

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

New Delhi, Dated the 1st September, 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	Dr. Manoj Kumar, AS <u>Legislative Officers</u> 1. Shri Vinay Kumar Mishra, Addl. LC 2. Shri Praveen Kumar Tiwari, DLC 3. Shri K.K. Sharma, DLC 4. Shri Girdhar Gopal, ALC <u>Officers for Stenographic Assistance</u> 1. Smt. Padma Neelakantan, Sr. PPS 2. Smt. Shikha Ruhilla, PPS 3. Smt. Roze Minz, PPS 4. Shri Shailesh Ganatra, PA (RL)	1. Environment, Forest and Climate Change 2. Power 3. Defence 4. Civil Aviation 5. Women and Child Development 6. Earth Sciences 7. Panchayati Raj 8. Cooperation 9. NITI Aayog	1. Cyber Security, Information Technology Management and NIC Cell 2. ILDR 3. iGOT Karmayogi-Capacity Building Unit The work of the Ministries/Departments which otherwise are not specified elsewhere.
II	Shri. R.K. Pattanayak, AS <u>Legislative Officers</u> 1. Smt. Arti Chopra, Addl.LC 2. Shri. Mahesh Chand, ALC 3. Shri. Gangesh Kumar, ALC <u>Officers for Stenographic Assistance</u> 1. Smt. Suman, PPS 2. Shri. M.R. Dakshinamoorthy, PA (RL) 3. Shri Avinash Kumar, Steno Grade 'D'	1. Home Affairs 2. Finance (other than Revenue) 3. Corporate Affairs 4. Cabinet Secretariat 5. President Secretariat 6. Law and Justice 7. Coal 8. Mines 9. Steel 10. Atomic Energy	1. LD(Main)-HOD 2. Leg.I Section 3. Admin.II Section & Digitization Section 4. Cash Section 5. Social Media Unit
III	Dr. K.V. Kumar, AS <u>Legislative Officers</u> 1. Shri. Sathish Murugan P, DLC 2. Shri. Navneet Patial, ALC 3. Shri. Virender Singh, ALC <u>Officers for Stenographic Assistance</u> 1. Smt. Sunita Sidhu, PSO 2. Shri. P. Anil Kumar, PA (RL)	1. Road Transport and Highways 2. Labour and Employment 3. Railways 4. Electronics and IT 5. Skill Development and Entrepreneurship 6. New and Renewable Energy 7. Department of Space 8. Information and Broadcasting 9. Parliamentary Affairs	1. Admn.I Section 2. Co-ordination Section 3. RTI Cell 4. International Cooperation

IV	Smt. Akali V. Konghay, JS&LC <u>Legislative Officers</u> 1. Shri Shanti Bhushan, Addl.LC 2. Shri Chandra Shekher Sharma, DLC 3. Shri Sanjay Kumar Meena, ALC <u>Officers for Stenographic Assistance</u> 1. Smt. Poornima Jayasankar, PPS 2. Shri Govind Madhav, Steno Grade 'D'	1. Department of Revenue (Indirect Taxes) 2. Personnel, PG and Pension 3. AYUSH 4. Agriculture and Farmers Welfare 5. Minority Affairs 6. Tourism 7. Development of North Eastern Region 8. Statistics & Programme Implementation	1. Leg. II Section & Parliament Section 2. Legal Cell & LIMBS
V	Smt. Renu Sinha, JS&LC <u>Legislative Officers</u> 1. Shri Chinnaraja G. Naidu, DLC 2. Shri Prashant Singh, DLC 3. Shri Deepak Bagsingh, ALC <u>Officers for Stenographic Assistance</u> 1. Smt. Savita, PPS 2. Shri Ashish Choudhary, Steno Grade 'D'	1. Consumer Affairs, Food and Public Distribution 2. Commerce and Industry 3. Communication 4. Petroleum and Natural Gas 5. Food Processing Industries 6. Heavy Industries 7. Micro, Small and Medium Enterprises 8. Textile	1. Correction Section & India Code Unit 2. GSRO Section 3. E-office Implementation
VI	Shri. G. Panmei, Addl. LC <u>Legislative Officers</u> 1. Shri. R.S. Jayakrishnan, Addl. LC 2. Dr. Bahadur Singh, ALC 3. Shri. A.K. Dwivedi, ALC <u>Officers for Stenographic Assistance</u> 1. Shri Anil Kumar Jaif, Steno Grade 'D'	1. Education 2. Jal Shakti 3. Fisheries, Animal Husbandry and Dairying 4. Tribal Affairs 5. Science and Technology 6. Youth Affairs & Sports 7. Rural Development	1. Leg. III Section 2. Publication Section (All Legislative proposals to be routed through Dr. K.V. Kumar, AS)
VII	Shri. T.S. Muralidharan, Addl. LC <u>Legislative Officers</u> 1. Shri BNSVSK. Bangaraju, DLC 2. Shri Sanjay Kumar Gautam, ALC 3. Shri Atul Kumar Singh, ALC <u>Officers for Stenographic Assistance</u> 1. Shri. Shubham, Steno Grade 'D'	1. Department of Revenue (Except Indirect taxes) 2. External Affairs 3. Health and Family Welfare 4. Housing and Urban Affairs 5. Culture 6. Chemicals & Fertilisers 7. Ministry of Ports, Shipping and Waterways 8. Social Justice and Empowerment	1. Printing-I & Printing-II Sections 2. International Cooperation (All Legislative proposals to be routed through Shri. R.K. Pattanayak, AS)

Note:- 1. Shri. Diwakar Singh, AS (Retd.) will look after the work assigned to him by the Secretary, LD.

2. Shri. Mahesh Babu, DLC (RL) & Shri. Parikshit Bhople, DLC (RL), as and when require, will assist the concerned Group Head in matters relating to Leg-II & Parliament Sections respectively.
3. Shri. Girdhar Gopal, ALC will be acting as Protocol Officer as well as will assist the Leg.-II Section, in addition to the Group work allocated to him.
4. Shri P.S. Prasad, Confidential Supdt. is posted in O/o the Secretary, LD. In addition, he will look after the work assigned by Group-I Head (Dr. Manoj Kumar, AS).

Section-wise Distribution

S.No.	Section	Controlling / Branch Officers
1.	Institute of Legislative Drafting, and Research (ILDR)	Dr. Manoj Kumar, AS – Course Coordinator Shri K.K. Sharma, DLC
2.	Cyber, IT Management and NIC Cell	Dr. Manoj Kumar, AS Shri. Vinay Kumar Mishra, Addl.LC
3.	iGOT Karmayogi- Capacity Building Unit	Dr. Manoj Kumar, AS Shri. Girdhar Gopal, ALC
4.	Admn.-I Section & Coordination Section	Dr. K.V. Kumar, AS Shri Bhoopendra Singh Bisht, Under Secretary
5.	RTI Cell	Dr. K.V. Kumar, AS Shri. P.C Meena, Director
6.	Admn. II Section and Digitization Section	Shri R. K. Pattanayak, AS (HOD-LD) Smt. Rakhi Biswas, Under Secretary (HOO)
7.	Leg. I Section	Shri R.K. Pattanayak, AS Smt. Arti Chopra, Addl. LC
8.	Leg. II Section	Smt. Akali V. Konghay, JS & LC Shri. Shanti Bhushan, Addl.LC (All legislative proposals will be routed through him) Shri. Hans Raj Meena, Deputy Secretary Smt. Rachna, Under Secretary
9.	Leg. III Section	Shri. G. Panmei, Addl.LC Shri R.S. Jayakrishnan, Addl. LC Shri Beo Joseph, DLC (RL)
10.	Parliament Section	Smt. Akali V. Konghay, JS & LC Shri Hans Raj Meena, Deputy Secretary
11.	B&A Section	Smt. Ranjana Chopra, SS&FA Shri Sunil Kumar Jain, Deputy Secretary
12.	Correction & India Code Updation Unit	Dr. Manoj Kumar, AS Smt. Renu Sinha, JS&LC Shri. Deepak Bagsingh, ALC
13.	G.S.R.O	Smt. Renu Sinha, JS&LC Shri. Prashant Singh, DLC
14.	E-Office Implementation	Smt. Renu Sinha, JS&LC Shri Chinnaraja G. Naidu, DLC
15.	Printing I & II Section	Shri. T.S. Muralidharan, Addl.LC Shri. BNSVSK Bangarraju, DLC
16.	Publication Section	Shri. G. Panmei, Addl.LC Shri. A.K. Dwivedi, ALC
17.	Cash Section	Shri R. K. Pattanayak, AS Smt. Rakhi Biswas, Under Secretary
18.	O.L. Section	Dr. Brajesh Kumar Singh, JS&LC (OLW) Shri Trilok Sharma, Addl. LC (OLW)
19.	V.S.P.	Shri Ashwani, JS & LC (HOD-VSP) Shri. Pradeep Kumar Singh, Deputy Secretary
20.	O.L. Wing	Dr. Brajesh Kumar Singh, JS & LC (HOD-OLW) Shri P.C. Meena, Director
21.	Social Media Unit (Admn-II)	Shri. R.K. Pattanayak, AS Shri. Gangesh Kumar, ALC
22.	International Cooperation Section	Dr. K.V. Kumar, AS Shri. T.S. Muralidharan, Addl.LC Shri. Sanjay Kumar Gautam, ALC
23.	Legal Cell & LIMBS	Smt. Akali V. Konghay, JS & LC Shri. Chandra Shekhar Sharma, DLC

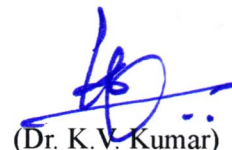
2. Legislative proposals assigned to Additional Secretaries and Joint Secretary & Legislative Counsels and other officers prior to this work distribution may continue to be dealt by those officers and new Legislative proposals assigned to AS/JS&LC/Addl. LC will be dealt by them with the assistance of officers of the respective Groups. Pending SRO files will be scrutinised 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 R.K. Pattanayak, 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, LD.

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 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.



(Dr. K.V. Kumar)

Additional Secretary (Admn.)

Copy to:-

1. The officers concerned;
2. PS to MoS(Independent Charge), L&J/ PSO to Secretary (LD);
3. Officers/Sections of Legislative Department including OL Wing and VSP;
4. SSA/NIC Sections with the request to upload the above Order on the Departments' website.