

डॉ. मनोज कुमार
अपर सचिव
Dr. Manoj Kumar
Additional Secretary

75
आज़ादी का
अमृत महोत्सव



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

D.O. No. LD-33022/4/2024-ILDR

Dated the 8th January, 2025

Dear Sirs,

1. As you are aware, the Government of India set up the Institute of Legislative Drafting and Research (ILDR) as a wing of the Legislative Department of the Ministry of Law and Justice in January, 1989 with the objective of giving training to the Central/State Government officers so as to build capacity in the field of legislative drafting. Since then, the ILDR has been imparting training in legislative drafting to such officers and has so far conducted Twenty-five Appreciation Courses in Legislative Drafting.
2. ILDR is now organizing the **Twenty-sixth Appreciation Course in Legislative Drafting from 7th April, 2025 to 21st April, 2025**. 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. As per the policy laid down by the Government of India, officers belonging to the Scheduled Castes, the Scheduled Tribes and Other Backward Classes are to be given extensive training connected with their work. It is, therefore, requested that the officers belonging to these communities may be given due consideration while making nominations for the said Appreciation Course. You are also requested to give due opportunity to women officers.
4. During the period of training, the officers will continue to be on the strength of their respective Ministries/Departments/Attached/Subordinate Offices and Public Sector Undertakings of the Central Government Administration and will receive pay and allowances from the concerned Administration and as such no expenditure on this account shall be borne by Legislative Department, Ministry of Law and Justice. The trainees will be under the administrative control of the ILDR with regard to their leave.

5. It may please be noted that the ILDR has no arrangements for stay of the trainee officers in Delhi. As the training will last for two weeks, it is necessary in the interest of the nominated officers that the concerned Government/Administration may make suitable arrangements for their accommodation or by way of suitable special allowance so that they do not face any difficulty on this account. Further, it is expected that the trainee officers would not be called back before the completion of the training.

6. The nomination of the officers at the level of Desk Officers/Under Secretaries or of equivalent rank for the said course may be sent in the proforma annexed hereto at an early date, so as to reach this Department not later than 31st January, 2025 (Friday).

With regards.

Warm regards,

Yours sincerely,

Manoj Kumar
(Dr. Manoj Kumar)

To,
The Secretary,
All Ministries/Departments (as per the standard list).



INSTITUTE OF LEGISLATIVE DRAFTING AND RESEARCH
(An ISO 9001: 2015 Certified Institute)



Twenty-sixth Appreciation Course in Legislative Drafting
(7th April, 2025 to 21st April, 2025)

NOMINATION FORM

(to be filled in BLOCK letters only)

Name of Sponsoring 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. 33022/4/2024-ILDR dated 8th January, 2025.

(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 ildr.ld@nic.in, latest by **31.01.2025**.