

MOST IMMEDIATE

No.A-48/2/2011/Admn.III
Government of India
Ministry of Communications
Department of Telecommunications & IT
Room No.411, Sanchar Bhavan, 20 Ashoka Road, New Delhi

Dated 30 December, 2016

OFFICE MEMORANDUM

SUBJECT:- • Nomination of officers for training in Twentieth Appreciation Course in Legislative Drafting to be held under the auspices of the Institute of Legislative Drafting and Research (ILDR) in the Ministry of Law & Justice (Legislative Department), New Delhi from 6th February, 2017 to 20th February, 2017 – regarding.

The undersigned is directed to enclose herewith a copy of D.O. No.A-33022/2/2016-ILDR dated 21st December, 2016 received from Additional Secretary, Ministry of Law & Justice, Legislative Department on the above mentioned subject. It is requested that nomination of suitable officers at the level of Under Secretaries and above or of equivalent rank in the prescribed format **are to be forwarded to Admn.III Section latest by 10th January, 2017** for onward transmission to the Institute of Legislative Drafting and Research **latest by 13th January, 2017.**

Issued
21/1/17



(P.P. Saha)

Under Secretary to the Government of India

Tel.No.23036757



Encl: As Above

To

- 1 Wireless Advisor, DoT, Sanchar Bhavan, New Delhi
- 2 Sr.DDG(BW), DoT, Sanchar Bhavan, New Delhi
- 3 Sr.DDG(TEC), DoT, Khurshid Lal Bhavan, Janpath, New Delhi
- 4 DDG(Estt.), DoT, Sanchar Bhavan, New Delhi
- 5 DDG(E & F), DoT, Sanchar Bhavan, New Delhi
- 6 DDG(Security), DoT, Sanchar Bhavan, New Delhi
- 7 DDG (Training), DoT, Sanchar Bhavan, New Delhi.
- 8 Director (WMO), DoT, 3rd Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
- 9 Notice Board.

श्री ० मुकुलिता विजयवर्गीय

अपर सचिव

DR. MUKULITA VIJAYAWARGIYA
ADDITIONAL SECRETARY



सत्यमेव जयते

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

and
Course Director (Institute of Legislative Drafting and Research)

D.O. No. A-33022/2/2016-ILDR

DS (Admin I).

Dear Sir,

27/12

Any names for
training?

Dated the 21st December, 2016

The Institute of Legislative Drafting and Research (ILDR), a Wing of the Legislative Department, Ministry of Law and Justice, imparts training to the officers of the Central Government and State Governments, who are dealing with legislative proposals and preparation of drafts of subordinate legislation on the subjects administered by respective Ministries/Departments.

2. ILDR has so far conducted 19 Appreciation Courses in Legislative Drafting. It is now proposed to conduct the Twentieth Appreciation Course in Legislative Drafting from 6th February, 2017 to 20th February, 2017. 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, regulations, notifications, orders, etc., in respect of the Acts administered by them.

3. The training (theoretical as well as practical) will be imparted to the officers in the ILDR's Lecture Hall, i.e., Room No. 440, 'A' Wing, 4th Floor, Shastri Bhawan, New Delhi-110 001, from 6th February, 2017 to 20th February, 2017 between 10.00 AM to 5.00 PM on all working days and the period of training will be treated as 'on duty'.

4. It is requested to forward nomination of suitable officers at the level of Under Secretary and above or of equivalent rank for the said Course in the enclosed format as early as possible and latest by 13th January, 2017 (Friday). Ministries/Departments may also circulate this information regarding the Appreciation Course amongst the Public Sector Undertakings/Statutory Bodies/Attached/Subordinate Offices and Wings, if any.

With regards,

Encl: As above

Yours sincerely,

(Dr. Mukulita Vijayawargiya)

Sh J.S. Deepak
Secretary
Department of Telecommunications,
Ministry of Communications and IT
Sanchar Bhawan,
20 - Ashoka Road,
New Delhi 110 001.

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SO (Adm.)

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Ministry of Law and Justice
Legislative Department
(INSTITUTE OF LEGISLATIVE DRAFTING AND RESEARCH)
(ILDR)
(An ISO 9001 : 2008 Certified Institute)



Nomination of officers for training in 20th Appreciation Course on Legislative Drafting to be held under the auspices of the Institute of Legislative Drafting and Research (ILDR) in the Ministry of Law & Justice (Legislative Department), New Delhi from 1st February, 2017 to 15th February, 2017.

Name of the Sponsoring Ministry / Department/Organisation:-

1. Name of the Officer nominated :
(In BLOCK LETTERS)
 2. (a) Present Designation :
(b) Since when the present post held :
(c) Basic Pay :
 3. Permanent post held with scale of pay :
 4. Date of Birth :
 5. Educational Qualifications :
 6. Experience :
(i) in Legislative Drafting :
(ii) other than Legislative Drafting :
 7. Do the officer's present duties involve Legislative Drafting? :
 8. Does the officer hold a post in the Sponsoring Department at the level of Under Secretary and above? :
 9. Has the officer undergone any training before ? (If yes, mention the details) :
 10. Does the officer belong to SC/ST/OBC? :
 11. Contact Details : Tel. _____ (O)
Mobile _____
Email: _____
 12. Any other relevant information :
- Station : _____
Date : _____

Name, Signature and Designation of the sponsoring authority

Tel. No. _____
Fax No. _____

* Duly filled-in officially sponsored Proforma may also be forwarded by email to the Course Coordinator at ildr.id@nic.in

Note:- Two Passports size colour photographs of the officer sponsored by the PSUs, etc. Other than Central Government/Attached/Subordinate Offices may be attached with this format.