

No.A-45011/6/2020-Admn.I(LD)
Government of India
Ministry of Law and Justice
Legislative Department

New Delhi, dated the 22nd October, 2025

OFFICE ORDER

The following transfer/postings are ordered with immediate effect and until further orders:-

S.No.	Name of official	From	To
1.	Shri Hans Raj Meena, Director	Leg.II and Parliament Sections	Parliament Section
2.	Shri Shanti Bhushan, Addl. LC	Leg.II Section	Branch Officer, Leg.II Section
3.	Smt. Rachna, US	Leg.II Section	Leg.II Section (All general and administrative matters)

2. This issues with the approval of the competent authority.


(Bhoopendra Singh Bisht)
Under Secretary(Admn.I)

To

1. The Officers concerned
2. PSO to Secretary, Legislative Department
3. PPS to AS (Admn.)/PPS to JS&LC(Smt. Akali V. Konghay)
4. Office Order Folder

No.A-22011/1/2025-Admn.I(LD)
Government of India
Ministry of Law and Justice
Legislative Department

New Delhi, dated the 22nd October, 2025

OFFICE ORDER

The following transfer/posting is ordered with immediate effect and until further orders:-

S.No.	Name and designation of officer	From	To
1.	Smt. Sunita Sidhu, PSO	Legislative Group headed by Dr. Manoj Kumar, Addl. Secretary	Legislative Group headed by Smt. Akali V. Konghay, JS&LC

2. This issues with the approval of the competent authority.


(Bhoopendra Singh Bisht)
Under Secretary(Admn.I)

To

1. The Officer concerned
2. PSO to Secretary, Legislative Department
3. PPSs to AS (Dr. Manoj Kumar)/AS (Admn.)/JS&LC(Smt. Akali V. Konghay)
4. Office Order Folder

F.No. A-45011/11/2023-Admn.I (LD)

Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi -110001

Dated 16th October, 2025

OFFICE MEMORANDUM

Subject:- Decentralization of RTI matter in OL Wing and VSP- reg.

The undersigned is directed to inform that vide this Section's Office Order dated 06.10.2025 (copy enclosed), the RTI matters in Main Secretariat, LD has been decentralized and sections wise CPIOs and FAAs have been designated for the disposal of RTI applications and appeal applications. To bring in the uniformity in handling the RTI matter in the whole Legislative Department, OL Wing and VSP are requested to decentralize the RTI matters in their office.

2. This issues with the approval of the Competent Authority.

RSB is h
16/10/25
(Bhoopendra Singh Bisht)
Under Secretary to the Govt. of India
Tel No- 23385023

To

1.

1. Director, OL Wing.
2. Deputy Secretary, VSP.

Copy to-

1. JS&LC, OL Wing.
2. JS&LC, VSP.

No.A-22011/1/2025-Admn.I(LD)

Government of India
Ministry of Law and Justice
Legislative Department

New Delhi, dated the 16th October, 2025

OFFICE ORDER

The following transfer/posting is ordered with immediate effect and until further orders:-

S.No.	Name of officer	From	To
1.	Smt. Shikha Ruhilla, PPS	Legislative Group headed by Dr. K.V. Kumar, Addl. Secretary	Legislative Group headed by Dr. Manoj Kumar, Addl. Secretary

2. This issues with the approval of the competent authority.


(Bhoopendra Singh Bisht)
Under Secretary (Admn.I)

To

1. The Officer concerned
2. PSO to Secretary, Legislative Department
3. PSO to AS (Dr. Manoj Kumar)/ PS to AS (Admn.)
4. Office Order Folder

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F.No.A-45011/11/2023-Admn.I(LD)

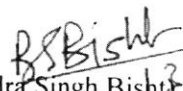
Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi
Dated 13 October, 2025.

OFFICE ORDER No. 70/2025

In continuation of this Section's Office Order No.68/2025 dated 06th October, 2025, the Competent Authority in Legislative Department has decided that the RTI matters till 21.10.2025 in LD (Main Secretariat) shall be dealt with by the RTI Cell as were being dealt with prior to the Office Order dated 06.10.2025. Thereafter, the decentralization of RTI related work will come into effect.

2. This issues with the approval of the Competent Authority.


(Bhoopendra Singh Bisht)
Under Secretary to the Govt. of India
Tel. No. 23385023

To

1. The Officers concerned. It is to inform that in case of transfer/ posting of the above officers, they will continue as CPIO/ FAA or its link officers until further orders.
2. PS to Hon'ble MoS (I/C) Law and Justice/ PSO to Secretary (LD)/ PPS to Additional Secretaries/ PPS to JS&LCs.
3. PS/PA to Addl.LC (Shri G. Panmei and Shri T.S. Muralidharan).
4. All Sections in the Legislative Department.
5. Director, RTI Cell. It is requested to take necessary action.
6. OL Section for providing Hindi version.
7. E-office portal and Office Order folder.

F.No.A-45011/03/2023-Admn.I(LD)
Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi
Dated 8th October, 2025

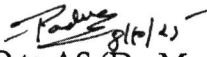
OFFICE ORDER

Shri Girdhar Gopal Verma, ALC who is deployed in the Legislative Group Headed by Dr. Manoj Kumar, Addl. Secretary will be Coordinator in ILDR Section with immediate effect and until further orders in addition to his existing duties. The work of legislative nature assigned to him will be given due importance.

2. This has the approval of the Competent Authority.


(Bhoopendra Singh Bisht)
Under Secretary to the Govt. of India
Tel No.23385023

To

1. The Officers concerned. 
2. PSO to Secretary (LD)/PSO to AS (Dr. Manoj Kumar)/PPS to AS (Admn.) 
3. ILDR Section
4. Office Order Folder.

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

Shastri Bhawan, New Delhi
Dated 10th October, 2025

Subject: Distribution of work in the Legislative Department

In continuation of this Department's Work distribution Order dated 01.09.2025, in Para 5, after the activity (xiv), the following activity to be observed every month shall be inserted, namely: -

"(xv) Event of significance in the month."

2. This has the approval of the Competent Authority.

B.S. Bisht
(Bhoopendra Singh Bisht)
Under Secretary to the Govt. of India
Tel No.23385023

Copy to:-

1. All officers in Legislative Department
2. PS to MoS(Independent Charge), L&J
3. PSO to Secretary (LD)/ PPS to AS (Admin I)
4. Sections of Legislative Department including VSP & O.L. Wing
5. Office Order Folder

Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi

Dated 06th October, 2025.

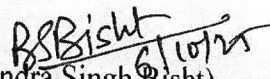
OFFICE ORDER No. 68 /2025

In pursuance to the provisions contained in Section (5)(1) and (2) of the Right to Information Act, 2005, the Competent Authority in Legislative Department has designated the following officers of this Department as Central Public Information Officer (CPIO) and First Appellate Authority in respect of Sections/ Divisions shown under column (2) of the table below:-

S.No.	Name of Section	CPIO	Link Officer of CPIO (Shri/ Smt.)	First Appellate Authority (Shri/ Smt.)	Link officer of First Appellate Authority (Shri/ Smt.)
(1)	(2)	(3)	(4)	(5)	(6)
1.	Admn.I (LD)	SO (Admn.I)	SO (Coord.)	US (Admn.I)	US (Admn.II)
2.	Coordination	SO (Coord.)	SO (Admn.I)	US (Coord.)	US (Leg.II)
3.	Admn.II (LD)	SO (Admn.II)	SO (B&A)	US (Admn.II)	DS (B&A)
4.	Leg.I	Supdt, Leg.I	Supdt., Leg.II	B.O. (Leg.I)	US (Leg.II)
5.	Leg.II	Supdt. (Leg.II)	Supdt. (Leg.III)	US (Leg.II)	BO (Leg.III)
6.	Leg.III	Supdt. (Leg.III)	Supdt. (Leg.I)	BO (Leg.III)	BO (Leg.I)
7.	Parliament	SO (Parliament)	Supdt. (Leg.II)	BO (Parliament)	Director (Leg.II)
8.	IFD and B&A	SO (B&A)	SO (Admn.II)	DS (B&A)	US (Admn.II)
9.	Correction & India Code Updation Unit	SO (Correction & ICU Unit)	SO (GSRO)	BO (Correction & India Code Updation Unit)	BO (GSRO)
10.	GSRO	SO (GSRO)	SO (Correction & ICU Unit)	BO (GSRO)	BO (Correction & ICU Unit)
11.	Publication	Supdt. (Printing), Publication Section	Supdt. (Printing), Printing-II Section	BO, Publication Section	BO (Printing Sections)
12.	Printing I	Supdt. (Printing), Printing-I Section	Supdt. (Printing), Printing-II Section	BO (Printing Sections)	BO (GSRO)

13.	Printing II	Supdt. (Printing), Printing-II Section	Supdt. (Printing), Printing-I Section	BO (Printing Sections)	BO (Correction and ICU Unit)
14.	Cash Section	SO (Cash)	SO (B&A)	US (Cash)	DS (B&A)
15.	Official Language	Assistant Director	SO (OLW)	BO (OL Section)	Director (OLW)
16.	ILDR	SO (ILDR)	SO (Admn.II)	BO (ILDR)	US (Leg. II)
17.	RTI Cell	SO (RTI)	SO (Coord.)	Director (RTI)	Director (Leg.II)

2. The RTI Cell will now work in the following manner-
- RTI Cell will receive RTI applications (offline and online). The online applications will be forwarded to the concerned sections/units through RTI portal and the physical applications received by the RTI Cell will be converted to online mode and will be forwarded to the concerned sections/units.
 - The designated CPIOs and FAAs will be from the concerned RTI handling sections/ units.
 - In case, the subject matter pertains to more than one section or any confusion regarding the subject matter of RTI application, the decision of the RTI Cell will be regarded as final for smooth disposal of the said application.
 - The link officers of CPIO and FAA will be designated for smooth disposal of RTI applications.
 - RTI Cell will generate login credentials in respect of designated CPIO and FAA for the concerned sections.
3. Additional Secretary (Admn.I) will work as Nodal Officer for RTI related matters and monitor the RTI portal.
4. This issues with the approval of the Competent Authority.


 (Bhoopendra Singh Bisht)
 Under Secretary to the Govt. of India
 Tel. No. 23385023

To

- The Officers concerned. It is to inform that in case of transfer/ posting of the above officers, they will continue as CPIO/ FAA or its link officers until further orders.
- PS to Hon'ble MoS (I/C) Law and Justice/ PSO to Secretary (LD)/ Sr. PPS/ PPS to Additional Secretaries/ PPS to JS&LCs.
- Addl.LC (Shri G. Panmei and Shri T.S. Muralidharan).
- All Sections in the Legislative Department. 2
- Director, RTI Cell. It is requested to take necessary action.
- OL Section for providing Hindi version.
- E-office portal and Office Order folder.

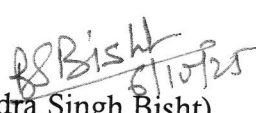
F.No.A-45011/11/2023-Admn.I(LD)
Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi
Dated 6th October, 2025

OFFICE ORDER

In continuation of this Department's Office Order of even number dated 03.10.2025, henceforth, Dr. Bahadur Singh, ALC will be the Branch Officer of Publication Section.

2. This has the approval of the Competent Authority.


(Bhoopendra Singh Bisht)
Under Secretary to the Govt. of India
Tel No.23385023

To

1. The Officer concerned.
2. PSO to Secretary (LD)/PPS to AS (Admn.)/PA to Addl. LC(Shri G. Panmei)
3. Publication Section
4. Office Order Folder.

No.A-45011/3/2023-Admn.I(LD)

Government of India
Ministry of Law and Justice
Legislative Department

New Delhi, dated the 3rd October, 2025**OFFICE ORDER**

The following transfer/postings are ordered with immediate effect and until further orders:-

S.No.	Name of official	From	To
1.	Shri Sanjay Kumar Meena, ALC	Legislative Group headed by Ms. Akali V. Konghay, JS&LC	Legislative Group headed by Shri G. Panmei, Addl. LC
2.	Shri A.K. Dwivedi, ALC	Legislative Group headed by Shri G. Panmei, Addl. LC	Legislative Group headed by Ms. Akali V. Konghay, JS&LC.

2. Shri A.K. Dwivedi, ALC will be Branch Officer for Parliament Section.
3. All legal and legislative proposals relating to Legislative-II Section will be routed through Shri Shanti Bhushan Addl.LC.
4. This issues with the approval of the competent authority.


 (Dr. K.V. Kumar)
 Additional Secretary (Admn)

To

1. The Officers concerned
2. PSO to Secretary, Legislative Department
3. PPS to all Addl. Secretaries/JS&LCs/Addl.LC (Shri G. Panmei)
4. DS, Leg.II & Parliament Sections
5. Cash Section, Parliament Section, Leg II Section
6. Office Order Folder

No.A-45011/3/2023-Admn.I(LD)
Government of India
Ministry of Law and Justice
Legislative Department

New Delhi, dated the 26th September, 2025

OFFICE ORDER

The following transfer/postings are ordered with immediate effect and until further orders:-

S.No.	Name of officer	From	To
✓ 1.	Shri Kapil Kumar, PS	Under posting	Legislative Group headed by Dr. K.V. Kumar, Addl. Secretary
2.	Shri Sunil Kumar Singh, PS	Under posting	Legislative Group headed by Shri T.S. Muralidharan, Addl. LC
3.	Ms. Saumya, Steno Grade 'D'	Under posting	Legislative Group headed by Shri G. Panmei, Addl. LC

2. This issues with the approval of the competent authority.

B.S. Bisht
(Bhoopendra Singh Bisht)
Under Secretary(Admn.I)

To

1. The Officers/Official concerned
2. PSO to Secretary, Legislative Department
3. PPS to Addl. Secretary (Admn.)/PAs to Addl. LC(Shri G. Panmei)/Addl. LC(Shri T.S. Muralidharan)
4. Cash Section
5. Office Order Folder

No.A-45011/3/2023-Admn.I(LD)
Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi

Dated the 8th September, 2025

ORDER

The following transfers/postings are ordered with immediate effect and until further orders:-

S.No.	Name of officers & designation	From	To
1.	Shri S Mahesh Babu, DLC(RL)	LD(Main)	OL Wing
2.	Shri Parikshit Bhople, DLC(RL)	LD(Main)	OL Wing

2. In addition, the above officers will assist the concerned Group Heads in matters relating to Leg-II & Parliament Sections respectively, as and when required.
3. This issues with the approval of the competent authority.

BS Bisht
8/9/25
(Bhoopendra Singh Bisht)
Under Secretary(Admn.I)

To

1. Officers concerned
2. PSO to Secretary, LD/PSO to Addl. Secretary(Admn.)/PS to JS&LC (Dr. Brajesh Kumar Singh), O.L. Wing/PPS to JS&LC (Smt. Akali V. Konghay)
3. Leg.II/Parliament Section/OL Wing
4. Office Order Folder

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. Poomima 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)

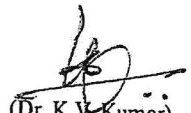
- Note:-
1. Shri. Diwakar Singh, AS (Retd.) will look after the work assigned to him by the Secretary, LD.
 2. Shri. Mahesh Babu, DLC (RL) & Shri. Parikshit Bhopale, DLC (RL), as and when require, will assist the concerned Group Head in matters relating to Leg-II & Parliament Sections respectively.
 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).

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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 Bangaraju, 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.