As on 16.02.2023



GOVERNMENT OF INDIA

Ministry of Law and Justice
Legislative Department
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MANUAL OF LEGISLATIVE DEPARTMENT UNDER THE RIGHT TO INFORMATION ACT, 2005

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PART 1. PARTICULARS OF THE ORGANIZATIONS ITS FUNCTIONS AND DUTIES

SECTION – A

ORGANIZATION'S PARTICULARS

A. A. Historical Background.

Ministry of Law and Justice is the oldest limb of the Government of India dating back to 1833 when the Charter Act, 1833 enacted by the British Parliament. The said Act vested for the first time legislative powers in a single authority, namely, the Governor General in Council. By virtue of this authority and the authority vested under him under section 22 of the Indian Councils Act, 1861 the Governor General in Council enacted laws for the country from 1834 to 1920. After the commencement of the Government of India Act, 1919 the legislative power was exercised by the Indian Legislature constituted thereunder. The Government of India Act, 1919 was followed by the Government of India Act, 1935. With the passing of the Indian Independence Act, 1947, India became a Dominion and the Dominion Legislature made laws from 1947 to 1949 under the provisions of section 100 of the Government of India Act, 1935 as adapted by the India (Provisional Constitution) Order, 1947. Under the Constitution of India which came into force on the 26th January, 1950 the legislative power is vested in Parliament and the State Legislatures.

The Legislative Department has been separated from the Home Office vide Resolution No. 80 dated the 8th February, 1869. A copy of the Resolution is reproduced below:–

"Legislative.

The 8th February, 1869.

No. 80.

Read again the following papers regarding certain proposed changes in the organization of the Legislative Department of the Government of India:–

1.–Minute by the Hon'ble H.S. Maine, dated 22nd September, 1868.

2.–Minute by the Hon'ble J. Strachey, dated 25th September, 1868, concurred in by His Excellency the Commander-in-Chief and the Hon'ble G.N. Taylor.

3.–Minute by His Excellency the Governor General, dated 3rd October, 1868.

4.–Minute by the Hon'ble Richard Temple, dated 3rd October, 1868.

5.–Minute by the Hon'ble H.S. Maine, dated 17th October, 1868.

Read again the Dispatch on the above subject addressed by the Government of India to Her Majesty's Secretary of State, No. 16, dated the 12th October, 1868.

Read the Secretary of State's Reply, No.42, dated 23rd December, 1868, sanctioning the proposal.

———

RESOLUTION.–The suggested changes in the organization of the Legislative Department having now been sanctioned by Her Majesty's Secretary of State of India, the Governor General in council is pleased to direct that, from and after the 10th February, 1860, the connection at present existing between the Home and Legislative Department shall be severed; that the Legislative Department, which is at present a branch of the Home Office, shall in future be distinct; and that the Officer at the head of the Department shall be designated Secretary to the Council of the Governor General for making Laws and Regulations.

2. In thus constituting a separate Legislative Department, the Governor General in Council desires that it may be borne in mind that Department is not, in respect of Government measures, an originating or initiating Department, and that it proper function in respect of such measures is to clothe with a technical shape projects of Law of which the policy has been affirmed elsewhere.

3. All legislative proposals on the part of Government should therefore first be considered in the Executive Department in which they originate, or to which their subject belongs. The necessity for legislation will there be affirmed, and all points connected with such legislation will there be considered and settled, except the technical detail of the Bill to be submitted to the Council for making Laws and Regulations.

4. The Secretary of the Executive Department to which a Bill pertains will be present during its discussion in the Legislative Council.

5. In accordance with the arrangement above indicated, the Governor General in Council is pleased to direct that all legislative proposals emanating from Local Governments and Administrations shall be addressed not to the Legislative Department, but to the proper Executive Department of the Government of India; and if a proposal for legislation should accidentally reach the Legislative Department direct, that Department shall refer it at once to the proper Executive Department for instructions as to the necessity for legislation and as to the character and tenor of the Bill embodying it.

6. The Governor General in Council further directs that, should a question of policy arise even after the reference to the Legislative Department, and during the technical manipulation of the Bill, such question shall not be disposed of in the Legislative Department, but shall be executively considered in the Department of the Government of India to which it belongs.

7. When once a measure has been referred to the Legislative Department, that Department shall correspond directly with the Local Governments and Administrations, and all correspondence with Her Majesty's Government relating to Bills and Acts, whether of the Imperial or Local Councils, shall in future be conducted in the Legislative Department.

8. With respect to Bills passed in the Local Councils and submitted for the assent of the Governor General, and projects of local laws submitted for preliminary approval to the Government of India, the Governor General in Council directs that they shall be forwarded by the Local Governments to the Government of India in the

Executive Department to which their subject belongs. After consideration in that Department, the papers shall be transferred, with an opinion as to the policy of the measure, to the Legislative Department for disposal.

9. The duties devolving on the Governor General in Council under 24 and 25 Vict., Cap. 67, Secs. 17 and 18, will be still transacted through the Home Office.

10. For all purposes except the above, the Legislative division of the business of the Home Office will cease, and will devolve on the new Legislative Department.

11. The proceedings of the Government of India in the Legislative Department will be recorded in the same way as they have heretofore been recorded, and copies forwarded to Her Majesty's Government.

———

ORDERED, that copies of this Resolution be communicated to the Governments, Administrations, and Departments named below, for information and guidance:–

Governments of Madras, Bombay, Bengal, N. W. Provinces, and Punjab; Chief Commissioners of Oude, Central Provinces, and British Burmah; Resident at Hyderabad; Commissioner of Coorg; Foreign Department; Military Department; Financial Department; Public Works Department, and Legislative Department.

Also to Director General of Post Offices, with a request that he will arrange for the correspondence of the new Department being placed on the footing of a separate Secretariat."

B. Composition of the Ministry of Law and Justice

Ministry of Law and Justice consists of three Departments, namely, the Legislative Department, the Department of Legal Affairs and the Department of Justice. The Department of Legal Affairs is mainly concerned with advising the various Ministries of the Central Government and conducting civil litigation of the Central Government while the Legislative Department is mainly concerned with drafting of principal legislation for the Central Government, its publication and scrutiny and vetting of subordinate legislations made under Central Acts by various Ministries/Departments of the Government of India. It is also concerned with administration of Election Law and Electoral Reforms besides dealing with legislation in respect of certain concurrent field legislation such as civil procedure, personal law, etc. India Code, which consists of unrepealed Central Acts of all-India legislation enacted from the previous century and which are in force in the territory of India are available on the website of the Legislative Department.

The Legislative Department, which is under the Union Ministry of Law and Justice consists of (a) Legislative Department situated in Shastri Bhawan, 4th Floor, A- Wing, Dr. Rajendra Prasad Road, New Delhi – 110001. (b) Official Languages Wing, Shastri Bhawan, 4th Floor, A- Wing, Dr. Rajendra Prasad Road, New Delhi – 110001. (c) Vidhi Sahitya Prakashan, Indian Law Institute, Bhagawandas Road, New Delhi – 110001 (d) Institute of Legislative Drafting and Research, located at Room No.440, A-Wing, Shastri Bhawan, New Delhi – 110001.

B. FUNCTIONS OF THE LEGISLATIVE DEPARTMENT

Under the Government of India (Allocation of Business) Rules, 1961, made by the President of India under article 77(3) of the Constitution of India, the Legislative Department is concerned mainly with the following matters–

1. The drafting of Bills, including the business of the Draftsmen in Select Committees, drafting and promulgation of Ordinances and Regulations; enactment of State Acts as President's Acts, whenever required; scrutiny of statutory Rules and Orders.
2. Constitution Orders; notifications for bringing into force Constitution (Amendment) Acts.
3. (a) Publication of Central Acts, Ordinance and Regulations;

   (b) Publication of authorised translations in Hindi of Central Acts, Ordinances, Orders, Rules, Regulations and bye-laws referred to in section 5(1) of the Official Languages Act, 1963 (19 of 1963).
4. Compilation and publication of unrepealed Central Acts, Ordinances and Regulations of general statutory Rules and Orders, and other similar publications.
5. Elections to Parliament, to the Legislatures of States, to the Offices of the President and Vice-President; and the Election Commission.
6. Preparation and publication of standard legal terminology for use, as far as possible, in all official languages.
7. Preparation of authoritative texts in Hindi of all Central Acts and of Ordinances promulgated and Regulations made by the President and of all rules, regulations and orders made by the Central Government under such Acts, Ordinances and Regulations.
8. Making arrangements for the translation into official languages of the States of Central Acts and of Ordinances promulgated and Regulations made by the President and for the translation of all State Acts and Ordinances into Hindi if the texts of such Acts or Ordinance are in a language other than Hindi.
9. Publication of law books and law journals in Hindi.

THE FOLLOWING SUBJECTS, WHICH FALL WITHIN LIST III (CONCURRENT LIST) OF THE SEVENTH SCHEDULE TO THE CONSTITUTION OF INDIA (AS REGARDS LEGISLATION ONLY)–

10. Marriage and divorce; infants and minors; adoption, wills; intestate and succession; joint family and partition.
11. Transfer of property other than agricultural land (excluding benami transactions registration of deeds and documents).
12. Contracts, but not including those relating to agricultural land.
13. Actionable wrongs.

14. Trusts and trustees, Administrators-General and Official Trustees.

15. Evidence and oaths.

16. Civil Procedure including Limitation and Arbitration.

17. Charitable and religious endowments and religious institutions.

C LIST OF CENTRAL ACTS CONCERNED WITH LEGISLATIVE DEPARTMENT AS REGARDS LEGILSATION ONLY. NOT ADMINISTRATIVELY CONCERNED

1. Legal Representative's Suits Act, 1855 (12 of 1855).
2. Fatal Accidents Act, 1855 (13 of 1855).
3. Suits Valuation Act, 1887 (07 of 1882).
4. Code of Civil Procedure, 1908 (05 of 1908).
5. Maintenance Orders Enforcement Act, 1921 (18 of 1921).
6. Limitation Act, 1963 (36 of 1963).
7. Specific Relief Act, 1963 (37 of 1963).
8. Arbitration and Conciliation Act, 1996 (26 of 1995).
9. Indian Succession Act, 1925 (39 of 1925).
10. Administrators-General Act, 1963 (45 of 1963).
11. Religious Endowments Act, 1863 (20 of 1863).
12. Indian Trusts Act, 1882 (02 of 1882).
13. Charitable Endowments Act, 1890 (06 of 1890).
14. Official Trustees Act, 1913 (02 of 1913).
15. Charitable and Religious Trusts Act, 1920 (14 of 1920).
16. Sikh Gurudwaras (Supplementary) Act, 1925 (24 of 1925).
17. Indian Evidence Act, 1872 (01 of 1872).
18. Commercial Documents Evidence Act, 1939 (30 of 1939).
19. Oath's Act, 1969 (44 of 1969).
20. Transfer of Property Act, 1882 (04 of 1882).
21. The Majority Act, 1875 (9 of 1875)
22. The Religious Societies Act, 1880 (1 of 1880)
23. The General Clauses Act, 1897 (10 of 1897)
24. The Hindu Gains of Learning Act, 1930 (30 of 1930)
25. The Diplomatic and Consular Officers (Oath and Fees) Act, 1948 (41 of 1948)
26. The Diplomatic and Consular Officers (Oath and Fees) (Extension to Jammu and Kashmir) Act, 1973 (2 of 1973)
27. Muslim Women (Protection of Rights on Marriage) Act, 2019 (20 of 2019)

28. Partition Act, 1893 (04 of 1893).
29. Anand Marriage Act, 1909 (7 of 1909).
30. Hindu Disposition of Property Act, 1916
31. Arya Marriage Validation Act, 1937 (19 of 1937).
32. Hindu Marriage Act, 1955 (25 of 1955).
33. Hindu Succession Act, 1956 (30 of 1956).
34. Hindu Minority and Guardianship Act, 1956 (32 of 1956).
35. Hindu Adoption and Maintenance Act, 1956 (78 of 1956).
36. Kazis Act, 1880 (12 of 1880).
37. Muslim Personal Law (Shariat) Application Act, 1937 (26 of 1937).
38. Cutchi Memons Act, 1938 (10 of 1938).
39. Dissolution of Muslim Marriages Act, 1939 (8 of 1939).
40. Muslim Women (Protection of Rights on Divorce) Act, 1986 (25 of 1986).
41. Indian Divorce Act, 1869 (1 of 1869).
42. Indian Christian Marriage Act, 1872 (15 of 1872).
43. Parsi Marriage and Divorce Act, 1936 (3 of 1936).
44. Married Women's Property Act, 1874 (3 of 1874).
45. Special Marriage Act, 1954 (43 of 1954).
46. Foreign Marriage Act, 1969 (33 of 1969).
47. Indian Contract Act, 1872 (9 of 1872)
48. Powers of Attorney Act, 1882 (7 of 1882).
49. Sale of Goods Act, 1930 (3 of 1930).
50. Parliament Prevention of Disqualification Act, 1959 (10 of 1959).
51. Guardians and Wards Act, 1890 (8 of 1890).
52. Indian Easement Act, 1882 (5 of 1882).

SECTION – B

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ORGANISATIONAL SETUP OF VIDHI SAHITYA PRAKASHAN

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SECTION – C

The Legislative Department not only performs certain functions as a servicing Department for drafting the legislations initiated by the administrative Ministries and Departments of the Government of India, but also processes legislation in respect of the matters with which it is administratively concerned.

PUBLICATION WORK

The Legislative Department brings out from time to time modified editions of the Central Acts and some other important publications like Constitution of India, Manual of Election Law, Orders issued under the Constitution of India, Index to Statutory Definitions, Annual Volume of the Acts of Parliament, etc. The Legislative Department, while preparing the revised edition of Central Acts, also independently compiles, on the basis of material available with it, manuscripts of booklet containing all the subordinate legislations under various central Acts and sends the same to the Ministry administratively concerned with the Act. The administrative Ministry has to scrutinize the manuscripts, finalize it and get it published.

PART 2. POWERS AND DUTIES OF OFFICERS OF THE LEGISLATIVE DEPARTMENT AND ITS EMPLOYEES.

LEGISLATIVE DEPARTMENT (MAIN)

Administration – I (LD) Section

1. All Establishment matters like creation/continuance of posts, recruitment, appointment, promotion and confirmation of officers/members of the staff of the other ex-cadre posts, verification of character and antecedents, medical examination, postings, transfers, leave, re-employment, review for retention in service at the age 50/55 years and grant of pension/gratuity, etc. in respect of officers of the technical posts, Indian Legal Service, CSS/CSSS/CSCS and other ex-cadre posts (excluding Group D staff).
2. All Parliament Questions relating to the subjects dealt with by the Section.
3. Implementation of the orders of reservations relating to Scheduled Castes and Scheduled Tribes and other categories of this type.
4. Maintenance of Service books of the entire establishment of the Legislative Department (except Group D staff) (excluding Official Languages wing and Vidhi Sahitya Prakashan).
5. Rules pertaining to the three services of the Central Secretariat Service (Viz. CSS, CSSS and CSCS).
6. Maintenance of cadre list of the CSS/CSSS/CSCS in personnel in the Legislative Department.
7. Matter relating to the training of CSS/CSSS/CSCS officers in the Institute of Secretariat Training and Management.
8. Invigilators for UPSC/SSC and other examinations.
9. Permission for joining Territorial Forces, Home Guards, Auxiliary Forces, School of Foreign Languages, etc.
10. Permission to members of the staff for appearing in examination/further studies.
11. Appointment of non-Indians-Submission of half-yearly return.
12. Forwarding of application of officers and members of the staff to outside posts.
13. Forwarding of application of members of staff to the UPSC/SSC for the typewriting tests, etc.
14. Casual leave of officers of Legislative Department – Maintenance of accounts.
15. Deputations and Delegations abroad/Assignments and Appointments of officers in U.N. Organisations, Foreign Govts., etc.
16. Conference and Committee-General Instructions.
17. All establishment matters in respect of officers and members of the staff in the Official Languages Wing.

18. Establishment matters in respect of Group A officers in the Election Commission of India.
19. Reference from the office of the Controller of Accounts in so far as subjects dealt with in Adm.I(LD) are concerned.
20. Correspondence with Controller General of Accounts.
21. Training in Legislative Drafting under the Common-wealth Fund for Technical Co-operation.

Administration – II (LD) Section

1. All establishment matters of Group 'D' staff, eg. Appointments, transfers, promotions, increments, maintenance of service books, confidential reports, grant of earned leave, etc.
2. Group 'D' daily wages staff.
3. Maintenance of casual leave account of Group 'D' staff posted with officers.
4. C.G.H.S. and Medical Attendance Rules preparation of C.G.H.S., Identity cards, reimbursement of medical expenses.
5. Allotment of office and residential accommodation to the officers and staff of the Department and office accommodation.
6. All house keeping work and correspondence relating thereto Furniture, Dead Stock, Stationery, Livery for Group 'C' and Group 'D' staff, weather comforts, membership of the Central Secretariat Library, Educational Allowance and Tuition Fee Reimbursement, purchase and maintenance of typewriters, duplicators and other machines. Booking of air-passage including rules and orders relating thereto, travel concession to the staff and officers of the Department, overtime bills of the staff of the Department, T.A. of officers on retirement, purchase, supply repairs and replacement of office bicycles, contingent bills, conveyance charges, refreshment bills payment of bills for book binding/printing.
7. Purchase and Maintenance of staff cars.
8. Security arrangements and identity cards.
9. Purchase of news papers and periodicals for officers.
10. Washing allowance to the Group 'C' and Group 'D' staff and washing curtains, towels, etc.
11. Settlement of debits raised by the CCP & S etc. in respect of the printing work done and publications supplied to Legislative Department.
12. Organization of meetings and all house keeping and safety jobs.

Budget & Accounts and Integrated Finance Section

I. Functions relating to Budget & Accounts matters

1. Framing of Budget estimates, revised estimates and final estimates of expenditures in respect of :-

(i) Legislative Department and the Department of Legal Affairs (Main Secretariat) and the Units under their respective administrative control i.e. Law Commission, Branch Secretariats at Mumbai, Kolkata, Chennai and Bangalore, Central Agency Section, Election Commission, Official Languages Wing, Vidhi Sahitya Prakashan, Principal Accounts Office, Pay and Accounts Offices.

(ii) Re-imbursement of Central Government's share of extra election expenditure incurred by State/Union territory Government's (with Legislature) and the expenditure on elections in the Union territories (without Legislatures); election to the offices of President and Vice President, biennial elections to Rajya Sabha.

(iii) Grant-Administration of Justice (voted portion) providing for expenditure on payment of retainer to Law Officers e.g. Attorney General, Solicitor General, Addl. Solicitor Generals and the Central Government Standing Counsel for conduct of Central Govt. cases in Supreme Court, High Court of Delhi and Lower Courts in Delhi.

(iv) Grant relating to loans and advances to Government servants including House Building Advances.

(v) Classified advertisement and Display publicity.

2. Getting proofs and checking up and getting Demands for Grant for the whole Ministry (i.e. Deptt. Of Legal Affairs, Legislative Department and their units and Department of Justice as also Supreme Court) printing and arranging for laying it on the Table of the House.

3. Co-ordination in respect of Appropriation Accounts for grants controlled by the Ministry.

4. All matters relating to control of budget grants, periodical review of budgetary position, issue of re-appropriation orders, supplementary grants.

5. Coordinating and supervision of the work relating to reconciliation of accounts pertaining to Legislative Department, Department of Legal Affairs and their Units and those relating to voted portion of the grant for administration of Justice.

6. Co-ordination work relating to Statutory audit and Internal audit and inspection of accounts of the Department of Legal Affairs and Legislative Department and Units under their administrative control and keeping watch over the settlement of audit objections.

7. Scrutiny of claims of State/Union territory Govt.'s for re-imbursement of Central share of extra election expenditure; issue of sanction in favour of those Governments and watching adjustments of sanctioned amount in various circles of account.

8. Keeping watch over progress of reconciliation of the election expenditure by various Election Departments of the State/U.T. Governments with their respective

accounts offices as also co-ordination between all State Governments/U.T. Governments with their concerned Accountant Generals for finalization of accounts, etc.

9. Rendition of budgetary returns to the Ministry of Finance.

10. Processing of recommendations contained in the P.A.O. as well as reports of the other Financial Committees of Parliament and their implementation.

11. Co-ordination in respect of all Financial Commissions and Committees, etc. set up by Government.

12. Watching progress of settlement of pension cases.

II. Functions relating to Integrated Financial Advice

1. To advise different sections of the Deptt. of Legal Affairs and Legislative Department, Income-tax Appellate Tribunal and Law Commission on all matters falling within the field of delegated powers.
2. To scrutinize all proposals for creation of new posts and continuance of existing posts.
3. To identify specific savings in cases of creation of posts.
4. To scrutinize proposals for re-delegation of powers to authorities under the administrative control of the Deptt. of Legal Affairs and Legislative Department.
5. To be associated with formulation of all schemes and important expenditure proposals from their initial stage.
6. To be associated with evaluation of progress or performance in the case of projects another continuing schemes and to see that the results of such evaluation studies are taken into account in formulation of budget proposals;
7. To screen all expenditure proposals required to be refer to the Ministry of Finance (Deptt. of Expenditure) for concurrence or comments.
8. Processing and issuing suitable instructions in respect of various proposals/queries put up/raised by the States and Union territories and the Accountant Generals regarding sharing/bearing of election expenditure.
9. Agreement regarding supply of indelible ink for elections and all matters connected with it.
10. Parliament Questions regarding election expenditure.
11. To ensure timely submission of quarterly staff statements and other returns to the Ministry of Finance.
12. Giving clarifications, etc. in connection with various queries on service and Financial Rules and to attend to any other matter having financial bearing that may be referred to it for advice.
13. Issuing of various economy instructions, fixing of ceiling on the consumption of petrol by all the staff cars and other vehicles etc. and ensure their strict observance by all units.

14. Liaisoning work connected with Information and Broadcasting Ministry's *India A Reference Annual* in so far as material relating to Law Ministry is concerned.

15. Compilation and bringing out the Annual Report of the Ministry of Law and Justice.

Cash Section

1. Preparation of pay bills and supplementary bills of gazetted staff.
2. Preparation of miscellaneous bills of non-gazetted staff viz. O.T.A., G.P.F., Tuition Fee, H.R.A., Honorarium, Medical reimbursement, Night Duty Allowance, Pension, Gratuity etc.
3. Preparation of miscellaneous bills of gazetted officers viz. Motor Car, Medical reimbursement, G.P.F., Leave Salary etc.
4. Preparation of T.A., T.A. advance, L.T.C., L.T.C. advance, transfer T.A. advance bill, etc. in respect of non-gazetted and gazetted staff.
5. Preparation of air passage bills.
6. Preparation of contingent bills of private parties, Govt. Departments Corporations, etc.
7. Disbursement of money drawn in respect of the above bills to their persons entitled to receive it.
8. Preparation of requisition for Bank drafts, challans, etc.
9. Maintenance of Cash Book and allied records;
10. Maintenance of GPF accounts of Group D Govt. Servants and all allied matters connected with this viz. Calculation of interest of GPF, supply of annual GPF statement of each Group D Govt. servant, quarterly statement of debits/credits, etc.
11. Preparation of L.P.C. in respect of officers and staff transferred to other Ministries/Departments.
12. Recovery of Water, Electricity, OTA and LTC premium from Govt. Servants and payment to them.
13. Furnishing of periodical statements of CGHS beneficiaries.
14. Recovery of house rent from the allottees of Govt. Accommodation and all allied matters pertaining thereto viz. checking of previous records regarding recovery of arrears of house rent etc. and intimation to Estate Office.
15. Preparation of periodical statements regarding officers and staff of different pay range and amount of house rent paid to them.
16. Correspondence with office of the AGCR Pay & Accounts Officer regarding issuing credits of GPF audit objections on pay and allowances and advances, etc.
17. Forwarding of stamped receipts of more than Rs.5000/- and above to the PAO.
18. Forwarding of Demand Draft to the parties concerned.
19. Correspondence regarding pay and allowance, advances, contingencies, recoveries made from the Govt. servants with the persons concerned and different Departments/Ministries of the Govt.

20. Preparation of monthly expenditure statements. Reconciliation of figures of expenditure with those booked in the office of Pay and Accounts Officer.

21. All matters relating to General Provident Fund including those of Group D staff.

22. All advances to staff and officers in the Legislative Department including House Building, General Provident Fund, Motor Car, Scooter, Bicycle, Festival, Flood compulsory Deposit etc.

23. All matters relating to Central Government Employees Group Insurance Scheme and Postal Life Insurance.

24. (a) Overtime Bills of the staff.
(b) Conveyance charges Bills.

25. All matters relating to Telephone including payment thereof.

Correction Section

1. To maintain (i) up-to-date unrepealed Central Acts contained in the India Code sets and annual volumes of Acts of Parliament (ii) Regulations, Ordinances and other publications such as Constitution of India, (iii) rules and orders under the Constitution of India, (iv) Manual of Election Law; etc. supplied to officers and sections of both the Legislative Department and the Department of Legal Affairs including the Ministers, General of India, Solicitor General, Additional Solicitor General, Chief Election Commissioner, etc.

2. To maintain up-to-date Codes and supplements containing Acts, Ordinances and Regulations of 25 States and Union Territories.

3. To maintain up-to-date 3 sets of G.S.R.O. Volumes (30 Volumes issued so far) containing General Statutory Rules and Orders issued under the Central Enactments and supplementary volumes and supplements thereto.

4. Marking and scrutiny of all the Gazette of India Issues containing statutory rules, orders and notifications.

5. To maintain a record of modified copies of all the Acts, Ordinances and Regulations from the year 1834.

6. Research work relating to the requisition from officers with reference to the extant or repealed Central and State enactments and statutory rules, orders etc., issued under the Central enactments.

G.S.R.O Section

1. To compile General Statutory Rules and Orders made under Central Acts included in the India Code.

2. To prepare and finalize the manuscripts of notifications issued under respective Central Acts and to be brought out by respective administrative Ministries/Departments as Part II, a companion publication to Part I in respect of modified editions brought out by the Publication Section of the Legislative Department.

Indexing and Records

1. Maintenance of all old records, including pay bills of Gazetted and Non- Gazetted Officers of the Department of Legal Affairs and Legislative Department.
2. Maintenance of Gazette of India (etc.) year wise.
3. Weeding out of records in consultation with the concerned sections and correspondence relating thereto.
4. Sorting out records in consultation with the concerned sections and forward to National Archives of India such of those records which qualify for the purpose and related correspondence.
5. Preparation and printing of departmental Index Slips of files kept in the Record Room and circulating them as prescribed under Manual of Office procedure.
6. All other matters that may be concerned with the performance of the above functions including correspondence etc. as prescribed in the Manual of Office Procedure.

Legislative I Section

1. Examination of Legislative proposals received from the various Ministries/Departments of the Government of India for drafting of – (a) Bills (b) Ordinances, etc. and submission of such cases with relevant papers and legal precedents.
2. Examination of proposals for legislation with regard to the requirement of recommendations of the President under articles 110, 117(1), 117(3), etc.
3. Preparation of Bills in their final form for transmission to Parliament.
4. Constitution Amendment Bills.
5. Issue of Constitution Orders.
6. Preparation of draft Bills for replacement of Ordinances.
7. Legislation to be undertaken as President's Acts.
8. Examination of proposals for issue of Regulations under article 240 of theConstitution and their promulgation.
9. Obtaining assent of the President on Bills passed by Parliament.
10. Republication of Central Acts, Ordinances, President's Acts, etc. in the StateGovt. Gazette.
11. Receipt and upkeep of the Parliamentary debates.
12. Preparation of material for periodical repealing and Amending Bills.
13. Examination of proposals for preparation of Model Bills received from States and Ministries.
14. Examination of Reports of the Committee on Subordinate Legislation (Lok Sabha and Rajya Sabha).
15. Implementation of the Reports of the Committee on Subordinate Legislation of Lok Sabha/Rajya Sabha regarding bringing into force of Acts or Parliament, making of rules and laying of rules before Parliament.
16. Submission of papers relating to Joint/Select Committee meetings.
17. Correspondence with the State Governments and preparation and printing of the Summary of Legislation.
18. Examination and submission of files received from various Ministries for issuing notifications, rules, bye-laws, etc.
19. Preparation and submission of periodical progress reports of SRO cases.

Legislative II and Parliament Section

I. Election Work

1. Elections to Parliament-General Elections, Bye-Elections, Lok Sabha/Rajya Sabha, Presidential/Vice-Presidential Elections.
2. Elections to State Legislatures.
3. Biennial Elections to Rajya Sabha.
4. Election Law and Rules.
5. Delimitation of Constituencies Orders, Parliamentary and State Constituencies.
6. Delimitation of Councils Constituencies Orders.
7. Legislative Councils Constitution, abolition, fixing of strength etc.
8. Election petitions in the High Courts/Supreme Court and other Court cases relating to Election Laws.
9. Parliament Questions relating to above items.
10. Private Members Bills and Resolution on the above subjects.
11. Examination of references from President Secretariat relating to disqualification ofMPs and MLAs and putting up draft orders for consideration of the President.
12. (i) Parliament Questions relating to above subject.
    (ii) Private Members Bills and Resolutions and other Elections on the above subjects.

II. Parliament Work

1. (a) Receipt and registration of advance copies of questions, Resolutions, Motions, Bills, etc. meant for Legislative Department, D/o Legal Affairs and D/o Justice of this Ministry received from the Lok Sabha Secretariat and Rajya Sabha Secretariat and ;their distribution to the Sections concerned for preparing the necessary answers/briefs etc.

(b) Submission to the Ministers of State/Deputy Minister in proper time of the relevant files relating to (a) above with approved answers prepared by the Sections concerned.

(c) Supply of the required number of copies of answers as approved by the Minister/Minister of State/Deputy Minister to the Lok Sabha Sectt./Rajya Sabha Secretariat.

(d) Checking up the entries relating to advance copies of questions in consultation with the Secretariats of Parliament with a view to ensuring that the questions have been either admitted or disallowed or withdrawn or transferred or otherwise disposed of.

(e) Preparation of pads for Law Minister/Minister of State officers in the Legislative Department and Department of Legal Affairs in connection with Parliamentary work.

2. Maintenance of Registers (one for each House) of Assurances given by the Minister/Minister of State/Deputy Minister in the course or replies to questions, discussion on bills, resolutions, etc. and processing of action on them with a view to their early implementation.

3. Distribution of Parliamentary papers to all concerned in time and keeping the Minister, Minister of State and the Deputy Minister through their Private Secretaries/PAs informed of the items of business in the Houses with which the Minister of Law is concerned. To ensure presence of Parliament Assistant in official Gallery during the sessions of the House of Parliament to watch the proceedings and ensure timely presence of the Legislative officer in the official gallery. The Parliament Assistant will also attend to the work, if any, entrusted to him by the Ministers or other officers in the Parliament House.

4. Correction of the sets of the Rules of Procedure and conduct of Business of the Lok Sabha/Rajya Sabha, kept with officers.

5. Maintenance of the (a) register showing the dates on which the Bills – both official and private are discussed in the Lok Sabha/Rajya Sabha and (b) Bulletins Part I of both Houses which give a brief account of the work done by the Houses on each day of their sittings.

6. Convening the meetings of the Consultative Committee attached to the Ministry and attending to all items of work relating thereto including preparation of draft briefs on the items with which it is concerned.

7. Compilation of copies of Private Members Bills introduced in the Lok Sabha/Rajya Sabha and indexing them.

8. Arrangements for passes for officers for attending Lok Sabha/Rajya Sabha official Gallery/Parliament/Committee meeting in Parliament House/Annexe.

Legislative III Section

1. Matters relating to entries 5,6,7,8,9,10,11,12,13 and 28 in the Concurrent List of the Seventh Schedule to the Constitution of India including personal laws.

2. Legislative Work relating to the 'Office of Profit'.

3. Scrutinizing of legislative proposals received from the State Governments through the Ministry of Home Affairs.

4. Indexing, codification and retrieval work of advance copies of G.S.R.O. notifications.

5. Parliament Questions, Private Member's Bills, Resolutions on the subjects cited in serial number 1 to 3.

6. Court cases regarding the subjects assigned to this Section.

LDI Section

1. Introduction of computer technology and system.
2. Organizing and conducting training programmes/courses in the Institute of Legislative Drafting and Research.
3. Coordination with National Informatics Centre and maintaining Legislative Department's website.
4. All matters relating to the implementation of Right to Information Act, 2004.

O.L. Section

1. The Official Language Section is concerned with:

(i) All aspects of the work relating to official language in the field of law, policy and programme, including the work of the Official Language Wing and Vidhi Sahitya Prakashan.
(ii) Hindi Advisory Committee for the Ministry, of Law & Justice, its constitution and set up.
(iii) Coordinating the work of both the Departments (the Deptt. of Legal Affairs and the Legislative Department) regarding Hindi teaching Scheme and the progressive use of Hindi for official purposes of the Union including training.
(iv) Arranging quarterly meeting of the Official Language implementation Committee of the Ministry of Law & Justice (the Deptt. of Legal Affairs & Legislative Department) to solve difficulties, if any arising in the course of implementation or instructions issued by the Department of Official Language in respect of progressive use of Hindi and the Hindi teaching scheme.
(v) Coordinating the work of both the Departments relating to Committee of Parliament on Official Languages.
(vi) Submission of quarterly/half yearly reports to the Ministry of Home Affairs (Deptt. of Official Language)/Officer in Overall Charge, Hindi Teaching Scheme, in respect of Progressive use of Hindi and the Hindi Teaching Scheme including training.
(vii) Authentication of the translation of Central Acts in Hindi by the President under section 5(1)(a) of the Official Languages Act, 1963, for purpose of publication in Official Gazette.
(viii) Authentication of Translation of Central Acts in regional Languages by the President under section 2(a) of the Authorized Translations (Central Laws) Act, 1973.
(ix) Issue of sanctions to the State Governments towards the cost of translation, printing & publication of Central Laws in regional languages.
(x) All Parliament Question relating to – (a) the development of Hindi in the field of law, (b) translation of Central Acts and the Constitution of India in Hindi and (c) translation of Central Acts in regional languages.

Printing Section

1. The editing of manuscripts of Central Bills (including the preparation of Annexures to amending Bills) Ordinances, Regulations, President's Bills, Adaptation Orders, Orders issued under the Constitution, Delimitation of Council Constituencies Orders and Bills as reported by the Joint or Select Committee, obtaining proofs of

such Bills, scrutiny of Bills sent by Lok Sabha and Rajya Sabha at different stages and their checking done in the Department.

2. Editing and proof checking of the publications like the Constitution of India, Manual of Election Law, Replacement Series to India Code, Annual Volumes of Central Acts, Modified Edition of Contract Acts, General Statutory Rules and Orders, etc. are also done in the Department. The Department is also responsible for publication of Central Acts, Ordinances, Regulations, President's Act, etc. in the Gazette of India and their subsequent reprints as publications for sale. Handling work in respect of Printing of English version of the Annual Report of the Ministry from the stage of receipt of requisition along with draft material for printing from the Budget and Accounts Section till the printed copies are ready and the fact intimated to the B&A Section. The Printing Section will also take all action connected with the work, including any co-ordination at that stage as required with the units in the Ministry and the Departments forming part in the Annual Report and preparation of errata to the Report, if any.

Name of the Section	Items of work allocated
Printing I Section	All Bill work relating to Parliament including Ordinances, Regulations, President's Acts and Constitution Orders including first publication of Acts, Regulations, Ordinances in Gazette.
Printing II Section	(i) All other work relating to Publication of Acts, Ordinances, Regulations etc. in the Gazette of India, A-4 size publications of Annual Report, printing work of Publication Section & G.S.R.O. Section.

Publication Section

1. The Section brings out of the following publications :-

(a) Revised edition to the India Code.
(b) Replacement Series to the India Code.
(c) Annual Volumes of Acts of Parliament.
(d) Modified Editions of Central Acts.
(e) Constitution of India.
(f) Orders issued under the Constitution of India.
(g) Index to Central and State Acts.
(h) Manual of Election Law.
(i) Supplement to Manual of Election Law.
(j) Index to Statutory Definitions.

In brief, for processing the printing of the above publications, the section has to perform the following functions:–

(i) Preparation of the manuscripts.
(ii) Scrutiny of the weekly Extraordinary Issues of the Gazette of India and taking note of all statutory notifications which relate to the above publications.
(iii) General scrutiny of the proofs.
(iv) Scrutiny of printed copies.
(v) Preparation of errata slips, wherever necessary.
(vi) Preparation of manuscripts of Acts of Parliament with effect of Legislation and index.
(vii) Taking note of the Acts which amend existing enactments and
(viii) General correspondence with the Press, Controller of Publications, Dte. of Printing, Ministries concerned with Acts and with public.

2. Weeding out of obsolete publications.
3. Copyright of these publications.
4. Maintenance of Free Distribution List.
5. Free supply and mutual exchange of publications with foreign countries.

OFFICIAL LANGUAGE WING

7th Floor, Shastri Bhawan, New Delhi

Administration Section

1. General administration relating to the establishment work of officers and staff of the Official Languages Wing and other works, relating to stores, furniture, stationery, staff car, three wheeler scooter, accommodation, C.G.H.S., Telephones and liveries, etc. essential for the up keep of the Secretariat of the Official Languages Wing.
2. Work relating to Budget, Cash and Accounts of the Wing.
3. Hindi Teaching Scheme and its progressive use so far as O.L. Wing is concerned.
4. Parliament Questions relating to the Work of the Section.
5. Work relating to Receipts and Issue of dak.

Bill Section

1. * Preparation of Hindi version of Bills to be submitted to the Cabinet as annexure to Notes for the Cabinet, initially on the basis of original and thereafter on the basis of revised and finalized English version as soon as these are received and to transmit the finalized Hindi text to the House of Parliament or the concerned Ministry.
2. Scrutiny of the finally printed copy of the Bills of Parliament and to authenticate it as true/correct translation for being submitted to the Minister piloting the Bill and onward transmission to the concerned House of Parliament.

3. Tallying of the Hindi Drafts as prepared by the officers with the English Drafts clause by clause and word by word keeping in view the earlier precedents and also with a view to maintain uniformity in the Legislative Drafting.
4. To provide precedents from Union and State Laws whenever so demanded by the concerned Draftsman.
5. Drafting of all notices for amendment and also the amendments proposed, if any, in the Hindi Text of the Bills before or during the consideration in the Houses of Parliament.
6. Preparation of the Hindi version of the Ordinances and Regulations promulgated or made by the President under the Constitution and getting them published.
7. Preparation of Hindi version of Ordinances promulgated by the Governors in case the States are under President's rule.
8. Preparation of the Hindi version of the Cabinet Notes and annexures appended thereto (including the proposed draft of a Bill) pertaining to the Legislative Department.
9. Preparation of authoritative Hindi Text, under section 5(1)(a) of the Official Languages Act, 1963, on the basis of the Bills passed by the Houses of Parliament after being assented to by the President.
10. Preparation of Hindi version of President's Acts.
11. Translation and publication of all Union enactments enacted before the provisions of the Official Language Act, 1963 came into force.
12. Preparation of diglot edition of Central Acts incorporating legislative history of such Acts.
13. Compiling and submitting legal words and phrases occurring in Central Statutes for setting their Hindi equivalents and to participate in the meetings of the working Group concerned for this purpose.
14. Holding meetings in the nature of workshop, etc. for the purpose of research and development in the field of Legislative Drafting in Hindi. This will include use of Computer and Word Processor by the staff and officers of the Unit.
15. Participation in the meetings and conferences held with the officers of concerned Ministries/Departments of the Government of India and the Draftsman's responsible for providing the English text of the statutes as and when so required by the Secretary (LD).
16. Updating Hindi version of the Constitution of India and other Acts for the purpose of publication.
17. To assist the Correction Section/Printing Section in the publication of 'Bharat Sanhita', specially, by providing Hindi text of the Statements of Objects and Reasons for the particular enactment in case of the Statutes enacted before the enforcement of the provisions of the Official Languages Act, 1963.
18. Imparting training in drafting of statutes to the officers of other States coming for such training.
19. Any other item which may specifically be assigned by the Joint Secretaries and Legislative Counsel of the O.L. Wing.

*Note: Preparation of Hindi translation of Bills of Parliament, Ordinances and Regulations and publication of authoritative texts thereof includes comparison of English text with the texts received earlier and reading of proofs at each stage.

Correction Section

Work relating to the supply of up to date copies of Central Acts maintenance of India Codesets and Bharat Sanhita sets (prepared by Correction Section)

1. Making copies of Central Acts in English up to date to be given to Legislative Counsels/Sections for translation into Hindi.
2. Providing up to dated copies of Acts both Hindi and English for bringing out digloteditions and also for reference whenever called for.
3. Providing English texts of Central Acts for translation into regional languages by the various State Governments in accordance with the approved priority lists/supplying of texts for vetting purposes to Legislative Counsels when the translations are received back.
4. Maintaining 16 sets of India Code up to date.
5. Maintaining 17 sets of Bharat Sanhita (compilation of authoritative texts of Central Acts in Hindi) up to date and preparing additional sets whenever required.
6. Distribution of authenticated Hindi versions of Central Acts to all the Hindi speaking States for re-publication in their Gazette and to High Courts in the Hindi speaking States/concerned Ministries and Departments/Nagri Pracharni Sabhas/Libraries and other organizations which make special request for copies.
7. Counting of the correct number of standard pages in Central Acts when translation is finalized for purposes of reimbursement of cost to State Governments. Preparation and maintenance of Index Cards thereof.
8. Distribution of Legal Glossary and other printed publications to various individuals, Departments, Public Undertakings, Banks and State Government Departments.
9. Purchasing of Central Acts and other relevant publications when required for the Official Languages Wing for translation into Hindi and various regional Languages.
10. Attending meetings of Working Group, etc. with reference material other miscellaneous work as are assigned to this section from time to time for instance preparation of press copies for fresh editions of the booklet.
11. Receiving various parts of Gazettes and arranging them in separate folders serial wise and year wise for reference purpose.
12. Preparation of Press copies of Central Acts, Manuals, etc. for publication/ republication.
13. Preparation of Hindi version of new edition of India Code.
14. Translation of Legislative History of Acts included in the India Code and of Central Acts required to be published in diglot edition.

Legislative I Section

1. Preparation of authoritative text of Rules, Regulations, Orders or bye-laws issued under the Constitution or under any Central Act and their publication under Section 5(1)(b) of the Official Languages Act, 1963.
2. Preparation and compilation of draft material for:
   (i) Annual Report
   (ii) Quarterly Reports
   (iii) Assessment Report
   (iv) Other periodical reports required by the Ministry of Home Affairs and the Ministry of Law and Justice.
3. Preparation of draft replies to Parliament Questions.
4. Correspondence with Ministries/Departments, States and the Public Reg., Translation of Rules, etc.
5. Work relating to the conduct of the meeting of–
   (i) Hindi Salahkar Samiti.
   (ii) Coordination Committee of the Hindi speaking States.

   The work falls into the following three categories:-
   (a) Preparation and distribution of agenda and notices of the meetings
   (b) Convening of the meetings.
   (c) Preparation and distribution of minutes of the meetings.
6. Preparation of plans and programmes of work and follow up action.

Legislative II Section

1. Holding the Working Group Meetings (Regional Languages) of the Official Languages Wing in which Regional language version of Central Acts are considered and approved and preparation of Agenda and Minutes thereof.
2. Correspondence with a dozen State Governments regarding the translation and printing in Regional Languages of the Constitution of India and Central Acts and other connected matters.
3. Work pertaining to the reimbursement of translation and printing charges to the State Governments.
4. Work pertaining to the fixation of price of Regional Languages versions of the Constitution of India and of Central Acts.
5. Getting the Regional language versions of the Central Acts authenticated by the President of India.
6. Keeping proper records of the printed copies of the Regional language versions of the Constitution of India and Central Acts, Gazette, etc. received from various State Governments.
7. Preparation of monthly, quarterly and annual reports regarding indexing, recording, etc. of files and submission of the same to Administration Section.
8. Preparation of monthly progress report in respect of the work done by the Regional Language Units.
9. Preparation of annual assessment report and submission of the same to Legislative I Section.

10. Preparation of replies to the Parliament Questions pertaining to the Regional Language Work.
11. Getting the Minutes of the Working Group Meetings (Hindi & Regional Languages) bound.
12. Holding meetings of the Working Group (Hindi) of the Official Languages Wing in which Hindi equivalents of Central Acts and words and phrases used therein are considered and approved and preparation of Agenda and Minutes of such meetings.
13. Preparation and arranging alphabetically the Index Cards pertaining to the Constitution of India.
14. Preparation and arranging alphabetically the index cards pertaining to the Legal Glossary.
15. Preparation of Legal Glossary.

Library

1. Maintenance of Library and purchase of legal and other periodicals and publications in various languages for the use of the Official Language Wing.
2. Legal reference and research work.

Printing Section

1. Printing of Hindi version of Central Acts and Ordinances for their authentication under section 5(1)(a) of the Official Languages Act, 1963
2. Printing and fixation of sale price of diglot edition of the Acts of Parliament.
3. Printing of Hindi version of Bills for introduction in Parliament and Joint/Select Committee Reports.
4. Printing of Rules in Gazette of India Part – II, Section 3-A, Section 5(1)(b) of the Official Languages Act, 1963.
5. In addition to the above, the following work is also done in the Printing Section :-

   (1) Printing of Legal Glossary.
   (2) Printing of Multilingual Glossary.
   (3) Printing of Standard Forms of Legal Documents.
   (4) Printing of International Law Series.
   (5) Printing of Standard Clauses for Legislative Drafting.
   (6) Printing of Manual of Election Law.
   (7) Correcting proof of the Hindi version of Reports of Law Commission of India.
   (8) Publication of Central Acts in Hindi in the Gazette of India Part – II, Section 1A.
   (9) Printing of President's Acts.
   (10) Printing of Constitution of India (Hindi)
   (11) The staff of this Section had to go to Govt. of India presses in Delhi in connection with the printing or urgent jobs and they had to work there round the clock.

Translation I Section

Translation and vetting of the Rules, Regulations, Orders, Notifications, Schemes etc., under section 3(3) of the Official Language Act, 1963.

Translation II Section

1. Translation into Hindi of Parliament Questions, Parliamentary Assurances, Motions, Notices, Note for Suplementaries, Notifications, Orders, Letters, Plaints, Judgments/Affidavits, Annual Report of the Ministry of Law, and Summary of Legislation in India, etc. received from the Ministry.
2. Translation into Hindi of Forms, Deeds, Agreements, Contracts, Tenders, Indemnities, Bonds, House Building Advance Forms etc. received from Ministries/Departments.

VIDHI SAHITYA PRAKASHAN

Administration Section

1. All Establishment matter like creation and continuance of posts, recruitment, appointments, promotion and confirmation of officers/verification of character and antecedents, medical examination, postings, transfers, leave, grant of extension of service, re-employment, review for retention in service at the age of 50/55 years and grant of pension/gratuity, etc., in respect of officers of all categories of posts in the Vidhi Sahitya Prakashan.
2. All Parliament Questions relating to the subjects dealt with by the section.
3. Implementation of the orders of reservation relating to Scheduled Castes and Schedules Tribes and other special categories.
4. Maintenance of service books of the entire establishment of the Vidhi Sahitya Prakashan.
5. Budgetary matters relating to Vidhi Sahitya Prakashan.
6. Recruitment Rules pertaining to all categories of posts in the Vidhi Sahitya Prakashan.
7. Appointment of Invigilators for Union Public Service Commission/Staff Selection Commission and other examinations.
8. Permission to members of the staff for appearing in examination/further studies.
9. Permission for joining Territorial Forces, Home Guards, Auxiliary Forces, School of Foreign Language, etc.
10. Forwarding of applications of officers and members of the staff to outside posts.
11. Forwarding of applications of officers and members of the staff for deputation, etc.
12. Casual leave of officers of VSP – Maintenance of accounts.

13. Purchase of books required for official reference.
14. Matters relating to opening of GPF Accounts, advances to the staff and officers of the V.S.P. in respect of House Building, General Provident Fund, Motor Car, Scooter, Bicycles, Festival, Floods, Compulsory Deposit, etc. and grant of withdrawal form GP Fund.
15. Postal Life Insurance.
16. Group 'D' daily wages staff.
17. Matter relating to CGHS and Medical Attendance Rules, preparation of CGHS Identity cards, reimbursement of medical expenses.
18. Allotment of office and residential accommodation to the officers and staff of Department and office accommodation.
19. All house keeping work and correspondence relating thereto, e.g., Furniture, Dead Stock, Stationery, Livery for Group 'C', Library, Educational Allowances and Tuition Fee Reimbursement, purchase and maintenance of Typewriters/ Computers duplicators and other machines. Booking of air passage including rules and orders relating thereto, travel concession to the staff and officers of the Department during leave, overtime bills of the staff of the Department, T.A. of officers on retirement, Purchase, supply, repairs and replacement of office bicycle, contingent bills, conveyance charges, refreshment bills, payment of bills for book binding/printing.
20. Provision of telephone in office and at the residence of the officers, Telephone and trunk call bills.
21. Work relating to progressive use of Hindi for official purpose of the Union.
22. Attending the court cases in respect of staff matters and or under any other aspect concerning V.S.P.
23. Acquiring office accommodation for V.S.P. and payment of rent as also expenditure for activity as such as fire safety, etc.
24. Engagement of Lawyers concerning court cases.
25. Maintenance of building occupied by V.S.P. as it is not looked after by CPWD.
26. Auction of disposable items as and when essentials.
27. Maintaining security of office, issue of Identity cards officer/staff/of the V.S.P.
28. Sanction of L.T.C. and maintenance of records of employees of V.S.P.

Book Unit

1. Special assignments to authors for writing of original law Books in Hindi. To draw up agreements to be entered into with authors.
2. Constitution of Evaluation Committee and to conduct its meetings, and the meetings of the Sub-Committees appointed by it and to make arrangements for conferences and meetings considered necessary by the Committee. To take action on recommendations made by the Evaluation Committee.
3. Correspondence with authors regarding books allotted to them for writing.
4. Payment of remuneration to authors for the books written by them and approved by the Government as fit for publication, maintenance of their royalty accounts and payment of royalties.
5. Payment of evaluation fees to Evaluators for evaluating books originally written in Hindi by authors.

6. To invite entries for books written/published in Hindi during a calendar year under the scheme of award of prizes.
7. Distribution of books to Evaluators for evaluation.
8. Payment of prizes to authors whose books have been awarded prizes.
9. Payment of evaluation fee to Evaluators for evaluating books received under the scheme of award of prizes.
10. Issue of Press Note in this behalf.
11. Settlement of rates of royalty payable to authors/publishers for acquiring translating rights of law books selected for translation in Hindi.
12. To draw up agreements in this behalf.
13. Selection of Translators for translation of books.
14. Allotment of books to translators for translation.
15. Payment of remuneration to Translators for the translation work done by them and approved by the Government.
16. Payment of evaluation fee to Evaluators for evaluating books under the scheme of translation of legal classics into Hindi.

Business Section

1. To organize sale and distribution of three Hindi Law Reports published by the Vidhi Sahitya Prakashan, Law Text Books Vidhi Sahitya Samachar as well as Central Diglot Acts brought out by the O.L. Wing and other publicity material concerning thereto through Book Sellers, Sales Depots and direct to the customers.
2. Launching of advertising, publicity and sales promotion campaigns towards the improved sale of these publications organizing exhibitions and sale counters.
3. Attending to the correspondence with the prospective clientele and existing subscribers.
4. Maintenance of Business Accounts, Stacking and custody of various publications including conducting physical verifications and weeding out at regular intervals.
5. Determination of Print Orders based on the market survey and acceptability of a particular publication.
6. Space selling in regular journals of V.S.P.
7. Production and editing of House Journal 'Vidhi Sahitya Samachar'.
8. Arranging of seminars in collaboration with editorial and availing of the opportunity for publicizing the activities relating to popularizing the use of Hindi in the field of Law.
9. Arranging for publication of Book reviews to text Books brought out by this Prakashan newspaper/periodicals.
10. Coordinating and assimilating various information require for Hindi Advisory Committee, Editorial Board, Evaluation Committee etc. and looking after Budget requirements relating to Business Section.

Cash Section

1. Preparation of pay bills and supplementary bills of officers and members of staff.
2. Preparation of miscellaneous bills of officers and members of staff viz. OTA, GPF, Tuition Fee, HRA, Honorarium, Medical reimbursement, Night Duty Allowances, Pension, Gratuity etc.
3. Preparation of TA, TA Advance, LTC, LTC Advance, transfer TA advance bill etc. in respect of officers and members of this Prakashan.
4. Preparation of contingent bills or private parties, Govt. Departments, Corporations, etc.
5. Disbursement of money drawn in respect of the above bills to the persons entitled to receive it.
6. Preparation of requisition for Bank drafts, challans etc.
7. Maintenance of Cash Book.
8. Maintenance and preparation of acquittance rolls authority register, bill register, undisbursed register, recovery register, contingent register etc.
9. Maintenance of GPF account of all the Members of Staff and allied matters, connected with this viz. calculation of interest on GPF, supply of annual GPF statements, quarterly statements of debits/credits etc.
10. Preparation of LPC in respect of officers and staff transferred to other Ministry/Departments.
11. Recovery of water, electricity CID and LIC premium from Govt. servants and payment to them.
12. Furnishing of periodical statements of CGHS beneficiaries.
13. Recovery of house rent from the allottees of Govt. accommodation and all allied matters pertaining thereto viz. checking of previous records regarding recovery of arrears of house rent, etc. and intimation to Estate Office.
14. Preparation of periodical statements regarding officers and staff of different pay range and amount of house rent paid to them.
15. Correspondence with office of the Pay & Accounts officer regarding missing credits of GPF audit objections on pay and allowances and advances, etc.
16. Correspondence with postal authorities etc. regarding recovery of PLI.
17. Forwarding of stamped receipts to the Pay and Accounts office.
18. Forwarding of Demand Drafts to the parties concerned.
19. Correspondence regarding pay and allowances, advances, contingencies, recoveries made from the Government servants with the persons concerned a and different Department, Ministries of Govt.
20. Preparation of monthly expenditure statements.

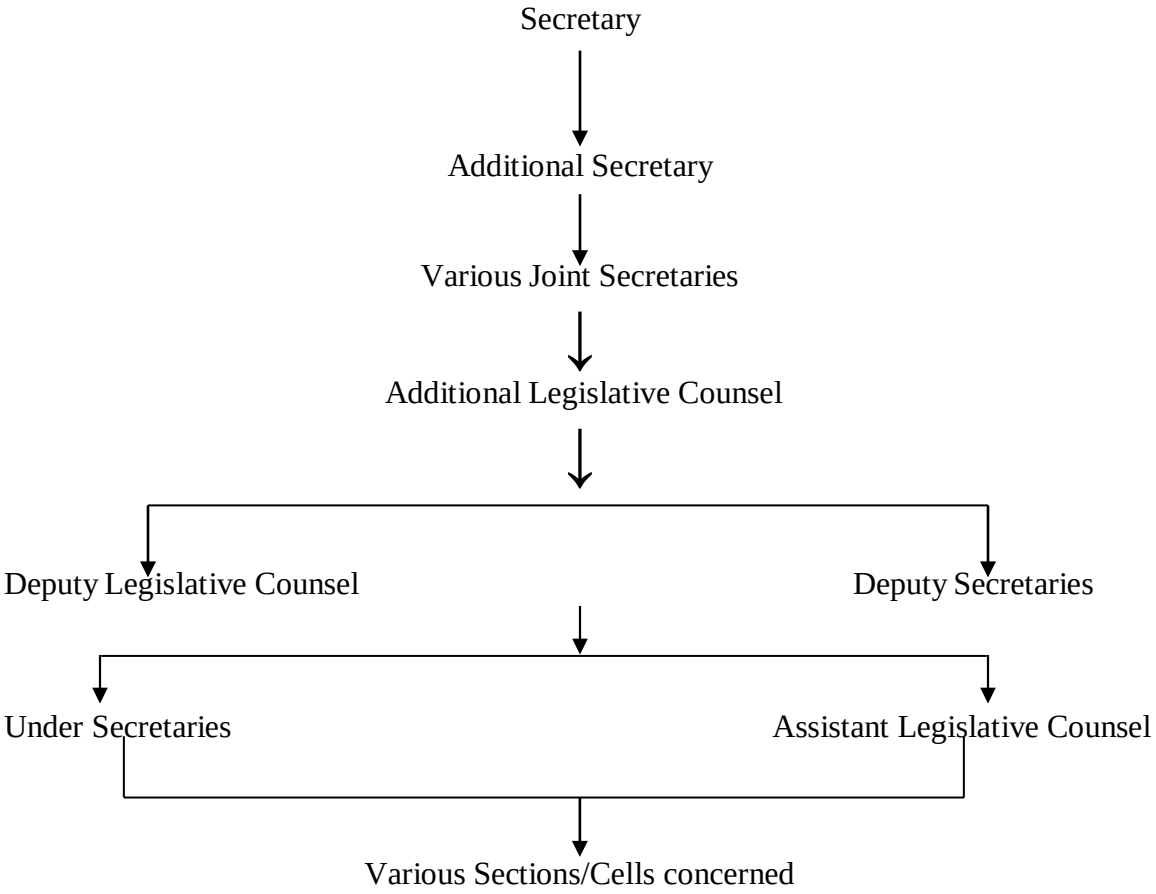
Text Book Unit

1. Editing of the manuscripts submitted by different authors, proof reading of the books and to give point orders and assisting Evaluation Committee.
2. Preparation of guidelines to different authors.
3. Correspondence with the authors.

Functions of the Supreme Court/High Court Journal Unit

4. Selection of Judgements of Supreme Court/Various High Courts. Translation of Supreme Court and High Courts Judgements, Preparation of their head notes and editing of the entire judgement.
5. Translation and editing of provisions of Acts, Rules, Regulations, etc. of the non Hindi speaking States often quoted in the judgements.
6. Preparation of 5 years/10 years digests.

PART 3. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.



The proposal/cases are being dealt with/examined in the various Sections/Units and are submitted to their respective Branch Officers. The Branch Officers decide the proposal/cases and wherever necessary seek the approval of the Joint Secretary/Secretary/ Minister as the case may be. However, for handling the legislative proposals of various Ministries/Departments in the Main office, the Department has six Groups – each headed by a Joint Secretary and Legislative Counsel with a Group of Indian Legal Service officers of the rank of Assistant Legislative counsel/Deputy Legislative Counsel/Additional Legislative Counsel to assist him.

Each Group is allotted certain Ministries/Departments. Leg.I Section submits the files of subordinate legislation from various Ministries/Departments to the concerned Group-in-charge (JS&LC) for allocation of it among the officers subordinate to him. The officer ALC/DLC/Addl.L.C. may consult the Group-in-charge and under the guidance and superintendence to dispose of the cases. The ALC/DLC/Addl.L.C. is fully competent to discuss the case with the representatives of the administrative Ministries and clear the proposal on behalf of the Legislative Department. While scrutinizing and vetting of subordinate legislation, the officer has to keep in mind the legality, validity, precedent, recommendations of the Lok Sabha/Rajya Sabha Committee on subordinate legislation, principles of administrative law, etc.

PART 4. THE NORMS SET BY THE LEGISLATIVE DEPARTMENT FOR THE DISCHARGE OF ITS FUNCTIONS.

Norms as specified in Manual of Office Procedure and other guidelines issued by Government of India from time to time.

Legislative Department is primarily responsible for handling the entire drafting work in relation to all forms of principal legislation, namely, new and amending Bills including Constitutional Amendment Bills, Ordinances, U.T. Regulations and President's Acts, besides scrutinizing and vetting of subordinate legislation of all Ministries/Departments of the Central Government. These functions involve handling of these matters at various levels in the Parliament and in the Committee of the Houses. Besides, the Legislative Department is administratively concerned with legislations falling under certain entries of List III of the Seventh Schedule to the Constitution such as Civil Procedure Code, Contracts, arbitration, personal laws, transfer of property, etc. Legislative Department is also responsible for processing budget proposals every year, involving intricate direct and indirect tax budget proposals for which several of its officers are required to be deployed. Election Commission and electoral reforms are also allocated to this Department.

PART 5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED BY THE EMPLOYEES OF THE LEGISLATIVE DEPARTMENT IN THE DISCHARGE OF FUNCTIONS.

i) The Normal Rules, Regulations and instructions followed in the various Ministries/Departments of the Government of India such as Ministry of Personnel, Public Grievances and Pensions and Ministry of Finance are being followed by the Legislative Department in discharge of its function Civil Service Regulations, FRs & SRs, GFR, DFPRs etc. and various rules/instructions issued by the concerned administrative Ministries.

All the categories of documents as mentioned above and those prescribed under the Manual of Office Procedure. Apart from this, the O&M manual issued by the erstwhile IWS Unit of the Department and the Annual Report brought out by the B&A Section of the Department.

ii) The Memorandum regarding preparation of Bills issued by the Legislative Department is followed in preparing Bill of Parliament.

PART 6. STATEMENT CONTAINING THE CATEGORIES OF DOCUMENTS HELD BY VARIOUS SECTIONS/BRANCHES OF THE LEGISLATIVE DEPARTMENT UNDER ITS CONTROL.

ADMINISTRATION

It basically handles establishment matters of Group 'A', 'B' and 'C' officers and for this purpose it relies upon the Civil Service Regulations and Fundamental & Supplementary Rules CCS (Leave) Rules, 1992, CCS (Pension) Rules, 1972, Recruitment Rules made under the proviso to article 309 of the Constitution and the orders/instructions of Government of India in the Ministry of Personnel, Public Grievances & Pension. Apart from this, the O&M manual issued by the Internal Work Study Unit of the Department are also held.

Documents held by Business Section of Vidhi Sahitya Prakashan

Cash Book (Ledger) of sales proceeds, T.R.5, Cash/Draft/Cheque deposit Challan Sheet Register, Stock Register of Text Books, Diglot Acts, Patrikas and other Important Books, etc., Railway & Transport freight Register, Books Return Register, Dispatch, Diary Register, Franking Value with Franking inserting Register, U.P.C. Register, Govt. Credit subscribers Register, Individual, Agency Subscriber Register, Patrikas received & Bulk Supply Register, Publication received date, price, voucher and number of copies received relating Register, Monthly Tour Programme related to exhibition-cum-sales counters, Dates & Months, name of the participant, Number of publications taken, sold and sales proceeds thereof.

Statement regarding documents held by the Printing Section, V.S.P.

Sl. No.	Particulars of the Documents	Remarks
1.	Manuscripts	The manuscripts of Law Patrikas i.e. Uchchatam Nyayalaya Nirnaya Patrika, Uchcha Nyayalaya Dandik Nirnaya Patrika and Uchcha Nyayalaya Civil Nirnaya Patrika and Hindi Text-books received from the Editorial Section are sent to the Directorate of Printing with requisitions for printing after press marking in the manuscripts by the Printing Section. The records/register of such manuscripts are available in the Printing Section.
2.	CRC of Patrikas	The camera ready copies of patrikas received from Computer Section of this Prakashan is sent to the Directorate of Printing with requisition for printing by the Printing Section. The records of such CRC's are available in the Printing Section.

3.	Proofs	The proofs of Law patrikas and text-books received from various presses is returned to the concerned presses for correction after reading in the Printing Section. The records/register of such proofs are available in the Printing Section.
4.	Printed copies of patrikas	Before the bulk supply of printed copies of patrikas, five advance printed copies of each issue received from various presses is sent to the Business Section after checking and conveying the approval to the concerned presses by the Printing Section. The records/register of such payments are available in the Printing Section.
5.	Bills	The payment of printing charge bills of patrikas and text-books received from various presses is made under the sub-head 'Publication' of allotted budget after necessary scrutiny by the Printing Section. The records/register of such payments are available in the Printing Section.

Statement regarding Reports/Journals held by the Index Unit, V.S.P.

(A) Supreme Court

1. Judgments of Supreme Court
2. S.C.C
3. A.I.R.
4. Supreme Court Yearly Digest
5. Judgment Today

(B) High Courts

1. Judgments of different High Courts (Civil & Criminal)
2. Criminal Law Journals
3. Gujrat Law Journals
4. Rajsthan Law Journals

Note:- The Registers regarding above mentioned Supreme Court and High Courts' Journals are being maintained by the Index Unit and up-to-date records regarding such matters are also available in the Index Unit.

PART 7. PARTICULARS OF THE ARRANGEMENT FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE POLICY OF IMPLEMENTATION OF POLICIES.

Mainly Legislative Department is mainly a service department. Generally it does not deal directly with public at large. However, the communications suggestions/views on enactments dealt with by it received from the public on issues assigned to the Department are examined and given due consideration in the light of the existing procedure.

PART 8. STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS.

Department has constituted the following committees:-

1. Hindi Salahakar Samiti of the Ministry of Law and Justice.

This Samiti is headed by Hon'ble Minister of Law and Justice and has the Minister of State for Law and Justice as its Deputy Chairman. Hindi Scholars and senior officials of the Department of Legal Affairs as well as this Department function as its members.

2. Official Language Implementation Committee of the Department.

This Committee is chaired by Joint Secretary (Adm.) of the Department and comprises of officers of various units of this Department as its Members.

3. Vidhi Sahitya Prakashan of the Department, under the Scheme of popularizing Hindi in the field of law publishes three Patrikas i.e. (i) Uchachatama Nyayalaya Nirnaya Patrika, (ii) Uchacha Nyayalaya Civil Nirnaya Patrika and (iii) Uchacha Nyayalaya Dandik Nirnaya Patrika and awards every year prizes worth Rs.2,50,000/- (1st Prize 25,000/-, 2nd Prize 15,000/- and 3rd Prize 10,000/-) under the scheme for writing, translating, publishing standard law books in Hindi in five groups of Laws to evaluate & recommend for prizes to best law books, Vidhi Sahitya Prakashan appoints an Evaluation committee for every two years, consisting of preferably working/retired judge of the Supreme Court/High Courts as its Head and five Professors of Law of different Universities and two advocates of the Supreme Court/High Courts as non-official members and Secretary (L.D.)/JS(A) as Ex-officio members, Chief Editor acts as Member-Convener of the Committee.

4. For three monthly Patrikas published by Vidhi Sahitya Prakashan, an Editorial Board is constituted for every two years, consisting of preferably working/retired judge of the Supreme Court/High Courts as its Head and two Professors of Law of different Universities and one advocate of the Supreme Court/High Courts as non-official members and Secretary (L.D.)/JS(A) and the Editors in charge of the Partrika as ex-officio members. Chief Editor acts as Member-Convener of the Board.

PART 9. THE BUDGET ALLOCATED TO EACH OF THE UNITS

BUDGETARY ALLOCATIONS IN RESPECT OF CONSTITUENT UNITS OF THE LEGISLATIVE DEPARTMENT FOR THE YEAR 2022-23

(amount in thousands of Rupees)

07 - LEGISLATIVE DEPARTMENT - MAIN SECRETARIAT MAJOR HEAD 2052 MINOR HEAD 090	**B.E. 2022-23**
01 – SALARIES	**230000**
02 – WAGES	**8000**
03 - OVERTIME ALLOWANCE	**300**
06 - MEDICAL TREATMENT	**2000**
11 - DOMESTIC TRAVEL EXPENSES	**1000**
12 - FOREIGN TRAVEL EXPENSES	**1000**
13 - OFFICE EXPENSES	**10000**
16 - PUBLICATIONS	**2500**
20 - OTHER ADMINISTRATIVESERVICES	**2000**
27 – MINOR WORKS &MAINTENANCE	**100**
28 - PAYMENT FOR PROFESSIONALSERVICES	**15000**
31 - GRANTS IN AID	**0**
50 - OTHER CHARGES	**100**
13-Swatcchata Action Plan (SAP)(OE)	**1500**
13-Information Technology (IT)(OE)	**1700**
TOTAL – MAIN SECRETARIAT	**275200**

CAPITAL OUTLAY ON OTHER ADMINISTRATIVE SERVICES - MAJOR HEAD 4070 MINOR HEAD - 001 DIRECTION AND ADMINISTRATION 01-ACQUISITION OF LAND AND CONSTRUCTION OF BUILDING FOR LEGISLATIVEDRAFTING AND RESEARCHINSTITUTE - NON-PLAN/CAPITAL	**B.E. 2022-23**
53 - MAJOR WORKS	**0**

04 - OFFICIAL LANGUAGES WINGMAJOR HEAD 2052 MINOR HEAD 090	**B.E. 2022-23**
01 - SALARIES	**145000**
02 - WAGES	**100**
03 - OVERTIME ALLOWANCE	**0**
06 - MEDICAL TREATMENT	**2000**
11 - DOMESTIC TRAVEL EXPENSES	**500**
13 - OFFICE EXPENSES	**7000**
14 - RENTS, RATES & TAXES	**4000**
16 - PUBLICATIONS	**8500**
20 - OTHER ADMINISTRATIVESERVICES	**300**
26 – ADVERTISING & PUBLICITY	**200**
28 - PAYMENT FOR PROFESSIONALSERVICES	**1700**
31 - GRANTS IN AID	**1000**
50 - OTHER CHARGES	**600**
13-Swacchta Action Plan (SAP)	**1100**
13- Information Technology (IT)(OE)	**1000**
TOTAL - OFFICIAL LANGUAGESWING	**173000**

(amount in thousands of Rupees)

01 - VIDHI SAHITYA PRAKASHAN MAJOR HEAD 2070 - OTHER ADMINISTRATIVE SERVICES MINORHEAD 800- OTHER EXPENDITURE	**B.E. 2022-23**
01 - SALARIES	**60000**
02 - WAGES	**1000**
03 - OVERTIME ALLOWANCE	**0**
06 - MEDICAL TREATMENT	**2000**
11 - DOMESTIC TRAVEL EXPENSES	**800**
13 - OFFICE EXPENSES	**3000**
14-RENTS, RATES & TAXES	**0**
16 - PUBLICATIONS	**8000**
20 - OTHER ADMINISTRATIVESERVICES	**200**
28 - PAYMENT FOR PROFESSIONALSERVICES	**3500**
50 - OTHER CHARGES	**700**
13-Swacchta Action Plan(SAP)(OE)	**400**
13-Informtion Technology (IT)(OE)	**400**
TOTAL - VIDHI SAHITYAPRAKASHAN	**67900**

PART 10. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES/AWARDS

Vidhi Sahitya Prakashan under the Scheme of popularizing Hindi in the field of law awards prizes worth Rs.2,50,000/- (1st Prize 25,000/-, 2nd Prize 15,000/- and 3rd Prize 10,000/-) in five groups of Laws to the best of law books written originally in Hindi in every calendar year. For this an Evaluation Committee evaluates the books received for prizes every year and after evaluation the members submit their report for these books. Then a meeting is called to discuss those reports and the recommendations made therefore. Then the Committee after thorough perusal of the reports, recommendations and views of the members takes decision on these very books.

PART 11. DETAILS OF INFORMATION AVAILABLE TO/ HELD BY/ REDUCED BY THE LEGISLATIVE DEPARTMENT IN ELECTRONIC FORM.

1. The Legislative Department is having its website http://lawmin.nic.in/legis.htm. The said website describes the functioning and services provided by this Department.
2. Bills, Acts, Ordinances which are introduced/passed/promulgated are procured from Government of India Press in electronic form and are then processed into text format and then encoded and finally updated on the INDIA CODE website/Home Page of the Department in coordination with NIC Cell.
3. Presidential Regulations and the Government Bills with the facilities now available on computers.
4. The Department is using the retrieval programme developed by the National Informatics Centre (NIC) for retrieval of Acts of Parliament, for the use in legislative drafting and updating the Acts of Parliament by carrying out the amendments.
5. The CDs of Manual of Election laws have been made available both in English and Hindi.
6. The CD-ROM of Constitution of India is also available.
7. Constitution of India (updated up to 92nd Amendment Act) is available at URL http://indiacode.nic.in/coiweb/welcome/html.

PART 12. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS AS PER THE RIGHT TO INFORMATION ACT, 2005.

1. Dr. N R Battu
   Additional Secretary — First Appellate Authority

2. Shri P C Meena
   Director — Central Public Information Officer

3. Sh. Navneet Kumar
   Section Officer — Central Assistant Public Information Officer

Legislative Department being a Department rendering service direct to the other administrative Ministries/Departments of the Government of India in the field of legislative drafting and scrutiny of subordinate legislation formed by them under various Central Acts, it has no direct dealing with the public. Hence, no facilitation counter/library or reading room facility meant for the citizen has been made available.

2. The publication of the Department such as Manual of Election Law, Constitution of India, Acts of Parliament (Annual Volumes), India Code and Central Acts (Diglot Edition) are available to the public at www.legislative.gov.in .

3. The journals of the Vidhi Sahitya Prakashan can be subscribed by the Public and in this connection they can contact Chief Editor, Vidhi Sahitya Prakashan.

PART 13. NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS.

Sl. No.	Name and address of the Officer (s)	Designation	Tel. No.(O)
1.	Shri P C Meena Director, Legislative Department Ministry of Law and Justice Room No. 728-A, 7th Floor, Shastri Bhawan New Delhi	Central Public Information Officer	23388007
2.	Dr. N R Battu, Additional Secretary Legislative Department Ministry of Law and Justice Room No. 421 A Wing, 4th Floor, Shastri Bhawan New Delhi	First Appellate Authority	23384404
3.	Sh. Navneet Kumar Section Officer Legislative Department Ministry of Law and Justice Room No. 412, A Wing, 4th Floor, ShastriBhawan, New Delhi-110 001.	Central Assistant Public Information Officer	23382134