

3 (P)

No.A-45011/28/2006-Admn.I (LD)-Pt.
Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi
8th January, 2013

OFFICE ORDER

Subject:- DISTRIBUTION OF WORK IN THE LEGISLATIVE DEPARTMENT

As per the orders of the Secretary, Legislative Department and in supersession of all previous orders on the subject covered hereinunder, besides the work that may be specifically assigned by him, the distribution of work in the Legislative Department will be as follows:—

1. SUBORDINATE LEGISLATION DRAFTING GROUPS:

Group No.	Legislative Counsel's Group	Work Assignment
I	<p><u>Shri N.L. Meena, Additional Secretary</u></p> <p>1. Dr. N.R. Battu, Additional Legislative Counsel 2. Shri Udaya Kumara, Deputy Legislative Counsel 3. Smt. Veena Kothavale, Deputy Legislative Counsel 4. Shri R.K. Pattanayak, Deputy Legislative Counsel</p> <p><u>Secretarial Assistance</u></p> <p>1. Shri V.K. Airy, PPS 2. Shri Shailesh Ganatra, PA (RL) 3. Shri Sibungsu Datta, PA (RL) 4. Smt. Madhu Dhingra, PA</p> <p><i>M. Meena</i></p>	<p><u>Ministry of-</u></p> <p>1. Consumer Affairs, Food & Public Distribution 2. External Affairs 3. Home Affairs 4. Housing & Urban Poverty Alleviation 5. Information & Broadcasting 6. Law & Justice (including Election Laws) 7. Minority Affairs 8. Urban Development</p> <p><u>Department of-</u></p> <p>1. Space 2. Cabinet Secretariat 3. President's Secretariat 4. Prime Minister's Office 5. Parliamentary Affairs</p> <p>[The Ministries/Departments and matters not otherwise anywhere].</p>

<p>II</p>	<p><u>Dr. Sanjay Singh, Additional Secretary</u></p> <ol style="list-style-type: none"> 1. Shri Chander Veer, Deputy Legislative Counsel 2. Shri K.V. Kumar, Deputy Legislative Counsel 3. Shri T.S. Mulahdharan, Assistant Legislative Counsel 4. Shri B.N.S.V.S.K. Bangaraju, Supdt (Legal) <p><u>Secretarial Assistance</u></p> <ol style="list-style-type: none"> 1. Shri Parveen Chander Gurah, PPS 2. Shri A.P. Thomas, PA 3. Smt. Veena Bhatia, PA 4. Shri K. Ramakrishna, PA (RL) 	<p><u>Ministry of-</u></p> <ol style="list-style-type: none"> 1. Civil Aviation 2. Defence 3. Health and Family Welfare 4. Panchayati Raj 5. Personnel, P.G. & Pensions 6. Youth Affairs & Sports 7. Tribal Affairs <p>Planning Commission</p>
<p>III</p>	<p><u>Shri P.B. Singh, Joint Secretary & Legislative Counsel</u></p> <ol style="list-style-type: none"> 1. Shri K.R. Sajji Kumar, Additional Legislative Counsel 2. Shri. P.K. Bansal, Assistant Legislative Counsel 3. Smt. Sunita Anand, Assistant Legislative Counsel <p><u>Secretarial Assistance</u></p> <ol style="list-style-type: none"> 1. Shri N.K. Gambhir, PPS 2. Smt. Anita, PS 3. Smt. Sunira Chawla, PA 	<p><u>Ministry of-</u></p> <ol style="list-style-type: none"> 1. Mines 2. Labour & Employment 3. Power 4. Petroleum & Natural Gas 5. Road Transport & Highways 6. Social Justice & Empowerment 7. Shipping <p><u>Secretarial Assistance</u></p> <ol style="list-style-type: none"> 1. Shri N.K. Gambhir, PPS 2. Smt. Anita, PS 3. Smt. Sunira Chawla, PA
<p>IV</p>	<p><u>Dr. G.N. Raju, Joint Secretary & Legislative Counsel</u></p> <ol style="list-style-type: none"> 1. Shri Ramisetty Sreenivas, Deputy Legislative Counsel 2. Shri R.S. Jayakrishnan, Assistant Legislative Counsel 3. Shri K.K. Sharma, Superintendent (Legal) <p><u>Secretarial Assistance</u></p> <ol style="list-style-type: none"> 1. Smt. Kavita Kundra, Sr. PPS 2. Shri Rajender Kumar, PS 3. Shri M.R. Dhakshinamoorthy, PA (RL) 	<p><u>Ministry of -</u></p> <ol style="list-style-type: none"> 1. Finance 2. Corporate Affairs 3. Environment & Forests 4. Micro, Small and Medium Enterprises 5. Overseas Indian Affairs 6. Science & Technology 7. Water Resources <p><u>Department of-</u></p> <ol style="list-style-type: none"> 1. Atomic Energy 2. North Eastern Region

V	<p><u>Smt. Sharda Jain, Joint Secretary & Legislative Counsel</u></p> <p>1. Shri. Diwakar Singh, Deputy Legislative Counsel 2. Smt. Renu Sinha, Assistant Legislative Counsel 3. Shri. Gangesh Kumar, Assistant (Legal)</p> <p><u>Secretarial Assistance</u></p> <p>1. Shri Bhupender, PPS 2. Smt. Tripta Gulati, PS 3. Smt. Rosy Kapoor, PA</p>	<p><u>Ministry of-</u></p> <p>1. Drinking Water & Sanitation 2. Earth Sciences 3. Food Processing Industries 4. Heavy Industries & Public Enterprises 5. Steel 6. Textiles 7. Railways</p>
VI*	<p><u>Dr. Reeta Vasishtha, Additional Legislative Counsel</u></p> <p>1. Shri. Radha Krishna Cheekati, Deputy Leg. Counsel 2. Shri Ishwar Chander Sharma, Asstt. Legislative Counsel</p> <p><u>Secretarial Assistance</u></p> <p>1. Smt. Lata Ratanpal, PS 2. Smt. Raini Manocha, PA</p>	<p><u>Ministry of-</u></p> <p>1. Agriculture 2. Commerce & Industry 3. Communication & IT 4. Chemicals & Fertilizers 5. Coal 6. Women & Child Development</p>
VII*	<p><u>Dr. Mukulita Vijayawargiya, Addl. Legislative Counsel</u></p> <p>1. Smt. Sudha Rani Relangi, Deputy Legislative Counsel 2. Shri Y.S. Rao, Assistant Legislative Counsel</p> <p><u>Secretarial Assistance</u></p> <p>1. Ms. Dayawati Sharma, PPS 2. Shri Akshay M. Pakhale, PA (RL)</p>	<p><u>Ministry of-</u></p> <p>1. Culture 2. Human Resource Development 3. Rural Development 4. Statistics and Programme Implementation 5. Disinvestment 6. New & Renewable Energy 7. Tourism</p>

* Officers of Groups VI and VII shall seek guidance from Additional Secretaries on all time bound and other proposals having wider implications.

2. UNITS

Sl. No	Sections	Officers
(i)	Admn.I (LD) Section*	1. Shri B.M. Sharma*
(ii)	Admn.II (LD) Section	1. Dr. G.N. Raju, JS&I.C 2. Shri Jose Thomas, DS
(iii)	Official Language Wing	1. Dr. Sanjay Singh, A.S 2. Shri. B.M. Sharma 3. Shri V.G.Mangal, U.S
(iv)	Vidhi Sahitya Prakashan	1. Shri N.L. Meena, A.S 2. Shri. S.K. Chitkara, D.S
(v)	GSRO Section	1. Dr. Reeta Vasishtha, Addl. I.C 2. Smt. Renu Sinha, A.I.C
(vi)	Correction Section	1. Shri P.B. Singh, JS&I.C 2. Smt. Sunita Anand, A.L.C
(vii)	Publication Section	1. Dr. Mukulita Vijayawargiya, Addl. L.C 2. Smt. Sudha Rani Relangi, D.L.C
(viii)	Printing I & II Sections	1. Dr. G.N. Raju, JS&LC 2. Shri Ramisetty Sreenivas, D.L.C
(ix)	Cash (LD) Section	1. Shri B.M. Sharma, D.S
(x)	RTI Cell	1. Shri. P.B. Singh, JS&LC (Appellate Authority) 2. Shri Jose Thomas, D.S - CPIO 3. Shri V.G.Mangal, U.S-CAPIO
(xi)	IT Management & NIC Cell	1. Shri P.B. Singh, JS&LC 2. Shri. T.S. Muralidharan, A.L.C
(xii)	Leg.I	1. Dr. Reeta Vasishtha, Addl. L.C 2. Shri K.V. Kumar, D.L.C
(xiii)	Leg.II & Parliament	1. Shri N.L. Meena, A.S 2. Shri Jose Thomas, D.S
(xiv)	Leg.III	1. Dr. Reeta Vasishtha, Addl.L.C 2. Shri. Y.S. Rao, A.L.C
(xv)	Budget & Account (IF)	1. AS&FA 2. Shri H.C. Azad, Director 3. Shri Bijender Singh, U.S
(xvi)	Institute of Legislative Drafting and Research (LDI)	1. Dr. Mukulita Vijayawargiya, Addl.L.C 2. Shri K.R. Sajjikummar, Addl. L.C

2. *Matter relating to Group 'C' and 'D' employees in Admn.I (LD) Section will be dealt with by the Deputy Secretary. Files relating to Group 'A' and 'B' officers will be submitted to Secretary (LD) directly.

3. All pending work shall be disposed of by the respective Officers with whom the same is pending

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11/01/2013

RW

(S.K. Chitkara)

Deputy Secretary(Admn)

Copy to:

1. The Officers concerned.
2. PS to MLJ/PPS to Law Secretary/PPS to Secretary(LD).
3. All Ministries/Departments/Secretariats/Offices/Sections.
4. SSA, NIC Section with the request to upload the above Order on the Department's website.

2. Admn I

3-A

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