

एस.के.जी. रहाटे, भा.प्र.से.  
S.K.G. RAHATE, I.A.S.  
सचिव  
Secretary



सत्यमेव जयते

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



D.O. No. A-33025/1/23-ILDR

20<sup>th</sup> November, 2023

*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-four Appreciation Courses. It is now proposed to conduct the Twenty-fifth Appreciation Course in Legislative Drafting from 12<sup>th</sup> February, 2024 to 23<sup>rd</sup> February, 2024. 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, 4<sup>th</sup> Floor, Shastri Bhawan, New Delhi-110001 from 12<sup>th</sup> February, 2024 to 23<sup>rd</sup> February, 2024 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 Under Secretaries/Desk Officers or of equivalent rank for the said course in the enclosed format as early as possible and latest by the 12<sup>th</sup> January, 2024 (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 best regards.*

Encl. Nomination form.

Yours sincerely,

*[Signature]*  
20/11/23

(S.K.G. Rahate)

All Secretaries to the Government of India



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



**Twenty-fifth Appreciation Course in Legislative Drafting**  
(12<sup>th</sup> February, 2024 to 23<sup>rd</sup> February, 2024)

**NOMINATION FORM**

(to be filled in BLOCK letters only)

**Name of Sponsoring Ministry/Department/Organisation (with full postal Address):-**

Sl. No.	Particulars	Details
1	Name of the Officer	
2	Gender	
3	Date of Birth	
4	Educational Qualification	
5	Category (SC/ST/OBC)	
6	Present Designation	
7	Scale of Pay (Level in pay Matrix)	
8	Experience in Legislative Drafting, if any.	
9	Does the officer's present duty involve legislative drafting? If Yes, please describe.	
10	Details of training undergone by the officer in Legislative Drafting. If Yes, please describe.	
11	Contact details of the officer	Mob. Email:

Date:

(Signature of the Candidate)

**(to be filled by Nominating/Sponsoring Authority)**

This is to certify that the details mentioned by Shri/Ms. \_\_\_\_\_ are correct as per the records. The officer nominated for this training is eligible as per the criteria laid down by the Legislative Department vide their D.O. No. 33025/1/2023-ILDR dated \_\_\_\_\_.

**(Signature and stamp of nominating/sponsoring Authority)**

**Name:**

**Designation:**

**Tel. No./Email:**

**NOTE-** Duly filled-in nomination form may be forwarded by the nominating/sponsoring Authority to Branch Officer, ILDR, 412 'A' Wing, Legislative Department, Ministry of Law and Justice, Shastri Bhawan, New Delhi-110001 and email to [il提高@nic.in](mailto:il提高@nic.in), latest by **12.01.2024**.