the Table of the House.
 3. Co-ordination in respect of Appropriation Accounts for grants controlled by the Ministry.
 4. All matters relating to control of budget grants, periodical review of budgetary position, issue of re-appropriation orders, supplementary grants.
 5. Co-ordinating and supervision of the work relating to reconciliation of accounts pertaining to Legislative Department, Department of Legal Affairs and their Units and those relating to voted portion of the grant for administration of Justice.
 6. Co-ordination work relating to Statutory audit and Internal audit and inspection of accounts of the Department of Legal Affairs and Legislative Department and Units under their administrative control and keeping watch over the settlement of audit objections.
 7. Scrutiny of claims of State/Union territory Govt.'s for re-imburement of Central share of extra election expenditure; issue of sanction in favour of those Governments and watching adjustments of sanctioned amount in various circles of account.

8. Keeping watch over progress of reconciliation of the election expenditure by various Election Departments of the State/U.T. Governments with their respective accounts offices as also co-ordination between all State Governments/U.T. Governments with their concerned Accountant Generals for finalization of accounts, etc.
9. Rendition of budgetary returns to the Ministry of Finance.
10. Processing of recommendations contained in the P.A.O. as well as reports of the other Financial Committees of Parliament and their implementation.
11. Co-ordination in respect of all Financial Commissions and Committees, etc. set up by Government.
12. Watching progress of settlement of pension cases.

II. Functions relating to Integrated Financial Advice

1. To advise different sections of the Deptt. of Legal Affairs and Legislative Department, Income-tax Appellate Tribunal and Law Commission on all matters falling within the field of delegated powers.
2. To scrutinize all proposals for creation of new posts and continuance of existing posts.
3. To identify specific savings in cases of creation of posts.
4. To scrutinize proposals for re-delegation of powers to authorities under the administrative control of the Deptt. of Legal Affairs and Legislative Department.
5. To be associated with formulation of all schemes and important expenditure proposals from their initial stage.
6. To be associated with evaluation of progress or performance in the case of projects and other continuing schemes and to see that the results of such evaluation studies are taken into account in formulation of budget proposals;
7. To screen all expenditure proposals required to be referred to the Ministry of Finance (Deptt. of Expenditure) for concurrence or comments.
8. Processing and issuing suitable instructions in respect of various proposals/queries put up/raised by the States and Union territories and the Accountant Generals regarding sharing/bearing of election expenditure.
9. Agreement regarding supply of indelible ink for elections and all matters connected with it.
10. Parliament Questions regarding election expenditure.
11. To ensure timely submission of quarterly staff statements and other returns to the Ministry of Finance.
12. Giving clarifications, etc. in connection with various queries on service and Financial Rules and to attend to any other matter having financial bearing that may be referred to it for advice.

13. Issuing of various economy instructions, fixing of ceiling on the consumption of petrol by all the staff cars and other vehicles etc. and ensure their strict observance by all units.
14. Liaisoning work connected with Information and Broadcasting Ministry's *India A Reference Annual* in so far as material relating to Law Ministry is concerned.
15. Compilation and bringing out the Annual Report of the Ministry of Law and Justice.

Cash Section

1. Preparation of pay bills and supplementary bills of gazetted staff.
2. Preparation of miscellaneous bills of non-gazetted staff viz. O.T.A., G.P.F., Tution Fee, H.R.A., Honorarium, Medical reimbursement, Night Duty Allowance, Pension, Gratuity etc.
3. Preparation of miscellaneous bills of gazetted officers viz. Motor Car, Medical reimbursement, G.P.F., Leave Salary etc.
4. Preparation of T.A., T.A. advance, L.T.C., L.T.C. advance, transfer T.A. advance bill, etc. in respect of non-gazetted and gazetted staff.
5. Preparation of air passage bills.
6. Preparation of contingent bills of private parties, Govt. Departments Corporations, etc.
7. Disbursement of money drawn in respect of the above bills to their persons entitled to receive it.
8. Preparation of requisition for Bank drafts, challans, etc.
9. Maintenance of Cash Book and allied records;
10. Maintenance of GPF accounts of Group D Govt. Servants and all allied matters connected with this viz. Calculation of interest of GPF, supply of annual GPF statement of each Group D Govt. servant, quarterly statement of debits/credits, etc.
11. Preparation of L.P.C. in respect of officers and staff transferred to other Ministries/Departments.
12. Recovery of Water, Electricity, OTA and LTC premium from Govt. Servants and payment to them.
13. Furnishing of periodical statements of CGHS beneficiaries.
14. Recovery of house rent from the allottees of Govt. Accommodation and all allied matters pertaining thereto viz. checking of previous records regarding recovery of arrears of house rent etc. and intimation to Estate Office.
15. Preparation of periodical statements regarding officers and staff of different pay range and amount of house rent paid to them.
16. Correspondence with office of the AGCR Pay & Accounts Officer regarding issuing credits of GPF audit objections on pay and allowances and advances, etc.
17. Forwarding of stamped receipts of more than Rs.5000/- and above to the PAO.
18. Forwarding of Demand Draft to the parties concerned.

19. Correspondence regarding pay and allowance, advances, contingencies, recoveries made from the Govt. servants with the persons concerned and different Departments/Ministries of the Govt.
20. Preparation of monthly expenditure statements. Reconciliation of figures of expenditure with those booked in the office of Pay and Accounts Officer.
21. All matters relating to G.P.Fund including those of Group D staff.
22. All advances to staff and officers in the Legislative Department including House Building, General Provident Fund, Motor Car, Scooter, Bicycle, Festival, Flood compulsory Deposit etc.
23. All matters relating to Central Government Employees Group Insurance Scheme and Postal Life Insurance.
24. (a) Overtime Bills of the staff.
(b) Conveyance charges Bills.
25. All matters relating to Telephone including payment thereof.

Correction Section

1. To maintain (i) up-to-date unrepealed Central Acts contained in the India Code sets and annual volumes of Acts of Parliament (ii) Regulations, Ordinances and other publications such as Constitution of India, (iii) rules and orders under the Constitution of India, (iv) Manual of Election Law; etc. supplied to officers and sections of both the Legislative Department and the Department of Legal Affairs including the Ministers, General of India, Solicitor General, Additional Solicitor General, Chief Election Commissioner, etc.
2. To maintain up-to-date Codes and supplements containing Acts, Ordinances and Regulations of 25 States and Union Territories.
3. To maintain up-to-date 3 sets of G.S.R.O. Volumes (30 Volumes issued so far) containing General Statutory Rules and Orders issued under the Central Enactments and supplementary volumes and supplements thereto.
4. Marking and scrutiny of all the Gazette of India Issues containing statutory rules, orders and notifications.
5. To maintain a record of modified copies of all the Acts, Ordinances and Regulations from the year 1834.
6. Research work relating to the requisition from officers with reference to the extant or repealed Central and State enactments and statutory rules, orders etc., issued under the Central enactments.

G.S.R.O Section

1. To compile General Statutory Rules and Orders made under Central Acts included in the India Code.
2. To prepare and finalize the manuscripts of notifications issued under respective Central Acts and to be brought out by respective adm. Ministries/Departments as Part II, a companion publication to Part I in respect of modified editions brought out by the Publication Section of the Legislative Department.

Indexing and Records

1. Maintenance of all old records, including pay bills of Gazetted and Non-Gazetted Officers of the Department of Legal Affairs and Legislative Department.
2. Maintenance of Gazette of India (etc.) year wise.
3. Weeding out of records in consultation with the concerned sections and correspondence relating thereto.
4. Sorting out records in consultation with the concerned sections and forward to National Archives of India such of those records which qualify for the purpose and related correspondence.
5. Preparation and printing of departmental Index Slips of files kept in the Record Room and circulating them as prescribed under Manual of Office procedure.
6. All other matters that may be concerned with the performance of the above functions including correspondence etc. as prescribed in the Manual of Office Procedure.

Legislative I Section

1. Examination of Legislative proposals received from the various Ministries/Departments of the Government of India for drafting of – (a) Bills (b) Ordinances, etc. and submission of such cases with relevant papers and legal precedents.
2. Examination of proposals for legislation with regard to the requirement of recommendations of the President under articles 110, 117(1), 117(3), etc.
3. Preparation of Bills in their final form for transmission to Parliament.
4. Constitution Amendment Bills.
5. Issue of Constitution Orders.
6. Preparation of draft Bills for replacement of Ordinances.
7. Legislation to be undertaken as President's Acts.
8. Examination of proposals for issue of Regulations under article 240 of the Constitution and their promulgation.
9. Obtaining assent of the President on Bills passed by Parliament.
10. Republication of Central Acts, Ordinances, President's Acts, etc. in the State Govt. Gazette.
11. Receipt and upkeep of the Parliamentary debates.
12. Preparation of material for periodical repealing and Amending Bills.
13. Examination of proposals for preparation of Model Bills received from States and Ministries.
14. Examination of Reports of the Committee on Subordinate Legislation (Lok Sabha and Rajya Sabha).
15. Implementation of the Reports of the Committee on Subordinate Legislation of Lok Sabha/Rajya Sabha regarding bringing into force of Acts or Parliament, making of rules and laying of rules before Parliament.
16. Submission of papers relating to Joint/Select Committee meetings.

17. Correspondence with the State Governments and preparation and printing of the Summary of Legislation.
18. Examination and submission of files received from various Ministries for issuing notifications, rules, bye-laws, etc.
19. Preparation and submission of periodical progress reports of SRO cases.

Legislative II and Parliament Section

I. Election Work

1. Elections to Parliament-General Elections, Bye-Elections, Lok Sabha/Rajya Sabha, Presidential/Vice-Presidential Elections.
2. Elections to State Legislatures.
3. Biennial Elections to Rajya Sabha.
4. Election Law and Rules.
5. Delimitation of Constituencies Orders, Parliamentary and State Constituencies.
6. Delimitation of Councils Constituencies Orders.
7. Legislative Councils Constitution, abolition, fixing of strength etc.
8. Election petitions in the High Courts/Supreme Court and other Court cases relating to Election Laws.
9. Parliament Questions relating to above items.
10. Private Members Bills and Resolution on the above subjects.
11. Examination of references from President Sectt. relating to disqualification of MPs and MLAs and putting up draft orders for consideration of the President.
12. (i) Parliament Questions relating to above subject.
(ii) Private Members Bills and Resolutions and other Elections on the above subjects.

II. Parliament Work

1. (a) Receipt and registration of advance copies of questions, Resolutions, Motions, Bills, etc. meant for Legislative Department, D/o Legal Affairs and D/o Justice of this Ministry received from the Lok Sabha Secretariat and Rajya Sabha Secretariat and ;their distribution to the Sections concerned for preparing the necessary answers/briefs etc.
(b) Submission to the Ministers of State/Deputy Minister in proper time of the relevant files relating to (a) above with approved answers prepared by the Sections concerned.
(c) Supply of the required number of copies of answers as approved by the Minister/Minister of State/Deputy Minister to the Lok Sabha Sectt./Rajya Sabha Sectt.
(d) Checking up the entries relating to advance copies of questions in consultation with the Secretariats of Parliament with a view to ensuring that the questions have been either admitted or disallowed or withdrawn or transferred or otherwise disposed of.

(e) Preparation of pads for Law Minister/Minister of State officers in the Legislative Department and Department of Legal Affairs in connection with Parliamentary work.

2. Maintenance of Registers (one for each House) of Assurances given by the Minister/Minister of State/Deputy Minister in the course or replies to questions, discussion on bills, resolutions, etc. and processing of action on them with a view to their early implementation.

3. Distribution of Parliamentary papers to all concerned in time and keeping the Minister, Minister of State and the Deputy Minister through their Private Secretaries/PAs informed of the items of business in the Houses with which the Minister of Law is concerned. To ensure presence of Parliament Assistant in official Gallery during the sessions of the House of Parliament to watch the proceedings and ensure timely presence of the Legislative officer in the official gallery. The Parliament Assistant will also attend to the work, if any, entrusted to him by the Ministers or other officers in the Parliament House.

4. Correction of the sets of the Rules of Procedure and conduct of Business of the Lok Sabha/Rajya Sabha, kept with officers.

5. Maintenance of the (a) register showing the dates on which the Bills – both official and private are discussed in the Lok Sabha/Rajya Sabha and (b) Bulletings Part I of both Houses which give a brief account of the work done by the Houses on each day of their sittings.

6. Convening the meetings of the Consultative Committee attached to the Ministry and attending to all items of work relating thereto including preparation of draft briefs on the items with which it is concerned.

7. Compilation of copies of Private Members Bills introduced in the Lok Sabha/Rajya Sabha and indexing them.

8. Arrangements for passes for officers for attending Lok Sabha/Rajya Sabha official Gallery/Parliament/Committee meeting in Parliament House/Annexe.

Legislative III Section

1. Matters relating to entries 5,6,7,8,9,10,11,12,13 and 28 in the Concurrent List of the Seventh Schedule to the Constitution of India including personal laws.

2. Legislative Work relating to the 'Office of Profit'.

3. Scrutinising of legislative proposals received from the State Governments through the Ministry of Home Affairs.

4. Indexing, codification and retrieval work of advance copies of G.S.R.O. notifications.

5. Parliament Questions, Private Member's Bills, Resolutions on the subjects cited in serial number 1 to 3.

6. Court cases regarding the subjects assigned to this Section.

LDI Section

1. Introduction of computer technology and system.

2. Organising and conducting training programmes/courses in the Institute of Legislative Drafting and Research.
3. Coordination with National Informatics Centre and maintaining Legislative Department's website.
4. All matters relating to the implementation of Right to Information Act, 2004.

O.L. Section

1. The Official Language Section is concerned with:
 - (i) All aspects of the work relating to official language in the field of law, policy and programme, including the work of the Official Language Wing and Vidhi Sahitya Prakashan.
 - (ii) Hindi Advisory Committee for the Ministry, of Law & Justice, its constitution and set up.
 - (iii) Coordinating the work of both the Departments (the Deptt. of Legal Affairs and the Legislative Department) regarding Hindi teaching Scheme and the progressive use of Hindi for official purposes of the Union including training.
 - (iv) Arranging quarterly meeting of the Official Language implementation Committee of the Ministry of Law & Justice (the Deptt. of Legal Affairs & Legislative Department) to solve difficulties, if any arising in the course of implementation or instructions issued by the Department of Official Language in respect of progressive use of Hindi and the Hindi teaching scheme.
 - (v) Coordinating the work of both the Departments relating to Committee of Parliament on Official Languages.
 - (vi) Submission of quarterly/half yearly reports to the Ministry of Home Affairs (Deptt. of Official Language)/Officer in Overall Charge, Hindi Teaching Scheme, in respect of Progressive use of Hindi and the Hindi Teaching Scheme including training.
 - (vii) Authentication of the translation of Central Acts in Hindi by the President under section 5(1)(a) of the Official Languages Act, 1963, for purpose of publication in Official Gazette.
 - (viii) Authentication of Translation of Central Acts in regional Languages by the President under section 2(a) of the Authorised Translations (Central Laws) Act, 1973.
 - (ix) Issue of sanctions to the State Governments towards the cost of translation, printing & publication of Central Laws in regional languages.
 - (x) All Parliament Question relating to – (a) the development of Hindi in the field of law, (b) translation of Central Acts and the Constitution of India in Hindi and (c) translation of Central Acts in regional languages.

Printing Section

1. The editing of manuscripts of Central Bills (including the preparation of Annexures to amending Bills) Ordinances, Regulations, President's Bills, Adaptation

Orders, Orders issued under the Constitution, Delimitation of Council Constituencies Orders and Bills as reported by the Joint or Select Committee, obtaining proofs of such Bills, scrutiny of Bills sent by Lok Sabha and Rajya Sabha at different stages and their checking done in the Department.

2. Editing and proof checking of the publications like the Constitution of India, Manual of Election Law, Replacement Series to India Code, Annual Volumes of Central Acts, Modified Edition of Contract Acts, General Statutory Rules and Orders, etc. are also done in the Department. The Department is also responsible for publication of Central Acts, Ordinances, Regulations, President's Act, etc. in the Gazette of India and their subsequent reprints as publications for sale. Handling work in respect of Printing of English version of the Annual Report of the Ministry from the stage of receipt of requisition along with draft material for printing from the Budget and Accounts Section till the printed copies are ready and the fact intimated to the B&A Section. The Printing Section will also take all action connected with the work, including any co-ordination at that stage as required with the units in the Ministry and the Departments forming part in the Annual Report and preparation of errata to the Report, if any.

Name of the Section	Items of work allocated
Printing I Section	All Bill work relating to Parliament including Ordinances, Regulations, President's Acts and Constitution Orders including first publication of Acts, Regulations, Ordinances in Gazette.
Printing II Section	(i) All other work relating to Publication of Acts, Ordinances, Regulations etc. in the Gazette of India, A-4 size publications of Annual Report, printing work of Publication Section & G.S.R.O. Section.

Publication Section

1. The Section brings out of the following publications :-
 - (a) Revised edition to the India Code.
 - (b) Replacement Series to the India Code.
 - (c) Annual Volumes of Acts of Parliament.
 - (d) Modified Editions of Central Acts.
 - (e) Constitution of India.
 - (f) Orders issued under the Constitution of India.
 - (g) Index to Central and State Acts.
 - (h) Manual of Election Law.
 - (i) Supplement to Manual of Election Law.
 - (j) Index to Statutory Definitions.

In brief, for processing the printing of the above publications, the section has to perform the following functions:—

- (i) Preparation of the manuscripts.
 - (ii) Scrutiny of the weekly Extraordinary Issues of the Gazette of India and taking note of all statutory notifications which relate to the above publications.
 - (iii) General scrutiny of the proofs.
 - (iv) Scrutiny of printed copies.
 - (v) Preparation of errata slips, wherever necessary.
 - (vi) Preparation of manuscripts of Acts of Parliament with effect of Legislation and index.
 - (vii) Taking note of the Acts which amend existing enactments and
 - (viii) General correspondence with the Press, Controller of Publications, Dte. of Printing, Ministries concerned with Acts and with public.
2. Weeding out of obsolete publications.
 3. Copyright of these publications.
 4. Maintenance of Free Distribution List.
 5. Free supply and mutual exchange of publications with foreign countries.

OFFICIAL LANGUAGE WING

7th Floor, Shastri Bhawan, New Delhi

Administration Section

1. General administration relating to the establishment work of officers and staff of the Official Languages Wing and other works, relating to stores, furniture, stationery, staff car, three wheeler scooter, accommodation, C.G.H.S., Telephones and liveries, etc. essential for the up keep of the Secretariat of the Official Languages Wing.
2. Work relating to Budget, Cash and Accounts of the Wing.
3. Hindi Teaching Scheme and its progressive use so far as O.L. Wing is concerned.
4. Parliament Questions relating to the Work of the Section.
5. Work relating to Receipts and Issue of dak.

Bill Section

1. * Preparation of Hindi version of Bills to be submitted to the Cabinet as annexure to Notes for the Cabinet, initially on the basis of original and thereafter on the basis of revised and finalized English version as soon as these are received and to transmit the finalized Hindi text to the House of Parliament or the concerned Ministry.
2. Scrutiny of the finally printed copy of the Bills of Parliament and to authenticate it as true/correct translation for being submitted to the Minister piloting the Bill and onward transmission to the concerned House of Parliament.

3. Tallying of the Hindi Drafts as prepared by the officers with the English Drafts clause by clause and word by word keeping in view the earlier precedents and also with a view to maintain uniformity in the Legislative Drafting.
 4. To provide precedents from Union and State Laws whenever so demanded by the concerned Draftsman.
 5. Drafting of all notices for amendment and also the amendments proposed, if any, in the Hindi Text of the Bills before or during the consideration in the Houses of Parliament.
 6. Preparation of the Hindi version of the Ordinances and Regulations promulgated or made by the President under the Constitution and getting them published.
 7. Preparation of Hindi version of Ordinances promulgated by the Governors in case the States are under President's rule.
 8. Preparation of the Hindi version of the Cabinet Notes and annexures appended thereto (including the proposed draft of a Bill) pertaining to the Legislative Department.
 9. Preparation of authoritative Hindi Text, under section 5(1)(a) of the Official Languages Act, 1963, on the basis of the Bills passed by the Houses of Parliament after being assented to by the President.
 10. Preparation of Hindi version of President's Acts.
 11. Translation and publication of all Union enactments enacted before the provisions of the Official Language Act, 1963 came into force.
 12. Preparation of diglot edition of Central Acts incorporating legislative history of such Acts.
 13. Compiling and submitting legal words and phrases occurring in Central Statutes for setting their Hindi equivalents and to participate in the meetings of the working Group concerned for this purpose.
 14. Holding meetings in the nature of workshop, etc. for the purpose of research and development in the field of Legislative Drafting in Hindi. This will include use of Computer and Word Processor by the staff and officers of the Unit.
 15. Participation in the meetings and conferences held with the officers of concerned Ministries/Departments of the Government of India and the Draftsman's responsible for providing the English text of the statutes as and when so required by the Secretary (LD).
 16. Updating Hindi version of the Constitution of India and other Acts for the purpose of publication.
 17. To assist the Correction Section/Printing Section in the publication of 'Bharat Sanhita', specially, by providing Hindi text of the Statements of Objects and Reasons for the particular enactment in case of the Statutes enacted before the enforcement of the provisions of the Official Languages Act, 1963.
 18. Imparting training in drafting of statutes to the officers of other States coming for such training.
 19. Any other item which may specifically be assigned by the Joint Secretaries and Legislative Counsel of the O.L. Wing.
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*Note: Preparation of Hindi translation of Bills of Parliament, Ordinances and Regulations and publication of authoritative texts there of includes comparison of English text with the texts received earlier and reading of proofs at each stage.

Correction Section

Work relating to the supply of upto date copies of Central Acts maintenance of India Code sets and Bharat Sanhita sets (prepared by Correction Section)

1. Making copies of Central Acts in English upto date to be given to Legislative Counsels/Sections for translation into Hindi.
2. Providing upto dated copies of Acts both Hindi and English for bringing out diglot editions and also for reference whenever called for.
3. Providing English texts of Central Acts for translation into regional languages by the various State Governments in accordance with the approved priority lists/supplying of texts for vetting purposes to Legislative Counsels when the translations are received back.
4. Maintaining 16 sets of India Code upto date.
5. Maintaining 17 sets of Bharat Sanhita (compilation of authoritative texts of Central Acts in Hindi) upto date and preparing additional sets whenever required.
6. Distribution of authenticated Hindi versions of Central Acts to all the Hindi speaking States for re-publication in their Gazette and to High Courts in the Hindi speaking States/concerned Ministries and Departments/Nagri Pracharni Sabhas/Libraries and other organizations which make special request for copies.
7. Counting of the correct number of standard pages in Central Acts when translation is finalized for purposes of reimbursement of cost to State Governments. Preparation and maintenance of Index Cards thereof.
8. Distribution of Legal Glossary and other printed publications to various individuals, Departments, Public Undertakings, Banks and State Government Departments.
9. Purchasing of Central Acts and other relevant publications when required for the Official Languages Wing for translation into Hindi and various regional Languages.
10. Attending meetings of Working Group, etc. with reference material other miscellaneous work as are assigned to this section from time to time for instance preparation of press copies for fresh editions of the booklet.
11. Receiving various parts of Gazettes and arranging them in separate folders serial wise and year wise for reference purpose.
12. Preparation of Press copies of Central Acts, Manuals, etc. for publication/ republication.
13. Preparation of Hindi version of new edition of India Code.
14. Translation of Legislative History of Acts included in the India Code and of Central Acts required to be published in diglot edition.

Legislative I Section

1. Preparation of authoritative text of Rules, Regulations, Orders or bye-laws issued under the Constitution or under any Central Act and their publication under Section 5(1)(b) of the Official Languages Act, 1963.
2. Preparation and compilation of draft material for:
 - (i) Annual Report
 - (ii) Quarterly Reports
 - (iii) Assessment Report
 - (iv) Other periodical reports required by the Ministry of Home Affairs and the Ministry of Law and Justice.
3. Preparation of draft replies to Parliament Questions.
4. Correspondence with Ministries/Departments, States and the Public Reg., Translation of Rules, etc.
5. Work relating to the conduct of the meeting of–
 - (i) Hindi Salahkar Samiti.
 - (ii) Coordination Committee of the Hindi speaking States.

The work falls into the following three categories:-

- (a) Preparation and distribution of agenda and notices of the meetings
 - (b) Convening of the meetings.
 - (c) Preparation and distribution of minutes of the meetings.
6. Preparation of plans and programmes of work and follow up action.

Legislative II Section

1. Holding the Working Group Meetings (Regional Languages) of the Official Languages Wing in which Regional language version of Central Acts are considered and approved and preparation of Agenda and Minutes thereof.
2. Correspondence with a dozen State Governments regarding the translation and printing in Regional Languages of the Constitution of India and Central Acts and other connected matters.
3. Work pertaining to the reimbursement of translation and printing charges to the State Governments.
4. Work pertaining to the fixation of price of Regional Languages versions of the Constitution of India and of Central Acts.
5. Getting the Regional language versions of the Central Acts authenticated by the President of India.
6. Keeping proper records of the printed copies of the Regional language versions of the Constitution of India and Central Acts, Gazette, etc. received from various State Governments.
7. Preparation of monthly, quarterly and annual reports regarding indexing, recording, etc. of files and submission of the same to Administration Section.
8. Preparation of monthly progress report in respect of the work done by the Regional Language Units.
9. Preparation of annual assessment report and submission of the same to Legislative I Section.

10. Preparation of replies to the Parliament Questions pertaining to the Regional Language Work.
11. Getting the Minutes of the Working Group Meetings (Hindi & Regional Languages) bound.
12. Holding meetings of the Working Group (Hindi) of the Official Languages Wing in which Hindi equivalents of Central Acts and words and phrases used therein are considered and approved and preparation of Agenda and Minutes of such meetings.
13. Preparation and arranging alphabetically the Index Cards pertaining to the Constitution of India.
14. Preparation and arranging alphabetically the index cards pertaining to the Legal Glossary.
15. Preparation of Legal Glossary.

Library

1. Maintenance of Library and purchase of legal and other periodicals and publications in various languages for the use of the Official Language Wing.
2. Legal reference and research work.

Printing Section

1. Printing of Hindi version of Central Acts and Ordinances for their authentication under section 5(1)(a) of the Official Languages Act, 1963
2. Printing and fixation of sale price of diglot edition of the Acts of Parliament.
3. Printing of Hindi version of Bills for introduction in Parliament and Joint/Select Committee Reports.
4. Printing of Rules in Gazette of India Part – II, Section 3-A, Section 5(1)(b) of the Official Languages Act, 1963.
5. In addition to the above, the following work is also done in the Printing Section :-
 - (1) Printing of Legal Glossary.
 - (2) Printing of Multilingual Glossary.
 - (3) Printing of Standard Forms of Legal Documents.
 - (4) Printing of International Law Series.
 - (5) Printing of Standard Clauses for Legislative Drafting.
 - (6) Printing of Manual of Election Law.
 - (7) Correcting proof of the Hindi version of Reports of Law Commission of India.
 - (8) Publication of Central Acts in Hindi in the Gazette of India Part – II, Section 1A.
 - (9) Printing of President's Acts.
 - (10) Printing of Constitution of India (Hindi)
 - (11) The staff of this Section had to go to Govt. of India presses in Delhi in connection with the printing or urgent jobs and they had to work there round the clock.

Translation I Section

Translation and vetting of the Rules, Regulations, Orders, Notifications, Schemes etc., under section 3(3) of the Official Language Act, 1963.

Translation II Section

1. Translation into Hindi of Parliament Questions, Parliamentary Assurances, Motions, Notices, Note for Supplementaries, Notifications, Orders, Letters, Plaints, Judgments/Affidavits, Annual Report of the Ministry of Law, and Summary of Legislation in India, etc. received from the Ministry.
2. Translation into Hindi of Forms, Deeds, Agreements, Contracts, Tenders, Indemnities, Bonds, House Building Advance Forms etc. received from Ministries/Departments.

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VIDHI SAHITYA PRAKASHAN

Administration Section

1. All Establishment matter like creation and continuance of posts, recruitment, appointments, promotion and confirmation of officers/verification of character and antecedents, medical examination, postings, transfers, leave, grant of extension of service, re-employment, review for retention in service at the age of 50/55 years and grant of pension/gratuity, etc., in respect of officers of all categories of posts in the Vidhi Sahitya Prakashan.
2. All Parliament Questions relating to the subjects dealt with by the section.
3. Implementation of the orders of reservation relating to Scheduled Castes and Schedules Tribes and other special categories.
4. Maintenance of service books of the entire establishment of the Vidhi Sahitya Prakashan.
5. Budgetary matters relating to Vidhi Sahitya Prakashan.
6. Recruitment Rules pertaining to all categories of posts in the Vidhi Sahitya Prakashan.
7. Appointment of Invigilators for Union Public Service Commission/Staff Selection Commission and other examinations.
8. Permission to members of the staff for appearing in examination/further studies.
9. Permission for joining Territorial Forces, Home Guards, Auxilliary Forces, School of Foreign Language, etc.
10. Forwarding of applications of officers and members of the staff to outside posts.
11. Forwarding of applications of officers and members of the staff for deputation, etc.
12. Casual leave of officers of VSP – Maintenance of accounts.

13. Purchase of books required for official reference.
14. Matters relating to opening of GPF Accounts, advances to the staff and officers of the V.S.P. in respect of House Building, General Provident Fund, Motor Car, Scooter, Bicycles, Festival, Floods, Compulsory Deposit, etc. and grant of withdrawal form GP Fund.
15. Postal Life Insurance.
16. Group 'D' daily wages staff.
17. Matter relating to CGHS and Medical Attendance Rules, preparation of CGHS Identity cards, reimbursement of medical expenses.
18. Allotment of office and residential accommodation to the officers and staff of Department and office accommodation.
19. All house keeping work and correspondence relating thereto, e.g., Furniture, Dead Stock, Stationery, Livery for Group 'C', Library, Educational Allowances and Tuition Fee Reimbursement, purchase and maintenance of Typewriters/ Computers duplicators and other machines. Booking of airpassage including rules and orders relating thereto, travel concession to the staff and officers of the Department during leave, overtime bills of the staff of the Department, T.A. of officers on retirement, Purchase, supply, repairs and replacement of office bicycle, contingent bills, conveyance charges, refreshment bills, payment of bills for book binding/printing.
20. Provision of telephone in office and at the residence of the officers, Telephone and trunk call bills.
21. Work relating to progressive use of Hindi for official purpose of the Union.
22. Attending the court cases in respect of staff matters and or under any other aspect concerning V.S.P.
23. Acquiring office accommodation for V.S.P. and payment of rent as also expenditure for activity as such as fire safety, etc.
24. Engagement of Lawyers concerning court cases.
25. Maintenance of building occupied by V.S.P. as it is not looked after by CPWD.
26. Auction of disposable items as and when essentials.
27. Mainting security of office, issue of Identity cards officer/staff/of the V.S.P.
28. Sanction of L.T.C. and maintenance of records of employees of V.S.P.

Book Unit

1. Special assignments to authors for writing of original law Books in Hindi. To draw up agreements to be entered into with authors.
2. Constitution of Evaluation Committee and to conduct its meetings, and the meetings of the Sub-Committees appointed by it and to make arrangements for conferences and meetings considered necessary by the Committee. To take action on recommendations made by the Evaluation Committee.
3. Correspondence with authors regarding books allotted to them for writing.
4. Payment of remuneration to authors for the books written by them and approved by the Government as fit for publication, maintenance of their royalty accounts and payment of royalties.
5. Payment of evaluation fees to Evaluators for evaluating books originally written in Hindi by authors.

6. To invite entries for books written/published in Hindi during a calendar year under the scheme of award of prizes.
7. Distribution of books to Evaluators for evaluation.
8. Payment of prizes to authors whose books have been awarded prizes.
9. Payment of evaluation fee to Evaluators for evaluating books received under the scheme of award of prizes.
10. Issue of Press Note in this behalf.
11. Settlement of rates of royalty payable to authors/publishers for acquiring translating rights of law books selected for translation in Hindi.
12. To draw up agreements in this behalf.
13. Selection of Translators for translation of books.
14. Allotment of books to translators for translation.
15. Payment of remuneration to Translators for the translation work done by them and approved by the Government.
16. Payment of evaluation fee to Evaluators for evaluating books under the scheme of translation of legal classics into Hindi.

Business Section

1. To organize sale and distribution of three Hindi Law Reports published by the Vidhi Sahitya Prakashan, Law Text Books Vidhi Sahitya Samachar as well as Central Diglot Acts brought out by the O.L. Wing and other publicity material concerning thereto through Book Sellers, Sales Depots and direct to the customers.
2. Launching of advertising, publicity and sales promotion campaigns towards the improved sale of these publications organizing exhibitions and sale counters.
3. Attending to the correspondence with the prospective clientele and existing subscribers.
4. Maintenance of Business Accounts, Stacking and custody of various publications including conducting physical verifications and weeding out at regular intervals.
5. Determination of Print Orders based on the market survey and acceptability of a particular publication.
6. Space selling in regular journals of V.S.P.
7. Production and editing of House Journal 'Vidhi Sahitya Samachar'.
8. Arranging of seminars in collaboration with editorial and availing of the opportunity for publicizing the activities relating to popularizing the use of Hindi in the field of Law.
9. Arranging for publication of Book reviews to text Books brought out by this Prakashan newspaper/periodicals.
10. Coordinating and assimilating various information require for Hindi Advisory Committee, Editorial Board, Evaluation Committee etc. and looking after Budget requirements relating to Business Section.

Cash Section

1. Preparation of pay bills and supplementary bills of officers and members of staff.
2. Preparation of miscellaneous bills of officers and members of staff viz. OTA, GPF, Tuition Fee, HRA, Honorarium, Medical reimbursement, Night Duty Allowances, Pension, Gratuity etc.
3. Preparation of TA, TA Advance, LTC, LTC Advance, transfer TA advance bill etc. in respect of officers and members of this Prakashan.
4. Preparation of contingent bills or private parties, Govt. Departments, Corporations, etc.
5. Disbursement of money drawn in respect of the above bills to the persons entitled to received it.
6. Preparation of requisition for Bank drafts, challans etc.
7. Maintenance of Cash Book.
8. Maintenance and preparation of acquittance rolls authority register, bill register, undisbursed register, recovery register, contingent register etc.
9. Maintenance of GPF account of all the Members of Staff and allied matters, connected with this viz. calculation of interest on GPF, supply of annual GPF statements, quarterly statements of debits/credits etc.
10. Preparation of LPC in respect of officers and staff transferred to other Ministry/Departments.
11. Recovery of water, electricity CID and LIC premium from Govt. servants and payment to them.
12. Furnishing of periodical statements of CGHS beneficiaries.
13. Recovery of house rent from the allottees of Govt. accommodation and all allied matters pertaining thereto viz. checking of previous records regarding recovery of arrears of house rent, etc. and intimation to Estate Office.
14. Preparation of periodical statements regarding officers and staff of different pay range and amount of house rent paid to them.
15. Correspondence with office of the Pay & Accounts officer regarding missing credits of GPF audit objections on pay and allowances and advances, etc.
16. Correspondence with postal authorities etc. regarding recovery of PLI.
17. Forwarding of stamped receipts to the Pay and Accounts office.
18. Forwarding of Demand Drafts to the parties concerned.
19. Correspondence regarding pay and allowances, advances, contingencies, recoveries made from the Government servants with the persons concerned a and different Department, Ministries of Govt.
20. Preparation of monthly expenditure statements.

Text Book Unit

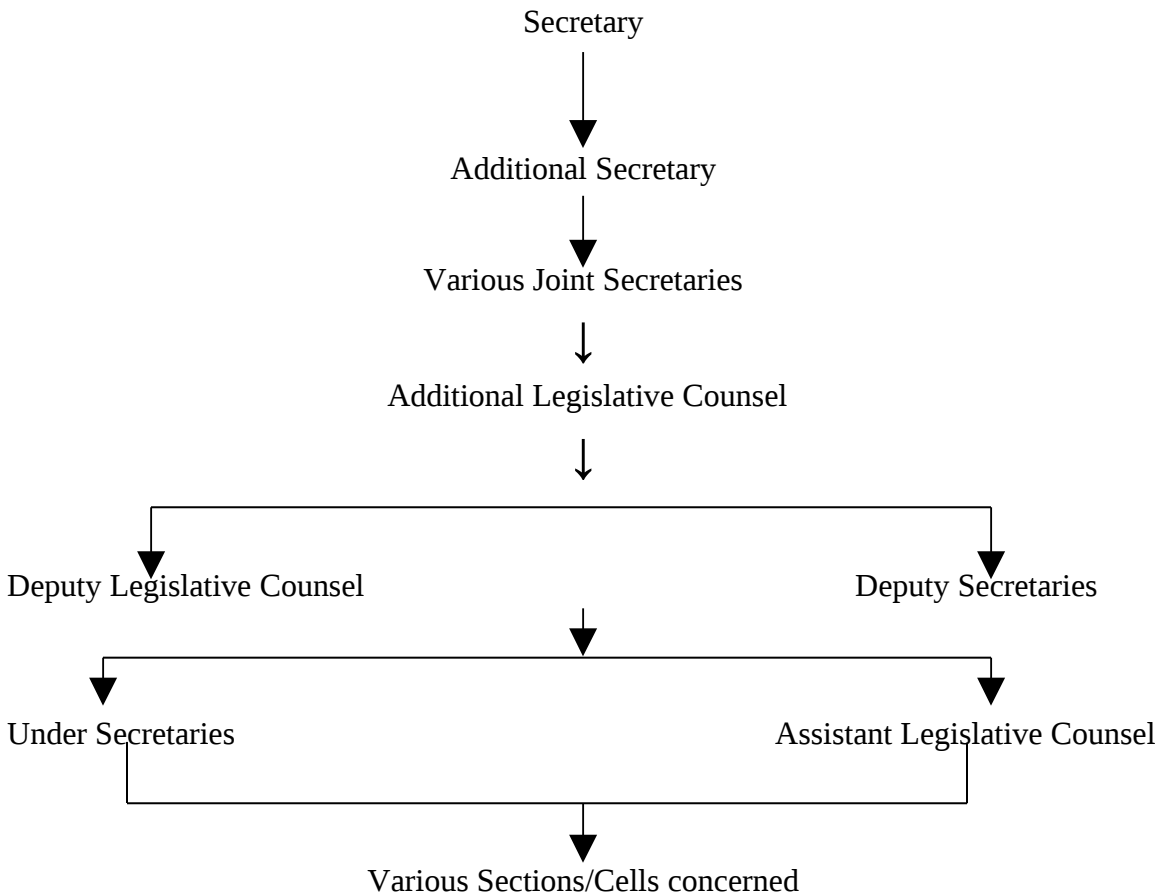
1. Editing of the manuscripts submitted by different authors, proof reading of the books and to give point orders and assisting Evaluation Committee.
2. Preparation of guidelines to different authors.
3. Correspondence with the authors.

Functions of the Supreme Court/High Court Journal Unit

- 4. Selection of Judgements of Supreme Court/Various High Courts. Translation of Supreme Court and High Courts Judgements, Preparation of their head notes and editing of the entire judgement.
- 5. Translation and editing of provisions of Acts, Rules, Regulations, etc. of the non Hindi speaking States often quoted in the judgements.
- 6. Preparation of 5 years/10 years digests.

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PART 3. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.



The proposal/cases are being dealt with/examined in the various Sections/Units and are submitted to their respective Branch Officers. The Branch Officers decide the proposal/cases and wherever necessary seek the approval of the Joint Secretary/Secretary/ Minister as the case may be. However, for handling the legislative proposals of various Ministries/Departments in the Main office, the Department has six Groups – each headed by a Joint Secretary and Legislative Counsel with a Group of Indian Legal Service officers of the rank of Assistant Legislative counsel/Deputy Legislative Counsel/Additional Legislative Counsel to assist him.

Each Group is allotted certain Ministries/Departments. Leg.I Section submits the files of subordinate legislation from various Ministries/Departments to the concerned Group-in-charge (JS&LC) for allocation of it

among the officers subordinate to him. The officer ALC/DLC/Addl.L.C. may consult the Group-in-charge and under the guidance and superintendence to dispose of the cases. The ALC/DLC/Addl.L.C. is fully competent to discuss the case with the representatives of the administrative Ministries and clear the proposal on behalf of the Legislative Department. While scrutinizing and vetting of subordinate legislation, the officer has to keep in mind the legality, validity, precedent, recommendations of the Lok Sabha/Rajya Sabha Committee on subordinate legislation, principles of administrative law, etc.

PART 4. THE NORMS SET BY THE LEGISLATIVE DEPARTMENT FOR THE DISCHARGE OF ITS FUNCTIONS.

Norms as specified in Manual of Office Procedure and other guidelines issued by Government of India from time to time.

Legislative Department is primarily responsible for handling the entire drafting work in relation to all forms of principal legislation, namely, new and amending Bills including Constitutional Amendment Bills, Ordinances, U.T. Regulations and President's Acts, besides scrutinizing and vetting of subordinate legislation of all Ministries/Departments of the Central Government. These functions involve handling of these matters at various levels in the Parliament and in the Committee of the Houses. Besides, the Legislative Department is administratively concerned with legislations falling under certain entries of List III of the Seventh Schedule to the Constitution such as Civil Procedure Code, Contracts, arbitration, personal laws, transfer of property, etc. Legislative Department is also responsible for processing budget proposals every year, involving intricate direct and indirect tax budget proposals for which several of its officers are required to be deployed. Election Commission and electoral reforms are also allocated to this Department.

PART 5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED BY THE EMPLOYEES OF THE LEGISLATIVE DEPARTMENT IN THE DISCHARGE OF FUNCTIONS.

i) The Normal Rules, Regulations and instructions followed in the various Ministries/Departments of the Government of India such as Ministry of Personnel, Public Grievances and Pensions and Ministry of Finance are being followed by the Legislative Department in discharge of its function Civil Service Regulations, FRs & SRs, GFR, DFPRs etc.and various rules/instructions issued by the concerned administrative Ministries.

All the categories of documents as mentioned above and those prescribed under the Manual of Office Procedure. Apart from this, the O&M manual issued by the erstwhile IWS Unit of the Department and the Annual Report brought out by the B&A Section of the Department.

ii) The Memorandum regarding preparation of Bills issued by the Legislative Department is followed in preparing Bill of Parliament. A copy of the Memorandum is at Appendix ____ .

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**PART 6. STATEMENT CONTAINING THE CATEGORIES OF DOCUMENTS
HELD BY VARIOUS SECTIONS/BRANCHES OF THE
LEGISLATIVE DEPARTMENT UNDER ITS CONTROL.**

ADMINISTRATION

It basically handles establishment matters of Group 'A', 'B' and 'C' officers and for this purpose it relies upon the Civil Service Regulations and Fundamental & Supplementary Rules CCS (Leave) Rules, 1992, CCS (Pension) Rules, 1972, Recruitment Rules made under the proviso to article 309 of the Constitution and the orders/instructions of Government of India in the Ministry of Personnel, Public Grievances & Pension. Apart from this, the O&M manual issued by the Internal Work Study Unit of the Department are also held.

Documents held by Business Section of Vidhi Sahitya Prakashan

Cash Book (Ledger) of sales proceeds, T.R.5, Cash/Draft/Cheque deposit Challan Sheet Register, Stock Register of Text Books, Diglot Acts, Patrikas and other Important Books, etc., Railway & Transport freight Register, Books Return Register, Dispatch, Diary Register, Franking Value with Franking inserting Register, U.P.C. Register, Govt. Credit subscribers Register, Individual, Agency Subscriber Register, Patrikas received & Bulk Supply Register, Publication received date, price, voucher and number of copies received relating Register, Monthly Tour Programme related to exhibition-cum-sales counters, Dates & Months, name of the participant, Number of publications taken, sold and sales proceeds thereof.

Statement regarding documents held by the Printing Section, V.S.P.

Sl. No.	Particulars of the Documents	Remarks
1.	Manuscripts	The manuscripts of Law Patrikas i.e. Uchchatam Nyayalaya Nirnaya Patrika, Uchcha Nyayalaya Dandik Nirnaya Patrika and Uchcha Nyayalaya Civil Nirnaya Patrika and Hindi Text-books received from the Editorial Section are sent to the Directorate of Printing with requisitions for printing after press marking in the manuscripts by the Printing Section. The records/register of such manuscripts are available in the Printing Section.
2.	CRC of Patrikas	The camera ready copies of patrikas received from Computer Section of this Prakashan is sent to the Directorate of Printing with requisition for printing by the Printing Section. The records of such CRC's are available in the Printing Section.

- | | |
|-------------------------------|--|
| 3. Proofs | The proofs of Law patrikas and text-books received from various presses is returned to the concerned presses for correction after reading in the Printing Section. The records/register of such proofs are available in the Printing Section. |
| 4. Printed copies of patrikas | Before the bulk supply of printed copies of patrikas, five advance printed copies of each issue received from various presses is sent to the Business Section after checking and conveying the approval to the concerned presses by the Printing Section. The records/register of such payments are available in the Printing Section. |
| 5. Bills | The payment of printing charge bills of patrikas and text-books received from various presses is made under the sub-head 'Publication' of allotted budget after necessary scrutiny by the Printing Section. The records/register of such payments are available in the Printing Section. |

Statement regarding Reports/Journals held by the Index Unit, V.S.P.

(A) Supreme Court

1. Judgments of Supreme Court
2. S.C.C
3. A.I.R.
4. Supreme Court Yearly Digest
5. Judgment Today

(B) High Courts

1. Judgments of different High Courts (Civil & Criminal)
2. Criminal Law Journals
3. Gujrat Law Journals
4. Rajsthan Law Journals

Note:- The Registers regarding above mentioned Supreme Court and High Courts' Journals are being maintained by the Index Unit and up-to-date records regarding such matters are also available in the Index Unit.

PART 7. PARTICULARS OF THE ARRANGEMENT FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE POLICY OF IMPLEMENTATION OF POLICIES.

Mainly Legislative Department is mainly a service department. Generally it does not deal directly with public at large. However, the communications suggestions/views on enactments dealt with by it received from the public on issues assigned to the Department are examined and given due consideration in the light of the existing procedure.

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PART 8. STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS.

Department has constituted the following committees:-

1. Hindi Salahakar Samiti of the Ministry of Law and Justice.

This Samiti is headed by Hon'ble Minister of Law and Justice and has the Minister of State for Law and Justice as its Deputy Chairman. Hindi Scholars and senior officials of the Department of Legal Affairs as well as this Department function as its members.

2. Official Language Implementation Committee of the Department.

This Committee is chaired by Joint Secretary (Adm.) of the Department and comprises of officers of various units of this Department as its Members.

3. Vidhi Sahitya Prakashan of the Department, under the Scheme of popularizing Hindi in the field of law publishes three Patrikas i.e. (i) Uchachatama Nyayalaya Nirnaya Patrika, (ii) Uchacha Nyayalaya Civil Nirnaya Patrika and (iii) Uchacha Nyayalaya Dandik Nirnaya Patrika and awards every year prizes worth Rs.2,50,000/- (1st Prize 25,000/-, 2nd Prize 15,000/- and 3rd Prize 10,000/-) under the scheme for writing, translating, publishing standard law books in Hindi in five groups of Laws to evaluate & recommend for prizes to best law books, Vidhi Sahitya Prakashan appoints an Evaluation committee for every two years, consisting of preferably working/retired judge of the Supreme Court/High Courts as its Head and five Professors of Law of different Universities and two advocates of the Supreme Court/High Courts as non-official members and Secretary (L.D.)/JS(A) as Ex-officio members, Chief Editor acts as Member-Convener of the Committee.

4. For three monthly Patrikas published by Vidhi Sahitya Prakashan, an Editorial Board is constituted for every two years, consisting of preferably working/retired judge of the Supreme Court/High Courts as its Head and two Professors of Law of different Universities and one advocate of the Supreme Court/High Courts as non-official members and Secretary (L.D.)/JS(A) and the Editors in charge of the Partrika as ex-officio members. Chief Editor acts as Member-Convener of the Board.

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**PART 9. SECTIONS AND EMPLOYEES OF THE LEGISLATIVE
DEPARTMENT.**

S.No.	Name of the Post	Name of the Incumbent
1.	Admn.I(LD) Ph.23385023	
	Section Officer	Sh. R.K.Sharma
	Assistants	Shri Nand Lal Singh, Consultant Sh. Inderraj Meena Smt. Manju Bala Shri Uttam Prakash Shri Hasibur Rehman, UDC
		6.Smt. Rama Ambwani(PA) 7. Shri Sunil Kumar, LDC
2.	Admn.II(LD) Ph.23386009	
	Section Officer	Smt Chandrakanta
	Assistant	Shri Rajeev Kumar Sharma
		1. Shri Kumar Vikas, UDC 2. Shri Sushil Kumar, Proof Reader
3.	Leg.I Ph.23386931	
	Superintendent(Legal)	Shri Gangesh Kumar
	Assistant(Legal)	Shri Mahesh Chand
	Assistant	.Sh. Daya Sagar

	UDC	1. ShriRajinderSingh,UDC 2.Shri Sunil Khangwal
4.	Leg.II & Parliament Section Ph.23384054	
	Section Officer Section Officer(Parl.)	Shri Ravish Kumar Shri Subhash Chand
	Assistant	1.Shri MahenderSingh 2.Shri S.S.Negi (ParliamentAssistant) Shri UdayDas, Consultant
	Assistant(Legal)	Shri VirenderSingh Shri R.C.Upadhyay,(adhoc) Ms Tushti Chopra
	UDC/LDC	
5.	Leg.III Ph.23382923	
	Superintendent(Legal)	Shri BahadurSingh
	Assistant(Legal)	Smt. LathaAntarjanam(adhoc)
	DocumentationAssistant	-----
	Assistant	Shri SandeepMann
6.	IF&B&A Section Ph.230738315023	
	Section Officer	Sh. R. Kalyansundram
	Assistant	1.Shri Mohd.Usman,Consultant 2.Shri ChanderBallabh 3.Shri SanjayKataria 4.Smt. AnitaSingh
	UDC/LDC	---
		Smt. MeenaLalwani, P.A.

7.	Correction Section Ph.23389123	
	Superintendent(Legal)	Shri GangeshKuamr
	Assistant	1. Shri VedPrakash 2. Smt. Anil Kumari
	UDC/LDC	Shri KrishanKumar
8.	G.S.R.O. Section Ph.23383961	
	Section Officer	Smt. SumanLataSharma
	Assistant(Legal)	---
	Assistant(CSS)	Smt. NeetaSharma
	UDC/LDC	-----
9.	Publication Section Ph.23782134	
	Section Officer	Smt. KusumLata
	Assistant(Legal)	-----
	Assistant(CSS)	-----
	UDC/LDC	--
11..	Printing I Section Ph.23389114	
	Superintendent(Ptg.)	Shri R.C.Verma
	Assistant(Ptg.)	Shri Y.P.Guglani
	Proof Reader	Shri DevinderSingh Shri MukhtiarSingh
	CopyHolder	1. Shri RakeshKumar(adhoc) 2. Shri RajeshBhandari 3. Ms. CharanjeetKaur
12.	Printing II Section Ph.23389114	

	Superintendent(Ptg)	Smt. Sunita
	Assistant(Ptg.)	1.Smt. Inderjit Kaur
	Proof Reader	Shri Rajbir Singh
	CopyHolder	1.Shri Amar ChandSharma 2.Shri VinodKumar 3. Shri SantoshKumar 4. Shri RamKaranMali
13.	Cash Section Ph.23381683	
	Cash Officer	Shri Hansraj
	Cashier	Shri Rajesh Dhari Singh,UDC
	Assistant(CSS)	1. ShriNarenderKumarMessawan* 2. Smt. SeemaAhuja
	UDC/LDC	1. Smt. Seema,UDC 2. Shri Ravi Dutt, LDC
14.	RTI Cell Ph.23782134	
	Section Officer	--
	Assistant(CSS)	Smt. SubalaChauhan
	UDC/LDC	1.Shri Ramesh,UDC
15.	Rajbhasha Section Ph.23388231	
	Assistant Director	Smt. NeelamPrakash
	Sr. Hindi Translator	Shri Anuj Kumar
	Jr. Hindi Translator	Smt. AshaRani

	UDC	
16	Legislative Drafting Institut Ph.23074224	
	Section Officer	Smt. Aparna
	Assistant	1. Shri R. K. Nanda, Smt Rama Sekhar
	UDC	Smt Mohini Negi

**OFFICIAL LANGUAGES WING,
LEGISLATIVE DEPARTMENT
7TH FLOOR, SHASTRI BHAWAN,
NEW DELHI – 110001**

S.No.	Name & Designation	Residential Address	Office	Residence	Mobile if any
1	R.D. Meena, JS&LC	G-10, Type-5, D, III floor, HUDCO Place Ext.	23386229	26263370	9868258445
2					
3	S.K.Chitkara, D.S.	52, Friends Enclave, Nangloi, N. Delhi-23	23388007	259662218	8587887476
4	S.J. Parmar, Addl LC	C-108, Pragati Vihar, Lodi Raod, ND-110003.	23387493	24363079	9868952469
5	Brijesh Singh, Addl LC	A-33, West Vinod Nagar, Delhi.	23386923	22472386	--
6	Upma Mathur, Addl LC	B-3, MS Flats, Tilak Lane, New Delhi	23387297		9811210894
7.	Ramavatar Yadav, Addl LC	F-II 26, Rajnigandha Appartment, Sector 10, Dwarka	23389129	445583184	9650791680
7	M.D. Siddiqui , D. L.C.	723, Laxmi Bai Nagar, New Delhi.	23387765	24673532	9968650631
8	P.P Bhattacharya A. L.C.	D-118, ILA Apts, Vasundhara Enclave, Delhi- 110 098.	23387048	20904908	9868546544
9	S.R. Khadri, A. L.C.	139A, Jamia Nagar, New Delhi-110025.	23387048	--	9818874025
10	Nirmala Krishnamoorthy, A. L.C.	E-113, Pragati Vihar, Lodi Road, ND-110003.	23074057	24363113	9350871021
11	A. Karketta, D.L.C.	60 D-DDA, FSF Sec. 10, Pocket- I Dwarka, ND.	23388231	25085311	8826186679
12	Sunil Ranjan, A.L.C.	F-78, Nauroji Nagar, New Delhi-29	23389639	25085311	9868884029
13	Bindiya Tamboli, A.L.C.	C-518, Pragathi Vihar, Lodhi Road, New Delhi	23387048	--	9968630110
14					
15	Trilok Sharma, ALC	204-E Block, Curzon Road, M.S. Appts, New Delhi	23387371		8750663125
16	Rakesh Kumar Upadhaya, A.L.C.	1785, Laxmibai Nagar, N Delhi- 23.	23387226	26113274	9868502052
17	Jagmal Singh, on Deputation to VSP Superintendent	Village Gherora, PO Tiaon, Ballabgarh.	23386421	--	
18					

1 9	Chandra Shekhar Sharma, Superintendent	31, Block B 1/1, Shiv Surya Vihar, Near Dayal Bagh, Suraj Kund, Faridabad	23388167	--	9868371111
2 0	Ravinder Sharma, Superintendent	E-62 A, IInd Floor, S.F., Amar Colony, Lajpat Nagar, New Delhi.	23388231		9868179877
2 1	Rajesh Srivastava, Superintendent	B-33, Ist Floor, J.P.Apptt, Shalimar Garder, Sahibabad, UP.	23389639		9868958706
2 2	Parmod. Kumar, Consultant	Flat No. 122, Netaji Subhash Chand Aptt., Phase-I Sec.13, Dwarka, ND-45.	23387291	25078795	9868142015 9899412015
2 3	B.K. Bhatnagar, Supdt. (Tech.)	C-157, Gali No. 5, New Usmanpur, Delhi - 53	23387078		
2 4	R.C. Joshi, PS	B-193/C-1 Shalimar Gdn. Etn-2, Sahibabad, U.P.	23386229		
2 5	Usha Rani, PS	H.No. 280, Sec-8, Faridabad	23386229		
2 6	A.V. Subbalakshmi, PA	D-1-C/71C Janakpuri, New Delhi.	23388167		
2 7	Renu Dhawan, PA	H.No. 2587, Sec.16, Faridabad	23386421		
2 8	S.K. Prajapati, PA	B-181/C-2, Salimar Garden, Extn.-3, Sahibabad, U.P.	23386229		
2 9	Pradeep Kumar, PA	14/438, Gali no. 2, Dayanand Nagar, Bahadurgarh – 124507.		951276- 220291	
3 0	Prem Shankar Prasad, PA	D-151, Krishna Park, Khanpur			
3 1	Madhu Jasoria, PA	B-3A 251 Janak Puri, New Delhi	23388167		
3 2	Sunita, PA	60, Luxmi Vihar Apartment H-3, Vikas Puri, New Delhi – 18.	23389129		
3 3					
3 4	K. Ramakrishna, PA	101, St.No. 14, Pratap Nagar, Mayur Vihar, Phase I, Delhi-91			
3 5	M.R.Dakshinamurthy,PA	8/7, Block-2, New Minto Road Hostel, New Delhi			
3 6	Sulochana Behera, PA	H-601, Sarojini Nagar, new Delhi-23.	23387779		
3 7	Rajesh Mehra, PA	WZ 1358/B, Nangal Raya, New Delhi-46	23389639		
3 8	Sumeet Dutt, Sr. Translator	122 B/9, III Floor,	23389774		8860219042

		Gautam Nagar, New Delhi			
39	Amit Kumar, Sr. Translator	Vill. Kazipur, P.O. Ghosipur, Disstt. Meerut, UP-250002	23389774		9313543056
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43	Sunita Sharma, Assistant (Admn.)	1/2835/Ram Nagar, Loni Road, Shahadara Delhi-32.	23386709		
44	Manuj Krishali, Asstt. (Tech)	585/Ind Sadiq Nagar, New Delhi – 49.	23383873		
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53	K.Sunil Kumar, UDC	DD-7F O8A flats, Munirka, N Delhi-67.	2338231		
54	Sanjay Goel, UDC	2097, Street no. 164, Ganesh Pura 'B', Tri Nagar, Delhi-35.	23389639		
55	Indrani Chatravarti, UDC	212, Sector-19, Pocket I, Dwarka, N.D.-17	23387291		
56	Dhanbir Singh, Caretaker	740/B IInd Floor Green Field colony, Faridabad.	23386709		9868540277
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58	Sheetal Kumar, LDC	18 ARP Qtrs., Motia Khan, Pahar Ganj,	23386709		

		New Delhi-55.			
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6 6	Suresh Chand, Despatch Rider	C-333, Sewa Nagar, ND-3.	23386709		
6 7	Beg Raj, MTS	K-517, Sewa Nagar, New Delhi	23389774		
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7 6	Satbir Singh, MTS	House No. 200, Nanak Pura, Moti Bagh	23386709		
7 7	Mehete Singh, MTS r	Vill. Ghittora, The. Baghpat, Meerut (UP)	23388167		
7 8	Om Parkash, MTS	B-1350, Sector-17, Rohini	23389639		
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8 0	Mewa Lal, MTS	D-90, Harsh Vihar, Jait Pur, Badarpur	23386229		
8 1	Kishor Kumar, MTS	Vill. Sungur pur, PO. Bakhtawarpur, Delhi-	23388167		
8 2	Annu, Peon MTS	H.No. 678, Narela, Delhi-40	23386709		

VIDHI SAHITYA PRAKASHAN
Administration Section
(I.L.I. Building, Bhagwan Dass Road, New Delhi)
(As on 31st August, 2010.)

Tel. Ph. No. – 23386905
Fax No. - 23387589

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1.	Sh. A.K Varshney, Chief Editor	0120 -2630393 9899101062	II RM-26/B, MIG Flats, Sector-2, Rajendra Nagar, Sahibabad, Ghaziabad.	56740
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3.	Sh. M.C. Pandey, Editor	22243721 9868246905	E.-604, Curzon Road Hostel, K.G. Marg, New Delhi -1.	37760
4.	Sh. V.K. Arya, Editor	9717663637	Flat No. 213, Sec., 23, Pkt., 6 Rohni, Delhi	36830
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6.	Shri Jagmal Singh, Assistant Editor			28250
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15.	Sh. Jaswant Singh,	9868122742	Citizen Apts. GH17, F-15,	24470

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16.	Sh. G.C. Rudola, Personal Assistant	9868122471	76, Laxmi Bai Nagar, New Delhi.	24470
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25.	Sh. Mithilesh Prasad, Proof Reader	----	E-44, C-666, New Seemapuri, Delhi-95	12310
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31.	Sh. Radhey Shayam, Proof Reader	9868211116	24/B, Phase-4, Gali No, 3. P- Block, Shiv Vihar, Delhi-94	12220
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34.	Sh. Dharmender Kumar, MTS	9891310231	Q- 534, Kasturba Nagar, New Delhi-3.	8650
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46.	Sh. Ashok Kumar, MTS	---	D-21/B, Tilak Vihar, D.D.A. Flats, Tilak Nagar, New Delhi	9450
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48.	Sh. Awadh Kishore, MTS	---	16, Road No. 6, Andrews Ganj, Delhi.	11820
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50.	Shri Sunil Kumar, LDC			7970
51.	Shri Deepak, LDC			7970
52.	Shri Sarvesh Kumar, Copy Holder			11060
53.	Smt Pushpa Ramchandani, Assistant			25830
54.	Shri A.K.Gupta, Proof Reader			16140

PART 10. MONTHLY PAY OF EACH OFFICER/OTHER EMPLOYEE OF THE LEGISLATIVE DEPARTMENT

<u>Sl.No.</u>	<u>Name and Designation</u>	<u>Pay Scale</u>	<u>Basic Pay</u>
1.	Dr G.Narayana Raju, Secretary		80000/-
2.	Dr. Mukulita Vijayawargia, Additional Secretary	67000-79000	67000/-
3.	Dr. Reeta Vashistha Additional Secretary	67000-79000	67000/-
4.	Sh. N.R.Battu JS&LC	37400-67000	54770/-
5.	Sh. K.R.Sajikumar JS&LC	37400-67000	54770/-
6.	Sh. K. Biswal JS&LC	37400-67000	59750/-
7.			
8.	Shri Chanderveer	37400-67000	53210/-
9.	Sh. Udaya Kumara JS& LC	37400-67000	51690/-
10.	Smt. Veena Kothavale Addl. LC	37400-67000	47490/-
11.	Sh. Radha Krishna Cheekati Addl LC	15600-39100	47490/-
12.	Sh. R. Sreenivas Addl. LC	15600-39100	49660/-
13.	Sh. K.V.Kumar DLC	15600-39100	35950/-
14.	Sh. R.K.Pattanayak DLC	15600-39100	47490/-
15.	Smt. Akali V. Konghey DLC	15600-39100	36950
16.			
17.	Sh. Y.S.Rao ALC	15600-39100	29310/-
18.	Smt. Renu Sinha ALC	15600-39100	28510/-
19.	Sh. T.S.Muralidharan ALC	15600-39100	27430/-
20.	Sh. R.S.Jayakrishnan ALC	15600-39100	27300/-
21.			
22.	Sh. Jose Thomas	37400-67000	47490/-

23.	Director Sh. Brij Mohan Sharma Deputy Secretary	15600-39100	43090/-
24.	Smt. Manmohini Sood Under Secretary	15600-39100	32540/-
25.	Smt. Kavita Kundra Sr. PPS	15600-39100	40520/-
26.	Sh. Parveen Chander Gurah PPS	15600-39100	29580/-
27.	Sh. Bhupender PPS	15600-39100	33060/-
28.	Smt. Dayavati Sharma PPS	15600-39100	33800/-
29.	Ashok Kumar Sharma PPS	15600-39100	29500/-
29.	Sh. I.C.Sharma DLC	15600-39100	35000/-
30.	B.N.S.V.S.K. Bangarraju ALC	15600-39100	24570/-
31.	Sh. Bahadur Singh Supdt.(Legal)	9300-34800	23910/-
32.	Sh. Gangesh Kumar Supdt. (Legal)	9300-34800	21950/-
33.	Chanderkanta, SO	15600-39100	27250
34.	Kusum Lata, SO	9300-34800	25830
35.	Suman Lata Sharma, SO	9300-34800	25830
36.	Subhash Chand, SO	9300-34800	27240
37.	Aprna, SO	15600-39100	26440
38.	R. Kalyansundram ,SO	15600-39100	27240
39.	RK Sharma, SO	15600-39100	27240
40.	RVS Bhanu Parsad, PS	15600-39100	27760
41.	Rajender Kumar, PS	15600-39100	26720
42.	Lata Ratanpal, PS	15600-39100	32350
43.	Anita, PS	15600-39100	26720
44.	Tripta Gulati, PS	15600-39100	28050
45.	Renu Gogia, PS	15600-39100	30190
46.	Manorma Pahwa, PS	15600-39100	25710
47.	VK Sharma, Supdt(P)	9300-34800	21690
48.	Neelam Parkash, AD (OL)	15600-39100	30310
49.			
50.	Sh. Ravish Kumar, SO 21950	9300-34800	

51.		
52.		
53. Ms. Asha Rani, Jr. Hindi Tr.	9300-34800	
14760		
54. Ms. Tushti Chopra, Assistant(L)	9300-34800	
17660		
55. Sh. Mahesh Chand , Assistant(L)	9300-34800	
17660		
56.Sh. Aditya Trehen, Assistant (L)	9300-34900	
17140		
57. Sh. Virender Singh, Assistant (L)	9300-34800	
17660		
58. Sh. Narender Kumar, Asstt.	9300-34800	25830
59.Sh.Rama Shekhar, Asstt.	9300-34800	18570
60Sh.Ved Parkash, Asstt.	9300-34800	17770
61Manju Bala, Asstt.	9300-34800	17250
62		
63Indraj Meena, Asstt.	9300-34800	16420
64Anil Kumari, Asstt.	9300-34800	25070
65Seema Ahuja, Asstt.	9300-34800	19000
66 Nita Sharma, Asstt.	9300-34800	25830
67P.K. Kalia, Asstt.	9300-34800	25830
68Sunira Chawla, PA	9300-34800	25080
69Rajni Minoch, PA	9300-34800	25080
70Anita Gaur, PA	9300-34800	25070
71Rosy Kapoor, PA	9300-34800	25070
72MS Gupta, PA	9300-34800	25080
73Meena Lalwani, PA	9300-34800	25070
74Madhu Dhingra, PA	9300-34800	25080
75AP Thomas, PA	9300-34800	25070
76AK Chadha, PA	9300-34800	25070
77Rinku Saluja, PA	9300-34800	25070
78Veena Bhatia, PA	9300-34800	25080
79Rama Ambwani, PA	9300-34800	25080
80Mahender Singh, Asstt	5200-20200	17980
81Chander Ballabh, Asstt	5200-20200	16910
82Rajender singh, Asstt	5200-20200	17120
83Rajiv K Sharma, Asstt	5200-20200	16330
84LS Rawat, UDC	5200-20200	13690
85Mohini Negi, UDC	5200-20200	12940
86 Kumar Vikas, UDC	5200-20200	12900
87 Rajesh d. Singh, Asstt	5200-20200	15710

88	Anita Singh, Asstt	5200-20200	17400
89	Sanjay Kataria, Asstt	5200-20200	16120
90	Krishan Kumar, UDC	5200-20200	12290
91	RK Nanda, Asstt	5200-20200	17220
92	Subala Chouhan, Asstt	5200-20200	15100
93	Sunil Khangwal, UDC	5200-20200	11760
94	Ramesh, UDC	5200-20200	12760
95	Ravi Dutt, LDC	5200-20200	13760
97.	Laxmi Mandal, Asstt. Manager	5200-20200	11580
98.	Kirpal Singh, Clerk	5200-20200	17250
99.	Narender Singh, Brear	5200-20200	12990
100.	TM John, Brear	5200-20400	12920
101.	Salik Ram, Brear	5200-20200	13050
102.	C. Sanju, Clerk	5200-20200	11820
103.	Hansraj, Cash Officer	9300-34800	19010
104.	Prem Shankar Parsad, CS	9300-34800	24470
105.	R.C. Verma, Assistant (Ptg.)	9300-34800	
	19650		
106.	Ms. Sunita, Assistant(Ptg.)	9300-34800	
	20430		
107.	Sh. Y.P. Guglani, Assistant (Ptg.)	9300-34800	
	17590		
108.	Ms. Inderjeet Kaur, Assistant(Ptg.)	9300-34800	
	19060		
109.	Sh. Anuj Kumar, Sr. Hindi Tr.	9300-34800	
	22290		
110.	Sh. R.C. Upadhyaya, Assistant(L)	9300-34800	20720
111.	Ms. Latha Antherjanem , Assistant(L)	9300-34800	
	16090		
112.	Sh. Devender Singh, Proof Reader	5200-20200	
	13640		
113.	Sh. Rajbir Singh, Proof Reader	5200-20200	
	12960		
114.	Sh. Sushil Kumar, Proof Reader	5200-20200	
	12500		
115	Sh. Amar Chand, Copy Holder	5200-20200	
	12330		
116.	Sh. Rajesh Bhandari, Copy Holder	5200-20200	
	11050		

117. Sh. Vinod Kumar, Copy Holder	5200-20200	
12190		
118. Sh.Mukhtiar Sigh, Copy Holder	5200-20200	
15460		
119. Sh.Rakesh Kumar, Copy Holder	5200-20200	
11400		
120. Sh. G.C.Joshi, SCD	5200-20200	
16320		
121. Sh. Dharambir Singh, SCD	5200-20200	
15450		
122. Sh. Satish Chander,SCD	5200-20200	
12200		
123. Sh. Brij Kishore Vyas, SCD	5200-20200	
16320		
124. Ms. Chararanjeet Kaur, Copy Holder	5200-20200	
8210		
125.Sh. Santosh Kumar, Copy Holder	5200-20200	7970
126.Tej Pal, Daftry	5200-20200	11660
127.		
128. Lalan Sharma, Sr. Peon	5200-20200	14150
129. Narender Kumar, Daftry	5200-20200	11980
130. Lal Babu Ojha, Sr. Peon	5200-20200	12190
131. Ved Parkash, Sr. Peon	5200-20200	12190
132. Rudal Parsad, Peon	5200-20200	11470
133. Laxman Ram, Peon	5200-20200	9340
134. Tej Parkash, Peon	5200-20200	14240
135. Vijay Pal, Peon	5200-20200	12520
136. Manoj Kumar, Peon	5200-20200	11060
137.		
138. Anand Parkash, Peon	5200-20200	11400
139. Sukhbiri Devi, Peon	5200-20200	10800
140.Sri Ram Shaha, Frash	5200-20200	11580
141.Ram Kishan, Sweeper	5200-20200	13530
142.Darshan Lal, Safaiwala	5200-20200	11320
143.Om Parkash, Peon	5200-20200	12340
144.Lok Pal, Peon	5200-20200	11050
145.Sh. Gyan Singh, Peon	5200-20200	10610
146.Ms. Rekha, Peon	5200-20200	
9170		

147.	Sh.Raman Kr. Sharma, Peon	5200-20200	8130
148.	Sh.Rajesh Kumar, Peon	5200-20200	
9410			
149.	Sh. Pradeep Kumar, Peon	5200-20200	
9700			
150.	Ms. Asha Devi, Peon	5200-20200	7430
151.	Sh. Tikka Lal Khanal, Peon	5200-20200	
7430			
152.	Sh. Subodh Kumar, Peon	5200-20200	
7430			
153.	Sh. Mukesh Singh, Peon	5200-20200	7430
154.	Sh. Chaman Rakta, Peon	5200-20200	
7430			

MONTHLY PAY OF EACH OFFICER/OTHER EMPLOYEE OF THE OFFICIAL LANGUAGES WING.

S. No.	NAME	DESIGNATION	Basic PAY(Rs.)
1.	SH. R.D.MEENA	JS& LC	58190
2.	SH. BRIJESH SINGH	Addl .L.C	47490
3.	SH. S.J.PARMAR	Addl .L.C	50390
4.	SH. S.K.CHITKARA	DEPUTY SECY	43090
5.	SH RAMAWTAR YADAV	Addl.L.C	46100
6.	SH.M.D.SIDDIQUI	D.L.C	40370
11.	MISS.UPMA MATHUR	Addl.L.C	46100
12.	SMT.NIRMALA KRISHNAMOORTHY	D.L.C	40300
13.	SH.P.P.BHATTACHARYA	A.L.C	36830
14.	SH.S.R.KHADRI	A.L.C	34750
16.	SMT.B.ABDULRAHIMAN TAMBOLI	A.L.C	31210
18.	SH.AUGUSTUS KERKETTA	D.L.C	32450
19.	SH.SUNIL RANJAN	A.L.C	29640
20.	SH RAKESH, ALC		30340
20.	SH CHANDER SINGH RANA	A.L.C	29770
21.	SH RAJAT SHOREY	A.L.C	25350
22.	SH CHANDER SHEKHER SHARMA	SUPDT (LEG.II)	24350
23.	SH. RAVINDER SHARMA	SUPDT (TRSL)	24350

24.	SH. RAJESH SRIVASTAVA	SUPDT (HINDI)	25080
26.	SH B.K. BHATNAGAR	SUPDT (CORR)	21930
29.	SH. R.C.JOSHI	PRIVATE SECY	29830
30.	SMT.USHA RANI	PRIVATE SECY	28770
31.	SH.SHUBHA SHUKLA	SR.TRANSLATOR	18190
33.	SH.RAJESH KUMAR	SR.TRANSLATOR	13980
35.	SMT. AJIT BALA IGGA	ASSTT.ADMIN	18480
41.	SH. S.K.PRAJAPATI	P.A.(HINDI)	23980
42.			
43.	SMT. MADHU JASORIA	P.A.(HINDI)	24470
44.	SH. PARDEEP KUMAR	P.A.(HINDI)	23980
45.	SMT. SUNITA	P.A.(HINDI)	23080
47.	SMT. A.V.SUBBALAXMI	P.A.(R.L.)	34380
49.	SMT. RENU BALA	P.A.(R.L.)	24990
51.	SMT GORKI BERI	SECTION OFFICER	25830
52.	SH.M.R.DHAKSHINAMOORTHY	P.A.(R.L.)	23520
53.	SMT. SULOCHANA DAS	P.A.(R.L.)	23070
55.	SMT. SUNITA SHARMA	ASSTT	18020
56.	SMT. MADHU BAJAJ	U.D.C	15180
57.	SH. S.S.NEGI	U.D.C	14940
58.	SH. J.M.KINDO	U.D.C	14640
59.	SH. SHIV LAL MEENA	U.D.C	13090
60.	SH. SANJAY GOEL	U.D.C	12520
61.	SH. R.K.MEHRA	PA	13980
62.	SH. K. SUNIL KUMAR	U.D.C	12510
63.	SH. DHANBIR SINGH	CARETAKER	15440
64.	SH.BHAJAN DASS	ASSTT PRINTING	17700
65.	SMT. SANGEETA DHAWAN	PROOF READER	19060
66.	SH. SURESH SINGH	PROOF READER	15170
68.	SH. KARAM CHAND	L.D.C	13820
69.	SH. SHEETAL KUMAR	L.D.C	12220
72.	SH BHOPAL SINGH	Lib Atted	10560
73.	SH. RAJENDERA SINGH	LDC	10800
74.	SH ARUN KUMAR CHAMOLI	L.D.C	10080
75.	SH. SATYENDRA PARIT	L.D.C	9840
76.	SMT. MADHU SMITA MISHRA	PROOF READER	13900
78.	SH. VIJENDER SINGH	LIBRARIAN GR.III	11860
80.	SH.SURESH CHAND	DESPATCH RIDER	11430
82.	SH.BEG RAJ	MTS	11980
83.	SH. PURAN CHAND	MTS	11980
84.	SH. SHAILESH MEHTO	MTS	12190
85.	SH. SATENDER KUMAR	MTS	11970
86.	SH. MAHESH CHAND MEENA	MTS	9170
87.	SH. SATTE SINGH	MTS	9450
89.	SH. KESHAV SINGH	MTS	11980

90.	SMT.GODAWARI DEVI	MTS	12190
91.	SH. NEERAJ KUMAR	MTS	8640
92.	SH.SATBIR SINGH	MTS	11290
93.	SH. OM PRAKASH	MTS	8640
94.	SH.MAHETE SINGH	MTS	9450
95.	SH. MEWA LAL	MTS	8640
96.	SMT.SUMAN DEVI	MTS	9170
97.	SH. KISHORE KUMAR	MTS	11820
98	SMT ANNU	MTS	7430
99	SH K.RAMAKRISHNA	PA	25340
	SH P.AJAYAN	PA	22150
	SH SHAILESH K. GNATRA	PA	23980
	SH HASIBUR REHMAN	PA	14440
	SH AJAY KUMAR	COPY HOLDER	10990
	SMT INDRANI CHAKRAVARTI	UDC	15050
	SH DINESH KUMAR	LDC	8740
	SH JANVIJAY SHARMA	LDC	11060
	SH TRILOK SHARMA	ALC	26900
	SH SUMEET DUTT	SR TRANSLATOR	18740
	SH AMIT KUMAR	SR TRANSLATOR	18740
	SH MANOJ KRISHALI	TECH ASSTT	15560

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PART 11. THE BUDGET ALLOCATED TO EACH OF THE UNITS

BUDGETARY ALLOCATIONS IN RESPECT OF CONSTITUENT UNITS OF THE LEGISLATIVE DEPARTMENT FOR THE YEAR 2015-2016

(amount in thousands of Rupees)

07 - LEGISLATIVE DEPARTMENT - MAIN SECRETARIAT MAJOR HEAD 2052 MINOR HEAD 090	B.E. 2015-16
01 – SALARIES	115000
02 – WAGES	3500
03 - OVERTIME ALLOWANCE	600
06 - MEDICAL TREATMENT	3500
11 - DOMESTIC TRAVEL EXPENSES	2000
12 - FOREIGN TRAVEL EXPENSES	1000
13 - OFFICE EXPENSES	15000
16 - PUBLICATIONS	3000
20 - OTHER ADMINISTRATIVE SERVICES (HOSPITALITY)	1200
20 - DEPTT. CANTEEN	2900
27 – MINOR WORKS & MAINTENANCE	3900
28 - PAYMENT FOR PROFESSIONAL SERVICES	2500
31 - GRANTS IN AID	85
50 - OTHER CHARGES	400
TOTAL – MAIN SECRETARIAT	154585

CAPITAL OUTLAY ON OTHER ADMINISTRATIVE SERVICES - MAJOR HEAD 4070 MINOR HEAD - 001 DIRECTION AND ADMINISTRATION 01-ACQUISITION OF LAND AND CONSTRUCTION OF BUILDING FOR LEGISLATIVE DRAFTING AND RESEARCH INSTITUTE - NON-PLAN/CAPITAL	B.E. 2015-16
53 - MAJOR WORKS	100

(amount in thousands of Rupees)

04 - OFFICIAL LANGUAGES WING MAJOR HEAD 2052 MINOR HEAD 090	B.E. 2015-16
01 - SALARIES	58000
02 - WAGES	100
03 - OVERTIME ALLOWANCE	90
06 - MEDICAL TREATMENT	1500
11 - DOMESTIC TRAVEL EXPENSES	500
13 - OFFICE EXPENSES	4000
14 - RENTS, RATES & TAXES	5120
16 - PUBLICATIONS	20000
20 - OTHER ADMINISTRATIVE SERVICES (HOSPITALITY)	500
26 - ADVERTISING & PUBLICITY	200
28 - PAYMENT FOR PROFESSIONAL SERVICES	800
31 - GRANTS IN AID	1000
50 - OTHER CHARGES	500
TOTAL - OFFICIAL LANGUAGES WING	92310

(amount in thousands of Rupees)

01 - VIDHI SAHITYA PRAKASHAN MAJOR HEAD 2070 - OTHER ADMINISTRATIVE SERVICES MINOR HEAD 800- OTHER EXPENDITURE	B.E. 2015-16
01 - SALARIES	37000
02 - WAGES	250
03 - OVERTIME ALLOWANCE	100
06 - MEDICAL TREATMENT	2500
11 - DOMESTIC TRAVEL EXPENSES	1000
13 - OFFICE EXPENSES	4000
14 - RENTS, RATES & TAXES	500
16 - PUBLICATIONS	11000
20 - OTHER ADMINISTRATIVE SERVICES (HOSPITALITY)	250
28 - PAYMENT FOR PROFESSIONAL SERVICES	1000
50 - OTHER CHARGES	500

TOTAL - VIDHI SAHITYA PRAKASHAN	58100
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(amount in thousands of Rupees)

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PART 12. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES/AWARDS

Vidhi Sahitya Prakashan under the Scheme of popularizing Hindi in the field of law awards prizes worth Rs.2,50,000/- (1st Prize 25,000/-, 2nd Prize 15,000/- and 3rd Prize 10,000/-) in five groups of Laws to the best of law books written originally in Hindi in every calendar year. For this an Evaluation Committee evaluates the books received for prizes every year and after evaluation the members submit their report for these books. Then a meeting is called to discuss those reports and the recommendations made therefore. Then the Committee after thorough perusal of the reports, recommendations and views of the members takes decision on these very books.

PART 13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION.

There are no such schemes under this Department.

**PART 14. DETAILS OF INFORMATION AVAILABLE TO/ HELD BY/
REDUCED BY THE LEGISLATIVE DEPARTMENT IN
ELECTRONIC FORM.**

1. The Legislative Department is having its website <http://lawmin.nic.in/legis.htm>. The said website describes the functioning and services provided by this Department.
2. Bills, Acts, Ordinances which are introduced/passed/promulgated are procured from Government of India Press in electronic form and are then processed into text format and then encoded and finally updated on the INDIA CODE website/Home Page of the Department in coordination with NIC Cell.
3. Presidential Regulations and the Government Bills with the facilities now available on computers.
4. The Department is using the retrieval programme developed by the National Informatics Centre (NIC) for retrieval of Acts of Parliament, for the use in legislative drafting and updating the Acts of Parliament by carrying out the amendments.
5. The CDs of Manual of Election laws have been made available both in English and Hindi.
6. The CD-ROM of Constitution of India is also available.
7. Constitution of India (updated up to 92nd Amendment Act) is available at URL <http://indiacode.nic.in/coiweb/welcome/html>.

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**PART 15. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS AS
PER THE RIGHT TO INFORMATION ACT, 2005.**

- | | | |
|----|--|--|
| 1. | Dr. Mukulita Vijayawargiya
Additional Secretary | Appellate Authority |
| 2. | Shri S.K.Chitkara
Deputy Secretary | Central Public Information Officer |
| 3. | Shri Manmohini Sood
Under Secretary | Central Assistant Public Information Officer |

Legislative Department being a Department rendering service direct to the other administrative Ministries/Departments of the Government of India in the field of legislative drafting and scrutiny of subordinate legislation formed by them under various Central Acts, it has no direct dealing with the public. Hence, no facilitation counter/library or reading room facility meant for the citizen has been made available.

2. The publication of the Department such as Manual of Election Law, Constitution of India, Acts of Parliament (Annual Volumes), India Code and Central Acts (Diglot Edition) are available to the public at www.lawmin.nic.in/Legis.htm.

3. The journals of the Vidhi Sahitya Prakashan can be subscribed by the Public and in this connection they can contact Chief Editor, Vidhi Sahitya Prakashan.

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**PART 16. NAMES, DESIGNATIONS AND OTHER PARTICULARS OF
PUBLIC INFORMATION OFFICERS.**

Sl.No.	Name and address of the Officer (s)	Designation	Tel.No.(O)
1.	Shri S.K.Chitkara Deputy Secretary, Legislative Department Ministry of Law and Justice Room No. 728-A, 7 th Floor, Shastri Bhawan New Delhi	Central Public Information Officer	23388007
2.	Shri Manmohini Sood Under Secretary Legislative Department Ministry of Law and Justice Room No. 438, A Wing, 4 th Floor, Shastri Bhawan New Delhi.	Central Assistant Public Information Officer	23074187
3.	Dr. Mukulita Vijayawargiya Additional Secretary Legislative Department Ministry of Law and Justice Room No. 423 A Wing, 4 th Floor, Shastri Bhawan New Delhi	Appellate Authority	23385840

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