

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



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

and Course Director (ILDR)

Dated the 5th May, 2025

D.O. No. 33022/1/2024-ILDR

Dear Sir/Madam,

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 Thirty Four Basic Courses in Legislative Drafting.

2. ILDR is now organising the **Thirty-fifth Basic Course in Legislative Drafting** from **1st July, 2025 to 19th September, 2025**. This Course is of three months' duration and will cover both theoretical aspects of legislative drafting as well as on-the-job practical training. The said Course is meant for providing training to the officers of the State government/Union territory Administrations, State Government Undertakings, Statutory Authorities, attached and subordinate offices of the State Government, whose services are being utilised or likely to be utilised in drafting of laws, rules, regulations, bye-laws, etc. You are requested to nominate two suitable officers for the Basic Course. The officers who have already undergone training at ILDR during any previous year may not be nominated again.

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 Basic 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 the State Government/Union territory Administration and will receive pay and allowances from the concerned State Government/Union territory Administration and as such no expenditure on this account shall be borne by the Central Government. 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, food or local conveyance of the trainee officers in Delhi. As the training will last for three months, it is necessary in the interest of officers of the State Government/Union territory Administrations that the concerned Government/Administration may make suitable arrangements for their accommodation/food/local conveyance or by way of suitable special allowance for accommodation/local conveyance from **30th June, 2025 to 20th September, 2025** so that the officers 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. As a part of the training programme, the trainee officers shall be taken for a study- tour to a States/Union territory outside Delhi so as to gain practical experience of the best legislative practices and procedures followed there. However, the travel, accommodation, food and other expenses in respect of each candidate are required to be met by the concerned Government/Administration. Therefore, the concerned Government/Administration are requested to additionally provide funds/advance to the nominated officers each to the tune of Rs. 35,000/- (Thirty five thousand rupees only) towards travel, accommodation, food and other expenses for the study tour.

7. The nomination of the officers may be sent in the proforma annexed hereto at an early date, so as to reach this Department not later than 10th June, 2025.

With regards.

Best Regards,
Yours sincerely,


(Dr. Manoj Kumar)

To,

1. The Chief Secretaries of all States /Union territories
2. The Law Secretaries /Legislative Secretaries of all States/Union territories



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



Thirty-fifth Basic Course in Legislative Drafting
(1st July, 2025 to 19th September, 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. LD-33/1/2025-ILDR dated 5th May, 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 **10.06.2025**.