

No. A 45011/06/2020-Admn. I (LD)  
Government of India  
Ministry of Law and Justice  
Legislative Department  
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New Delhi, Dated 3<sup>rd</sup> April, 2025

**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 / Department / Secretariat	Other assignments
I	<p><b>Shri Udaya Kumara, AS</b></p> <p><b><u>Legislative Officers</u></b></p> <p>1. Shri G. Panmei, Addl. LC 2. Shri K. Sreemannarayana, Addl. LC 3. Shri Sathish Murugan, DLC 4. Shri Sanjay Kumar Gautam, ALC 5. Shri Akhileshwar Kumar Dwivedi, ALC</p> <p><b><u>Officers for Stenographic Assistance</u></b></p> <p>1. Smt. Kavita Kundra, PSO 2. Shri Pawan Kumar, PPS 3. Shri Ashish Choudhary, Steno Grade 'D'</p>	<p>1. Cabinet Secretariat 2. President's 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</p>	<p>1. Admn. I 2. Coordination Section 3. RTI</p> <p>The work of the Ministries/ Department which otherwise are not specified elsewhere.</p>
II	<p><b>Dr. Manoj Kumar, AS</b></p> <p><b><u>Legislative Officers</u></b></p> <p>1. Shri T.S. Muralidharan, Addl. LC 2. Shri K.K. Sharma, ALC 3. Shri Gangesh Kumar, ALC 4. Shri Sanjay Kumar Meena, ALC</p> <p><b><u>Officers for Stenographic Assistance</u></b></p> <p>1. Smt. Padma Neelakantan, Sr. PPS 2. Smt. Shikha Ruhilla, PPS 3. Smt. Roze Minz, PPS 4. Smt. Rinku Saluja, PPS 5. Sh. Shailesh Ganatra, PA (RL)</p>	<p>1. Ministry of Finance (both Direct and Indirect Taxes) 2. Skill Development and Entrepreneurship 3. Consumer Affairs, 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 10. Atomic Energy</p>	<p>1. ILDR 2. Cyber, Information Technology Management and NIC Cell 3. Printing I &amp; II Sections 4. Social Media Unit 5. International Cooperation Section</p>

Group	Officers in Group	Ministries / Department / Secretariat	Other assignments
III	<p><b>Shri R. Sreenivas, JS &amp; LC</b></p> <p><b><u>Legislative Officers</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Renu Sinha, Addl. LC</li> <li>2. Shri Chinnaraja G. Naidu, DLC</li> <li>3. Shri Praveen Kumar Tiwari, DLC</li> <li>4. Shri Deepak Baging, ALC</li> </ol> <p><b><u>Officers for Stenographic Assistance</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Poornima Jayasankar, PPS</li> <li>2. Shri M.R. Dhakshinamoorthy, PA (RL)</li> <li>3. Shri P. Anil Kumar, PA (RL)</li> </ol>	<ol style="list-style-type: none"> <li>1. Power</li> <li>2. Women and Child Development</li> <li>3. Civil Aviation</li> <li>4. Agriculture and Farmers Welfare</li> <li>5. Earth Sciences</li> <li>6. Railways</li> <li>7. Cooperation</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Correction and India Code Updation Unit.</b></li> <li>2. <b>GSRO</b></li> </ol>
IV	<p><b>Shri R.K. Pattanayak, JS &amp; LC</b></p> <p><b><u>Legislative Officers</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Arti Chopra, Addl. LC</li> <li>2. Shri B.N.S.V.S.K. Bangarraju DLC</li> <li>3. Shri Atul Kumar Singh, ALC</li> <li>4. Shri Mahesh Chand, ALC</li> <li>5. Shri Sanjeev Kumar, Supdt.</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. Smt. Savita, PPS</li> <li>3. Shri Avinash Kumar, Steno Grade 'D'</li> </ol>	<ol style="list-style-type: none"> <li>1. Personnel, PG and Pension</li> <li>2. Parliamentary Affairs</li> <li>3. Corporate Affairs</li> <li>4. Law and Justice</li> <li>5. External Affairs</li> <li>6. Panchayati Raj</li> <li>7. Micro, Small and Medium Enterprises</li> <li>8. Labour and Employment</li> <li>9. NITI Aayog</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Leg.I Section</b></li> <li>2. <b>LD(Main)-HOD</b></li> <li>3. <b>Admin.II &amp; Digitization Section</b></li> <li>4. <b>Cash Section</b></li> </ol>
V	<p><b>Dr. K.V. Kumar, JS &amp; LC</b></p> <p><b><u>Legislative Officers</u></b></p> <ol style="list-style-type: none"> <li>1. Shri R.S. Jayakrishnan, Addl. LC</li> <li>2. Shri Prashant Singh, DLC</li> <li>3. Dr. Bahadur Singh, ALC</li> <li>4. Shri Navneet Patial, ALC</li> <li>5. Smt Latha Kumari Antherjanam V.V. , Supdt.</li> </ol> <p><b><u>Officers for Stenographic Assistance</u></b></p> <ol style="list-style-type: none"> <li>1. Shri Shubham, Steno Grade 'D'</li> <li>2. Shri Anil Kumar Jaif, Steno Grade 'D'</li> </ol>	<ol style="list-style-type: none"> <li>1. Ayush</li> <li>2. Social Justice and Empowerment</li> <li>3. Statistics and Programme Implementation</li> <li>4. Tribal Affairs</li> <li>5. Road Transport and Highways</li> <li>6. Minority Affairs</li> <li>7. Commerce and Industry</li> <li>8. Environment, Forest and Climate Change</li> <li>9. Information and Broadcasting</li> <li>10. Jal Shakti</li> </ol>	<p><b>Publication Section</b></p>

Group	Officers in Group	Ministries / Department / Secretariat	Other assignments
VI	<p><b>Smt. Akali V. Konghay, JS&amp;LC</b></p> <p><b>Legislative Officers</b></p> <p>1. Shri Vinay Kumar Mishra, DLC</p> <p>2. Shri Shanti Bhushan, DLC</p> <p>3. Shri Chandra Shekhar Sharma, ALC</p> <p>4. Shri Virender Singh, ALC</p> <p><b>Officers for Stenographic Assistance</b></p> <p>1. Smt. Manorama Pahwa, PPS</p> <p>2. Shri Govind Madhav, Steno Grade 'D'</p>	<p>1. Culture</p> <p>2. Steel</p> <p>3. Coal</p> <p>4. Chemicals &amp; Fertilisers</p> <p>5. Housing &amp; Urban Affairs</p> <p>6. Ministry of Ports, Shipping and Water Ways.</p> <p>7. Fisheries, Animal Husbandry and Dairying</p> <p>8. Textile</p> <p>9. Health and Family Welfare</p>	--

- Note:-**
1. **Shri Diwakar Singh, Consultant (Retd. Addl. Secretary)** will look after the work of Leg.II, Leg.III and Parliament Sections.
  2. **Shri Girdhar Gopal, ALC** is posted in Leg.II Section. In addition, he will look after work assigned by Group Head II (Dr. Manoj Kumar, AS).
  3. **Shri P.S. Prasad, Confidential Supdt.** is posted in O/o the Secretary, LD. In addition, he will look after work assigned by Group Head IV (Shri R.K. Pattanayak, JS&LC).
  4. **Smt. Savita, PPS** is also attached to Shri Diwakar Singh, Consultant.

**Section-wise Distribution**

S.No.	Section	Controlling / Branch Officers
1.	Admn. I Section	Shri Udaya Kumar, AS Shri Bhoopendra Singh Bisht, US
2.	Admn. II Section and Digitization Section	Shri R. K. Pattanayak, JS&LC( <b>HOD-LD</b> ) Smt. Rakhi Biswas, US ( <b>HOO</b> )
3.	Leg. I Section	Shri R.K. Pattanayak, JS&LC Smt. Aarti Chopra, Addl. LC Shri Atul Kumar Singh, ALC
4.	Leg. II Section	Shri Diwakar Singh, Consultant Shri Hans Raj Meena, DS Shri S. Mahesh Babu, DLC (RL) Shri Girdhar Gopal, ALC Smt. Rachna, US

5.	Leg. III Section	Shri Diwakar Singh, Consultant Shri R.S. Jayakrishnan, Addl. LC Shri Navneet Patial, ALC
6.	Parliament Section	Shri Diwakar Singh, Consultant Shri Parikshit Bhople, DLC (RL)
7.	B&A Section	Smt. Ranjana Chopra, AS&FA Shri Sunil Kumar Jain, DS
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 Kumar, 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, US
15.	O.L. Section	Shri Brajesh Kumar Singh, JS&LC (OLW) Shri Trilok Sharma, DLC (OLW)
16.	V.S.P.	Shri Ashvani, JS & LC (HOD) Shri Uttam Prakash, Director
17.	O.L. Wing	Dr. Brajesh Kumar Singh, JS & LC (OLW) - <b>HOD</b> Shri P.C. Meena, Director
18.	Cyber, IT Management and NIC Cell	Dr. Manoj Kumar, AS Shri Sanjay Kumar Meena, ALC
19.	Coordination Section	Shri Udaya Kumara, AS Shri Bhoopendra Singh Bisht, US
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 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 after seeking 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 their recommendation of such committees;
- ii. E-Samiksha Updation with data and UID No;
- 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;
- xiii. No of e-files opened in the month;
- xiv. No of physical files opened in the month.

  
(Udaya Kumara)  
Addl Secretary (Admn.1)

Copy to:-

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