



सत्यमेव जयते

## PARLIAMENT OF INDIA RAJYA SABHA

# INFORMATION MANAGEMENT FOR LEGISLATORS





## **“BOOKLETS IN THIS SERIES”**

1. Information – At a Glance
2. Rajya Sabha – Its Contribution to Indian Polity
3. The Law Making Process
4. Committee System in Rajya Sabha
5. Parliamentary Privileges
6. Members – Do’s & Don’ts
7. Role of the Leader of the House, Leader of the Opposition and Whips
8. Executive – Its Accountability to Parliament
9. Information Management for Legislators
10. How to be an Effective Legislator



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**PARLIAMENT OF INDIA  
RAJYA SABHA**

**INFORMATION MANAGEMENT  
FOR LEGISLATORS**



**RAJYA SABHA SECRETARIAT  
NEW DELHI**

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## **PREFACE**

This booklet is part of the series brought out for the benefit of the newly elected Members of Rajya Sabha. It seeks to familiarize the Members of Parliament with various sources of reference and information, their location, the mechanisms to access them and the overall information management apparatus to meet information needs of the Members. It also highlights the extensive use of information and communication technology (ICT) enabled tools to provide various services to the Members to enable them to perform their duties as Members of Parliament in an efficient manner.

It is intended to serve as a handy guide for ready reference of Members. For detailed information, original sources may be referred to. I hope the Members will find this booklet useful.

New Delhi  
July, 2020

**DESH DEEPAK VERMA**  
Secretary-General

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## INTRODUCTION

Knowledge and information have become most crucial resources of our time. It is said that information is power. People's access to information determines the level and extent of their empowerment. Information is of vital importance to Parliament in carrying out its manifold responsibilities of legislation, oversight of the government and ventilation of public grievances. It is rightly said that 'Parliament is an information intensive and information demanding institution'. It generates as well as requires information from a variety of sources such as the government, media, civil society, etc. To be an effective parliamentarian, a Member needs to be well informed about national, regional and international developments in today's rapidly transforming environment. Considering the heavy demand on the precious time of the Member from different quarters, it is not practically feasible for him or her to access all the relevant information directly from diverse sources. It is, therefore, imperative that Members are kept well informed of the various developments by providing them objective, non-partisan and accurate information on a regular basis. With this objective in view, Parliaments, the world over, have developed institutional mechanism for managing the information resources and their timely availability to the Members for meeting their varied information requirements<sup>1</sup>.

Access to reliable and timely information is essential for the proper functioning of modern legislatures. Libraries

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<sup>1</sup> *Parliamentary Practices: Secretary-General, Rajya Sabha at Conferences* (2002-2011), Rajya Sabha Secretariat, New Delhi, 2011, p. 218 and 250.



of Legislatures contribute to the effectiveness of Legislature by making available authoritative, independent, non-partisan and relevant information on a continuous and regular basis. The unprecedented developments in Information and Communication Technologies (ICT) over the years have ushered in revolutionary changes in various spheres of life including legislative libraries to assist legislatures in dealing with management of information and its availability to Members for discharging their responsibilities.

## **INFORMATION NEEDS OF PARLIAMENTS AND PARLIAMENTARIANS**

Information is vital to a legislator's job, more so in the context of the widening scope and complexity of public administration, the unprecedented technological revolution and information explosion. Also, it is not a question of lack of information; there is perhaps too much of it on too many subjects from a wide variety of sources. An average legislator has neither the time nor the patience to look into the staggering amount of paper with which he is flooded. What a legislator today wants is only the relevant or the right kind of information supplied to him in good time and in precise form. Each legislator has varying information needs<sup>2</sup>.

Information is crucial to Parliament. As the supreme deliberative and law-making bodies for their respective countries, Parliaments must have unrestrained access to information. They have an inalienable right to be informed. To debate, discuss and decide, Parliaments need information that is timely, authentic and complete.

If Governments are answerable to their Parliaments and must provide them the information they require or ask for, Parliaments themselves are answerable to the people they represent, and cannot hope to survive for long if the latter are not kept informed by them, for people have a right to be kept informed by their Parliament. The communication

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<sup>2</sup> Subhash C. Kashyap, Information Management for Members of Parliament, *Journal of Constitutional and Parliamentary Studies*, Vol. VII, No. 2, April-June, 1973, p. 107

technology has radically transformed many things, but not the central position of Parliament itself as a powerful medium for information dissemination. Situated between the people and the Government, as they are, the Parliament and the Parliamentarians constitute the best communication linkage between them.

Faced with myriad common problems, Parliaments have much to share and learn from each other's experience and knowledge. To discuss possible solutions to their problems, Parliamentarians wish to know how similar problems are handled in other countries or by other Parliaments. There is, therefore, a growing need in Parliaments for information regarding other countries and for comparative analysis as the basis for decision-making. Exchange of information between Parliaments assumes considerable importance in this context<sup>3</sup>.

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<sup>3</sup> T. Bystrom and E. Spicer, International Co-operation on Information for Parliament, *Inter-Parliamentary Bulletin*, 3<sup>rd</sup> Quarter, 1974, pp. 117-24.

## **NEED FOR AN INSTITUTIONALISED SOURCE OF INFORMATION DISSEMINATION**

The sources of a Parliamentarian's information are many but, inasmuch as a modern government is the greatest single monopolist of information, most legislatures and legislators—more particularly in the developing nations—have to rely heavily on the executive departments for their information requirements. Even though efficiently collected and processed, this information may, consciously or unconsciously, very often get slanted or biased in favour of the ends of government and may not always be considered factual or objective. Information from other sources like the mass media, interest groups or lobbyists, etc., would be even less so. Hence the need for the legislature developing its own institutionalised sources of information, an independent information reservoir and specialised dissemination procedures. This is sought to be achieved through the Legislative Library and Research and Reference Services, and through the enquiries conducted by Parliamentary committees. For dissemination of objective and unbiased information, the best mechanism thus far developed anywhere is that of Library and Reference, Research, Documentation and Information Service (LARRDIS)—with whatever name called—set up and controlled by the concerned Parliaments themselves. The LARRDIS is known by different names in several Parliaments. Historically, as also conceptually, LARRDIS may be viewed as an outgrowth and an integral and inseparable part of library and committee functions.

Even organisationally, LARRDIS has been, and in most of the legislatures still is, a part of the Parliament Library and functions under the same general authority as the library itself<sup>4</sup>.

Not all Parliaments, however, can afford to have a well-equipped LARRDIS suitably manned by high quality and well-trained professionals, librarians, information scientists, subject and area specialists, etc. The problem is particularly acute in several of the new and developing countries. It is now generally recognised that information is the most vital resource for development and the information needs of legislators in developing countries are the most urgent and vital to their effective functioning<sup>5</sup>.

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<sup>4</sup> Subhash C. Kashyap, Information Management for Members of Parliament, *Journal of Constitutional and Parliamentary Studies*, Vol. VII, No. 2, April-June, 1973, pp. 107-08.

<sup>5</sup> Subhash C. Kashyap, Parliaments and Information Dissemination, *The Journal of Parliamentary Information*, Vol. XXXI, No. 1, March, 1985, pp. 40-41.

## **SCOPE AND AMBIT OF LARRDIS FUNCTIONS**

The role of research and information service is concerned with arranging information through available techniques and tools—mechanised or manual—and managing the flow of information on a chosen field in a manner so as to help the user get relevant information, as and when required. In Legislatures, this can be done by a collective, non-partisan and independent LARRDIS which offers its facilities, skills and quantum of information and knowledge freely to any and every Member. As a source of information, LARRDIS is essentially different from other sources inasmuch as it is strictly non-partisan and objective. Legislators can turn to LARRDIS and hope to receive ‘balanced, unbiased and fair presentation of all the relevant facts’. Also, the LARRDIS’ approach to retrieval, analysis, organisation and dissemination of information has to be specifically oriented to achieving its distinct objective of catering to the information needs of Parliamentarians. Since present day legislators are hard-pressed for time, information has to be supplied to them in readily usable form. LARRDIS has to provide relevant information within the minimum time and with minimum volume with the objective of enhancing Parliamentary efficiency and effectiveness. Objectivity, accuracy, authenticity, precision and promptitude are the five cardinal principles for all research and reference work done by LARRDIS.

It is often found functionally convenient to divide the LARRDIS into broad subject divisions, with a view to

developing the necessary subject specialisation and expertise in the staff. Thus, there may be separate divisions or units devoted to Constitution and Law, Economics and Finance, Foreign Affairs, Education, Science, etc. Another possible set-up may be on the pattern of executive agencies or government departments, *i.e.* for each department or group of departments there may be a corresponding unit in the LARRDIS.

## **NATURE OF ENQUIRIES RECEIVED BY LARRDIS—ITS TOOLS AND SERVICES**

The information requirements of Parliamentarians are too many and their demands on the LARRDIS too numerous. Most of the references are either topical, House-business related or constituency-oriented. The demands on the LARRDIS keep on oscillating due to the varying constituency pulls, socio-political factors and predilection of Members.

Enquiries received in the LARRDIS may be divided into various categories, from the point of view of the degree and extent of work involved in each case. Some of the references can be disposed of on the telephone or orally on the spot; some others may be satisfactorily attended to with the help of the reference works or library collections, but there may be others which require somewhat deeper research which includes examination of pros and cons of a proposal, comprehensive study of a problem of national importance, analysis of a Bill or interpretation of constitutional provisions.

This leads to the tools and services of LARRDIS. One set of tools consists of the existing library collections and catalogues, and information and material available from government departments and agencies. While the other and the more important set of tools consists of the various LARRDIS Services themselves. These include the documentation material and equipment; press clipping folders; reference or subject files; specialised (annotated) bibliographies; abstracts, annotations and indices of reports



and articles; digests of important books, Acts and Court Judgements; fact-sheets; information bulletins; statistical memoranda; news-digests; analysis of proposed legislation, monographs and documentary studies on current problems, reference notes, etc. [For a summary of the services rendered by the Library and Reference, Research, Documentation and Information Service (LARRDIS) *see* ‘**Annexure**’].

## **DUTIES AND FUNCTIONS OF LARRDIS STAFF— ITS PARAMETERS AND CONSTRAINTS**

LARRDIS staff has to perform a delicate and arduous task. They have to observe strict neutrality between the issues involved and between possible opinions. They have to work most confidentially and always remain anonymous and behind the scene, and they have to suppress their urge to express opinions. Some of the most crucial decisions of national importance may be based on their background work, but they have to exercise the fullest self-restraint and never try to claim any credit for themselves. They also have to remain mentally alert all the time and stay up-to-date in knowledge and techniques in their respective spheres. Besides, the LARRDIS staff works under tremendous and continuous pressure as information has often to be supplied at short notice within the specified time-limit to the Members. Serving the supreme representatives of the people and trying to meet their information requirements is a matter of great responsibility. It requires the maximum of honesty, integrity, ability, discipline, institutional loyalty and tact.

The LARRDIS users are generally the individual Members of Parliament, the Committees, Secretariats and the officers of the Legislature. More often than not, there is a wide divergence between what LARRDIS can do and what the expectations of Members of Parliament are. On the one

hand, very few Members really make use of the existing Research and Reference facilities while, on the other, some of the Members may be more demanding. The most ticklish question is that of providing more personalised research and reference service to the Members, which would mean that LARRDIS should try to anticipate the need of each individual Member and provide information accordingly. Sometimes, demands may even be made for preparing specialised research studies and notes on specific topics for the exclusive use of individual Parliamentarians, for attending to constituent's queries and correspondence, for helping the Member in writing books and articles, for advising him on legal, political and other proposals. It is, therefore, considered most advisable to confine LARRDIS to the prompt supply of available factual information in the best possible and easily usable form. LARRDIS, however efficient, could never become a full substitute for a Member's own thinking or judgement or for his homework<sup>6</sup>.

It goes without saying that the LARRDIS ought to be used as the most acceptable source for institutionalised flow of information. To that end, the LARRDIS has to be suitably equipped for dissemination of relevant information to Members. Apart from its traditional functions of catering to the legislators' reference needs, an ideal LARRDIS should *inter alia*:

- (a) meet the orientation and training needs of new Members by organising Parliamentary courses or orientation seminars;

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<sup>6</sup> Subhash C. Kashyap, Information Management for Members of Parliament, *Journal of Constitutional and Parliamentary Studies*, Vol. VII., No. 2, April-June 1973, pp. 113-14.

- (b) impart necessary training to all new Parliamentary officials; and
- (c) organise Parliamentary courses for officers from the executive and academics from universities during inter-session periods<sup>7</sup>.

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<sup>7</sup> It may be stated here that the Parliamentary Research & Training Institute for Democracies (PRIDE) functioning under the control of the Lok Sabha Secretariat is taking care of the above functional extensions of the LARRDIS.

## INTERNATIONAL RECOGNITION OF THE NEED FOR INFORMATION MANAGEMENT FOR LEGISLATORS

In January, 1973, the Inter-Parliamentary Union's (IPU) Symposium on Information Requirements of Members was organised by the International Centre for Parliamentary Documentation (CIDP), Geneva. This was the IPU's third symposium on a major theme of the political situation of the world's legislators. It was said to have provided to parliamentary libraries and librarians the 'international recognition'<sup>8</sup> and was considered 'the watershed' in inter-parliamentary cooperation insofar as it recognised the Parliamentarians' need for more and more comparative information<sup>9</sup>. According to a survey of the symposium it was to be 'seen in the context of a virtually universal challenge to transmit, share and use each other's knowledge'<sup>10</sup>.

An indirect outcome of this very CIDP symposium was the decision of the IPU to commission a special enquiry into the needs and practical steps to ensure effective cooperation between Parliaments in the field of external information, *i.e.* facts, data, documents and analysis

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<sup>8</sup> D. Englefield, *Survey of Parliamentary Libraries, Documentation and Information Services*, European Centre for Parliamentary Research and Documentation, Luxembourg, 1983.

<sup>9</sup> A.S. Reid, Information for the Members of Parliament, *The Information Scientist*, Vol. II, No. 2, June, 1977, pp. 43-51.

<sup>10</sup> A. Barker, Information for the Parliamentarians: A Technical and Political Challenge, *The Parliamentarian*, Vol. LIV, No. 2, April, 1973, pp. 86-87.

concerning and originating in one country and required in another. The results of the enquiry recognised that the challenge was ‘to locate and then to transmit rapidly and accurately, pertinent, existing information from one country to another in a useful form’, so that Parliamentarians had ‘an increasingly needed comparative basis for their decision-making’.

The recommendations made in the results of the enquiry, *inter alia* included:

- (i) organised collection and exchange of documents of central importance obtained during tours by Parliamentarians and parliamentary staff as members of parliamentary delegations or otherwise;
- (ii) establishment of communication links between Parliaments and international organisations;
- (iii) developing a comprehensive cooperative network of Parliamentary Libraries, Documentation and Research Services with each Parliamentary Library having close links with the counterparts in other national Parliaments; and
- (iv) use of diplomatic pouches and the most modern means of operational communication for prompt transfer of needed information and exchange of important publications, bibliographies, indexes, legislative calendars, etc.<sup>11</sup>

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<sup>11</sup> T. Bystrom and E. Spicer, International Co-operation on Information for Parliament, *Inter-Parliamentary Bulletin*, 3<sup>rd</sup> Quarter, 1974, pp.122-23.

The rapid strides in communication and information technologies and their convergence have opened up newer vistas of information sharing. Sharing and exchange of information, ideas, experiences, etc. by legislature library and research services would certainly enable them to cope with the challenges which the legislatures and their Members have come to face in the wake of globalisation. Faster communication especially through the Internet has heralded an era of global information-networking, which has cut down heavily on the cost, time and distance. The new technologies, in fact, have changed conventional methods of information storage, retrieval and dissemination. Networking facilitates communication through electronic mail and, computer/audio/video conferencing in more quick and effective manner. The aim of these technologies is to avoid duplication of efforts in acquiring information from various sources and making it available to the legislators through well articulated information network of the legislature libraries. This has made access to data easier and enabled legislators to remain better informed. At the same time, the information explosion makes the process of information management for legislators more challenging given the fact that they need objective, up-to-date and authentic information.

## **HARNESSING INFORMATION AND COMMUNICATION TECHNOLOGIES IN THE WORKING OF PARLIAMENTS**

Parliaments have made concerted efforts to harness Information and Communication Technologies (ICT) in their day-to-day functioning as a part of their modernization efforts for the benefit of Members and the public. This has been emphasized by the World e-Parliament Report 2010, which *inter alia* states: “Parliaments have always been information intensive institutions. E-parliament has created even greater demand for information and has raised the bar by requiring that information be more current, more complete, and more tailored to the individual needs of Members and Committees”. The Report further states: “A solid ICT infrastructure combined with skilled library and research staff can greatly enhance Members’ access to key information resources whether the resources are from inside the legislature, from other part of the government or from a variety of outside sources”. The World e-Parliament Report 2018 has further acknowledged that “Parliaments are finally using ICT more effectively, in all aspects of their work...Parliaments now appear more open to collaboration, with other parliaments, as always, but now increasingly with civil society; more active as publishers and broadcasters of information through a broader and more accessible range of media, including reusable media; more effective and efficient internally and better able to track and record their work accurately.” The Report paints a positive picture of improvements in parliaments as a result of their technology choices.



It is well acknowledged that there is a strong correlation between interconnectivity and democratisation. It means that freedom is promoted when the benefits of ICT are maximised in the working of the democratic institutions. Citizens equipped with knowledge and appropriate information can adequately exercise their rights or make informed choices and, therefore, can fulfil their duties towards society and the nation. It is, therefore, important to ensure that parliamentary infrastructure is well-equipped to meet the demands of citizens and parliamentarians and informational sources are objective, non-partisan, up-to-date and accessible. Harnessing this new technology in a parliamentary democracy will help to enhance the contact between Parliaments and citizens and promote the development of participatory democratic culture. It will also help to reduce the democratic deficit and enhance public trust in the institutions of democracy. It is, therefore, important for Parliaments to focus on making maximum use of the ICT in their functioning with the objective of strengthening and enriching democracy across the world.

Considering the enormous potential of Information and Communication Technologies (ICT) in diverse areas of human life, our Parliament too has been quite proactive in adopting these technologies to enable Members to utilize them effectively in their parliamentary work. For example, Members have been provided computer facilities enabling them to access parliamentary and other relevant information electronically and reducing their dependence on paper use. Both Houses of Parliament have their separate well-designed comprehensive websites which contain information on different aspects of their functioning. Information about Members and their participation in the House proceedings

has also been provided on their respective Home Pages with their contact details and e-mail addresses. Besides, each House has its own 24x7 television channel which telecasts live proceedings and other important programmes of national and international importance. These major steps have contributed significantly in greater availability of parliamentary information in the public domain thereby ensuring transparency and openness in the functioning of parliamentary institutions and bringing them closer to the ordinary citizens of the country. The detailed information on these aspects is contained in **Annexure**.

## CONCLUSION

Parliament is a repository of information which is of seminal significance for the people, polity and society. Information is a critical input for effective decision making. It has assumed even greater significance in the context of the Right to Information given to the people, which serves the larger cause of promoting transparency and accountability in the functioning of public authorities and institutions including parliamentary institutions. As representative institutions, legislatures have to work in a setting where there is a free flow of information for arriving at decisions and assessing policies which aim at fulfilling the hopes and aspirations of the people. Success of parliamentary democracy, therefore, largely depends upon multi-directional flow of information. Application of information, communication and digital technologies would be of immense help for dissemination of information between legislature and other institutions, media and people which will go a long way in bringing the parliamentary institutions closer to people thereby serving the cause of participatory democracy.

As the LARRDIS is entrusted with the mandate to meet library, research and reference requirements of the Members of both Houses of Parliament, it has to remain well-equipped to provide non-partisan, objective, accurate and relevant information while keeping pace with the increasing needs of Members and their onerous responsibilities in a democratic polity.

**LIBRARY AND REFERENCE, RESEARCH,  
DOCUMENTATION AND INFORMATION SERVICE\***

**Objective of the Service**

The primary objective of the Parliament Library and Reference, Research, Documentation and Information Service, (LARRDIS) is to cater to the information needs of Members of Parliament by providing, *inter alia*, research and reference material on legislative and other important matters coming up for discussion before the two Houses - the Lok Sabha and the Rajya Sabha. To achieve this objective, the Service, consisting of professional and non-professional staff is divided into the following functional divisions: (i) Library Division; (ii) Reference Division; (iii) Research Division; (iv) Documentation Division; (v) Computer Division; and (vi) Press and Public Relations Division. The team of officers in each Division is led by an Additional Director/Joint Director. The Six Divisions function under the overall charge of Directors. Nomenclature and the allocation of work to these Divisions is subject to change, depending upon the functional exigencies.

**Parliament Library**

The Parliament Library, with its present holdings of about 1.7 million volumes of printed books, reports, Governmental publications, U.N. reports, debates, gazettes and other documents, including periodicals and publications

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\* Compiled by LARRDIS, Lok Sabha Secretariat.

brought out by the Lok Sabha Secretariat, is one of the finest and richest repositories in the country. The Library is currently subscribing to 88 Indian and foreign newspapers and 404 periodicals in Hindi, English and in Indian regional languages.

The Parliament Library acquires, processes, preserves, displays and issues books, periodicals, reports and other published material received from various sources.

Books and publications are also received for addition to the Library on complimentary basis, or in the form of donations from Members of Parliament or other individuals and Institutions. Also, books are added on the suggestions from Members of Parliament and others. The Acquisition Section of the Library gives due consideration to the readers' initiative, past demands, forthcoming international, national and local events and occurrences, while selecting the books.

Books and publications for the Library are selected from the entire field of human activity relating to almost all subjects with special emphasis on legislative requirement of members, the only exception being books on advanced technical, pure science and light fiction.

### **Rare and Art Books**

The Parliament Library possesses a rich collection of over a thousand rare books on History, Politics, Law, Art, Painting, Sculpture and Architecture. Books on Indian Art cover a broad canvas of Indian history depicting different stages in its evolution. These include the paintings of the Mughal, Rajput, Kangra, Garhwal and other schools of art. Among the books on foreign art include the creations of celebrated artists like Michelangelo, Leonardo Da Vinci and

Raphael as also works on Chinese and Japanese art and Russian, German, French, American and Arabian paintings. The book titled '*The History of the Late Revolution of the Empire of the Great Mogol*' by Mons F. Bernier, published in 1671, is one of the oldest books available in the Parliament Library.

### **Original Constitution of India**

Another important document in the collection of Parliament Library is the original calligraphed Constitution of India (in Hindi and English). It has been preserved since 1994 in two Nitrogen gas filled glass receptacles. The related technology for preservation is being provided by the National Physical Laboratory, New Delhi in collaboration with the Getty Conservation Institute, USA. This document is of great value as it contains the signatures of the founding fathers of the Constitution.

### **Literature on Indian Languages**

The Parliament Library has been laying great emphasis on developing its language collections. The languages covered, apart from Hindi and Sanskrit are: (i) Assamese; (ii) Bengali; (iii) Bodo; (iv) Dogri; (v) Gujarati; (vi) Kannada; (vii) Kashmiri; (viii) Konkani; (ix) Maithili; (x) Malayalam; (xi) Manipuri; (xii) Marathi; (xiii) Nepali; (xiv) Oriya; (xv) Punjabi; (xvi) Rajasthani; (xvii) Sindhi; (xviii) Tamil; (xix) Telugu; and (xx) Urdu. Concerted efforts are under way to enrich this collection by adding more and more basic standard works in each of these and other Indian languages.

### **Newspapers and Periodicals**

The Parliament Library at present acquires 404 journals and 88 newspapers, including 3 foreign newspapers for

reference and use of members of Parliament. The newspapers include 31 English; 18 Hindi and 39 Indian regional languages' newspapers; and the journals include 323 English, 49 Hindi and 32 Indian regional languages' journals.

## **E-resources**

In order to strengthen and enrich the e-resource base, the Parliament Library subscribes to the J-Gate – an electronic gateway to comprehensive database of research articles. The Parliament Library has also secured complimentary subscription to 41 journals, hard copies of which are being procured. Links to the aforementioned functionalities are available on the Parliament Library webpage. Besides, the Parliament Library is also acquiring e-books on different subjects.

To further enrich the e-resource of the Parliament Library, audio books have also been added. Two publications brought out by the Lok Sabha Secretariat *viz.* 'Practice and Procedure of Parliament by M.N. Kaul and S.L. Shakti' and 'Directions by the Speaker, Lok Sabha' have been converted in audio book format.

## **Facility for visually impaired/print disabled persons**

Arrangements have been put in place to provide facility of digital access information system to the visually challenged/print disabled users visiting the Parliament Library through aid of the related software and computer hardware technology.

## **Location of Library**

At present, the Parliament Library is located in the 'A' Block of centrally air-conditioned Parliament Library Building, (PLB) (*Sansadiya Gyanpeeth*).

## **Working Hours**

The Library remains open on all working days from 1000 hours to 1800 hours. However, during the Session periods, the Library functions from 0900 hours to 1900 hours or till half-an-hour after the rising/adjournment of both the Houses, whichever is later. During the Session periods, Library also remains open from 1000 hours to 1400 hours on all Saturdays, Sundays and other Gazetted holidays except on National Holidays and Holi.

## **Stacking Arrangements**

1. Books on a wide range of subjects are stacked in the First Basement and First Floor of Parliament Library Building. All the Books by and on Mahatma Gandhi and Jawaharlal Nehru have been stacked at Ground Floor, as separate sections, *viz. The 'Gandhiana' and 'Nehruana'*.
2. Reports of Parliamentary Committees, Law Reports, Periodicals, Union/State and foreign Government reports, publications of United Nations and its allied agencies, literature regarding public undertakings and other autonomous and semi-autonomous bodies have been stacked in the Second Basement of the Parliament Library Building (PLB). Bound volumes of newspapers are stacked in the First Basement of the PLB.
3. Reading Rooms are provided on both Ground as well as First Floor of the Parliament Library.

## **Issue and Return of Publications**

The issue of books from the Library is regulated by Library Rules, copies of which, printed both in English and



Hindi, can be obtained on request from the Library. The rules can also be accessed through the website of Parliament Library viz. <http://parliamentlibraryindia.nic.in>.

### **Display of Books/Periodicals**

New books added to the Library are on display for a period of one week in the Library (Ground Floor), PLB. Jackets of some of the books both in Hindi and English are displayed on board at Members Reference Desk, Parliament House. During this period, the books are not issued. However, Members can get these books reserved, by filling in a prescribed form available at the Counter, for issue on the expiry of the period of display. Besides, newspapers, journals and periodicals are also displayed in the Library.

### **Reading Room Facility**

Reading facilities are provided in Members' Reading Room for the Members who desire to study in the Parliament Library. Members may also reserve books in the reading area to facilitate reference. Research scholars and others may also use the Library for study for specified periods only.

### **Catalogue**

The activities of Parliament Library have been automated by using Library Management Software package 'LIBSYS' during the year 1992. The LIBSYS is an integrated, multiuser, web enabled Library software package covering almost all the functions of the Library such as acquisition, processing, circulation of books and indexing of articles, etc. In 2016, upgraded version of LIBSYS Software, *i.e.* LIBSYS 7 has been adopted.

The complete bibliographical details of books and reports are fed into the LIBSYS Software. The online Library Catalogue can be accessed through the website of the Parliament Library, <http://parliamentlibraryindia.nic.in> → *Search* → *Catalogue Search*.

Apart from computerized catalogue, Shelf List Cards are also being prepared for manual search of Catalogue.

### **Parliament Library Bulletin (Monthly)**

It is brought out by the Processing Section, LARRDIS, Lok Sabha Secretariat. The main objective of the publication is to keep the Members of Parliament and other readers abreast of the new additions to the Parliament Library holdings during a month. It contains bibliographical details of new additions *i.e.* Books (in English, Hindi and regional languages), Reports (of Central and State Governments), United Nations and Foreign Publications, along with General News relating to visitors to Parliament Library, Parliament Museum, Children's Corner and latest issues of publications, Occasional Papers prepared/Reference Notes/Information Bulletins, etc.

Printed copies of the Bulletin are being sent to the Members of Library Committee through 'D' Branch. One copy each is also being displayed on the display stand at Members' Reference Desk (PH) and Members' Reading Room (PLB) along with other LARRDIS publications.

The electronic version of the Bulletin is also e-mailed to the Hon'ble Chairman, Hon'ble Speaker, Secretary-General of Rajya Sabha, Secretary-General of Lok Sabha, Members of Parliament and Senior Officers of Lok Sabha Secretariat. This can also be accessed through the website of

the Parliament Library, i.e. <http://parliamentlibraryindia.nic.in>  
→ *New Additions.*

## **Gazettes and Debates Section**

The Gazettes and Debates Section located at First Basement in Hall No. FB 025 of 'G' Block of the Parliament Library Building maintains the debates of the Central Legislative Assembly, Constituent Assembly, Provisional Parliament, Lok Sabha, Rajya Sabha, State Legislatures and Foreign Parliaments (Australia, Canada, New Zealand, Pakistan, U.K. and U.S.A.) and indices of Lok Sabha and Rajya Sabha Debates for reference and research by Members of Parliament and their PSs/PAs, Officers of both the Secretariats of Parliament, media persons, research scholars and others engaged in the working of the Parliamentary institutions. The Section also maintains the Gazette Notifications of Union and State Governments and Union Territories. Original Verbatim of the proceedings of Lok Sabha and bound volumes of Papers Laid on the Table are maintained in the Section. The synopsis of the proceedings of Lok Sabha and Rajya Sabha is also maintained. These documents have been stacked in Basement I and Basement II of 'G' Block of Parliament Library Building.

All Debates from 1858 have been digitized and are available on the website <https://eparlib.nic.in>.

## **Administration and Preservation Section**

The Administration and Preservation Section deals with general administration of the Library; maintenance and preservation of Library holdings; and grant of Library facilities to research scholars (Indian and Foreign) and personal staff of Members of Parliament, Members and Staff

of Legislative Assemblies and Foreign Legislators, Officers of Central/Governments/Public Undertakings and Statutory Bodies, Indian and Foreign Press Correspondents, etc. Visits of Indian and Foreign delegations for show round of Parliament Library Building are also organised by the Section.

### **Acts and Bills Section**

The Acts and Bills Section located in Room No. FB 060, 'I' Block, Parliament Library Building preserves and maintains the record of Central and State Acts, Ordinances, Government and Private Members' Bills, Rules under Central Acts, Joint Select Committee Reports, Constitution of India, Government of India (Allocation of Business Rules), 1961, Foreign Acts (as and when received), etc. In addition, the Section also carries out corrections in Central Acts, Constitution of India and Government of India (Allocation of Business Rules), 1961 to keep them up-to-date.

Ten copies of all Government as well as Private Members' Bills as introduced in the Lok Sabha/Rajya Sabha are also received and maintained by the Section to meet the demands of the Members, Officers of Lok Sabha and Rajya Sabha Secretariats and Research Scholars. At the end of the year, three sets of Central Acts and Ordinances, Government/Private Members' Bills as introduced/passed in the Lok Sabha/Rajya Sabha, together with their lists, are got bound and kept in the Library for permanent retention and to meet future references. Bound volumes of these Bills since 1921 are available in the Parliament Library.

The copies of the Reports of Joint Select Committee (constituted from time to time to examine Bills) as presented to the Lok Sabha/Rajya Sabha since 1921 are also maintained

in the Section. The copies of all the Central Acts since 1836 are preserved in the Section and necessary corrections are carried out regularly as per provisions made in the amending Acts passed by the Parliament and assented to by the President.

## **Members' Reference Service**

The Members' Reference Service organises the dissemination of factual, objective and latest information to the Members of Parliament within the time stipulated by them. The subjects on which information is provided are usually varied and have a wide compass covering both their national and international dimensions. The subjects usually cover issues taken up for discussion/deliberation in the Parliament through the parliamentary device of Questions and/or through legislative measures like Government Bills or Private Members' Bills and Resolutions. The information requirement of a Member is in keeping with his/her multiple functional roles as a legislator, *viz.* as a Member of a Parliamentary Committee or of a Parliamentary Delegation visiting abroad or as a delegate to any International Parliamentary Conference/Seminar, etc. Apart from the Session period, the Service caters to information needs of Members during inter-Session period as well.

### **(i) Organisation**

In order to ensure supply of the latest and most authentic information to Members within the stipulated time, the Members' Reference Service is presently divided into various subject desks *viz.* the Agriculture and Consumer Affairs Desk; Economic and Financial Affairs Desk; Environment, SDGs and Science and Technology Desk; Human Resource Development Desk; Industry and Investment Desk; Infrastructure and Energy Desk;

International Affairs, Defence, Communication and IT Desk; Legal and Constitutional Affairs Desk; Political and Parliamentary Affairs Desk; Rural Development, Labour, Employment and Information and Broadcasting Desk; Social Affairs Desk and Social Welfare Desk. The officer in-charge of each Desk collects and collates information pertaining to the subjects allocated to him/her and makes available the same to the Members in the form of Reference Notes, Background Notes, Information Bulletins, Fact Sheets, Bibliographical Series, Compilations, Statistical Statements, etc. The work of the Service is planned in such a way as to ensure timely disposal of the Members' reference requests.

## **(ii) Facilities**

The facilities provided by the Members' Reference Service fall broadly under the following categories:

- (i) Supply of on-the-spot information to members from published documents;
- (ii) Collection and dissemination of latest information, factual data, statistics, etc. in response to members' written reference requisitions;
- (iii) Preparation of Reference Notes/Legislative Notes on important topics and Bills coming up/pending before the Parliament, respectively;
- (iv) Preparation of bibliographies on important subjects; Preparation of Background Notes, Information Bulletins, Fact Sheets and Information Folders on topical issues; and
- (v) Updating and printing of various regular publications from time to time.

### **(iii) Processing of Requests**

The scope of material to be collected in response to Members' reference requisitions is normally limited to subjects connected with the immediate business before the two Houses of Parliament. Members may hand over the written requisitions either at the Members' Assistance Desk located in the Parliament House or the one located inside the Members' Reading Room in Parliament Library Building, indicating clearly and precisely the specific points on which information is desired by them. They also have the option to convey their requirements over telephone or direct to the officers in the Reference Division. One officer is available at each of the Members' Assistance Desks to attend to the on-the-spot information requirements of Members and to assist them in filling up the reference requisitions.

The Members' Reference Service caters to the information needs of Members both in English and Hindi as per their choice. The information required by the Members is culled out from authentic sources, arranged and edited in the form of notes or tables, as the case may be, and passed on to the Members concerned.

### **(iv) Analysis of the work handled**

- (a) The popularity and usefulness of Members' Reference Service can be gauged from the marked increase in the number of reference requisitions received and handled during the past few years. As against 150 references handled in 1950, 425 references were attended in 1960, 700 in 1970, 3627 references in 1980, 5167 in 1990, 6508 in 2000, 6681 in 2010, 4900 in 2012, 5425 in 2014,

5596 in 2015, 5291 in 2016, 5595 in 2017, 4093 in 2018 and 7499 in 2019.

- (b) A Session-wise resume of work done by the Service reveals that on an average, 44 references were received and handled per day during the session periods of the Eleventh Lok Sabha, 53 references during the Twelfth, 57 references during the Thirteenth, 67 references during Fourteenth and 55 References during Fifteenth Lok Sabha. As against this, as many as 76 references on an average were received and handled per day during the Sixteenth Lok Sabha.
- (c) A time and motion analysis of references received during the Fifteenth Lok Sabha reveals that as many as 81 per cent of the references were for the same day, 17 per cent were required within 2-3 days, 2 per cent within 4-7 days and only 1 per cent were for more than seven days. So far as the Sixteenth Lok Sabha is concerned, an analysis of data shows that, on an average, 73 per cent of references were for the same day, 22 per cent were required within 2-3 days and 3 per cent were required within 4-7 days and only 1 per cent were for more than 7 days.
- (d) An analysis of subject-wise classification of references received during the Sixteenth Lok Sabha reveals that majority of the references were on Agriculture, Human Resource, Legal and Constitutional matters constituting 28 per cent of the total references followed by references on Political and Social matters constituting 24



per cent with Science and Technology, Industry, Defence and Environment subject matters constituting 22 per cent, Infrastructure, Energy and Finance constituting 20 per cent of the total references. About 6 per cent were on Labour matters.

#### **(v) Publications**

The following publications of reference value are also compiled, updated and revised from time to time:

- President's Rule in States and Union Territories (Updated and revised up to 2014);
- Council of Ministers (1947 to 2015);
- Parliament of India: Fifteenth Lok Sabha (2009-2014) (brought out at the end of the term of each Lok Sabha);
- Presidential Ordinance (1950-2014);
- India: Some Facts; and
- Time spent on various kinds of Business in Lok Sabha.

#### **(vi) Online Reference Service through Members' e-Portal**

As an initiative towards e-Parliament and Paperless Secretariat, a Members' e-Portal for the benefit of Members has been launched on 17 July, 2016. In addition to the signed requisitions, Members can send their queries online through Members' e-Portal and get the desired information through e-Resources in the inbox of e-Portal.

About 429 references were received online from Members during the year 2017, 500 during 2018 and 707 during the year 2019.

A large number of occasional papers are now made available on Library website and on Intranet in digital format for on-line retrieval by Members of Parliament and for use in the Secretariat. Electronic version of the Reference Notes is also e-mailed to Members of both the Houses of Parliament.

### **(vii) Briefing Sessions**

On the directions of Hon'ble Speaker, Lok Sabha, as a step towards capacity building of the Members of Parliament, a new initiative has been taken by the Reference Division to organise Briefing Sessions on important Legislative Business before the House. The objective is to improve the awareness of Members of Parliament on the legislative issues before the House. Once a Bill is introduced, Briefing Session on the Bill is organised in which senior Officers from the concerned Ministry/Department brief the Members.

So far, nineteen Briefing Sessions have been organised during the Winter Session of Parliament, 2019 and Budget Session of Parliament, 2020. The Bills on which the Briefing Sessions have been organised are as follows: The Chit Fund (Amendment) Bill, 2019; The Taxation Laws (Amendment) Ordinance, 2019; The Prohibition of Electronic Cigarettes (Production, Manufacturing, Import, Export, Sale, Distribution, Storage and Advertisement) Bill, 2019; The International Financial Services Centres Authority Bill, 2019; The Recycling of Ships Bill, 2019; The Industrial Relations Code, 2019; The Arms (Amendment) Bill, 2019; The Anti-Maritime Piracy Bill, 2019; The Code on Social Security, 2019; The Direct Tax *Vivad Se Vishwas* Bill, 2020; The Institute of Teaching and Research in Ayurveda Bill, 2020; The Mineral Laws (Amendment) Bill, 2020; The Aircraft

(Amendment) Bill, 2020; The Banking Regulation (Amendment) Bill, 2020; and The Medical Termination of Pregnancy (Amendment) Bill, 2020. Besides, Members were also briefed on Budget procedures and Budget proposals of different Ministries.

Members have highly appreciated the initiative taken by Hon'ble Speaker for organising the Briefing Sessions on Legislative Business in the House. Members have also appreciated the interactive nature of the discussions and the valuable inputs shared/exchanged in the Sessions.

In addition to the initiative stated above, Reference Division has started providing brief write-ups to Members of Parliament summing up the information in response to their requests for information. The brief write-ups along with the background material provided to the Members have been appreciated by them.

### **(viii) Reference Desks**

In addition, the Reference Division, in close association with the Parliament Library, sets up a Reference Desk during Parliamentary Conferences and Seminars to meet the information requirements of the Delegates. Selected Parliamentary publications and reference books, year books, etc. are usually kept on display during such Conferences.

### **Research and Information Division**

The Research and Information (R&I) Division of LARRDIS caters to the research and information requirements of the Presiding Officers and Members of Parliament. The Division is categorised into the following specialised functional Wings or Sections, identified by the subjects handled by each:

- Economic and Financial Affairs Wing
- Educational and Scientific Affairs Wing
- Legal and Constitutional Affairs Wing
- Parliamentary Affairs Wing
- Political Affairs Wing
- Social Affairs Wing
- Journal of Parliamentary Information Section
- Practice and Procedure Unit
- Who's Who Cell

**(a) Briefs, Background Notes, Speeches, etc.**

From time to time, Indian Parliamentary Delegations attend various International Parliamentary Conferences/Seminars/Workshops/Regional Conferences held under the auspices of the Inter-Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA), the World Conferences of Speakers of Parliament, the Association of SAARC Speakers and Parliamentarians, the Meetings of Women Speakers of Parliament, the Conferences of Speakers and Presiding Officers of the Commonwealth (CSPOC), Parliamentary Conferences on specific subjects such as WTO, Cyber-Security, Climate Change, etc. Parliamentary Delegations from and to India also constitute the core of parliamentary exchanges in India. In connection with these events, the Division prepares well-researched Briefs, Background Notes, Speeches, Talking Points, etc. on various subjects of discussion for use during these occasions. Besides, draft Resolutions, Memoranda and Declarations on general as well as specific themes discussed/adopted at these fora

are examined and amended as per the declared policy of the Government of India. The Division also provides factual information on various aspects of parliamentary database maintained by the IPU.

Briefs, Background Notes, Speeches and Talking Points are also prepared for use at the Annual Conferences of Presiding Officers of Legislative Bodies in India, the India Region Commonwealth Parliamentary Association Conferences, Conferences of Chairpersons, programmes organised by the Indian Parliamentary Group (IPG) and the Parliamentary Research and Training Institute for Democracies (PRIDE) (erstwhile Bureau of Parliamentary Studies and Training). On the occasion of various Conferences by the Parliament of India, Daily Bulletin Desks are set up by the Division in order to prepare and circulate daily bulletins about the Conference related news, proceedings, schedules, etc. to keep the delegates and participants informed/updated. Reports on important Conferences carrying select photographs and highlights of such conferences are also brought about by the Division.

### **(b) Information Bulletins**

The Division prepares Information Bulletins/Legislative Bulletins for circulation among the Members of Parliament after identifying subjects of Parliamentary interest or on which Parliament is likely to undertake discussions. These Information Bulletins are uploaded on the webpage of Lok Sabha at <http://www.loksabha.nic.in>.

### **(c) Publications/Periodicals**

The Division brings out a number of books, booklets, brochures, monographs, pamphlets, etc. from time to time

on various aspects of parliamentary functioning, practices and procedures, and other relevant subjects. The Division periodically revises and updates several important publications such as Kaul and Shakhder's Practice and Procedure of Parliament, Members of Lok Sabha: A Brief introduction and Who's Who containing biographical information about the Members of Lok Sabha when a new Lok Sabha is constituted after general elections. The Division maintains and updates in coordination with Computer (Software) Unit/ NIC the Members Homepage on the website [www.parliamentofindia.nic.in/www.loksabha.nic.in](http://www.parliamentofindia.nic.in/www.loksabha.nic.in).

Recently, two important initiatives have been taken. E-R&I NEWSLETTER is being brought out fortnightly containing write-ups on new additions in Parliament Library and important historical facts and issues relating to Parliament and democracy from the month of June 2020 to benefit the Hon'ble Members. Now, R&I also provides research inputs to various parliamentary committees and LSTV as per their requirements.

With a view to reviving the memory of eminent parliamentarians who played a distinguished role in country's freedom struggle and/or contributed substantially for the development of our parliamentary system, publications are brought out under the Eminent Parliamentarians Monograph Series/Commemorative Volumes. Besides, brief profiles of national leaders including former Speakers of Lok Sabha are also brought out by the Division for distribution among dignitaries during functions held to pay floral tributes to them in the Central Hall of Parliament.

*The Journal of Parliamentary Information* is also published quarterly by the Division containing the

developments in practices and procedures, parliamentary and constitutional developments, sessional review, and important parliamentary events and activities that have taken place in India and foreign Legislatures. The journal also includes articles on issues of parliamentary importance from Members of Parliament and experts. The Secretary-General's Sessional D.O. Letter covering important rulings from the Chair, significant events and developments of constitutional and procedural importance, important business transacted in Lok Sabha during the session, etc. for circulation to the Secretaries of State Legislatures and others, is also brought out by the Division at the conclusion of each session. *The IPG Newsletter (Quarterly)* is brought out as a source of information about various events and activities of the Indian Parliamentary Group (IPG) such as exchange of Parliamentary Delegations, IPU, CPA and the Association of SAARC Speakers and Parliamentarians, Conferences, Seminars, Symposia, Meetings, etc.

Copies of the periodicals brought out by LARRDIS are made available to members free of cost on request. Other priced publications, including books brought out by the Lok Sabha Secretariat, can be purchased by Members of Parliament at a special discount of 50 per cent of the sale price of the publication.

### **Computer facilities for Members of Parliament**

Keeping in view the immediate information requirements of the parliamentarians and to automate their offices, computer equipments are made available to the Members through a 'Scheme of Financial Entitlement of Members of Lok Sabha for Purchase of Computer Equipment'. Under the Scheme, Members are entitled to

purchase any or all items of Computer Equipment [Desktop Computer, Laptop Computer, Pen drive, Printer (DeskJet/LaserJet/Multi-function/portable), Scanner, UPS (with desktop only), Handheld Communicator/Computer Data Internet Cards, MS Office Suite]. This helps the Members to get instant and up-to-date information on a wide range of activities through Internet; to organise their office work; receive/send electronic mail; have a quick and accurate information on legislative and parliamentary matters, etc. on their desk.

**Members' Portal:** As an initiative towards e-Parliament and Paperless Secretariat, an e-Portal for the benefit of Members was launched on 17 July, 2016. The Portal offers several online services including submission of notices for various parliamentary devices in electronic form, online references, etc. Through the e-Portal, Members of Parliament can interact with the various Branches of the Secretariat online. Every Member has been given a login ID and password, using which they can access the Portal. Members can submit notices online with respect to Adjournment Motion, Calling Attention Motion, Zero Hour, etc. Schedules, minutes of the Committee Meetings and agenda papers of the Committees and the advance copies of the Bills, their amendments and Private Members' Bills are made available on to the Portal for the use of the Members. Members can submit reference request and receive the reference material through the Portal. Members can send bulk mails and SMS to other Members. Members can also access their pay slips, TA/DA bills and medical bills from the Portal.

**Bills Tracking Software (BTS) for MSA Branch:** A Bill Tracking Software for the settlement of Bills of MP(s)



has been developed. Member can also track the status of their Bills submitted regarding Medical, TA/DA, Committee tours, etc. through the Portal.

**Dues/No Dues Management System:** No dues certificate to the MPs can be issued online.

### **Parliament Digital Library**

In 1996, with a view to provide online information about various activities of Parliament, and in keeping pace with developments in the field of information and communication technology, the website of Parliament of India was launched. However, the text of Debates on the Lok Sabha Home page are available from 14<sup>th</sup> Lok Sabha (2004) onwards and the Reports of the Parliamentary Committees from 13<sup>th</sup> Lok Sabha (1998) onwards. Thus, a large volume of Debates and Parliamentary Committee Reports was available in the Parliament Library in the physical form only.

Realising the archival as well as reference value of all such parliamentary documents, an initiative was taken to digitize and provide online access of such rich repository to the parliamentarians, researchers, media, and other users.

The project of digitization was initiated in July 2012 under which more than 40 lakh pages of the following collections have been digitized and uploaded on Parliament Digital Library portal:

- Lok Sabha Debates of 68 years from 1<sup>st</sup> to 17<sup>th</sup> Lok Sabha (1952-2020);
- Parliamentary Committee Reports from 1<sup>st</sup> to 17<sup>th</sup> Lok Sabha (1952-2020) including, Presidential Addresses and Budget Speeches;

- Historical debates from 1858 to 1952 (94 years) which *inter alia* include debates of Constituent Assembly, Central Legislative Assembly and Provisional Parliament thereby tracing the growth and development of modern parliamentary institutions in India;
- Select Lok Sabha Secretariat Publications.

The Parliament Digital Library is available at <https://eparlib.nic.in> and its link has also been given on the Lok Sabha Home page. The website is user friendly and acts as a search engine. It has more than 4 lakh files. For further assistance, Members may contact at 23034060 and 23035481.

### **Documentation Service**

The Documentation Service of Parliament Library, which was set up in 1975, is primarily responsible for indexing the articles published in periodicals/journals received in the Parliament Library that may be of interest to the Members of Parliament. The indexed entries of selected articles contain bibliographical details such as name of the author and title of the article, name, date and year of the publication, suitable annotation and subject headings as per the specially devised scheme of classification. The indexed entries of articles for a fortnight are fed into the LIBSYS Software and published in the form of a publication. The bibliographic details of selected articles were earlier published with the title '*Documentation Fortnightly*' (January 1975 to December 1988). However, from January 1989 onwards, it is being published with the title '*Parliamentary Documentation*'.

Since August 2008, the Service has also been bringing out a publication in Hindi titled '*Sansadiya Pralekhan*' so as

to cater to the information needs of all users who intend to take bibliographic details of articles appearing in Hindi periodicals/journals being received in the Parliament Library.

To improve the Documentation Service, an upgraded version of LIBSYS 7 software was installed in February 2016 having facility to link the text of each article with its bibliographical details through Title Link. In this process, the text of each article is being scanned, the PDF file of the same is prepared and linked with the bibliographical details both in English and Hindi. The text of articles can be accessed and retrieved just by clicking the Title through the Parliament Library Homepage within the premises of Parliament House Complex.

The electronic versions of '*Parliamentary Documentation*' and '*Sansadiya Pralekhan*' are being sent to Members of Parliament and officers of the Lok Sabha and the Rajya Sabha Secretariats at their email addresses. The publications are also made available at web addresses: <http://parliamentlibraryindia.nic.in/issue.aspx> → '*Parliamentary Documentation*' (in English) and <http://164.100.47.194/loksabhahindi/Library/Issue.aspx> → '*Sansadiya Pralekhan*' (in Hindi). The Indexed articles may be searched online from various parameters such as name of the author, title of the article, name and year of the publication, subject of the articles, etc. through "Catalogue Search" on Parliament Library Homepage. Important articles on current topics both in English and Hindi are also being uploaded weekly on the same websites for reference purpose.

Though the '*Parliamentary Documentation*' and the '*Sansadiya Pralekhan*' are available on Parliament Library Homepage, a few computer generated copies of the

publications are taken out and kept in the Parliament Library for consultation of Members of Parliament and Officers of both the Secretariats. Bound volumes of '*Documentation Fortnightly*' (1975-1988) and the '*Sansadiya Pralekhan*' (August 2008 onwards) are also available for reference purpose.

### **Reprography Service**

The Reprography Service, set up in 1975, caters to the urgent official photocopying needs of Members/ex-Members of Parliament, officers and branches of the Lok Sabha Secretariat, research scholars and media persons accredited to the Lok Sabha and Rajya Sabha Galleries for photocopying of important press clippings, information contained in answers to parliamentary questions and debates, articles in periodicals, newspapers and extracts from books and other documents.

The Service provides facilities for photocopying and computerised typing in Hindi and English of personal correspondences and documents of members/ex-members of Parliament, etc., on a nominal payment @ Rs.1/- per copy and for English and Hindi typing work @ Rs. 6/5 per page as per the work.

Reprography Service has three distinct Units, *viz.* (a) Members' Reprography and Typing Unit, 045, PH (on payment basis); (b) Members' Reprography Unit, G-037, PLB, (on payment basis); and (c) Research/Reference Reprography Unit, FB-54 & 54 A, PLB.

### **Press Clipping Service**

The Press Clipping Service was started on a modest scale in the year 1956 with the objective of speedy disposal

of references on current topics received from Members of Parliament and others. The Service collects all important, relevant and up-to-date news items, editorial comments and articles on developments in the legislative, political, economic, socio-cultural, scientific and technological fields. The clippings are taken from 11 Hindi and 18 English Newspapers published from various parts of the country. Hindi newspapers are – Business Standard, Dainik Jagran, Economic Times, Hindustan, Jansatta, Navbharat Times, Rashtriya Sahara, (all from New Delhi), Aaj (Varanasi), Lokmat Samachar (Nagpur), Punjab Kesari (Panipat), Rajasthan Patrika (Jaipur). English newspapers include— Asian Age, Business Standard, Economic Times, Financial Express, Hindu Business Line, Hindustan Times, Indian Express, Pioneer, Statesman, The Hindu, Times of India, Tribune (all from New Delhi), Assam Tribune (Guwahati), Deccan Herald (Bengaluru), Free Press Journal (Mumbai), Kashmir Times (Jammu), Telegraph (Kolkata), The Hindu (Chennai).

Press clippings are used extensively by Members, Research and Reference staff as also by different Branches of both the Lok Sabha and the Rajya Sabha Secretariats, research scholars visiting the Parliament Library and accredited press correspondents.

Since 2017, the Press Clipping Service has been fully computerised. The pdf files of every selected news items are prepared and uploaded on a specially designed software developed by NIC. These press clippings can be accessed and retrieved through subject-wise, date-wise, newspaper-wise and classification number-wise through Parliament Library Homepage from the computers connected in the Local Area Network (LAN) in the Parliament House Complex.

The press clippings for pre-2017 period are maintained chronologically in subject folders and stacked in a proper sequence according to a specially devised classification scheme based on the Dewey Decimal Classification System. These folders are not issued out but can be consulted in the Reading Rooms of the Parliament Library and the Press Clipping Section.

Press clippings are retained for five years. However, important clippings of archival value and those having a bearing on constitutional, parliamentary and legal developments are retained permanently.

### **Audio-Visual and Telecasting Unit**

In the light of advancement made in the electronic media and need to make the citizens aware of the deliberations in Parliament, Rajya Sabha and Lok Sabha Secretariats have taken several steps to record and telecast/broadcast proceedings of the Parliament. A beginning was made in this direction, when for the first time, the President's Address to Members of both Houses of Parliament was telecast 'live' on 20 December, 1989. Subsequently, an Audio-Visual Library was set up in 1992 for viewing and keeping the available records of the proceedings.

The proceedings of the Lok Sabha were recorded in U-matic cassettes/Betacam tapes till 22 March, 2006 and, on DVC Pro cassettes till 13 February, 2019. However, from 17 June, 2019 onwards, the proceedings of the Lok Sabha are being recorded on Professional Discs. Members can obtain copies of the DVDs containing recordings of proceedings of Lok Sabha, Parliamentary events and programmes of Lok Sabha Television Channel by contacting

the Audio-Visual and Telecasting Unit, which processes such requests. Further, recording of speeches of Members in Lok Sabha are uploaded onto the Members' Portal. Speeches of each Member are uploaded on the respective account of the Member in the Members' Portal. Members may, however, utilise these recordings strictly for personal use.

The Unit with a Viewing Room was set up in 1992 in Parliament Library, Parliament House. With the shifting of Parliament Library in the year 2002, Audio-Visual and Telecasting Unit is now functioning from Room No. G-140 (Ground Floor) with a 'Viewing Room' and an 'Editing Room' in Parliament Library Building. This Unit looks after the work of collection of material, accessioning, preservation and preparation of computerised database for quick retrieval of cassettes of the parliamentary proceedings and other events like Conferences, Seminars, Symposia, Workshops, Telefilms on different aspects of parliamentary practices and procedures and Lok Sabha Television Channel (LSTV) Programmes. Facilities for viewing/listening to video records are available to Members of Parliament. Arrangements have also been made for supplying copies of speeches of Members of Lok Sabha into DVDs for use by them. The Unit also provides blank cassettes/DVDs/VCDs/PFDs to LSTV Channel for recording the programmes and also keeps the recorded cassettes for preservation.

Audio-Video Library is preserving selected recordings of Lok Sabha proceedings since 1992 and entire recordings since 1994 in video cassettes of broadcasting quality. The Unit also preserves recordings of Rajya Sabha proceedings in VCD/DVD format since 1992.

Televising of select parliamentary proceedings was initiated on 20 December, 1989 with the live telecast of the Address by the President to the Members of both Houses of Parliament. Subsequently, President's Address was being telecast/broadcast live on regular basis. With a view to expand the scope of telecasting and in accordance with the recommendations made by the General Purposes Committee, proceedings of Question Hour in both the Houses of Parliament were recorded and telecast the following morning. The Question Hour in Lok Sabha was first time video recorded on 2 December, 1991 and telecast the following morning *i.e.* 3 December, 1991. Similarly, the Question Hour of the Rajya Sabha was video recorded for the first time on 9 December, 1991 and the recording was telecast the following morning. Later, the presentation of the Railway and the General Budgets was televised 'live' for the first time on 25 February, 1992 and 29 February, 1992, respectively. Further, important speeches of the Prime Minister, Leader of the Opposition and leaders of various other parties in Lok Sabha during the discussion on the Motion of Thanks to the President's Address, General Debate on the Budget and discussions on the Demands for Grants of various Ministries were telecast in capsule form in order to project the views of various parties for the benefit of viewers. In the beginning, only selected proceedings of the Lok Sabha were recorded. Since 18 April, 1994, complete proceedings of the Lok Sabha have been video recorded.

As a major step to telecast the Lok Sabha proceedings 'live', a Low Power Transmitter (LPT) was set up in Parliament House on 25 August, 1994 to make telecast available within a range of 10 to 15 kms from Parliament House. With the installation of another Low Power



Transmitter, the Rajya Sabha proceedings were also telecast live since 7 December, 1994. Since then, the proceedings of the 'Question Hour' of both the Houses were telecast live on alternate weeks throughout the country on the National Channel of Doordarshan. All India Radio, too, broadcasts the recording of Question Hour of both the Houses on alternate weeks on their National Channel same day. With the launch of DD-News Channel, Doordarshan has been telecasting 'live' the Question Hours in both the Lok Sabha and the Rajya Sabha simultaneously on National Channel and DD-News Channel of Doordarshan on alternate weeks since the Winter Session of Parliament in 2003.

Two separate dedicated satellite channels were set up on 14 December, 2004 by the Doordarshan in coordination with Audio-Visual Unit for telecasting 'live' the proceedings of the Rajya Sabha and the Lok Sabha. Since 24 July, 2006, LSTV Channel has been telecasting 'live' the proceedings of the Lok Sabha. The 24 - hour channel is being run, serviced and financed by the Lok Sabha Secretariat. Besides telecasting the proceedings of the Lok Sabha live during session period, channel also produces and telecasts several programmes on subjects of topical interest which have concern for the masses of the country.

The guidelines for recording, telecasting, webcasting and broadcasting of the proceedings of the Lok Sabha and other parliamentary events and activities and supply of cassettes or discs thereof to Members of Parliament, Media and others were published in order to ensure that such telecast/broadcast is as per the established norms and standards. These guidelines are updated periodically as per requirement.

Audio-Visual and Telecasting Unit coordinates with Doordarshan/ All India Radio for telecasting/broadcasting of proceedings of national and international conferences/seminars besides other important parliamentary functions held in the Parliament precincts and elsewhere. The Unit makes all necessary arrangements for effective and uninterrupted telecast/broadcast by providing infrastructural and other assistance to all concerned agencies. The Unit also coordinates with Doordarshan/All India Radio for live telecast/broadcast of proceedings of the 'Question Hour', in both the Lok Sabha and the Rajya Sabha.

As an extension of video recording and televising of parliamentary proceedings, video films were prepared on different parliamentary practices and procedures and other related topics for use of Members of Parliament and others. Six Parliamentary films have so far been made, viz, "Private Members' Bills", "Parliamentary Questions", "Parliamentary Etiquette and Manners", "Financial Committees", "Enriching the Debates in Legislatures", and "How to be an Effective Parliamentarian".

### **Press and Public Relations Wing**

The Press and Public Relations (PPR) Wing of the Lok Sabha Secretariat was set up in April 1956 to provide facilities to the media persons to enable them to cover the day-to-day proceedings of the Lok Sabha, and to establish liaison with parliamentary correspondents and various Government organisations for publicity of parliamentary and other activities of the Lok Sabha.

The Wing also deals with matters relating to the Press Gallery of the Lok Sabha (with a seating capacity of 123

media persons), including the issue of Press Gallery passes and provision of functional facilities to correspondents covering the proceedings of the House.

The facilities provided include supply of parliamentary papers, daily agenda, Committee reports, other Papers laid on the Table of the House, etc. to all accredited correspondents of Parliament who are provided photo laminated passes for a year by the Lok Sabha Secretariat. Photocopying and local fax facilities are extended to them free of cost on request. They can also consult books, periodicals, reports and other literature available in Parliament Library. Facilities available to MPs for viewing recordings of parliamentary proceedings in the Audio-Visual Unit and to take footage of debates, etc. have also been extended to media persons.

Simultaneous interpretation of proceedings of Parliament are available to the media persons in the Press Gallery. Three well-furnished Press Rooms have been provided to representatives of media in Parliament House near the Lok Sabha Press Gallery. There is a Media Workstation with television, telephone and 10 computers with internet facility in the Parliament Library Building to enable media persons to file stories to their respective media organisations. Large screen television sets are kept in the Press Gallery as well as in the Press Rooms to enable them to watch proceedings of the House. Canteen facilities are provided in Room Nos. 54 and 73, Parliament House.

A Press Advisory Committee of the Lok Sabha, generally comprising 25 members, is appointed every year by the Speaker, Lok Sabha, from amongst senior representatives of the Media accredited to the Lok Sabha

Press Gallery. The main functions of the Committee are (i) to recommend the issuance of permanent passes to the representatives of the Newspapers/News Agencies/Media intending to report the proceedings of the House; (ii) to recommend the issuance of temporary passes to representatives of Newspapers/News Agencies/Media intending to attend and cover the proceedings of the House from the Gallery and/or any other Parliamentary event or activity; (iii) to examine complaints made against the representatives of Newspapers/News Agencies/Media and to recommend to the Speaker, Lok Sabha for appropriate action; (iv) to recommend to the Speaker, Lok Sabha, the kind of facilities that may be given to them to discharge their duties; and (v) to do such other things which are related to their functions.

Press Releases on all matters connected with the sessions of the Lok Sabha and meetings of Parliamentary Committees, visits of foreign Parliamentary Delegations to India and of Indian Delegations to other countries and national and international parliamentary functions taking place in Parliament House Complex, are issued by the Press and Public Relations Wing. The Wing handles media-related work during the visits of Indian Parliamentary Delegations to foreign countries. PPR Wing has a well-established liaison with different media organisations - print, electronic, online and agencies – so as to secure publicity for the press matters issued.

In its efforts to increase outreach and online engagement with the larger public and to reach out to the media persons and others instantaneously, the Wing issues press releases, photographs, etc. through social media platforms such as Twitter and Facebook.

Special arrangements are made for wider coverage of important Parliamentary Conferences by setting up media centres equipped with all necessary facilities in order to cater to the needs of the print as well as electronic media.

All Press Conferences of Speaker/Deputy Speaker/Chairmen of Parliamentary Committees are arranged by the PPR Wing. Meetings of Speaker/Deputy Speaker/Secretary-General, Lok Sabha, with correspondents accredited to the Press Gallery are also arranged by this Wing.

PPR Wing also makes necessary media related arrangements for Presidential and Vice-Presidential Elections; constitution of new Lok Sabha after general elections, and other special events held inside Parliament House Complex and outside.

Photographs for inclusion in the Lok Sabha publication 'Who's Who' containing biographical sketches of Members are collected by this Wing, soon after the constitution of new Lok Sabha. For this purpose, a temporary studio is set up to take photographs of the newly elected members of Lok Sabha.

For easy identification of a Member in the House by the Speaker, a Chart showing Members' photograph and their names, Party affiliation and Division number is prepared by this Wing which is placed on the Table of the Speaker in the Chamber. This is also made available for use by other Officers of the House.

With the objective of wider dissemination of knowledge about the working of parliamentary institutions, Information Folders on different aspects are updated/revised for information of Members of Parliament and other

dignitaries, Press correspondents and visitors to the Parliament.

The Wing acts as a nodal agency for processing of advertisement bills published in newspapers by different branches of the Lok Sabha Secretariat.

Thematic Calendars covering various facets of Indian Parliament and parliamentary functions/events are brought out every year for distribution amongst Members of Parliament, dignitaries, Presiding Officers of State Legislatures, Officers and staff of the Lok Sabha Secretariat, media persons and others.

### **Who's Who Cell and Ad-hoc Publications Unit**

The Who's Who Cell and Ad-hoc Publications Unit is entrusted with the task of collecting the biographical information about the newly elected Members after every General Election and the constitution of new Lok Sabha. The information furnished by Members or obtained from official sources is edited to prepare bio-profiles and bring out biographical publications. The Cell brings out three publications on a regular basis. They are: (i) a publication containing brief bio-graphical sketches of the Members of the new Lok Sabha with permanent addresses; (ii) Revised edition of the same publication with Delhi Addresses and Division Numbers in Lok Sabha; and (iii) 'Who's Who' of the Lok Sabha, (Hindi and English versions) with detailed bio-data of Members along with the election results, in each Constituency, and category-wise information, such as Women Members, State-wise, Party-wise, Term-wise list of Members and other statistical information. The Cell edits the information published by the Members, cross-checks it from authentic sources and gets it authenticated from the concerned Members.

The Cell also brings out 'Profiles Handbook', as assigned from time to time, during the National and International Conferences and Seminars for the use of the Delegates. In addition, the Cell examines various requests received under the RTI Act, 2005 and furnishes information concerning Members of the Lok Sabha, from the first Lok Sabha to the latest, with regard to, their bio-profiles and statistical data as sought by the applicants. The Cell also brings out such other publications/and attends to ad-hoc items, as assigned from time to time, the last such publication was bringing out the updated Hindi and English versions of the Constitution of India in both Hard bound Deluxe and Pocket size editions.

### **Children's Corner**

The Children's Corner has been established as a Branch Library of the main Parliament Library. Children's Corner in the Parliament Library is a unique arrangement insofar as legislature Libraries are concerned. Such kind of arrangement for children exists in the National Diet Library of Japan also. It is housed in Room No. G-131, Ground Floor, 'E' Block, PLB.

The Children's Corner was inaugurated by the then Hon'ble Speaker, Lok Sabha, Shri Somnath Chatterjee on 21 August 2007. His concept to establish a 'Children's Corner' in Parliament Library was an initiative towards easy access of knowledge to the children, especially children of under privileged sections of society who do not have access to good and resourceful library. It was also designed to inculcate reading habits among the children and to enable them in sharing the vast resources of Parliament Library.

Decorated in a befitting manner, the Children's Corner has in its holdings about 2400 books in English, 1600 books in Hindi and 100 books in regional languages. Besides, it has a number of CDs and DVDs pertaining to different subjects. Eleven periodicals/newsletters of children's interest in Hindi as well as in English are being subscribed for the Children's Corner. The documents/CDs/DVDs available in the Corner are for consultation/use in the Library only and are not issued. The Children's Corner also has a well-developed Multimedia Centre equipped with computers with internet facility. Children are encouraged to make use of the computers as an educational tool.

Special events like drawing and essay writing competitions are being organised from time to time to make the Children's Corner an interactive hub of activities. Small groups of children sponsored by the recognised schools and registered NGOs are making regular use of the Children's Corner.

The Children in the age group of 8 to 17 are eligible to be the members of the Children's Corner. Membership of the Children's Corner may be extended to (a) Children/grand children of Members of Parliament and ex-MPs who have obtained membership of the Parliament Library; (b) Children of the permanent employees of Lok Sabha/Rajya Sabha Secretariats and Ministry of Parliamentary Affairs; (c) Children of the Journalists accredited to the Press Gallery of Lok Sabha and Rajya Sabha; (d) Children sponsored by the registered NGOs; (e) Children sponsored by recognised schools; and (f) Children recommended by sitting Members of Parliament. Membership form can be obtained from Children's Corner and can also be downloaded from the website of the Parliament Library *i.e.* <http://parliament.libraryindia.nic.in>.



## Lok Sabha Website

In an effort to increase availability of information to Members and also to the public, the Lok Sabha Website provides comprehensive and up-to-date information on different aspects of the functioning of the House and its Committees. Information on the Lok Sabha website is organized logically and in a user-friendly manner for access by the Members of Parliament and the public at large. The major components of parliamentary information now available on the Lok Sabha Home Page (<https://loksabha.nic.in>) are:

- (i) **Members:** Information regarding alphabetical, state-wise, party-wise lists of sitting members, details of women members, nominated members, vacancies, addresses, e-mail addresses, consolidated list of members (First to Seventeenth Lok Sabha) indicating Lok Sabha experience; biographical sketches of members from First Lok Sabha onwards; Home Page for each sitting member of Lok Sabha containing his/her biodata, details regarding his/her participation in the parliamentary proceedings, Questions, Bills, Motions and information pertaining to development of his/her constituency etc. are available. Besides the details relating to MPLADS, members' attendance, Salary Acts and Rules for members, amenities for members, computer equipment scheme for members and expenditure incurred on members are also available
- (ii) **Business:** Information pertaining to the Business of the House, Bulletins I & II, List of Private Members' Business, Special Mentions and Resume of Work done during each Session are available here.

- (iii) **Questions:** It contains Questions list, Text of Questions and Answers from November 1999 onwards, Supplementary Questions and Answers from July 2000 onwards with various search facilities and Indices to select Questions from 1984 to 1999.
- (iv) **Debates:** It contains the text of Daily Debates, Synopsis of Debates, Constituent Assembly Debates and Debates with various search facilities from March 1998 (12<sup>th</sup> Lok Sabha) onwards. The Uncorrected Debate on hourly basis and full day debate are made available on the same day or by the next day depending upon the sitting duration.
- (v) **Legislation:** The database contains information on Government/Private Members' Bills introduced in the Lok Sabha and Rajya Sabha. Title-wise, Member/Ministry-wise, category-wise search options, information regarding passage of Bills in both Houses, list of the Bills pending with Lok Sabha, information related to Bills referred to the Committees and various notification dates are also available.
- (vi) **Papers Laid on the Table of the House:** This database contains the titles of the Papers Laid on the Table of the House from February 2013. Title, Ministry and Session-wise searches are available in the database.
- (vii) **Committees:** The information regarding the composition, membership, Chairperson, subjects selected, committee meeting schedules, reports presented, Bills referred to committees, Press Releases, and reports of all the Financial, Department-related Standing, Ad-hoc and Joint Parliamentary Committees is available under this icon.

- (viii) **Government Assurances:** The database provides information on various Government Assurances provided by the Government on the floor of the House.
- (ix) **Members' Portal:** Members can submit notices with respect to various parliamentary devices like Questions, Adjournment Motion, Calling Attention Motion, Zero Hour, and Matters under Rule 377, etc through the e-Portal in an electronic format. Further, the status of these Notices can also be tracked online. Various papers circulated by the Distribution Branch like List of Business, Revised List of Business, Bulletin Part I, Part II, etc. are simultaneously uploaded on the e-Portal also. Schedules, minutes of the Committee Meetings and agenda papers of the Committees and the advance copies of the Government Bills, their amendments and Private Members' Bills are made available on the Portal for the use of the Members

In addition, the general information about Parliament, *viz.* Rules of Procedure and Conduct of Business in Lok Sabha, Directions by the Speaker, Government of India Manual for Handling Parliamentary Work, Government Instructions on dealings with MPs and Virtual Tour of Parliament House and Parliament Library are available on the Home Page. The information related to Leader of the House, Leader of Opposition, Council of Ministers, Panel of Chairpersons, Secretaries-General and the Journal of Parliamentary Information is also available. Besides, links to Rajya Sabha; President of India; Prime Minister; Ministries; States and Union Territories; Election Commission; Indian Courts— High Courts and Supreme Court; Inter-Parliamentary Union; the Commonwealth

Parliamentary Association have also been provided under the icons ‘Legislative Sites’, ‘Judicial/Legal Sites’ and ‘Official Sites’.

Besides main Lok Sabha Home page, linkages to following separate websites are also provided on the Lok Sabha website:-

- Lok Sabha Speaker Website  
(<https://speakerloksabha.nic.in>)
- Parliament Library Website  
(<https://parliamentlibraryindia.nic.in>)
- Parliament Digital Library  
(<https://eparlib.nic.in/>)
- Press and Public Relation  
(<http://pprloksabha.nic.in>)
- Parliamentary Research and Training Institute for Democracies (PRIDE) (<http://bpst.nic.in>)
- Legislative Bodies in India  
(<https://legislativebodiesinindia.nic.in/>)
- Lok Sabha Television Channel (LSTV)  
(<http://loksabhatv.nic.in/>)
- Indian Parliamentary Group (IPG)  
(<http://ipg.nic.in/>)
- Parliament Museum Website  
(<http://parliamentmuseum.org/indextry.html>)
- Lok Sabha Questions and Answer Portal for use by Ministries (<http://pqals.nic.in>)
- Lok Sabha Members’ Portal  
(<http://memberls.nic.in>)

## **Position in Rajya Sabha**

With the advent of Information and Communication Technology (ICT) in the country, Rajya Sabha Secretariat also started exploring the use of ICT tools in its functioning and took first step in this direction in December 1987 to automate its various activities. Since then as per the requirements/feedbacks/suggestions of the Sections, numerous applications/portals have been made. As a result, almost all the activities of the Secretariat have since been automated with the help of National Informatics Centre (NIC). IT Sections and NIC Computer Centres, one each in Parliament House (PH) and Parliament House Annexe (PHA) have been set up to provide necessary hardware and software support to various branches of the Secretariat and to the Members of the Rajya Sabha.

### **(a) Parliamentary Information available on the Rajya Sabha Website**

Websites of the Rajya Sabha, both in English and Hindi, are available on Internet with the website addresses *<http://rajyasabha.nic.in>* and *<http://rajyasabhahindi.nic.in>*, respectively. These are two separate websites exclusively dedicated to the Rajya Sabha and can also be accessed through Parliament of India website *<http://parliamentofindia.nic.in>*. Besides, Rajya Sabha Secretariat also has its Intranet website *<http://rsintranet.nic.in>* which can be accessed by officers and staff of the Secretariat only through user-id and password. Apart from basic information relating to the Secretariat, the Intranet website contains various applications and databases being used by the Sections and officers of the Secretariat for discharge of their duties and functions. The Rajya Sabha websites available at internet contain information regarding

various aspects of the functioning of the House and its Committees including Questions, Bills, Assurances, Debates, Committee matters, Members' bio-data, etc. Most of the information is supported by online databases. The websites include the following information:

**Rajya Sabha:** The website *inter alia* provides an introduction to the Upper House of Indian Parliament (Council of States) and information about its Presiding Officers — Chairman and Deputy Chairman, Leader of the House, Leader of the Opposition and the Secretary- General.

**Business:** This link contains the Provisional Calendar of Sittings, List of Business (Agenda), Papers to be laid on the Table, Bulletin Part-I & II, Synopsis of daily proceedings, Business Transacted by the Parliament, Special Mentions, Sessions' Journal, Sessional Resume, etc. Besides, database of Bills (Legislations) with extensive search facility and Sessional information on the progress of Bills and the government legislative and other business to be taken up during a session is also available under this link. Details of all the Bills since 1952 are also available therein.

**Questions:** The link stores the database of Parliamentary Questions with Answers. Questions could be searched on the basis of various parameters such as Member-wise, date-wise, session-wise, etc. The link also provides for Integrated Search Facility wherein Questions could be searched on the basis of multiple search options at a time (available since 174<sup>th</sup> Session, 1995).

**Debates:** The debates of the Rajya Sabha are available in two versions on the Rajya Sabha Website— Verbatim Proceedings and Official Debates. The Verbatim Proceedings

consist of floor version or uncorrected version of the debates which are uploaded on the website on daily basis during session days. The Official Debates consist of the digitized version of edited debates of the Rajya Sabha which are available on a separate Debates Portal of the Rajya Sabha ([rsdebate.nic.in](http://rsdebate.nic.in)). The Portal provides parametric search for easy retrieval of information from Debates based on their Titles, Session Numbers, Debate Date/Title Subject/Member Participated. At present, the Debates Portal contains digitized official debates from 1<sup>st</sup> to 248<sup>th</sup> Session.

**Members:** Databases under this link contain exhaustive information relating to Members. Apart from information about Sitting, Nominated and Former Members, it has various other sub-links such as General Information for Members of Rajya Sabha, List of Members of Rajya Sabha, Members' Home Page, Members' Login, Members' Attendance, Disqualification of Members on Ground of Defection, Code of Conduct, Declaration of Assets and Liabilities, etc. Members' Home pages provide their detailed Biodata and information about their participation in the Business of the House and other parliamentary activities *viz.* Questions, Assurances, Special Mentions, Bills, Committee Membership, MPLADS fund usage, etc. The link to MPLADS provides Member-wise search facility under the Dashboard to find out the position of utilisation of funds by a Member. The link 'Sitting Members' opens into further links/sub-links which provide information about sitting women Members, nominated Members, alphabetical/term-wise/party-wise/state-wise/age-wise/ birthday-wise list of Members, etc. Under 'Former Members', one may refer to or download alphabetical and term-wise list of Members of Rajya Sabha since 1952. The link 'Nominated Members'

provides two lists of nominated Members – ‘Current’ and ‘Members since 1952’.

**Committees:** Database of meetings, engagements, recommendations and membership of various Committees of the Rajya Sabha, as well as complete Committee Reports in highly presentable formats enabling viewers to get specific queries answered easily have been made available under the link. The link covers all Committees *viz.* Standing Committees, Department-related Parliamentary Standing Committees (Rajya Sabha as well as Lok Sabha), Select Committees, Adhoc Committees and Joint Committees. Search facility about the Membership of various Statutory Bodies is also available here.

**Procedures:** Booklets/documents relating to rules, procedures and precedents in easily accessible formats are available under the link. Also, Rulings and Observations from the Chair and Directions issued by the Chairman can be readily accessed here. ‘Handbook for Members’ is also uploaded here which serves as a comprehensive guide to the Members, especially the new Members regarding the Parliamentary Practices and Procedures, amenities and facilities available to them and certain miscellaneous matters. ‘Rajya Sabha at Work’, a comprehensive treatise on the practices, procedures and working of Rajya Sabha is also uploaded here. The link also provides the information regarding procedure for submission of Petitions to Rajya Sabha by citizens.

**Secretariat:** Information about organisational set up of the Secretariat, its Services and Officers/Sections responsible, Recruitment Rules, Office Manual, Annual



Reports, etc. can be accessed under the link. The Organisation Chart also provides the contact details (phone number and e-mail) of the officers/sections of the Secretariat.

**Audio-visuals:** Archival photographs, photographs of the Parliament House Complex as well as a photo album providing visuals of the functions held by the Secretariat are made available here. Video footage and Live Webcasting of the Rajya Sabha proceedings during the Session are also available under the link.

**Downloads:** The link provides access to various Application Forms to the Members of Rajya Sabha. ‘Parliamentary Notice Forms’ contains Application Forms for giving notices for use of various parliamentary devices like Short Duration Discussion, Half-an-Hour Discussion, Special Mention, etc. From the links ‘Forms for New Members’ and ‘Application Forms’ Members may download forms for availing of various facilities/amenities being provided by the Secretariat to them *viz.* Identity Card, car parking label, accommodation, choice of nodal district for MPLADS fund, choice of language for Parliamentary papers, regarding style of name, broadband, wi-fi facility, etc.

**Press Releases:** Press Releases relating to the Valedictory Address by Hon’ble Chairman, important events of Rajya Sabha and its Secretariat, and Reports of various Committees are available under this link.

Apart from the above, the home page of the Rajya Sabha Website contains links for accessing information regarding Right to Information, Recruitment Cell, Lists of Publications of the Rajya Sabha Secretariat in Printed Form (for sale) and in Electronic Form (uploaded on the website),

Media Advisory Committee, Resolutions adopted by the Rajya Sabha during Special sitting/session, etc.

The link for ‘Rajya Sabha Research and Study Scheme (RSRS)’ provides information about Dr. S. Radhakrishnan Chair and two Rajya Sabha Fellowships instituted by the Rajya Sabha Secretariat. The Scheme was initiated in 2009 with the objective of promoting research on different aspects of Parliamentary democracy in India. Information regarding Research Advisory Committee and Reports of Studies undertaken under the Scheme can also be accessed here.

Important documents like Union Budget, Economic Survey and various publications of Ministries could also be accessed from the site. Link to ‘Parliament Library’ (Lok Sabha Secretariat) and its ‘Digital Library’ has also been made available on the website. ‘Official sites’ and ‘Useful links’ provide access to websites of various organisations/institutions of Government. Besides, Members can access Rajya Sabha Members’ Portal and the e-Notices Portal (for electronic submission of various notices) through the Rajya Sabha Website.

The home page also contains Frequently Asked Questions (FAQ) about Rajya Sabha which provide information about the Rajya Sabha and its Members in the form of Questions and Answers. The information is updated on real-time basis. Besides, the ‘Site Map’ on the home page enables a user to view all the links and sub-links of the Rajya Sabha website at a glance.

The Rajya Sabha website complies with World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 level AA. This enables people with

visual impairments access the website using assistive technologies such as screen readers.

### **IT/E-governance initiatives undertaken by the Secretariat**

Secretariat had always been striving to keep pace with the latest technology through new IT tools and e-Governance initiatives. Almost all Sections, as per their functional needs, have got customized softwares/applications prepared through IT Section to automate their work *viz.* Parliament Question Processing System (PQPS), Pensioner's MIS, e-Requisition of Passes, RTI Application Management System, e-MSA, Committee MIS, etc. Bilingual Web based Committee MIS caters to requirements of all committees such as maintaining Committees' master information, report publishing, sending SMS of meetings, tour details, bills, press release publishing, etc. RTI Application Management System is used for new RTI application, entries, report generation, searching the status of RTI applications, etc. Implementation of such applications has ultimately resulted in early disposal of tasks, better management and sharing of information, and improved transparency.

Apart from Section specific applications, several common applications are also under operation to systematize the Secretariat's working in general. Rajya Sabha files portal has been developed which acts as a digital searchable repository of all the old permanent files of the Sections of Rajya Sabha Secretariat. It is an Intranet based secured portal with advanced search facility. Application can be accessed through user-id and password provided to each Section. Through web-enabled system of publishing Circulars/Office-Orders/Notifications, concerned Section could upload its Circular on the Rajya Sabha Intranet website itself.

Secretariat has also been proactive in joining any e-Governance initiative undertaken by the Government. In an effort towards making the system more transparent, the Secretariat joined and became a part of the Web Portal RTI Online System launched by the Department of Personnel and Training, Government of India. The Portal enables online transmission of the RTI applications and the submission of required information.

Joining Government's move to accelerate the process of bringing out Gazette Notifications, the Secretariat successfully adopted the e-Gazette facility for online publishing of Gazette Notifications. Through the system, concerned Department/Ministry could directly submit the matter for being published at the e-Gazette website of the Government of India *i.e.* [www.egazette.nic.in](http://www.egazette.nic.in).

Digital Locker System with e-Sign-DSC Service is being promoted in the Secretariat as part of Digital India Programme of Ministry of Electronics & Information Technology (MeitY). Digital Locker is aimed at eliminating the usage of physical documents mechanism to verify the authenticity of the documents online, since these documents will be e-signed. The facility is available for all Aadhaar card holders.

Secretariat has also been taking major strides in placing the relevant data on the Open Government Data (OGD) Platform (<http://data.gov.in>) of Government of India in compliance with its National Data Sharing and Accessibility Policy (NDSAP), thus contributing to enhanced transparency. The Secretariat was also awarded the 'Silver Icon' award under the category of 'Open Data Champion' at the Digital India Awards 2016 instituted by the Ministry of Electronics & Information Technology, for promoting noteworthy e-Governance initiatives.

The year 2019 witnessed the roll out of e-Office Product Suite. Efforts are being made for gradual shift from disposal of work through the physical mode to the electronic mode. Three modules of the e-Office Product Suite, namely File Management System (e-File), Leave Management System (e-Leave) and Knowledge Management System (KMS) have been implemented in the Secretariat. The Secretariat is also making efforts to digitize the Annual Appraisal exercise for all its employees through adoption of the SPARROW (Smart Performance Appraisal Report Recording Online Window) Module of e-Office. During the current restrictive circumstances due to outbreak of COVID-19 virus, e-Office and digitization of other office tools have proved to be a boon for the Secretariat in disposal of its work. Important and urgent official work is being disposed of mainly through e-Office.

### **IT facilities/initiatives for Members of Rajya Sabha:**

1. **Facility of Computer Equipment:** To enable Members to discharge their functions/duties effectively and efficiently, the facility of computer equipment is made available to them through the ‘Scheme of Financial Entitlement of Members of Rajya Sabha for Computer Equipment’. Under the Scheme, Members are entitled to purchase various computer items/equipments such as desktop computer, laptop computer, printer, scanner, UPS, pen drive, language and speech recognition softwares, data cards, handheld communicator/smartphone, etc. Purchase of requisite accessories to these equipments *viz.* speakers, laptop bag, bluetooth headset, warranty extension packs, etc. is also covered under the scheme.

2. **Entitlement for e-Reader Device:** In order to reduce Members' dependency on paper copies of Parliamentary documents and thereby achieve the goal of reduction in the use of paper, Members have been given the facility to purchase any branded e-Reader tablet device which operates on i-OS or Android or Windows Operating System as per the financial entitlement.
3. **Broadband/3G Facility:** Facility of availing Broadband facility (of MTNL/BSNL) has been provided to the Members. Members can also avail of 3G facility and Blackberry services of MTNL/BSNL through customized packages. Similarly they can also obtain unlimited 3G service package of MTNL/BSNL for their e-Reader Tablet devices as per the specified rules of entitlement.
4. **Members' Login Portal:** Members' Login Portal is a secured bi-lingual web application which acts as a two way communication channel between Members and the Rajya Sabha Secretariat for delivering information and documents to Members as well as sending communications by Members to the Secretariat. The Portal has been secured through double authentication process of Login *via* User Name/Password and Mobile OTP. The application can be accessed directly at <https://mprs.nic.in> or it can be accessed from the Rajya Sabha Website as well. The Portal provides various facilities such as:
  - **Inbox (Official):** Inbox contains any information/document sent by any Section of the Secretariat to the Member;

- SMS: Members can send SMS to any other Mobile, see the SMS received and can also see the SMS sent by them to others.
- SMS/E-mail/Portal Messages to other Members: Members have access to the e-mail/contact addresses in the text format. Members can send SMS/E-mail/Portal messages to other Members of Rajya Sabha.
- Submit Request: Members can submit various online requests to the Secretariat *viz.* change of permanent address, local address, telephone number(s), change of delivery address and language (Hindi/English) for parliamentary papers or any other communication to be sent to the Secretary-General, Rajya Sabha.
- Members can also view their Pay-slips, details of payments made to them and sent to their Bank Accounts through the Portal. They can also view information regarding their TA/DA bills, MTNL Bills, Electricity and Water bills. Members have also been provided the facility to refer to Bulletin Part II, Verbatim Debates and information regarding Committee Meeting Schedule (date-wise, week-wise, month-wise, etc.) through the Portal. Members can also submit their Notices electronically at the Members Login Portal in addition to e-Notices portal. For the purpose, link for e-Notices could be seen on the banner of Members' Portal after Login. The application named 'Section's Login' available on Rajya Sabha Website enables all Sections/Branches to electronically send letters/documents/reports/text messages, etc. to the Members which they can view through Members' Portal.

5. **Customized app (Bi-lingual) for e-Reader devices:** A customized app to make available Parliamentary information on e-Reader devices of Members on i-OS and Android platforms has been developed.
6. **Wi-fi facility in the Parliament House Complex:** A secured Wi-fi facility in the Parliament House Complex, including the Inner and Outer Lobbies and Chamber of Rajya Sabha, has been provided for Members of Parliament to enable them to access all websites of the Government and both the Houses of Parliament. A member can register for a maximum of three portable devices for wi-fi access in the Parliament House Complex.
7. **e-Notices Portal:** Since 23 July, 2018 an e-Notices Portal has been made functional for the benefit of Members. Through this Portal, Members may submit notices (both in English and Hindi) for various Parliamentary devices in electronic form apart from submitting the notices in physical form. Members can use the Portal for online submission of Notices for all kinds of Parliamentary devices such as Questions, Resolutions, Bills, Special Mentions, Zero Hour Submissions, etc. easily from any location. Members may also refer to all previous notices submitted by them through the portal. Sections dealing with various notices *viz.* Notice Office, Question Branch, Legislative Section and Bill Office have their own interface for accessing and processing of different types of notices.
8. Information regarding Committee meetings is being digitally displayed on T.V. sets placed in Parliament House, Parliament House Annexe and Parliament Library Building for the convenience of Members.



To ensure that Members of Rajya Sabha are able to make the optimum use of various IT tools and digitized modules/portals, training and orientation programmes are organised for them from time to time with the help of NIC officials. Also, to create e-awareness amongst Members of the Rajya Sabha, e-learning courses on Digital Literacy and Basic Computer Concepts have been developed through NIELT (National Institute of Electronics and Information Technology).

### **Information available on Rajya Sabha Website**

At present the following information is available on the Rajya Sabha Website:

| Item   | English                                  | Hindi                                    |
|--|--|--|
| List of Business                                     | From 186 <sup>th</sup> Session till date | From 188 <sup>th</sup> Session till date |
| Papers to be laid on the Table                       | From 192 <sup>nd</sup> Session till date | From 192 <sup>nd</sup> Session till date |
| Parliamentary Bulletin Part-I                        | From 185 <sup>th</sup> Session till date | From 188 <sup>th</sup> Session till date |
| Parliamentary Bulletin Part-II                       | From October, 1998 till date             | From 1999 till date                      |
| Sessional Resume                                     | From 186 <sup>th</sup> Session till date | From 186 <sup>th</sup> Session till date |
| Synopsis of Debate                                   | From 188 <sup>th</sup> Session till date | From 188 <sup>th</sup> Session till date |
| Valedictory Address                                  | From 214 <sup>th</sup> Session till date | From 214 <sup>th</sup> Session till date |
| Statistical Information (reg. Business of the House) | From 214 <sup>th</sup> Session till date | From 214 <sup>th</sup> Session till date |

| Item   | English   | Hindi   |
|--|---|---|
| Special Mentions   | From 194 <sup>th</sup> Session till date                    | From 194 <sup>th</sup> Session till date                    |
| Session's Journals   | From 174 <sup>th</sup> Session to 245 <sup>th</sup> Session | From 174 <sup>th</sup> Session to 245 <sup>th</sup> Session |
| Session-wise statement of Bills passed by the Houses of Parliament | From 188 <sup>th</sup> Session till date                    | From 188 <sup>th</sup> Session till date                    |
| Bills pending at the end of Session                                | From 188 <sup>th</sup> Session till date                    | From 188 <sup>th</sup> Session till date                    |
| Bill details   | Since 1952 till date  | Since 1952 till date  |
| Parliament Questions (Session-wise)                                | From 174 <sup>th</sup> Session till date                    | From 197 <sup>th</sup> Session till date                    |
| Daily Questions List Starred/Unstarred                             | From 194 <sup>th</sup> Session till date                    | From 206 <sup>th</sup> Session till date                    |
| Short Notice Questions   | From 226 <sup>th</sup> Session till date                    | From 226 <sup>th</sup> Session till date                    |
| Supplementary Questions  | From 174 <sup>th</sup> Session till date                    | From 174 <sup>th</sup> Session till date                    |
| Statistical Information Relating to Questions                      | From 184 <sup>th</sup> Session till date                    | From 184 <sup>th</sup> Session till date                    |
| Verbatim Debates (Uncorrected)                                     | From 189 <sup>th</sup> Session till date                    | From 189 <sup>th</sup> Session till date                    |
| Official Debates   | Since 1952 till date  | Since 1952 till date  |
| Members' Attendance  | From 153 <sup>rd</sup> Session till date                    | From 205 <sup>th</sup> Session till date                    |
| Expenditure Incurred on Salary and Allowances of Members           | From financial year 2013-14 to 2020-21                      | From financial year 2013-14 to 2020-21                      |
| Demands for Grants of the Rajya Sabha                              | From financial year 2009-10 to 2019-20                      | From financial year 2013-14 to 2018-19                      |

## **Publications in Electronic Form**

The following publications in electronic form are available on the Rajya Sabha Website:

### Publications brought out by LARRDIS:

- \* The Second Chamber: Its Role in Modern Legislatures—The Twenty-Five Years of Rajya Sabha, 1977 edition
- \* Lighter Moments in the Rajya Sabha, 1985 edition and Lighter Moments in the Rajya Sabha-A Supplement, 1986 edition
- \* Dr. Sarvepalli Radhakrishnan: A Commemorative Volume, 1988 edition
- \* Education and Social Change, 1988 edition
- \* Jawaharlal Nehru and Rajya Sabha, 1989 edition
- \* Dr. B.R. Ambedkar—The Man and His Message: A Commemorative Volume, 1991 edition
- \* Rajya Sabha Pays Homage to Rajiv Gandhi, 1991 edition
- \* Welcome Mr. Chairman, Sir, 1992 edition [Felicitations to Shri K.R. Narayanan on becoming the ninth Chairman of Rajya Sabha]
- \* Welcome Honourable Chairman, 1996 edition [Felicitations offered to the Chairmen of Rajya Sabha from 1952 to 1996 on occupying the Chair of the Presiding Officer of the Council of States]
- \* Welcome Mr. Chairman, Sir, [1997 (Shri Krishan Kant), 2003 (Shri Bhairon Singh Shekhawat), 2007 and 2012 (Shri Hamid Ansari) and 2017 (Shri M. Venkaiah Naidu) editions]

- \* Second Chambers: Bicameralism Today, 2002 edition
- \* Emergence of Second Chamber in India, 2002 edition
- \* Humour in the House: A glimpse into the enlivening moods of Rajya Sabha, (1989 and 2003 editions)
- \* Socio-economic Profile of Members of Rajya Sabha (1952-2002), 2003 edition
- \* Women Members of Rajya Sabha, 2003 edition
- \* Discipline, Decorum and Dignity of Parliament, 2003 edition
- \* Fifty Years of Rajya Sabha (1952-2002), 2003 edition
- \* Nominated Members of Rajya Sabha, 2003 and 2012 editions
- \* Computerization in Rajya Sabha—An Overview, 2003 and 2012 editions
- \* Committee System in Rajya Sabha (1952-2002), 2003 edition
- \* Ethics Committee of Rajya Sabha, 2003 edition
- \* Role and Relevance of Rajya Sabha in Indian Polity, 2004 edition
- \* *Rajya Sabha Mein Rashtrakavi Maithilisharan Gupt*, 2005 edition (Hindi)
- \* Felicitations Hon'ble Chairman Sir, 2006 edition [Congratulatory remarks made in the House on the completion of four years of Shri Bhairon Singh Shekhawat as the Chairman on 18 August, 2006]

- \* An Introduction to Parliament of India, 2007 edition
- \* *Bharatiya Sansad: Ek Parichaya*, 2007 edition (Hindi)
- \* Reservation of Seats for Women in Legislative Bodies: Perspective, 2008 edition
- \* Climate Change: Challenges to Sustainable Development in India, 2008 edition
- \* Rulings and Observations from the Chair (1952-2008), 2009 edition
- \* Structure and Functions of Rajya Sabha Secretariat, 2009 edition
- \* Global Economic Crisis and its Impact on India, 2009 edition
- \* Dr. S. Radhakrishnan Chair & Rajya Sabha Fellowships on Parliamentary Studies, 2009 edition
- \* Second Chamber in Indian Parliament: Role and Status of Rajya Sabha, 2009 edition
- \* Genetically Modified Crops: Issues and Challenges in the Context of India, 2009 edition
- \* Handbook of Publications of Rajya Sabha Secretariat, 2009 edition
- \* Changing Poverty Estimates in India: Some Recent Developments, 2010 edition
- \* International Practices for Approval of Parliamentary Budget, 2010 edition
- \* E-Waste in India, 2011 edition
- \* Initiating Discussion on various types of Debates in Rajya Sabha, 2012 edition

- \* Selected Speeches of Women Members of the Constituent Assembly, 2012 edition
- \* Sixty Years of Rajya Sabha (1952-2012), 2012 edition
- \* Compendium on Parliamentary Enactments: The National Food Security Act 2013, 2014 edition
- \* Compendium on Parliamentary Enactments: The Lokpal and Lokayuktas Act 2013, 2015 edition
- \* Compendium on Parliamentary Enactments: The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, 2015 edition
- \* Frequently Asked Questions on Parliament with Special Emphasis on Rajya Sabha, 2016 edition
- \* Rajya Sabha At Work, 2017 edition
- \* *Karyarat Rajya Sabha*, 2017 edition (Hindi)
- \* Rajya Sabha and its Secretariat: A Performance Profile, 2018 edition
- \* Rajya Sabha Who's Who 2018
- \* Ten Booklet Series (2018 edition)
  - (i) Information- At a Glance
  - (ii) Rajya Sabha-Its Contribution to Indian Polity
  - (iii) The Law Making Process
  - (iv) Committee System in Rajya Sabha
  - (v) Parliamentary Privileges
  - (vi) Members-Do's and Don'ts
  - (vii) Role of the Leader of the House, Leader of the Opposition and Whips

- (viii) Executive - Its Accountability to Parliament
- (ix) Information Management for Legislators
- (x) How to be an Effective Legislator
- \* Rajya Sabha: The Journey Since 1952
- \* Role of Rajya Sabha in Indian Parliamentary Democracy

Publications brought out by other Sections of the Secretariat:

- \* Salary, Allowances & Pension of Members of Parliament Act, 1954 and the Rules made thereunder.
- \* Chairman's Reply to the Felicitations in Rajya Sabha (26.08.1997)
- \* Report of the group constituted by the Chairman to go into the question of issues pertaining to State Subject/Legislatures which can be raised and discussed in the House, 2003 edition
- \* Demystifying Question Hour: Budget Session (2008 and 2013)
- \* Parliamentary Procedures: Problems and Perspectives, 2009 edition
- \* *Sansadiya Shabdavali* (2009 and 2019) (Bilingual)
- \* Praxis of Parliamentary Committees: Recommendations of Committee on Rules of Rajya Sabha, 2010 edition
- \* Handbook for Members of Rajya Sabha, 2010 edition
- \* Report of the Inquiry Committee [Constituted by the Chairman, Rajya Sabha under the Judges (Inquiry) Act, 1968], 2010 edition

- \* Secretary-General, Rajya Sabha: A Profile and a Work Study of Activities, 2011 edition
- \* Directions by the Chairman Rajya Sabha, 2011 edition
- \* Private Members' Legislation, 2013 edition
- \* Rajya Sabha Committees: A Profile (Summary of Work Done) 2012, 2013 edition
- \* Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), 2016 edition
- \* Rajya Sabha Statistical Information (1952-2018), 2019 edition
- \* Committees of Rajya Sabha and other Parliamentary Committees and Bodies on which Rajya Sabha is represented (Corrected up to 30<sup>th</sup> June, 2020)
- \* Rajya Sabha—List of Members
- \* Privileges Digest
- \* Office Manual
- \* Annual Reports

In the process of computerisation of Parliamentary services to Members of the Rajya Sabha, various kinds of Notice forms have been made computer compatible and are available on the Rajya Sabha website. Members can download these notice forms to give physical notices for various parliamentary devices, apart from giving notices through e-Notices portal. Following notice forms could be downloaded from the link 'Downloads' on the website:

- (i) Zero Hour
- (ii) Short Notice Question



- (iii) Half-an-Hour Discussion
- (iv) Calling Attention
- (v) Short Duration Discussion
- (vi) Notice of Motion
- (vii) Special Mention
- (viii) Private Members' Resolution
- (ix) Form for Declaration of Interests by Members
- (x) Form for Declaration of Assets and Liabilities by Members
- (xi) Biographical Sketch Form

#### **(b) Publications and Who's Who**

A major task is to bring out various publications on behalf of the Secretariat, including the Who's Who of the Rajya Sabha, containing the biographical sketches of Members, after every biennial election to the Rajya Sabha. Publications and Who's Who Unit of LARRDIS brings out this publication on behalf of the Secretariat in addition to various other publications from time to time. Apart from publications like Rajya Sabha Who's Who and Rajya Sabha at Work, the Unit has brought out many one time publications and publications on special occasions also (List mentioned on page 76).

#### **Rajya Sabha Who's Who**

Rajya Sabha Who's Who is brought out every two years after new Members are elected in the biennial elections. The publication contains Biographical Sketches of the

Hon'ble Chairman, Hon'ble Deputy Chairman, Hon'ble Members of Rajya Sabha and the Secretary-General, Rajya Sabha along with an index. The publication also includes List of Council of Ministers, List of Members of Rajya Sabha (Statewise) and List of Women Members. As for Bio-profiles of Members, apart from personal and family details of Members, they also include contact details, positions held, books published, social and cultural activities, literary/artistic/scientific accomplishments, important countries visited, favourite pastimes, and other special interests of Members. As part of the process, Standard Biographical Sketch Forms are sent to the newly elected Members for collecting their biographical details, along with their photographs for inclusion in the publication. As per the direction of the Hon'ble Chairman, Rajya Sabha, *vide* Bulletin Part-II dated 28 May, 2009, the information given in Bio-profiles is confined to three pages. The Biographical Sketch Forms duly completed by the Members are received, processed and compiled as per the approved format. In case of a query/clarification, the Member is contacted either in the Rajya Sabha Lobby (during session) or through written communication (during inter-session). The biographical sketches as prepared in the approved format are sent to the Member for vetting and return by a specified date, after which the manuscript is sent for printing.

In addition to the biennial publication 'Rajya Sabha Who's Who', a consolidated Who's Who giving brief bio-data of all Members of the Rajya Sabha since inception is also compiled by the Unit.

### **Rajya Sabha – The Journey Since 1952**

The publication 'Rajya Sabha – The Journey Since 1952' was brought out as a special publication for the

celebration to mark the 250<sup>th</sup> Session of the Rajya Sabha. The publication outlines the quantitative and qualitative contribution of the Parliament, with special reference to the Rajya Sabha, to the progress of our country during the last 67 years. Under Part II of the publication *i.e.* ‘Rajya Sabha at a Glance’ statistical information regarding the Chairmen, Deputy-Chairmen, Leaders of the House, Leaders of the Opposition, Secretaries/Secretary-General and Members of the Rajya Sabha, since 1952, has been incorporated. Apart from a Statistical Summary of the Rajya Sabha since 1952, ‘Some Firsts’ in the Rajya Sabha, with respect to important Bills, are also enlisted here. Part III of the publication *i.e.* ‘Rajya Sabha at Work’ enumerates important Bills passed in the Rajya Sabha which had been instrumental in shaping and transforming the economic and social demography of the country. One could also find information regarding all the Constitution Amendments made by the Parliament since 1951 [till Constitution (One Hundred and Third Amendment) Act, 2019] here. Information relating to 100 most impactful Legislations, Private Members’ Bills, Nominated Members of Rajya Sabha and some unique events of the Rajya Sabha have also been incorporated in the publication. The publication serves as a ready reference tool to anybody who is interested in studying and understanding the contribution of the Rajya Sabha to the progress of our country.

### **(c) Digitization of Debates**

Parliamentary debates are repository of information, discussion and deliberation held on the floor of the House. These debates are of paramount importance in understanding the role played by the House in shaping the destiny of our nation. These documents are of immense national importance

and provide documentary record of the history and legacy of our Parliamentary process.

All the official debates in printed format are available since the inception of the Rajya Sabha *i.e.* 1952. Copies of these debates are often required by Members, research scholars, policy makers, journalists and even ordinary citizens. A need was felt to digitize the debates and make them available electronically for quick access and reference. One can easily locate the desired and relevant portion from the parliamentary debates as per his/her convenience by just visiting the Debates Portal of the Rajya Sabha (<http://rsdebate.nic.in>).

At present, the Debates Portal in the Rajya Sabha website contains digitized form of the official debates from the 1<sup>st</sup> Session to the 248<sup>th</sup> Session. Availability of debates in electronic form, with a very advanced search engine, on the internet, is enabling people to easily explore the treasure of information contained therein. Archiving of digital assets in democratic institutions and its availability in public domain has assumed critical importance for reaching out to the people.

#### **(d) Audio-Visual and Telecasting**

The proceedings of the Rajya Sabha are being telecast and recorded by the Rajya Sabha TV. Recorded proceedings are made available to Members in the form of DVD on demand, on payment basis. Members can have copies of their speeches in DVD format @ Rs. 75/- per DVD, indicating the date(s), subject(s) and time of participation in the proceedings for which the DVD is required and may send their request to the Under Secretary, Lobby Office, Rajya Sabha Secretariat, Parliament House.

### **(e) Media Management**

The Press and Media Unit was created on 17 November, 2003 to facilitate better coverage of the Rajya Sabha proceedings by the media. This Unit was renamed as 'Media, Education and Audio-Visual Unit' on 19 September, 2008, as part of the restructuring of Library, Reference, Research, Documentation and Information Service (LARRDIS), Rajya Sabha Secretariat. The Unit acts as the nodal Section to liaise with press persons of various media organisations to ensure that the proceedings of the Rajya Sabha are reported adequately. In order to have a better coordination with media persons, a Media Advisory Committee (MAC), consisting of accredited media persons, was constituted in 2008. The primary function of the MAC is to advise the Rajya Sabha Secretariat regarding admission of various media persons and organisations to the Press Gallery of the Rajya Sabha.

There are laid down guidelines for the admission of print and electronic media to the Press Gallery of Rajya Sabha. The Media Advisory Committee recommends/decides the accreditation of media organisations/media persons to the Press Gallery of Rajya Sabha as per the existing guidelines. Accordingly, the media persons of accredited media organisations are issued three types of passes *viz.*, Annual, Sessional and Temporary. Annual passes having one year validity are issued to the journalists against the quota of newspapers/news agencies/news magazine/electronic media admitted to the Press Gallery of the Rajya Sabha. The journalists under Long and Distinguished Service Category (L&D) are issued passes individually having two years of validity. Sessional passes are issued to journalists against the sanctioned quota of accredited media organisations and

are valid for a Session. Sessional passes are also issued to journalists accredited under free-lance category. A maximum of two temporary passes are issued on weekly basis to the accredited media organisations. Issuance of temporary pass to a journalist requires a recommendation of one member of Media Advisory Committee and one journalist having Annual/L&D Category Rajya Sabha Press Gallery pass. Besides, Central Hall facility is also extended to the senior journalists as per the laid down guidelines.

A fixed quota of passes is issued to the representatives of official media organisations namely, Doordarshan, All India Radio and Press Information Bureau (PIB) to cover the proceedings of the House. Similarly, agencies like PTI, PTI *Bhasha*, UNI and *Univarta* too have a fixed quota. However, a formal request is received by the Unit from the competent authority of media organisations recommending the names of representatives for covering the Rajya Sabha proceedings.

The Unit also manages a Press Counter near the Press Gallery of Rajya Sabha. This Press Counter makes available Parliamentary papers such as Bills, List of Business, Lists of Starred and Unstarred Questions, Statements made by the Ministers, Reports of the various Parliamentary Committees, Special Mentions, etc. to the media persons covering the proceedings of the Rajya Sabha. This Counter works during the Session periods. Press Releases are also made available to the media persons issued by the Rajya Sabha Secretariat through this Counter.

The Unit also organises interaction of the Hon'ble Chairman and Hon'ble Deputy Chairman, Rajya Sabha with the senior journalists. Press Conferences for the Chairmen

of the Department-related Parliamentary Standing Committees and other Committees on requests received from respective Committee Sections are also organised. Press Releases are issued both in Hindi and English for the Committee Reports laid on the table of the House or presented to the Hon'ble Chairman of Rajya Sabha, to the Print and Electronic Media for information and publicity. The Unit prepares and issues Press Releases for a number of events/programmes such as Call on of the Hon'ble Chairman of Rajya Sabha by Foreign Parliamentary Delegations, Oath-taking Ceremonies of elected/nominated Members of the Rajya Sabha, Orientation Programmes for newly elected/nominated Members, farewell function of retiring Members of the Rajya Sabha and other functions held from time to time.

**(f) Rajya Sabha Television (RSTV)**

Rajya Sabha Television (RSTV) is a 24x7 parliamentary TV channel owned and operated by the Upper House of Parliament of India *i.e.* Rajya Sabha. The channel is aimed at providing in-depth coverage and analysis of parliamentary affairs especially the functioning of and developments related to the Rajya Sabha. During sessions of Parliament, apart from telecasting live coverage of the proceedings of Rajya Sabha, RSTV presents incisive analysis of the proceedings of the House as well as other day-to-day parliamentary events and developments.

The channel has endeavoured, for the first time in India, to offer deeper insights into the functioning of Parliamentary Committees to the general public. Moreover, it focuses special attention on the legislative Bills, upcoming as well as the ones under consideration of the Parliament.

RSTV intends to cover several other aspects of the functioning of Parliament of India with special focus on the Rajya Sabha for the benefit of its viewers as it evolves in the days to come.

Conscious of its role as a responsible and responsive public broadcaster, RSTV has conceptualised its programmes and shows based on a vibrant relationship between the Parliament and the people. It seeks to thus act as a bridge between the elected and the electors. It tries to touch upon nearly all aspects of political, economic, social and cultural life of the people and makes a sincere effort to show the diversity and vibrancy of Indian society through programmes based on art and culture of India.

While focusing its attention on current national and international affairs, RSTV also telecasts a variety of information and knowledge-based programmes for its discernible viewers. RSTV is available on the internet. It can be viewed live through web streaming on <http://www.rstv.nic.in>, <http://www.webcast.gov.in> and <http://www.youtube.com/rajyasabhatv>. Programmes telecast on RSTV can be retrieved from <http://www.youtube.com/rajyasabhatv>.

RSTV's YouTube channel in the year 2019 witnessed phenomenal growth when its subscriber base crossed 4 million. RSTV's Facebook page crossed 1.5 lakh followers. Similarly, RSTV Twitter handle [@rajyasabhatv](https://twitter.com/rajyasabhatv), now has nearly 1 lakh followers. In addition, several verified handles started following the RSTV Twitter handle, which includes several Members of Parliament.



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