

No.A.45011/06/2020-Admin.I(LD)

Government of India
Ministry of Law and Justice
Legislative Department

New Delhi, dated the 22nd December, 2023

Subject:- Distribution of work in the Legislative Department

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As per the orders of the Secretary, Legislative Department, in supersession of all previous orders on the subject covered herein under, besides the work that may be specifically assigned by her, the distribution of work in the Legislative Department will be as follows:-

Group	Officers in Group	Ministries/ Departments / Secretariats	Additional Charge
I	Shri Udaya Kumara, AS <u>Legislative Officers</u> 1. Shri G. Panmei, DLC 2. Shri Y.S. Rao, DLC 3. Shri Satish Murugan, DLC 4. Shri Sanjay Kr. Gautam, ALC <u>Stenographic Assistance</u> 1. Smt. Kavita Kundra, PSO 2. Smt. Rose Minz, PPS 3. Shri Shailesh, PA(RL) 4. Shri S. Dutta, PA(RL)	1. Cabinet Secretariat 2. President Secretariat 3. Ministry of Finance (Except Indirect taxes) 4. Home Affairs 5. Health & Family Welfare 6. Science and Technology 7. Defence 8. Labour & Employment 9. Education	1. Admn-I 2. Coordination Section 3. RTI 4. ILDR 5. HOD, OL Wing All Legislative proposals of Shri R. Sreenivas, Addl LC and Shri Pattanayak, Addl LCs to be routed through Shri Udaya Kumara, AS. The work of the Ministry / Department which otherwise are not specified elsewhere. During the leave period of Sh. Udaya Kumara, AS, his link officer will be Smt. Veena Kothavale, AS.
II	Smt. Veena Kothavale, AS <u>Legislative Officers</u> 1. Smt. Aarti Chopra, DLC 2. Shri Atul Kumar Singh, ALC 3. Shri Mahesh Chand, ALC	1. Department of Revenue (Indirect Taxes) 2. Personnel, PG and Pension 3. Parliamentary Affairs	1. Leg. I (Dr Rajat Shorey, DLC, RL) 2. Leg. III (Shri Beo Joseph, DLC, RL &

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	4. Shri Navneet Patial, ALC 5. Shri Sanjeev Kumar, Suptd. 6. Smt. Latha Kumari Antherjaman, Suptd. Stenographic Assistance 1. Smt. Suman, PPS 2. Shri Pawan Kumar, PPS	4. Information & Broadcasting 5. Atomic Energy 6. Consumer Affairs	Shri Pawan Kumar, ALC, RL) 3. HOD, VSP All Legislative proposals of Dr. K.V. Kumar, Addl LC and Smt. Akali V. Konghay, Addl LCs to be routed through Smt Veena Kothavale, AS. During the leave period of Smt. Veena Kothavale, AS, her link officer will be Sh. Udaya Kumara, AS.
III	Smt. Sudha Rani Relangi, JS & LC Legislative Officers 1. Dr Bahadur Singh, ALC 2. Shri Chandra Shekhar Sharma, ALC Stenographic Assistance 1. Smt. Neelam Raizada, PPS 2. Smt. Janki Gairi, PS 3. Shri Ashish Chouhary	1. Ayush 2. Social Justice and Empowerment 3. Textiles 4. Statistics and Programme Implementation 5. Tribal Affairs	
IV	Shri Diwakar Singh, JS & LC Legislative Officers 1. Shri Vinay Kumar Mishra, DLC 2. Shri Shanti Bhushan, DLC 3. Shri Sanjay Kumar Meena, ALC 4. Shri Girdhar Gopal, ALC 5. Smt. Ranjani Raman, Suptd. Confidential Supdt. Shri P.S. Prasad Stenographic Assistance 1. Smt. Savita, PPS 2. Shri Prasanna T. Rozekar, PA(RL) 3. Shri Shubham, Steno Gr. D	1. Communication 2. Electronics & IT 3. Commerce & Industry 4. External Affairs 5. Road Transport & Highways 6. Law and Justice 7. Corporate Affairs 8. Niti Aayog 9. Environment, Forest and Climate Change	1. Leg. II (Shri S. Mahesh Babu, DLC, RL) 2. Parliament Section (Shri Parikshit Bhople, DLC, RL)
V	Shri R. K. Cheekati, JS & LC Legislative Officers 1. Shri T. S. Muralidharan, DLC	1. Culture 2. Steel 3. Coal 4. Chemicals &	1. IT Management and NIC Cell 2. Printing I & II

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	<p>2. Shri Virender Singh, ALC</p> <p>Stenographic Assistance</p> <p>1. Shri Madan Mohan, Sr. PPS 2. Smt. Manorama Pahlwa, PPS</p>	<p>Fertilisers</p> <p>5. Housing & Urban Affairs</p> <p>6. Ministry of Ports, Shipping and Water Ways.</p>	
VI	<p>Shri R. Sreenivas, Addl. LC.</p> <p>Legislative Officers</p> <p>1. Smt. Renu Sinha, DLC 2. Shri Praveen Kumar Tiwari, ALC 3. Shri Deepak Bagsing, ALC</p> <p>Stenographic Assistance</p> <p>1. Smt. Poornima Jayasankar, PS 2. Shri P. Anil Kumar, PA(RL)</p> <p>All Legislative proposals to be routed through Shri Udaya Kumara, AS</p>	<p>1. Power 2. Women and Child Development 3. Civil Aviation 4. Agriculture and Farmers Welfare 5. Earth Sciences 6. Railways 7. Cooperation</p>	<p>1. Correction & India Code Updation Unit 2. GSRO</p>
VII	<p>Shri R. K. Pattanayak, Addl. LC.</p> <p>Legislative Officer</p> <p>1. Shri Akhileshwar Kumar Dwivedi, ALC 2. Shri K.K. Sharma, ALC</p> <p>Stenographic Assistance</p> <p>1. Smt. Shikha Ruhilla, PPS 2. Shri Anil Kumar Jaif, Gr 'D'</p> <p>All Legislative proposals to be routed through Shri Udaya Kumara, AS</p>	<p>1. Rural Development 2. Mines 3. Youth Affairs and Sports 4. Development of North Eastern Region 5. Food Processing Industries 6. Heavy Industries</p>	<p>1. Admn II 2. Cash 3. OL Section 4. Publication Section</p>
VIII	<p>Dr. K. V. Kumar, Addl. LC.</p> <p>Legislative Officer</p> <p>1. Shri Chinnaraja G. Naidu, DLC 2. Shri Gangesh Kumar, ALC</p> <p>Stenographic Assistance</p> <p>1. Smt. Padma Neelakantan, PPS</p> <p>All Legislative proposals to be routed through Smt. Veena Kothavale, AS</p>	<p>1. Skill Development & Entrepreneurship 2. Food & PD 3. New and Renewable Energy 4. Department of Space 5. Petroleum & Natural Gas 6. Tourism</p>	

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IX	Smt. Akali V. Konghay, Addl.LC <u>Legislative Officer</u> 1. Shri Prashant Singh, DLC <u>Stenographic Assistance</u> 1. Shri Leela Dhar, PS All Legislative proposals to be routed through Smt. Veena Kothavale, AS	1. Jal Shakti 2. Panchayati Raj 3. Micro Small & Medium Enterprises 4. Minority Affairs 5. Fisheries, Animal Husbandry and Dairying	
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Section-wise distribution

S. No.	Section	Controlling / Branch Officers
1.	Admn. I Section	Shri Udaya Kumara, AS Shri Uttam Prakash, Deputy Secretary Shri B.S. Bisht, Under Secretary
2.	Admn. II Section	Shri R. K. Pattanayak, Addl. LC
3.	Leg. I Section	Smt. Veena Kothavale, AS Smt. Arti Chopra, DLC Dr. Rajat Shorey, DLC (RL)
4.	Leg. II Section	Shri Diwakar Singh, JS & LC Shri S. Mahesh Babu, DLC (RL)
5.	Leg. III Section	Smt. Veena Kothavale, AS Shri Beo Joseph, DLC (RL) Shri Pawan Kumar, ALC (RL)
6.	Parliament Section	Shri Diwakar Singh, JS & LC Shri Parikshit Bhopale, DLC (RL)
7.	B&A Section	Smt. Ranjana Chopra, AS & FA Shri Sunil Kumar Jain, Deputy Secretary
8.	Correction & India Code Updation Unit	Shri R. Sreenivas, Addl. LC Smt. Renu Sinha, DLC
9.	GSRO Section	Shri R. Sreenivas, Addl. LC Smt. Renu Sinha, DLC
10.	RTI Cell	Shri Udaya Kumara, AS Shri P.C. Meena, Director
11.	Institute of Legislative Drafting and Research (ILDR)	Shri Udaya Kumara, AS- Director (ILDR) Shri Sanjay Kumar Gautam, ALC
12.	Printing I & II Section	Shri R.K. Cheekati, JS&LC Shri T. S. Muralidharan, DLC
13.	Publication Section	Shri R. K. Pattanayak, Addl LC Shri A. K. Dwivedi, ALC
14.	Cash Section	Shri R. K. Pattanayak, Addl. LC
15.	OL Section	Shri R. K. Pattanayak, Addl. LC
16.	V.S.P.	Shri Veena Kothavale, AS Shri Hansraj Meena, DS
17.	O. L. Wing	Shri Udaya Kumara, AS Shri Rakesh Kumar, DLC (Hindi)


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18.	IT Management and NIC Cell	Shri R. K. Cheekati, JS&LC Shri T. S. Muralidharan, DLC
19.	Coordination Section	Shri Udaya Kumara, AS Shri Uttam Prakash, Deputy Secretary

2. Legislative proposals assigned to Joint Secretary & Legislative Counsels and other officers prior to this work distribution may continue to be handled by those officers and new Legislative proposals assigned to AS/JS&LC/Addl. LC will be handled by them with the assistance of officers of the Group. Pending SRO files will be scrutinized and vetted by the officers who have dealt with these proposals prior to this allocation of work.

3. Important Subordinate Legislation proposals will be brought to the notice of Shri Udaya Kumara, A.S. before final disposal by the concerned Group In-charge.

4. It has been decided that scrutiny or vetting of Subordinate Legislation work in this Department shall be approved by the Group Head of the concerned Legislative Group. Further, the matters involving complex issues shall be sent to Ministries/Department after seeking consent/approval of Secretary.


 (Bhoopendra Singh Bisht)
 Under Secretary (Admn.)

Copy to:-

1. The officers concerned
2. PS to MoSL&J(IC), PPS to Secretary (LD) / PPS to Law Secretary
3. All Ministries/Departments/Secretaries/Offices/Section
4. SSA/NIC Sections with the request to upload the above Order on the Departments' website.