

No.A.45011/06/2020-Admn.I(LD)
Government of India
Ministry of Law and Justice
Legislative Department

New Delhi, dated the 14th August, 2024

Subject:- Distribution of work in 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/ Departments / Secretariats	Other assignments
I	<p>Shri Udaya Kumara, AS <u>Legislative Officers</u></p> <ol style="list-style-type: none"> 1. Shri G. Panmei, Addl. LC 2. Shri Satish Murugan, DLC 3. Shri Sanjay Kr. Gautam, ALC 4. Shri Akhileshwar Kumar Dwivedi, ALC <p><u>Officers for Stenographic Assistance</u></p> <ol style="list-style-type: none"> 1. Smt. Kavita Kundra, PSO 2. Smt. Rose Minz, PPS 3. Shri Pawan Kumar, PPS 4. Shri Ashish Choudhary, Steno Grade 'D' 	<ol style="list-style-type: none"> 1. Cabinet Secretariat 2. President Secretariat 3. Home Affairs 4. Science and Technology 5. Defence 6. Education 7. Rural Development 8. Mines 9. Youth Affairs and Sports 10. Development of North Eastern Region 11. Food Processing Industries 12. Heavy Industries 	<ol style="list-style-type: none"> 1. Admn-I 2. Coordination Section 3. RTI <p>The work of the Ministries/ Departments which otherwise are not specified elsewhere.</p>
II	<p>Dr. Manoj Kumar, AS <u>Legislative Officers</u></p> <ol style="list-style-type: none"> 1. Shri T.S. Muralidharan, Addl. LC 2. Shri Gangesh Kumar, ALC 3. Shri K.K. Sharma, ALC 4. Shri Mahesh Chand, ALC <p><u>Officers for Stenographic Assistance</u></p> <ol style="list-style-type: none"> 1. Smt. Padma Neelakantan, Sr. PPS 2. Shri Shikha Ruhilla, PPS 3. Shri Shailesh Ganatra, PA(RL) 	<ol style="list-style-type: none"> 1. Ministry of Finance(both Direct and Indirect Taxes) 2. Skill Development and Entrepreneurship 3. Food and Public Distribution 4. New and Renewable Energy 5. Department of Space 6. Petroleum and Natural Gas 7. Tourism 8. Communication 9. Electronics and IT 	<ol style="list-style-type: none"> 1. ILDR 2. Cyber, Information Technology management and NIC Cell 3. Printing I & II Sections 4. Social Media Unit 5. International Cooperation Section

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III	<p>Shri Diwakar Singh, AS</p> <p><u>Legislative Officers</u></p> <ol style="list-style-type: none"> 1. Shri Shanti Bhushan, DLC 2. Shri Sanjay Kumar Meena, ALC 3. Shri Girdhar Gopal, ALC 4. Smt. Ranjani Raman, Suptd. <p><u>Officers for Stenographic Assistance</u></p> <ol style="list-style-type: none"> 1. Smt. Savita, PPS 2. Shri Prasanna T. Rozekar, PA(RL) 3. Shri Shubham, Steno Gr. D 	<ol style="list-style-type: none"> 1. Commerce and Industry 2. External Affairs 3. Law and Justice 4. Corporate Affairs 5. Niti Aayog 6. Environment, Forest and Climate Change 	<ol style="list-style-type: none"> 1. Leg. II (Shri S. Mahesh Babu, DLC (RL)) 2. Parliament Section (Shri Parikshit Bhople, DLC (RL)) 3. OL Section 4. V.S.P. (HOD)
IV	<p>Shri R. K. Cheekati, JS & LC</p> <p><u>Legislative Officers</u></p> <ol style="list-style-type: none"> 1. Smt. Akali V. Konghay, Addl. LC 2. Shri Vinay Kumar Mishra, DLC 3. Shri Virender Singh, ALC <p><u>Officers for Stenographic Assistance</u></p> <ol style="list-style-type: none"> 1. Smt. Manorama Pahwa, PPS 2. Shri Govind Madhav, Steno Grade 'D' 	<ol style="list-style-type: none"> 1. Culture 2. Steel 3. Coal 4. Chemicals & Fertilisers 5. Housing & Urban Affairs 6. Ministry of Ports, Shipping and Water Ways. 	-
V	<p>Shri R. Sreenivas, JS & LC</p> <p><u>Legislative Officers</u></p> <ol style="list-style-type: none"> 1. Smt. Renu Sinha, Addl. LC 2. Shri Chinnaraja G. Naidu, DLC 3. Shri Praveen Kumar Tiwari, ALC 4. Shri Deepak Bagsing, ALC <p><u>Officers for Stenographic Assistance</u></p> <ol style="list-style-type: none"> 1. Smt. Poornima Jayashankar, PPS 2. Shri M.R. Dhakshinamoorthy, PA(RL) 3. Shri P. Anil Kumar, PA(RL) 	<ol style="list-style-type: none"> 1. Power 2. Women and Child Development 3. Civil Aviation 4. Agriculture and Farmers Welfare 5. Earth Sciences 6. Railways 7. Cooperation 	<ol style="list-style-type: none"> 1. Correction & India Code Updation Unit 2. GSRO

Group	Officers in Group	Ministries/ Departments / Secretariats	Other assignments
VI	<p>Shri R. K. Pattanayak, JS & LC <u>Legislative Officers</u></p> <p>1. Smt. Arti Chopra, Addl. LC 2. Shri Atul Kumar Singh, ALC 3. Shri Sanjeev Kumar, Suptd.</p> <p><u>Officers for Stenographic Assistance</u></p> <p>1. Smt. Suman, PPS 2. Shri Avinash Kumar, Steno Grade 'D'</p>	<p>1. Personnel, PG and Pension 2. Parliamentary Affairs 3. Information & Broadcasting 4. Consumer Affairs 5. Health and Family Welfare 6. Labour and employment 7. Jal Shakti 8. Micro, Small and Medium Enterprises 9. Fisheries, Animal Husbandry and Dairying</p>	<p>1. Leg.I Section 2. LD(Main)-HOD 3. Admn.II & Digitization Section 4. Cash Section</p>
VII	<p>Dr. K. V. Kumar, JS & LC <u>Legislative Officers</u></p> <p>1. Shri Prashant Singh, DLC 2. Dr Bahadur Singh. ALC 3. Shri Chandra Shekhar Sharma, ALC 4. Shri Navneet Patial, ALC 5. Smt. Latha Kumar Antherjaman, Suptd</p> <p><u>Officers for Stenographic Assistance</u></p> <p>1. Smt. Rinku Saluja, PPS 2. Shri S. Dutta, PA (RL) 3. Shri Anil Kumar Jaif, Steno Grade 'D'</p>	<p>1. Ayush 2. Social Justice and Empowerment 3. Textiles 4. Statistics and Programme Implementation 5. Tribal Affairs 6. Road Transport and Highways 7. Atomic Energy 8. Panchayati Raj 9. Minority Affairs</p>	<p>1. Leg.III Section Shri Pawan Kumar, DLC(RL)</p> <p>2. Publication Section(Dr. Bahadur Singh)</p>

Note:- 1. After superannuation of Sh. R.K. Cheekati, JS&LC w.e.f. 31.08.2024, Smt. Akali V. Konghay, Addl. LC will incharge of the Group IV w.e.f. 01.09.2024. The Legislative proposals to be dealt by Smt. Akali V. Konghay, Addl. LC w.e.f. 01.09.2024 are to be routed through Shri Udaya Kumara, AS.


2. Shri Beo Joseph, DLC (RL) is posted in Group VI headed by Shri R.K. Pattanayak, JS & LC. The work to be assigned to the officer may be decided by the Group Head.

3. Shri P.S. Prasad, Confidential Suptd. is posted in O/o the Secretary, LD. In addition, he will look after work assigned by Group Head III (Shri Diwakar Singh, AS).

Section-wise Distribution

S. No.	Section	Controlling / Branch Officers
1.	Admn. I Section	Shri Udaya Kumara, AS Shri Hans Raj Meena, Deputy Secretary Shri B.S. Bisht, Under Secretary
2.	Admn.II Section and Digitization Section	Shri R.K. Pattanayak, JS&LC (HOD-LD) Smt. Rakhi Biswas, Under Secretary(HOO)
3.	Leg. I Section	Shri R.K. Pattanayak, JS&LC Smt. Arti Chopra, Addl. LC Shri Atul Kumar Singh, ALC
4.	Leg. II Section	Shri Diwakar Singh, AS Shri S. Mahesh Babu, DLC (RL)
5.	Leg. III Section	Dr. K. V. Kumar, JS & LC Shri Pawan Kumar, DLC (RL) Shri Navneet Patial, ALC
6.	Parliament Section	Shri Diwakar Singh, AS Shri Parikshit Bhople, DLC (RL)
7.	B&A Section	Smt. Ranjana Chopra, AS & FA Shri Sunil Kumar Jain, Dy. Secretary
8.	Correction & India Code Updation Unit	Shri R. Sreenivas, JS&LC Smt. Renu Sinha, Addl. LC
9.	GSRO Section	Shri R. Sreenivas, JS&LC Smt Renu Sinha, Addl. LC
10.	RTI Cell	Shri Udaya Kumara, AS Shri P.C. Meena, Director
11.	Institute of Legislative Drafting and Research (ILDR)	Dr. Manoj Kumar, AS- Course Coordinator Shri T.S. Muralidharan, Addl. LC Shri K.K. Sharma, ALC
12.	Printing I & II Section	Dr. Manoj Kumar, AS Shri T. S. Muralidharan, Addl. LC
13.	Publication Section	Dr. K. V. Kumar, JS & LC Dr. Bahadur Singh, ALC
14.	Cash Section	Shri R.K. Pattanayak, JS&LC Smt. Rakhi Biswas, Under Secretary
15.	OL Section	Shri Diwakar Singh, AS Sh. Shanti Bhushan, DLC
16.	V.S.P.	Shri Diwakar Singh, AS Shri Uttam Prakash, Dy. Secretary
17.	O. L. Wing	Dr. Brajesh Kumar Singh, JS&LC(OLW) Shri P.C. Meena, Director
18.	Cyber, IT Management and NIC Cell	Dr. Manoj Kumar, AS Shri Atul Kumar Singh, ALC
19.	Co-ordination Section	Shri Udaya Kumara, AS Shri Hans Raj Meena, Dy. Secretary
20.	Social Media Unit	Dr. Manoj Kumar AS Shri Gangesh Kumar, ALC
21.	International Cooperation Section	Dr. Manoj Kumar, AS Shri T.S. Muralidharan, 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 dealt by those officers and new Legislative proposals assigned to AS/JS&LC/Addl. LC will be dealt 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. Scrutiny or vetting of Subordinate Legislation work in this 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/Departments after seeking consent/approval of Secretary.
5. All Group Heads to submit a monthly report to the Secretary by 5th of every month on the following parameter/activities undertaken during the previous month:-
 - i. Matters pertaining to Parliamentary Committees and ATRs on their 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;
 - viii. Disposal of public grievances;
 - ix. Submission of background papers of all important matters dealt;
 - 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.


(Bhoopendra Singh Bisht)
Under Secretary (Admn.)

Copy to:-

1. The officers concerned
2. PS to MoS (Independent Charge), L&J/ PPS to Secretary (LD) / PPS to Law Secretary
3. Offices/Sections of Legislative Department
4. SSA/NIC Sections with the request to upload the above Order on the Departments' website.