

Government of India
Ministry of Law & Justice
Department of Legal Affairs

TRAINING PLAN FOR INDIAN LEGAL SERVICE (ILS) OFFICERS

Ministry of Law & Justice consists of three Departments, viz, Department of Legal Affairs, Legislative Department and Department of Justice. While Department of Justice is manned by IAS Officers, both Department of Legal Affairs and Legislative Department are manned by Indian Legal Service Officers.

The main function of Department of Legal Affairs is, inter-alia, to provide advice to Govt. Departments on legal matters and to attend Government Litigation whereas Legislative Department is concerned with drafting/vetting of legislations of Govt. of India. In order to keep the ILS officers abreast with the latest developments in the legal area as well as to equip them with latest managerial skills, training of the officers is a need of the time.

Pursuant to the National Training Policy, 2012 issued by Department of Personnel & Training, following Training Plan is proposed to be formulated for Indian Legal Service (ILS) Officers keeping in view the duties and responsibilities entrusted to them. Details of different Categories of ILS Officers and the duties assigned to them may be seen at Annexure-I. The training would be provided in reputed Institutes concerned with the subjects both in India and abroad. The training modules would be prepared keeping in view the duties assigned to the officers of both the Departments as well as the requirement of the Departments at a particular time.

The training plan will consist of both Administrative and Legal components and would be provided at different time spans in the whole career of these Officers as follows :

- (i) **Induction Training** : To all the direct recruits at all levels.
- (ii) **Mid Career Training** : After rendering a minimum of 8 years service in the Department with the objective to acquaint the officers with the latest developments in the relevant field and prepare them for the next higher grade.
- (iii) **Advance Mid Career Training** : Before being promoted to next higher grade.
- (iv) **Thematic Training** : To be provided from time to time to the officers handling particular subjects. The training module to be prepared depending on the requirement.
- (v) **Customized Training** : To be provided from time to time. The training module would be customized to meet the requirements of the Department.
- (vi) **Orientation Training** : To be provided to the officers who are posted in the Department for a short time with the objective to familiarize them with the working of the Department.
- (vii) **Long Term Training** : To facilitate officers belonging to Indian Legal Service to upgrade their knowledge and skills in the sector having relevance to their current or future assignments by acquiring higher qualifications.

Different categories of ILS Officers existing in the Department have basically same duties but keeping in view their initial postings/promotional postings / place of posting etc. the nature of duties and responsibilities differs. The training to be imparted would be moduled accordingly.

Induction Training

Induction Training Programme shall be mandatory for all the new direct recruit Indian Legal Service Officers. The course content shall be conceived and developed to meet the minimum expected performance requirements at the level at which the officer has been directly recruited.

This formal level of Mandatory Induction Training would extend to a period of 5 weeks covering 2 weeks theoretical training, 2 weeks on-the-job practical training and for one week they would be attached with any of the Law Departments/Legislative Drafting Wings of atleast 2 States covering the following regions (including the Branch Secretariats wherever located, in respect of officers of Department of Legal Affairs) to know their functioning.

SNo.	Region	Duration
1.	Eastern Region : States of Arunachal Pradesh, Assam, Bihar, Jharkhand, Chhattisgarh, Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Sikkim, Tripura and West Bengal	3 days each in one State
2.	Western Region : States of Goa, Gujarat, Madhya Pradesh, Maharashtra, Dadra and Nagar Haveli and Daman & Diu	- do -
3.	Southern Region : Andhra Pradesh, Telengana, Karnataka, Kerala, Tamil Nadu, Andaman and Nicobar Islands, Lakshadweep and Puducherry	- do -
4.	Northern Region : Haryana, Himachal Pradesh, Punjab, Rajasthan, Uttar Pradesh, Uttaranchal, Chandigarh and Delhi	- do -

The course contents shall cover both administrative and legal aspects. While training in administrative area shall be same for the officers of both the Departments, training in legal area shall be moduled keeping in view the nature of duties assigned to the officers of the two Departments.

Mid-Career Training / Advance Mid Career Training

Mid-Career Training may be provided at two stages first when the officer completes 8-10 years of service in the Department and secondly when he is likely to be considered for promotion to the next higher grade. The objective is to update the officer about the latest developments in the relevant area as well as to meet the competency needs of the next higher grade. This may include both administrative and legal areas. Mid Career training in administrative areas would be restricted to short term only whereas training in legal field may have both short term and long term training programmes. Mid Career Training may be provided both in India and abroad. However, successful completion of long term training abroad should be a pre-condition for nomination failing which the whole amount may be recovered from the officer. The level of officers to be nominated would depend on the contents of the training programme and the work assigned to the officers.

Study Tour : This may include visit to ILI, ILO, Common Wealth Secretariat to have exposure to common law countries, US and continental jurisdictions.

Thematic and Customized training

Thematic and customized training would be restricted to legal area. The duration of the training would be 2-3 weeks. The training may be given to the officers depending on the area of work entrusted to them and the need of the Department. This training would be provided to the officers after every two years so that they are kept updated in the area of work assigned to them. This training would be provided both in India and abroad. For this purpose, the Institutes concerned with the subject would be approached to customize the training programmes as per the need of the Department and all the areas covered under Mid Training Programme may be covered under Thematic and Customized Training Programmes.

Orientation Training : The orientation training would be provided to the officers/officials other than ILS/Subordinate Legal Cadre, who are posted in the Department for a short time such as CSS/CSSS/Official Language Cadre officers with the objective to familiarize them with the goals and overall functioning of the Department. The training would familiarize the employees with the various terms used in the Department, different organizations under it, their role purpose, funding etc. The orientation training would be of 1 week and in-house.

Long Term Training : Long Term Training would be given to the facilitate officers belonging to legal cadre to upgrade their knowledge and skills in the sector having relevance to their current or future assignments by acquiring higher qualifications, either in India or abroad, thus enabling them to contribute for higher performance in the Department. The duration of the training would be atleast 6 months and above.

Government of India
Ministry of Law & Justice
Department of Legal Affairs

TRAINING PLAN FOR SUBORDINATE LEGAL CADRE OFFICIALS/OFFICERS
(ASSISTANT(LEGAL) AND SUPRINTENDENT (LEGAL))

Ministry of Law & Justice consists of three Departments, viz., Department of Legal Affairs, Legislative Department and Department of Justice. While Department of Justice is manned by IAS Officers, both Department of Legal Affairs and Legislative Department are manned by Indian Legal Service Officers. These ILS Officers are assisted by officials belonging to subordinate legal cadre viz. Assistant (Legal) and Superintendent (Legal).

The main function of Department of Legal Affairs is, inter-alia, to provide advice to Govt. Departments on legal matters and to attend to government litigation work whereas Legislative Department is concerned with drafting/vetting of legislations of Govt. of India. The subordinate legal cadre officials/officers work at Section level and are expected to help the ILS officers in carrying out their duties efficiently and effectively. These subordinate legal cadre officials need to know the official procedure as well as the latest developments in the legal area. Therefore, these officials/officers need to be trained from time to time to carry out the duties assigned to them efficiently and effectively.

Pursuant to the National Training Policy, 2012 issued by Department of Personnel & Training, following Training Plan is formulated for subordinate legal cadre keeping in view the duties and responsibilities entrusted to them. Details of the duties of Subordinate Legal Cadre officials/officers may be seen at Annexure-II. The training would be provided in reputed Institutes concerned with the subjects in India. The training modules would be prepared keeping in view the duties assigned to the officers of both the Departments as well as the requirements of the Departments at a particular time.

The training plan is meant both for direct recruit Assistant (Legal) / Superintendent (Legal) as well as promotee Supdt. (Legal). The officials/officers belonging to subordinate legal cadre have basically same duties. The training to be imparted would be moduled keeping in view their initial postings/promotional postings/place of posting, the nature of duties and responsibilities etc.

The training plan will consist of both Administrative and Legal components and would be provided at different time spans in the whole career of these officials/officers as follows :-

- (i) **Induction Training** : To all the direct recruits.
- (ii) **Mid Career Training** : After rendering a minimum of 6 years service in the Department with the objective to acquaint the officers with the latest developments in the relevant field and prepare them for the next higher grade.
- (iii) **Advance Mid Career Training** : Before being promoted to next higher grade.
- (iv) **Thematic Training** : To be provided from time to time to the officers handling particular subjects. The training module to be prepared depending on the requirement.

- (v) **Customized Training** : To be provided from time to time. The training module would be customized to meet the requirements of the Department.
- (vi) **Orientation Training** : To be provided to the officers belonging to the CSS/CSSS/CSCS/Official Language Cadre posted in the Department for a short duration to familiarize them with the goals and overall functioning of the Department.
- (vii) **Long Term Training** : To facilitate subordinate legal cadre officers/officials to upgrade their knowledge and skills in the sector having relevance to their current or future assignments by acquiring higher qualifications.

Induction Training

Induction Training Programme shall be mandatory for all the new direct recruit subordinate legal cadre officials/officers. The course content shall be conceived and developed to meet the minimum expected performance requirements at the level at which the officer has been directly recruited.

This formal level of Mandatory Induction Training would extend to a period of 5 weeks covering 2 weeks theoretical training, 2 weeks on-the-job practical training and for one week they would be attached with any of the Law Departments/Legislative Drafting Wings of atleast 2 States covering the following regions (including the Branch Secretariats wherever located, in respect of officers of Department of Legal Affairs) to know their functioning.

SNo.	Region	Duration
1.	Eastern Region : States of Arunachal Pradesh, Assam, Bihar, Jharkhand, Chhattisgarh, Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Sikkim, Tripura and West Bengal	3 days each in one State
2.	Western Region : States of Goa, Gujarat, Madhya Pradesh, Maharashtra, Dadra and Nagar Haveli and Daman & Diu	- do -
3.	Southern Region : Andhra Pradesh, Telengana, Karnataka, Kerala, Tamil Nadu, Andaman and Nicobar Islands, Lakshadweep and Puducherry	- do -
4.	Northern Region : Haryana, Himachal Pradesh, Punjab, Rajasthan, Uttar Pradesh, Uttaranchal, Chandigarh and Delhi	- do -

Mid Career Training / Advance Mid Career Training

Mid Career Training/Advance Mid Career Training, may be provided to the Assistants (Legal)/Jr. Central Government Advocate with the objective to make them competent for supervisory level and to Superintendent (Legal) to make them competent to carry out the duties of ILS Officers. The level of officers to be nominated would depend on the contents of the training programme and the work assigned to the officers. The mid career training would be provided with a minimum service of 6 years and when the officer is likely to be promoted for the next higher grade.

Study Tour

This would include visit to the attached/statutory authorities/Grantee institutes under the Department viz. Law Commission of India, ICPS, ILI, ICADR, BCI and different courts / legal department of different States as well as Branch Secretariats of the Department to know their functioning, the Govt. Institutes imparting legal education in these States and State Judicial Academies.

Thematic & Customized Training

Thematic and customized training would be restricted to legal area. The training will be given to the officials/officers depending on the area of work entrusted to them and the need of the Department. This training will be provided to the officers after every two years so that they are kept updated in the area of work assigned to them. This training would be provided in India. For this purpose, the Institutes concerned with the subject may be approached to customize the training programmes as per the need of the Department and all the areas covered under Mid Training Programme may be covered under Thematic and Customized Training Programmes.

Orientation Training : The orientation training would be provided to the officers/officials other than Subordinate Legal Cadre, who are posted in the Department for a short time such as CSS/CSSS/CSCS/Official Language Cadre officers/officials with the objective to familiarize them with the goals and overall functioning of the Department. The training would familiarize the employees with the various terms used in the Department, different organizations under it, their role purpose, funding etc. The orientation training would be of 1 week and in-house.

Long Term Training : Long Term Training would be provided to Subordinate Legal Cadre Officers with the objective to upgrade their knowledge and skills in the sector having relevance to their current or future assignments by acquiring higher qualifications, thus enabling them to contribute for higher performance in the Department. The duration of the training would be atleast 6 months and above and the training would be provided in India.

Different Categories of Indian Legal Service Officers and their Duties

(1) Legal Advisers

Legal Advisers are within the administrative control of Department of Legal Affairs. The Hierarchy of the Legal Advisers is

- (i) Joint Secretary & Legal Adviser(Grade I)
- (ii) Additional Legal Adviser (Grade-II)
- (iii) Deputy Legal Adviser (Grade III)
- (iv) Assistant Legal Adviser (Grade IV-Entry Grade)

The duties entrusted to the Legal Advisers are

- To give advice on all matters referred by various Ministries/Departments of the Government of India,
- Negotiation in international agreements/treaties;
- Conveyancing; and
- To perform administrative and other work as may be assigned.

(2) Government Advocates

Hierarchy of the Govt. Advocate is

- (i) Senior Government Advocate (Gr.I)
- (ii) Additional Government Advocate (Gr.II)
- (iii) Deputy Government Advocate (Gr.III)
- (iv) Assistant Government Advocate (Gr.IV)

The duties assigned to Govt. Advocates are

- To look after government litigation work;
- To Conduct court cases and to appear in courts on behalf of the Central Government whenever required

(3) Law Officers

Hierarchy of the Law Officers is

- (i) Joint Secretary & Law Officer (Gr.I)
- (ii) Additional Law Officer (Gr.II)
- (iii) Deputy Law Officer (Gr.III)
- (iv) Assistant Law Officer (Gr.IV)

Duties :-

- To carry out research and study laws of different countries.

(4) Legislative Counsels

Legislative Counsels are within the administrative control of Legislative Department. The hierarchy of Legislative Counsels is :-

- (i) Joint Secretary & Legislative Counsel (Grade I)
- (ii) Additional Legislative Counsel (Grade-II)
- (iii) Deputy Legislative Counsel (Grade III)
- (iv) Assistant Legislative Counsel (Grade IV-Entry Grade)

Duties

Legislative Drafting, Scrutiny of Statutory Rules and Orders etc.

Subordinate Legal Cadres

At subordinate level, below Grade IV of ILS are Superintendent (Legal), Assistant (Legal) and Junior Government Advocate. Their duties are

(Department of Legal Affairs)

Assistant (Legal)

- Putting up precedents on matters referred to the Department of Legal Affairs in the Ministry of Law & Justice.
- Rendering of General and Secretarial Assistance to the officers of the Department of Legal Affairs in disposing of matters referred for legal advice/conduct of litigation, including submission of notes and drafts in such case.
- Reference and research work, wherever necessary.

Superintendent (Legal)

- Rendering of general and secretarial assistance to officers of the Department of Legal Affairs in handling reference for legal advice and litigation from various Ministries/Department of Govt. of India.
- Submission of rules and drafts
- Reference and research work.

Junior Government Advocate

- Being Advocate on Record (AOR) and Government Pleader as notified vide official notification, appearing before the Hon'ble High Court and assisting the Hon'ble High Court in Central Govt. Litigation.
- Supervising over filing of cases
- Engagement of counsels and briefing them in cases by or against Union of India and its departments.
- Conduct Central Government Litigation as Government Pleader (duly appointed under Order XXVII Rule 8B Clause (a) of the Code of Civil Procedure, 1908)
- Appearing before the Hon'ble High Court, supervise filing of cases, engagement of counsel, legal research, conference with officers of various Ministries/Departments/Counsels
- Performing litigation, administrative and supervising work in the capacity of Jr. Central Govt. Advocate on both the original and appellate side of the Hon'ble High Court
- Rendering advice to Ministries/Departments of Govt. of India, whenever assigned by Sr. Govt. Advocate
- Vetting of Affidavit in opposition, Affidavit in reply, Counter Affidavits, Writ Petitions, applications and pleadings.
- Conference with various departmental representatives and counsels
- Legal Research
- To help Sr. Govt. Advocates in litigation work.

(Legislative Department)

Assistant (Legal)

- Putting up precedents on matters regarding Legislative drafting;
- Providing assistance to officers in the Legislative Department in vetting statutory rules, orders etc.
- Examination of the act of Parliament for the purpose of preparation of manuscripts for the India Code Volumes.
- Prepare Para wise comments, briefing to the advocate and attending court.

Superintendent (Legal)

- Submission of Legislative proposals received from various administrative Ministries/Department for drafting of Bills, ordinances, President's Act and Regulations, etc.
- Scrutinizing and vetting of the statutory rules, orders, etc. assigned and marked by the Group Incharge, and
- Supervision of Sections and allocation of work to the Staff in the Sections