

डॉ. रीटा वशिष्ठ
सचिव
Dr. Reeta Vasishta
Secretary
and Course Director



भारत सरकार
विधि और न्याय मंत्रालय
विधायी विभाग
GOVERNMENT OF INDIA
MINISTRY OF LAW & JUSTICE
LEGISLATIVE DEPARTMENT

D.O. No. A-33022/2/22-ILDR

Dated the 29th November, 2022

Dear *Secretary*

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

2. The Institute has so far conducted Twenty-three Appreciation Courses. It is now proposed to conduct the Twenty-Fourth Appreciation Course in Legislative Drafting from 21st February 2023 to 7th March, 2023. This course will, *inter alia*, comprise the basic concept of legislation, including subordinate legislation and the procedure for processing of legislative proposals. The Appreciation Course is also expected to fill the communication gap between the Legislative Department and the administrative Ministries / Departments, which have to conceptualise, formulate and initiate proposals for legislation as well as to prepare drafts of statutory rules, orders, etc., in respect of the Acts administered by them.


3. The training (theoretical as well as practical) will be imparted to the officers in the ILDR's Lecture Hall, i.e. Room No. 440, 'A' Wing, 4th Floor, Shastri Bhawan, New Delhi-110 001 from 21st February 2023 to 7th March, 2023 between 10 a.m. to 5 p.m. on all working days and the period of training will be treated as 'on duty'.

4. All Ministries / Departments are requested to forward nominations of suitable officers at the level of Desk Officers / Under Secretaries or of equivalent rank for the said course in the enclosed format as early as possible and latest by the 13th January, 2023 (Friday). Ministries / Departments may also circulate this information regarding the Appreciation Course amongst the Public Sector Undertakings / Attached / Subordinate Offices and wings, if any.

With regards,

Yours sincerely,

Encl. As Above


(Dr. Reeta Vasishta)
Course Director

To,

The Secretary to Government of India
All Ministries/Departments
New Delhi



Ministry of Law and Justice
Legislative Department
(INSTITUTE OF LEGISLATIVE DRAFTING AND RESEARCH)
(ILDR)
(An ISO 9001 : 2015 Certified Institute)



Nomination of officers for training in 24th Appreciation Course on Legislative Drafting to be held under the auspices of the Institute of Legislative Drafting and Research (ILDR) in the Ministry of Law & Justice (Legislative Department), New Delhi from 21st February 2023 to 7th March, 2023.

Name of the Sponsoring Ministry / Department/Organisation:-

1. Name of the Officer nominated :
(In BLOCK LETTERS)
2. (a) Present Designation :
(b) Since when the present post held :
(c) Basic Pay :
3. Permanent post held with scale of pay :
4. Date of Birth :
5. Educational Qualifications :
6. Experience :
(i) in Legislative Drafting :
(ii) other than Legislative Drafting :
7. Do the officer's present duties involve Legislative Drafting? :
8. Does the officer hold a post in the Sponsoring Department at the level of Under Secretary and above? :
9. Has the officer undergone any training before ? (If yes, mention the details) :
10. Does the officer belong to SC/ST/OBC? :
11. Contact Details :
Mobile _____
Email: _____
12. Any other relevant information :

Tel. _____(O)

Station : _____
Date : _____

Name, Signature and Designation of the sponsoring authority

Tel. No. _____

Fax No. _____

* Duly filled-in officially sponsored Proforma may also be forwarded by email to the Course Coordinator at ildr.ld@nic.in

Note:- Two Passports size colour photographs of the officer sponsored by the PSUs, etc. Other than Central Government/Attached/Subordinate Offices may be attached with this format.