

**F.No.A.33022/1/2004-LDI**  
**Government of Kerala**  
**Ministry of Law and Justice**  
**Legislative Department**  
**Institute of Legislative Drafting and Research**

Shastri Bhavan, New Delhi,  
Dated, 20<sup>th</sup> January, 2004.

To  
The Chief Secretary to the  
Govt. of Kerala  
Thiruvananthapuram.

**Subject:- Sixteenth Basic Course in Legislative Drafting for Junior level officers of State Governments/Union territory Administrations, etc. from 1-4-2004 to 30-6-2004 and optional practical training upto 30-9-2004.**

The Institute of Legislative Drafting and Research was set up as a Wing of the Legislative Department in January, 1989. This Institute has been imparting training in legislative drafting to the officers of the Central Government/State Government and Union territory Administrations. The Institute has so far conducted fifteen Basic Courses in legislative drafting for junior level officers of the State Governments and Union territory Administrations. The list of officers who have participated in the programme during the proceeding six years may be seen at Annexure I. It has been observed that the response to six month long training programme has not been very encouraging. It has been observed that most of the State Governments/UT Administrations have not found it possible to spare their officers for training for six months period. **Hence, it has been decided to also conduct Basic Course of three months in theory of legislative drafting. However, we would also offer six months course with practical training as well if sufficient number of participants are available.**

**2. The Sixteenth Basic Course has thus been devised to consist of theoretical training plus practical training. The main Course will be of three months i.e. from 1<sup>st</sup> April, 2004 to 30<sup>th</sup> June, 2004, and will cover various aspects in the field of legislative drafting and the Second Part of the Course will start from 1<sup>st</sup> July to 30<sup>th</sup> September, 2004 where on-the-job practical training will be provided.**

**3. The Officers to be nominated need not necessarily be members of the State Legal Service, but should be law graduates having sufficient standing and legal experience so as to enable them to take full advantage of the training which is intended to explain the various aspects of legislative drafting. Therefore, while making nominations, the State Governments/Union territory Administrations may kindly ensure that only officers having some experience in legislative drafting and whose services are likely to be utilized for legislative drafting are nominated for the training programme. Officers of the Legal/Legislative Department recommended for the training should normally be persons holding supervisory posts in the Department, i.e. those who hold posts not below the rank of Under Secretary (or corresponding posts) and in exceptional cases, not below the rank of Section Officers in the Department who are in some manner involved in the drafting work.**

4. During the period of training, the officers will continue to be borne on the strength of the sponsoring State Government/Union territory Administration and will receive such pay and allowances as may be admissible to them as officers of the Government direct from the State Government/Union territory Administration. There is no scope for any expenditure on the account being borne by the Central Government.

**5. The Institute has no arrangements for stay of the Trainee officers in Delhi.** As the training will last for a minimum of three months and six months for those who opt for both the parts of the Course i.e. the full six months Course, it is necessary in the interest of the State Governments/Union territory Administration **that they may make suitable arrangements for the accommodation of the officers deputed for the course either by way of reservation of a room in their State Government Guest House in New Delhi or by way of providing a special allowance so that they do not face any difficulty on this account. The State Governments/Union territory Administrations may ensure that the trainees are not put to inconvenience in the middle of the training programme for want of accommodation.**

6. As per the policy laid down by the Government of India, officers belonging to the Scheduled Castes and the Scheduled Tribes are to be given extensive training connected with their work. It is, therefore, requested that the claims of officers belonging to these communities may specially kept in view while making nominations for the above training course.

**7. As a part of the training programme, an endeavour would be made to take the trainees for a study tour to places outside Delhi. However, the travel and other expenses in respect of each candidate are required to be met by the concerned State/Union territory Administration. During the study tours, the trainee officers are taken to Law Department of a State Secretariat where the trainees are briefed about the legislative procedures followed in the State. The practical difficulties faced in certain areas of legislation are also shared with the trainees. Every effort is made to make the tour more training oriented in the field of legislation. Hence, the State Government/Union territory Administrations are requested to provide funds/advance to the tune of Rs.10,000/- (Rupees ten thousand only) for study tour at any time during the course of the training.**

8. The nomination of the officers may be sent in the proforma annexed as Annexure II to this letter at any early date, **so that the same reaches this Department not later than 27<sup>th</sup> February, 2004.** The Officers who report for the above training will not be allowed to be withdrawn before completion of the training.

Yours faithfully,  
Sd/-

**(N.K. Nampoothiry)**  
Joint Secretary and Legislative Counsel  
Tel.No: (011) 23384405  
FAX : (011) 23384064

**ANNEXURE**

<b><u>10<sup>TH</sup> BASIC COURSE (1998)</u></b>	
<b>Name and Designation</b>	<b>From</b>
Smt.K.S. Lalitha, Additional Secretary	Government of Kerala
Sh. B.P. Gautam, Deputy Secretary	Government of Sikkim
Smt. Urmila Sharma, Librarian Gr.I	Government of Sikkim
Sh. Jyothi Prakash Vyas, Under Secretary	Government of Madhya Pradesh
Sh. S. Huakto Swu, Judicial Magistrate	Government of Nagaland
Smt. Khesheli Chishi, Addl. Public Prosecutor	Government of Nagaland
Sh. K.R. Saji Kumar, ALC (Malayalam)	Official Language Wing
Sh. Om Prakash, Dep, Leg. Officer (Hindi)	Government of Haryana
Sh. A.K. Sangma, Law Officer	Government of Meghalaya
Ms. Elizameth M. Domn, Law Officer	Government of Meghalaya

<b><u>11<sup>TH</sup> BASIC COURSE (1999)</u></b>	
<b>Name and Designation</b>	<b>From</b>
Smt. Sheela R. Chandran, Section Officer	Government of Kerala
Sh. Saroj K. Gupta, Jr. Law Officer	Government of West Bengal
Sh. K.J. Bhatt, Under Secretary	Government of Gujarat
Sh. Mohd. Salim Ansari, Jr. Law Officer	Government of West Bengal
Sh.M. Mallesham, Section Officer	Government of Andhra Pradesh

**12<sup>TH</sup> BASIC COURSE (2000)**

<b>Name and Designation</b>	<b>From</b>
Smt. P.R. Geetha, Joint Secretary	Government of Kerala
Smt. Keya Mukherjee, Jr. Law Officer	Government of West Bengal
Sh. Uttam Kumar Pahari, Jr. Law Officer	Government of West Bengal
Sh. K.L. Barik, Law Officer	Government of Orissa
Sh. R.Y. Malek, Section Officer	Government of Gujarat

**13<sup>TH</sup> BASIC COURSE (2001)**

<b>Sl.No.</b>	<b>Name and Designation</b>	<b>From</b>
1.	Sh. Subodh Sharma, Junior Law Officer	Government of West Bengal
2.	Sh. Shekhar v. Chindhade, Asstt. Draftsman-cum-Under Secretary	Government of Maharashtra
3.	Sh. Baldev Raj, Assistant (Legal)	Government of Jammu & Kashmir
4.	Sh. D. Difoe, Superintendent	Government of Nagaland
5.	Sh. Ginjum Bornjen, Law Officer	Government of Arunachal Pradesh
6.	Shri G. Nagesham, Section Officer	Government of Andhra Pradesh
7.	Sh. S. Radhakrishnan Nair, Joint Secretary	Government of Kerala
8.	Shri. R.B. Baria, Section Officer	Government of Gujarat

**14<sup>TH</sup> BASIC COURSE (2002)**

<b>Sl.No.</b>	<b>Name and Designation</b>	<b>From</b>
1.	Ms. Vandana Thakur, Senior Law Officer	Government of Himachal Pradesh
2.	Shri.B. Ramanjaneyulu, Section Officer	Government of Andhra Pradesh
3.	Shri Brijesh Singh, Asst. Legislative Counsel	Office Language Wing
*4.	Shri, O. Venkateswaralu, Asstt. Legislative Counsel	Office Language Wing
*	Shri O. Venkateswaralu, ALC left the training course after two months after being appointed as Assistant Legal Adviser in Department of Legal Affairs, Ministry of Law and Justice, Government of India.	

**15<sup>TH</sup> BASIC COURSE (2003)**

**(Held in two legs from 1-5-2003 to 31-7-2003 & 1-8-2003 to 31-10-2003)**

<b>Sl.No.</b>	<b>Name and Designation</b>	<b>From</b>
1.	Shri. Satya Gopal Chattopadhyay, Asst. Legislative Counsel and Under Secretary	Government of Tripura
2.	Shri Debasis Ghosh, Junior Law Officer	Government of West Bengal
3.	Shri. R.R. Solanki, Section Officer	Government of Gujarat
4.	Shri Rattan Singh, Deputy Legislative Officer (Hindi)	Government of Haryana
5.	Shri Sohan Lal, Law Officer	Government of Punjab
6.	Smt. G.S. Sahilamoni, Joint Secretary	Government of Kerala
7.	Smt. C. Remani, Under Secretary	Government of Kerala
8.	Shri T.M. Javahar, Under Secretary	Government of Kerala
9.	Shri Rajesh Yadav, Section Officer	Government of Madhya Pradesh
10.	Shri Sanjeev Kumar Pachkhede, Under Secretary	Government of Madhya Pradesh

**ANNEXURE II**

**BE COMPLETED AND RETURNED IN DUPLICATE**

Nomination of officers for training in the 16<sup>th</sup> Basic Course in Legislative Drafting to be held under the auspices the Institute of Legislative Drafting and Research in the Ministry of Law and Justice (Legislative Department), New Delhi from 1-4-2004 to 30-6-2004 and extended Second Part of course up to 30-9-2004.

**Name of Sponsoring State Government/U.T. Administration/Ministry/Department:**

1. Name of the officer nominated :  
(In Block Letters)
2. (a) present designation :  
(b) Since when the present post is 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 in Legislative Drafting :

7. Does 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. Is the nominated officer a member of the State Judicial Service? :
10. Has the officer undergone any training before? (If yes, state the details) :
11. Does the officer belong to a Scheduled Caste/Scheduled Tribe Community? :
12. Whether interested for opting to the Second Part of the course for 3 more months? **Yes/No**
13. Any other relevant information :

Station: (-----)

SIGNATURE

Date: Name and Designation of the sponsoring Authority  
Phone No.