

Government of India  
Ministry of Law and Justice  
Legislative Department

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New Delhi, Dated the 27th January, 2024.

29/1

**Subject:—Distribution of work the Legislative Department**

With the approval 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 him the distribution of work between the officers of the Legislative Department will be as follows :-

| Group | Officers in Group  | Ministries / Department / Secretariats  | Other assignments  |
|-------|--|---|--|
| I     | <p><b><u>Shri Udaya Kumara, AS</u></b></p> <p><b><u>Legislative Officers</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. R.K. Pattanayak, Addl. LC</li> <li>2. Sh. G. Panmei, DLC</li> <li>3. Sh. Y.S. Rao, DLC</li> <li>4. Sh. Satish Murugan, DLC</li> <li>5. Sh. Sanjay Kumar Gautam, ALC</li> <li>6. Sh. Akhileshwar Kumar Dwivedi ALC</li> </ol> <p><b><u>Officers for Stenographic Assistance</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Kavita Kundra, PSO</li> <li>2. Smt. Rose Minz, PPS</li> <li>3. Smt. Shikha Ruhilla, PPS</li> <li>4. Sh. Anil Kumar Jaif, Steno (Gr. 'D')</li> </ol>     | <ol style="list-style-type: none"> <li>1. Cabinet Secretariat</li> <li>2. President Secretariat</li> <li>3. Home Affairs</li> <li>4. Science and Technology</li> <li>5. Defence</li> <li>6. Education</li> <li>7. Rural Development</li> <li>8. Mines</li> <li>9. Youth Affairs and Sports</li> <li>10. Development of North Eastern Region</li> <li>11. Food Processing Industries</li> <li>12. Heavy Industries</li> </ol>  | <ol style="list-style-type: none"> <li>1. Admn. I</li> <li>2. Coordination Section</li> <li>3. RTI</li> </ol> <p><b>All Legislative proposals delt by Sh. R. Sreenivas, Addl. LC to be routed through Sh. Udaya Kumara, AS.</b></p> <p><b>The work of Ministries/ Departments which otherwise are not specified elsewhere.</b></p> |
| II    | <p><b><u>Smt. Veena Kothavale, AS</u></b></p> <p><b><u>Legislative Officers</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Akali V. Konghay, Addl. LC</li> <li>2. Smt. Arti Chopra, DLC</li> <li>3. Sh. Atul Kumar Singh, ALC</li> <li>4. Sh. Mahesh Chand, ALC</li> <li>5. Sh. Navneet Patial, ALC</li> <li>6. Sh. Sanjeev Kumar, Suptd.</li> <li>7. Smt. Latha Kumari Antherjanam, Suptd.</li> </ol> <p><b><u>Officers for Stenographic Assistance</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Suman, PPS</li> <li>2. Sh. Pawan Kumar, PPS</li> <li>3. Sh.M.R. Dhakshinamoorthy, PA (RL)</li> </ol> | <ol style="list-style-type: none"> <li>1. Personnel, PG and Pension</li> <li>2. Parliamentary Affairs</li> <li>3. Information and Broadcasting</li> <li>4. Atomic Energy</li> <li>5. Consumer Affairs</li> <li>6. Health and Family Welfare</li> <li>7. Labour and Employment</li> <li>8. Jal Shakti</li> <li>9. Panchayati Raj</li> <li>10. Micro, Small and Medium Enterprises</li> <li>11. Minority Affairs</li> <li>12. Fisheries, Animal Husbandry and Dairying</li> </ol> | <ol style="list-style-type: none"> <li>1. <b>Leg. I</b><br/>(Smt. Arti Chopra, DLC)</li> <li>2. <b>Leg. III</b><br/>(Shri Beo Joseph, DLC, RL &amp; Shri Pawan Kumar, ALC, RL)</li> </ol>  |

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| III | <p><b><u>Dr. Manoj Kumar, AS</u></b></p> <p><b><u>Legislative Officers</u></b></p> <ol style="list-style-type: none"> <li>1. Dr. K.V. Kumar, Addl.LC</li> <li>2. Sh. T.S. Muralidharan, DLC</li> <li>3. Sh. Gangesh Kumar, ALC</li> <li>4. Sh. K.K. Sharma, ALC</li> </ol> <p><b><u>Officers for Stenographic Assistance</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Padma Neelakantan, PPS</li> <li>2. Sh. Shailesh Ganatra, PA (RL)</li> <li>3. Sh. S. Dutta, PA (RL)</li> </ol>   | <ol style="list-style-type: none"> <li>1. Ministry of Finance (both Direct and Indirect Taxes)</li> <li>2. Skill Development and Entrepreneurship</li> <li>3. Food and Public Distribution</li> <li>4. New and Renewable Energy</li> <li>5. Department of Space</li> <li>6. Petroleum and Natural Gas</li> <li>7. Tourism</li> <li>8. Communication</li> <li>9. Electronics and IT</li> </ol> | <ol style="list-style-type: none"> <li>1. ILDR</li> <li>2. Cyber, Information Technology Management and NIC Cell</li> <li>3. Printing I &amp; II</li> </ol>   |
| IV  | <p><b><u>Smt. Sudha Rani Relangi, JS&amp;LC</u></b></p> <p><b><u>Legislative Officers</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Chinnaraja G. Naidu, DLC</li> <li>2. Dr. Bahadur Singh, ALC</li> <li>3. Sh. Chandra Shekhar Sharma, ALC</li> </ol> <p><b><u>Officers for Stenographic Assistance</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Neelam Raizada, PPS</li> <li>2. Smt. Janki Gairi, PS</li> <li>3. Sh. Ashish Choudhary, Steno (Gr.'D')</li> </ol>  | <ol style="list-style-type: none"> <li>1. Ayush</li> <li>2. Social Justice and Empowerment</li> <li>3. Textiles</li> <li>4. Statistics and Programme Implementation</li> <li>5. Tribal Affairs</li> <li>6. Road Transport and Highways</li> </ol>   | Publication Section   |
| V   | <p><b><u>Sh. Diwakar Singh, JS&amp;LC</u></b></p> <p><b><u>Legislative Officers</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Shanti Bhushan, DLC</li> <li>2. Sh. Sanjay Kumar Meena, ALC</li> <li>3. Sh. Girdhar Gopal, ALC</li> <li>4. Smt. Ranjani Raman, Suptd.</li> </ol> <p><b><u>Confidential Supdt.</u></b></p> <p>Sh. P.S. Prasad</p> <p><b><u>Officers for Stenographic Assistance</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Savita, PPS</li> <li>2. Sh. Prasanna T. Rozekar, PA (RL)</li> <li>3. Sh. Shubham, Steno (Gr.'D')</li> </ol> | <ol style="list-style-type: none"> <li>1. Commerce and Industry</li> <li>2. External Affairs</li> <li>3. Law and Justice</li> <li>4. Corporate Affairs</li> <li>5. NITI Aayog</li> <li>6. Environment, Forest and Climate Change</li> </ol>   | <ol style="list-style-type: none"> <li>1. <b>Leg. II</b> (Sh. S. Mahesh Babu, DLC)</li> <li>2. Parliament Section (Sh. Parikshit Bhople, DLC)</li> <li>3. OL Section</li> <li>4. VSP (HoD)</li> </ol> |

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| VI  | <b><u>Sh. R.K. Cheekati, JS&amp;LC</u></b><br><br><b><u>Legislative Officers</u></b><br><br>1. Sh. Vinay Kumar Mishra, DLC<br>2. Sh. Virender Singh, ALC<br><br><b><u>Officers for Stenographic Assistance</u></b><br><br>1. Sh. Madan Mohan, Sr.PPS<br>2. Smt. Manorama Pahwa, PPS  | 1. Culture<br>2. Steel<br>3. Coal<br>4. Chemicals & Fertilisers<br>5. Housing & Urban Affairs<br>6. Ministry of Ports, Shipping and Waterways.              | 1. Admn.II Section<br>2. Cash Section<br>3. Digitalization Section |
| VII | <b><u>Sh. R. Sreenivas, Addl. LC</u></b><br><br><b><u>Legislative Officers</u></b><br><br>1. Smt. Renu Sinha, DLC<br>2. Sh. Praveen Kumar Tiwari, ALC<br>3. Sh. Deepak Bagsingh, ALC<br><br><b><u>Officers for Stenographic Assistance</u></b><br><br>1. Smt. Poornima Jayasankar, PS<br>2. Sh. P. Anil Kumar, PA (RL)<br><br><b>All Legislative proposals to be routed through Sh. Udaya Kumara, AS</b> | 1. Power<br>2. Women and Child Development<br>3. Civil Aviation<br>4. Agriculture and Farmers Welfare<br>5. Earth Sciences<br>6. Railways<br>7. Cooperation | 1. Correction and India Code updation Unit.<br><br>2. GSRO         |

### **Controlling/Branch Officers of Section**

| S.No. | Section                         | Controlling / Branch Officers   |
|-------|---------------------------------|---|
| 1.    | Admn. I Section                 | Sh. Udaya Kumar, AS<br>Sh. Hans Raj Meena, Deputy Secretary<br>Sh. B.S. Bisht, Under Secretary  |
| 2.    | Admn. II & Digitization Section | Sh. R. K. Cheekati, JS&LC<br>Sh. R.K. Pattanayak, Addl LC<br>Smt. Rakhi Biswas, Under Secretary |
| 3.    | Leg. I Section                  | Smt. Veena Kothavale, AS<br>Smt. Arti Chopra, DLC   |
| 4.    | Leg. II Section                 | Sh. Diwakar Singh, JS&LC<br>Sh. S. Mahesh Babu, DLC (RL)  |

| S.No. | Section   | Controlling / Branch Officers   |
|-------|---|---|
| 5.    | Leg. III Section                                      | Smt. Veena Kothavale, AS<br>Sh. Beo Joseph, DLC (RL)<br>Sh. Pawan Kumar, ALC (RL)                   |
| 6.    | Parliament Section                                    | Sh. Diwakar Singh, JS&LC<br>Sh. Parikshit Bhople, DLC (RL)  |
| 7.    | B&A Section   | Smt. Ranjana Chopra, AS&FA<br>Sh. Sunil Kumar Jain, Deputy Secretary                                |
| 8.    | Correction & India Code updation Unit                 | Sh. R. Sreenivas, Addl.LC<br>Smt. Renu Sinha, DLC   |
| 9.    | GSRO Section  | Sh. R. Sreenivas, Addl.LC<br>Smt. Renu Sinha, DLC   |
| 10.   | RTI Cell  | Sh. Udaya Kumar, AS<br>Sh. P.C. Meena, Director   |
| 11.   | Institute of Legislative Drafting and Research (ILDR) | Dr. Manoj Kumar, AS – Course Coordinator<br>Dr. K.V. Kumar, Addl.LC<br>Sh. Sanjay Kumar Gautam, ALC |
| 12.   | Printing I & II Section                               | Dr. Manoj Kumar, AS<br>Sh. T.S. Muralidharan, DLC   |
| 13.   | Publication Section                                   | Smt. Sudha Rani Relangi, JS&LC<br>Dr. Bahadur Singh, ALC  |
| 14.   | Cash Section  | Sh. R. K. Cheekati, JS&LC   |
| 15.   | O.L. Section  | Sh. Diwakar Singh, JS&LC<br>Sh. Shanti Bhushan, DLC   |
| 16.   | Vidhi Sahitya Prakashan (VSP)                         | Sh. Diwakar Singh, JS&LC<br>Sh. Uttam Prakash, Deputy Secretary                                     |
| 17.   | O.L. Wing   | Dr. Brajesh Kumar Singh, JS&LC (OLW)<br>Sh. P.C. Meena, Director                                    |
| 18.   | Cyber, IT Management and NIC Cell                     | Dr. Manoj Kumar, AS<br>Sh. T. S. Muralidharan, DLC  |
| 19.   | Coordination Section                                  | Sh. Udaya Kumara, AS<br>Sh. Hans Raj Meena, Deputy Secretary  |
| 20.   | Social Media Unit                                     | Dr. Manoj Kumar, AS<br>Sh. Gangesh Kumar, ALC   |
| 21.   | International Cooperation Section                     | Dr. Manoj Kumar, AS<br>Dr. K.V. Kumar, Addl.LC  |



2. Legislative proposals assigned to Additional Secretaries and 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 respective Groups. 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, Additional Secretary before final disposal by the concerned Group In-charge.

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

5. All Group Heads to submit a monthly report to the Secretary by 5<sup>th</sup> of every month on the following parameter/activities undertaken during the previous month.

- (i) Matters pertaining to Parliamentary Committees and ATRs on the recommendation of such committees;
- (ii) E-Samiksha Updation;
- (iii) Website Updation;
- (iv) Review/weeding out and archiving of files;
- (v) Capacity building of officers of the Group and utilization of IGOT services;
- (vi) Disposal of Parliamentary assurances;
- (vii) Timely disposal of RTI application and appeals;
- (viii) Disposal of public grievances;
- (ix) Submission of background papers of all important matters dealt by them;
- (x) Disposal of VIP/PMO references;
- (xi) Identification and disposal of obsolete office items and;
- (xii) Preparation of activity details for compilation of Annual Report.



(Udaya Kumara)

Additional Secretary (Admn.)

Copy to:-

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