

A-33018/12/2014.Ad-V
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi,
Dated the 10 December, 2015

OFFICE MEMORANDUM

Subject: Nineteenth Appreciation Course in Legislative Drafting from 20.01.2016 to 03.02.2016 at the Institute of Legislative Drafting and Research(ILDR), Legislative Department.

.....

The undersigned is directed to forward a copy of the Legislative Department's D.O. letter No. A-33022/8/2014-ILDR dated 03.12.2015 on the subject mentioned above and to request to forward the nominations of suitable officers of the rank of Under Secretary and above for the course in the prescribed format directly to the Legislative Department by the 30.12.2015.



(Subhendu Hota)

Under Secretary to the Govt. of India

Tele: 2309 3599

Encl.: As above.

To

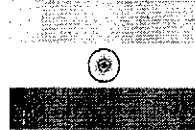
Attached and Subordinate offices of MHA (As per list enclosed).

Copy to:-

✓ SO(IT), MHA, North Block, New Delhi with the request to upload the OM on MHA's website(mha.nic.in).



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Ministry of Home Affairs



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Attached / Subordinate Offices

Intelligence Bureau, 35 Sardar Patel Marg, New Delhi.
Border Security Force, CGO Complex, Lodhi Road, New Delhi-3
Central Reserve Police Force, CGO Complex, Lodhi Road, New Delhi-3
Central Industrial Security Force (C.I.S.F), CGO Complex, Lodhi Road, New Delhi-3
Bureau of Immigration
Indo-Tibetan Border Police, CGO Complex, Lodhi Road, New Delhi-3
National Security Guard, Mehram Nagar, Near Domestic Airport, Palam, New Delhi-37
Sashastra Seema Bal, Block-V(East), R.K. Puram, New Delhi-66
Assam Rifles, Shillong-793011, Meghalaya
Bureau of Police Research & Development, CGO Complex, Lodhi Road, New Delhi-3
National Institute of Criminology and Forensic Science, Sector-3, Outer Ring Road, Rohini, Delhi-85
Central Forensic Science Laboratory, CBI, Kendriya Karyalaya Parisar, CGO Complex, 4th floor, Block No.4, Lodhi Road, New Delhi-3
National Crime Record Bureau, R.K. Puram, New Delhi.
Directorate of Coordination Police Wireless, Block No.9, CGO Complex, Lodhi Road, New Delhi-3
Central Hindi Training Institute, 7th Floor, Paryavaran Bhawan CGO Complex, Lodhi Road, New Delhi-110003
Central Translation Bureau, 8th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-3
Narcotic Control Bureau, West Block-3, Wing No.5, R.K. Puram, New Delhi
National Civil Defence College, Nagpur-440001
Sardar Vallabhbhai Patel National Police Academy, Hyderabad, Andhra Pradesh-500252
National Fire Service College, Palm Road, Civil Lines, Nagpur-440001
Inter-State Council Secretariate, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110 011
Director General of Civil Defence and Home Guards, East Block-7, Level-7, R.K.Puram, New Delhi
Registrar General and Census Commissioner of India, 2-A, Man Singh Road, New Delhi
Zonal Council Secretariate, 9/11, Jamnagar House, Mansingh Road, New Delhi-11
North Eastern Police Academy, Umsaw, Umiam-793123, Meghalaya
National Investigation Agency, 6th/7th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110031
National Intelligence Grid, Shivaji Stadium Annexe, 1st floor Shahid Bhagat Singh Marg, Connaught Place, New Delhi-1.
Committee of Parliament on Official Language.
Office of the Custodian of Enemy Property for India, Mumbai

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डॉ० जी० नारायणा राजू
सचिव
Dr. G. Narayana Raju
Secretary



भारत सरकार
विधि और न्याय मंत्रालय
विधायी विभाग

GOVERNMENT OF INDIA
MINISTRY OF LAW & JUSTICE
LEGISLATIVE DEPARTMENT

D. O. No. A-33022/8/2015-ILDR

C-659739 (14)
8/12/15

Dated the 3rd December, 2015

Dear Sir,

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


2. ILDR has so far conducted 18 Appreciation Courses. It is now proposed to conduct the Nineteenth Appreciation Course in Legislative Drafting from the 20th January, 2016 to 3rd February, 2016. This course will, *inter alia*, comprise the basic concepts of legislation, including subordinate legislation and the manner and 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, Room No. 440, 'A' Wing, 4th Floor, Shastri Bhawan, New Delhi-110001 from the 20th January, 2016 to 3rd February, 2016 between 10 a.m. to 5 p.m. on all working days and the period of training will be treated as 'on duty'.

4. It is requested to forward nominations of suitable officers at the level of Under Secretary and above or of equivalent rank for the ensuing course in the enclosed format as early as possible and latest by the 30th December (Wednesday). The Ministry/Department may also circulate this information regarding the Appreciation Course amongst their Public Sector Undertaking/Attached Subordinate Offices and wings, if any.

With regards,

Yours sincerely,


(Dr. G. Narayana Raju)

Encl: - As Above

Shri Rajiv Mehrishi
Secretary
Department of Home
Ministry of Home Affairs
North Block
New Delhi-110 011.

चतुर्थ तल, शास्त्री भवन, डा. राजेन्द्र प्रसाद रोड, नई दिल्ली-110 001
4th Floor, Shastri Bhawan, Dr. R.P. Road, New Delhi-110 001

Tel.: +91-11-23384617, 23387553, Fax: +91-11-23382733, E-mail: gn.raju@nic.in



Legislative Department
(INSTITUTE OF LEGISLATIVE DRAFTING AND RESEARCH)
(ILDR)
(An ISO 9001 : 2008 Certified Institute)



Nomination of officers for training in **19th 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 **20th January, 2016 to 3rd February, 2016**.

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/DBC? :
11. Contact Details :
Mobile _____
Email: _____
12. Any other relevant information :

Tel. _____ (O) Fax. _____ (O)

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 il提高@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.