

No.45011/6/2011-Admn.-I(LD)  
Government of India  
Ministry of Law and Justice  
Legislative Department  
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New Delhi, 14<sup>th</sup> January, 2011

**OFFICE ORDER**

Subject: Staffing Study of legislative work in the Legislative Department (Main).

Pursuant to the decision taken by the competent authority, an in-House Committee consisting of the following officers of the Legislative Department has been constituted to examine and assess the workload of all the Officers dealing with legislative work in the Legislative Department (Main):

- (i) Additional Secretary (Shri N. K. Nampoothiry)
- (ii) Joint Secretary & Legislative Counsel (Dr. Sanjay Singh)
- (iii) Joint Secretary & Legislative Counsel (Dr. G. Narayana Raju)
- (iv) Deputy Secretary (Admn.)

2. All the Officers dealing with the legislative work i.e. S.O./Superintendents, ALCs, DLCs, and Additional LCs and their PSs/PAs shall give the details of the work done individually on day to day basis in the attached proforma and send the same to the Deputy Secretary (Admn.) on the following working day by 10:00 a.m.

3. The Committee will submit its report to the Secretary, Legislative Department within three months making its recommendations after reviewing the sanctioned strength of the posts in different grades so that Staff Inspection Unit (SIU) of the Ministry of Finance may be approached for further necessary action in the matter.

4. For the above staffing study, sample of work done for 90 working days starting from 17<sup>th</sup> January, 2011 (excluding the period when the Budget work is accomplished) will be taken. All concerned officers may please note for compliance.



(Bijender Singh)

Under Secretary (Admn.)

To:

- (i) All Additional Legislative Counsels, Legislative Department (Main).
- (ii) All Deputy Legislative Counsels, Legislative Department (Main).
- (iii) All Assistant Legislative Counsels, Legislative Department (Main).
- (iv) Section Officers/ Superintendents of Leg. I, Leg. II, Leg. III, Printing I, Printing II, Publication, GSRO, Correction, LDI Sections.
- (v) All PA/PS attached with ALCs, DLCs, and Addl.LCs.

PROFORMA

Name of the Officer with Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Date and Time	Job Handled <i>(Please mention details of all activities indicating notification, regulations, rules, bye laws, schemes and other sub-ordinate legislation etc vetted, their numbers, pages and draft Bills drafted (indicating numbers of clauses, pages, etc.), details of meetings attended and their duration and details of all other activities undertaken by the officer concerned.)</i>
9 Hrs. to 10 Hrs.	
10 Hrs. to 11 Hrs.	
11 Hrs. to 12 Hrs.	
12 Hrs. to 13 Hrs.	
13 Hrs. to 13:30 Hrs.	
13:30 Hrs. to 14:30 Hrs.	
14:30 Hrs. to 15:30 Hrs.	
15:30 Hrs. to 16:30 Hrs.	
16:30 Hrs. to 17:30 Hrs.	

Signature of the Officer concerned

Deputy Secretary (Admn.)