



**SECRETARY-GENERAL, RAJYA SABHA :  
A PROFILE AND A WORK  
STUDY OF ACTIVITIES**

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**Rajya Sabha Secretariat  
Parliament of India**

**August, 2011**





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**RAJYA SABHA SECRETARIAT  
PARLIAMENT OF INDIA  
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## PREFACE

1. This publication seeks to provide an overview of functions and responsibilities of Secretary-General, Rajya Sabha, who, besides being the administrative head of the Rajya Sabha Secretariat also acts as the parliamentary advisor to the Hon'ble Chairman and, through him, to the House. An attempt has been made through this publication to capture the entire spectrum of activities, as far as possible, undertaken by Secretary-General, Rajya Sabha in discharge of his parliamentary and administrative duties.
2. For the purpose of the study, O&M Section conducted a work sample for two weeks (one week each during session and non-session period) in year 2010 to assess the time spent by Secretary-General on all activities viz. Parliamentary and Administrative. Data pertaining to files perused by Secretary-General in year 2008 was also used to get a fair idea of entire functioning of Secretary-General. A further elaborate study of Parliamentary duties performed by Secretary-General, Rajya Sabha was also undertaken in year 2011. For the purpose of this study too, a work sample for two weeks (one week each during session and non-session period) was taken to determine time spent by Secretary-General in performing Parliamentary activities only.
3. This publication, it is hoped, would be found useful by those interested in the functioning of the parliamentary system, in general, and the Rajya Sabha Secretariat, in particular.

**New Delhi**  
*January 2012*

**V.K. Agnihotri**  
*Secretary-General*  
*Rajya Sabha*



## CHAPTER 1

### Introduction

- 1.1 Article 98 of the Constitution prescribes for a separate secretarial staff for each House of Parliament. Article 64 provides that the Vice-President of India shall be *ex-officio* Chairman of the Council of States (Rajya Sabha) and Article 89 mandates the Council to choose one of its Members as Deputy Chairman. Secretary-General is the third most important functionary of the Rajya Sabha after Chairman, Rajya Sabha and Deputy Chairman, Rajya Sabha. He is an officer of the House and is chosen and appointed by the Chairman, Rajya Sabha. In the Warrant of Precedence he holds the rank corresponding to the Cabinet Secretary, who is the Senior-most bureaucrat in the Government of India. In the Rajya Sabha Chamber he occupies a seat just below the Chairman's seat and is available for consultation and advice on procedural matters. For discharging the functions he should be well equipped with rich experience and knowledge of Parliamentary procedures, practices and precedents.
- 1.2 Historically, the Post of Secretary was created for Rajya Sabha in 1952. The post, since its creation, has been equivalent to the Secretary to Government of India. The Fourth Schedule to the Rajya Sabha Secretariat (Recruitment & Conditions of Service) Order, 1957, in fact, specifically provides that in respect of all matters for which special provision was not made in the rules, the conditions of service of the Secretary were equivalent to the Secretary to Government of India. The post of Secretary was re-designated as Secretary-General *w.e.f.* 15.11.1973. The post, however, continued to remain equivalent to the post of Secretary to Government of India. The pay scale, position and status of the post of Secretary-General was made equivalent to that of the post of Cabinet Secretary in the Government of India *w.e.f.* 23.05.1990 on the recommendation of the Committee of Parliament appointed by the Chairman, Rajya Sabha and Speaker, Lok Sabha.
- 1.3 It is expected of the Secretary-General that he should be

conversant with all matters that have a reference to the Rajya Sabha and its business; whether it relates to some constitutional issue or some procedural point that should be followed in given circumstances. He is the advisor to the Chairman in the matters concerning Rajya Sabha or its Secretariat. He is expected to be the repository of the accumulated wisdom of the House; the custodian of its culture, traditions and precedents. In fact, efficacy of the House greatly depends on the professional competence of Secretary-General and the supporting personnel. It is, therefore, expected of the Secretary-General to possess certain special abilities, characteristics, traits, and a particular kind of experience, orientation and aptitude. He may be in the thick of politics but he is not a politician. Profiling such a functionary is not only unprecedented but is fraught with the risk of chartering unknown territories.

- 1.4 The Secretary-General is appointed by the Chairman, Rajya Sabha from amongst those who have made their mark by long years of service in the Parliament or State Legislatures or the Civil Service. Once appointed, if he/she is already in parliamentary service, he/she may continue in his/her post until the attainment of 62 years of age. At the discretion of the Chairman, any other suitable person may be appointed as Secretary-General on contractual basis; in which case, the terms and conditions of his appointment are governed by the contract.
- 1.5 In his capacity as the Officer of the House, the Secretary-General enjoys the privileges of freedom from arrest, save on a criminal charge<sup>1</sup>. He cannot be obstructed in the execution of his duty, as it would amount to contempt of the House. The House treats as breach of its privilege not only acts directly tending to obstruct the Secretary-General or other officers in the performance of their official duty but also any conduct which may indirectly deter them from doing their duty. He is answerable only to the Presiding Officer of the House and his action cannot be discussed inside the House.

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<sup>1</sup> Erskine May's *Treatise on the Law, Privileges, Proceedings and Usage of Parliament*, Twenty-first edition, Butterworths, London, 1989, pp. 129-30.

## **CHAPTER 2**

### **Parliamentary Responsibilities of Secretary-General**

- 2.1 With regard to Parliamentary functions, many of the responsibilities of Secretary-General are prescribed in the Rules of Procedure and Conduct of Business in Rajya Sabha, but others have evolved in the form of practices and conventions. His first responsibility is that whenever a session of the House is called, he issues, on the basis of the Summoning Order of the President, summons to each Member of Rajya Sabha to attend the session.
- 2.2 When the President arrives to address both Houses of Parliament assembled together, the Secretaries-General, Rajya Sabha and Lok Sabha, along with the Chairman, Rajya Sabha; Speaker, Lok Sabha; Prime Minister and Minister of Parliamentary Affairs, receive the President at the gate of the Parliament House and escort him/her to the Central Hall in a procession. Similarly, the Secretaries-General join the procession when the President departs. After the conclusion of the President's Address, the Secretary-General lays, on the Table of Rajya Sabha, a copy of each, duly authenticated by the President, of the Hindi and English versions of the Address. This is done so that the Address forms part of and is incorporated in the proceedings of the House.
- 2.3 He keeps a Roll of Members of the House which must be signed, in his presence, by every newly-elected Member before taking his seat.
- 2.4 The Secretary-General is responsible for the arrangement of the Government business in such order as the Chairman may, in consultation with the Leader of the House, determine. He accordingly prepares a List of Business for each day of the session. He circulates the List of Business, lists of admitted questions, notices, bulletins and other papers, which are required to be made available to Members under the rules. Every notice, such as the notice of a question, motion, resolution, Bill, amendment, question of privilege, calling attention or short duration discussion, etc., has to be given by

Members in writing addressed to the Secretary-General.

- 2.5 The Secretary-General receives petitions, documents and papers addressed to or intended for the House and reports to the House petitions, etc. received by him and admitted by the Chairman. If a Member wants to present a petition, he has to give advance intimation thereof to the Secretary-General.
- 2.6 A Minister wishing to correct any inaccuracy in the information given by him in answer to a starred or unstarred or short notice or supplementary question or in a debate, has to give notice to the Secretary-General of his intention to correct it, accompanied by a copy of the Statement in regard thereto.
- 2.7 The Secretary-General causes to be prepared a full report of the proceedings of the House for each of its sittings and publishes it in such form and manner as the Chairman may, from time to time, direct. Important among these are Bulletin Part-I, Bulletin Part-II and end-of-the-session Resume of the Business transacted by the Rajya Sabha and the Journal of the Rajya Sabha, apart from the complete text of the Debates of each session.
- 2.8 He corresponds directly with the Ministries and Departments of the Government of India and Members in connection with the business of the House or any matter likely to come up before the House.
- 2.9 He also causes to send to every Member notice of the date for the election of the Deputy Chairman and receives notices which any Member may give proposing names for this office.
- 2.10 Where prior sanction or recommendation of the President is required under the Constitution for the introduction or consideration of a Bill or moving of an amendment thereto, the Minister or Member concerned has to communicate in writing to the Secretary-General, the President's sanction or recommendation.
- 2.11 The Secretary-General signs messages to be sent from the Rajya Sabha to the Lok Sabha, reports to the House messages received from the Lok Sabha and also lays on the Table copies of the Bills received through such messages, if the House is in session, or otherwise, forwards such messages to Members through Bulletin Part-II.

- 2.12 The Secretary-General also certifies all Bills to be transmitted or returned to the Lok Sabha. In case of urgency he authenticates Bills, in the absence of the Chairman, before they are presented to the President for assent and lays them on the Table of the House after they are assented to by the President or returned by him/her.
- 2.13 The Secretary-General also lays on the Table copies of the communication between the Prime Minister and the President regarding resignation of the Government.
- 2.14 He has the custody of all records, documents and papers of the House or any of its Committees and of the Secretariat and does not permit any such paper to be taken out from the Parliament House without the permission of the Chairman.
- 2.15 In the case of a Member resigning his seat in the House or where a seat is declared vacant by the House, the Secretary-General causes the information to be published in the Gazette and forwards a copy of the Notification to the Election Commission for taking steps to fill the vacancy thus caused.
- 2.16 When it is considered necessary to take evidence of a witness, the Secretary-General issues summons to him to appear before the House or a Committee thereof. If a Parliamentary Committee completes its report and the Lok Sabha is dissolved in the meantime, the Secretary-General, Rajya Sabha lays that report on the Table of the House at the first convenient opportunity. This also applies in the case of a report of a committee, which ceases to exist after the presentation of the report to the Presiding Officer.
- 2.17 Visitors are admitted to the Galleries on Visitors' Cards issued in the name of the Secretary-General. Similarly, Identity Cards-cum-Railway passes to Members and their spouses are also issued in the name of the Secretary-General.
- 2.18 In the event of quorum not being present at the time appointed for commencement of a sitting of the House, even after the quorum bell has been rung for quite sometime, the Secretary-General brings the matter to the notice of the Presiding Officer and under his orders, informs the Members present in the House about the time when the House will meet next.



- 2.19 When division takes place on any issue, the Secretary-General sets the process of division in motion, explains, if so directed by the Chairman, the process thereof and presents the totals of “Ayes” and “Noes” to the Chairman.
- 2.20 He also organizes orientation courses for the newly-elected/nominated Members in the Rajya Sabha, biennially.
- 2.21 The elections to the offices of the President and the Vice-President are regulated by the Presidential and Vice-Presidential Election Act, 1952, and the rules made thereunder. For the purposes of these elections, it has been the established practice that the Secretary-General of the Rajya Sabha or the Lok Sabha is appointed as returning officer along with one or more assistant returning officers.

For the first (1952), third (1962), fifth (1969), seventh (1977), ninth (1987), eleventh (1997) and thirteenth (2007) Presidential Elections, the Secretary/Secretary-General, Lok Sabha was appointed as returning officer. For the second (1957), fourth (1967), sixth (1974), eighth (1982), tenth (1992) and twelfth (2002) elections, the Secretary/Secretary-General, Rajya Sabha was appointed as returning officer.

For the first (1952), second (1957), fourth (1967), sixth (1974), eighth (1984), tenth (1992) and twelfth (2002) Vice-Presidential Elections, the Secretary/Secretary-General of Lok Sabha and for the third (1962), fifth (1969), seventh (1979), ninth (1987) and thirteenth (2007) elections, the Secretary/Secretary-General of Rajya Sabha were appointed as returning officers.

## **CHAPTER 3**

### **Administrative Responsibilities of Secretary-General**

- 3.1 In his administrative responsibilities, Secretary-General heads the Rajya Sabha Secretariat, which is under the overall control of the Chairman, Rajya Sabha.
- 3.2 The independent status of the Secretariats of the two Houses of Parliament has been ensured under Article 98 of the Constitution. The provision contained in clause (3) of Article 98 enables the Presiding Officers to have a say in the matter of framing of rules for recruitment and conditions of service of the persons to be appointed in respective Secretariats. As the administrative head of the Secretariat of the House, the Secretary-General exercises powers vested in the Chairman, including the determination of the strength, method of recruitment and of qualifications, etc. for the various categories of posts. He is the appointing, disciplinary and appellate authority for certain classes of officers and staff of the Secretariat.
- 3.3 He exercises financial powers and initiates budget proposals relating to the Rajya Sabha and its Secretariat. He is the chief accounting authority for the money sanctioned by the House for expenditure under the Demands for Grants of the Rajya Sabha and its Secretariat and the responsibility is discharged by him through and with the assistance of the Pay and Accounts Officer, who works under his supervision.
- 3.4 By virtue of his being the Secretary-General, Rajya Sabha, he functions as Secretary to all the Parliamentary Committees, serviced by the Secretariat. He either attends the Committee meetings himself or causes his officers to attend them. He supervises all the Secretariat work of these Committees and gives directions wherever needed.
- 3.5 The Secretary-General also ensures that the secretarial work of the House and its Committees is performed by qualified, competent and experienced officers and is organized and conducted properly and smoothly, under his guidance and control. Duties of the officers are not rigid and do not fall in

watertight compartments. Their duties are in fact, flexible and may be added to or changed under the orders of the Secretary-General. Allocation of work among the officers of the Secretariat is the sole prerogative of the Secretary-General. He is assisted by a hierarchy of officers, such as Secretary, Additional Secretary, Joint Secretaries and Directors who, with the help of subordinate officers and staff members, perform the entire functions of the Secretariat.

- 3.6 In conspectus, he discharges all the administrative and executive functions on behalf of the House or the Chairman including rendering services and providing facilities to the Members. The duty of the Secretary-General does not end with producing the Lists of Business, circulating it, facilitating Members, advising the Presiding Officer on points of procedure, etc. His duty extends to giving guidance to Members in their parliamentary work. Members of various political parties approach him for advice. To a very large extent, he has to render such services objectively and impartially.
- 3.7 The Office of the Secretary-General has assumed greater importance as parliamentary administration is increasingly becoming more complex in the wake of national and international developments, necessitating constant efforts by the administration to adjust to new changes. In addition, international relations are assuming new dimensions and parliamentary diplomacy has become quite prominent in today's world to address the issues relating to security, development, environment protection, human rights etc. Likewise, inter-parliamentary cooperation is also increasing. The Secretary-General represents the House in various international fora such as Commonwealth Parliamentary Association, Society of Clerks-at-the-Table in Commonwealth Parliaments, Inter-Parliamentary Union, Association of Secretaries-General of Parliaments, Commonwealth Speakers and Presiding Officers Conference and G-20 Speakers' Consultation Meeting, among others. As a result Secretary-General has to perform a variety of roles beyond the frontiers of our country.

3.8 Between the date of the first constitution and the date of the first sitting of the Rajya Sabha (April-May 1952) Shri B.N. Kaul, Principal Private Secretary to the Prime Minister Shri Jawaharlal Nehru, was appointed to work as Secretary, Council of States.

3.9 Thereafter the following have been the Secretaries/Secretaries-General of the Rajya Sabha:

**Shri S.N. Mukherjee (13.5.1952 - 8.10.1963)**, was earlier Chief Draftsman of the Constitution in the Constituent Assembly. Glowing tributes were paid to him in an obituary reference on his death while he was still in office.

**Shri B.N. Banerjee (9.10.1963 - 31.3.1976)**, before joining the Rajya Sabha Secretariat, was Legal Advisor to the High Commissioner for India in London. On retirement as the Secretary-General, he was nominated to the Rajya Sabha by the President.

**Shri S.S. Bhalerao (1.4.1976 - 30.4.1981)**, was earlier the Secretary of the Maharashtra Legislative Assembly. Tributes were paid to him in the House on his retirement as the Secretary-General.

**Shri Sudarshan Agarwal (1.5.1981 - 30.6.1993)**, belonged to Judicial Service and worked as District and Sessions Judge prior to joining the Rajya Sabha Secretariat. As a special gesture he was seated in the Special Box of the Chamber of the Rajya Sabha when tributes were being paid to him in the House on his retirement as the Secretary-General.

**Shrimati V.S. Rama Devi (1.7.1993 - 25.7.1997)**, belonged to Indian Legal Service and had, prior to her appointment as the Secretary-General, held various judicial and other offices such as Judicial Member of the Central Excise, Customs and Gold Control Tribunal; Honorary Advisor to the National Commission for Women; Member-Secretary, Law Commission; Secretary (Legislative Department), Government of India and, for a short while, Chief Election Commissioner. The House made appreciative references on her appointment.

**Shri S.S. Sohoni (25.7.1997 - 2.10.1997)**, officiated as Secretary-General and was holding the post of Additional Secretary in the Rajya Sabha Secretariat. He belonged to the Indian Administrative Service and joined as Additional Secretary in this Secretariat on permanent absorption *w.e.f.* 22 February 1992.

**Shri Ramesh Chandra Tripathi (3.10.1997 - 31.08.2002)**, started his career as a Lecturer/Assistant Professor in the University of Allahabad in 1958 and entered the Indian Administrative Service in 1964. Prior to his appointment as the Secretary-General, Rajya Sabha, he held various posts such as Secretary to Government of India, Ministry of Parliamentary Affairs; Advisor (Education), Planning Commission, New Delhi; Principal Secretary, Department of Energy, Government of U.P.; Principal Secretary and Director-General, Department of Public Enterprises, Government of U.P.; Joint Secretary, Department of Culture, Government of India; Director-General, Archaeological Survey of India, etc.

**Dr. Yogendra Narain (1.9.2002 - 14.9.2007)**, entered the Indian Administrative Service in 1965 and, prior to his appointment as the Secretary-General, Rajya Sabha, held various posts such as Chief Secretary, Government of U.P., Ministry of Defence, Government of India etc.

**Dr. Vivek Kumar Agnihotri (29.10.2007- till date)** joined the Indian Administrative Service (IAS) in 1968. He worked as Collector, Visakhapatnam in Andhra Pradesh and in Central Government as Development Commissioner (Handlooms), Joint Director, LBS National Academy of Administration, Mussoorie and Secretary, Ministry of Parliamentary Affairs, Government of India. He was also Member (Administration), Central Administrative Tribunal, during 2006-07. He was appointed Secretary-General, Rajya Sabha on 29.10.2007. He has various publications to his credit.

## CHAPTER 4

### **Work-Study of Entire Functioning of Secretary-General, Rajya Sabha**

#### ***A day of Secretary-General in Office***

- 4.1 A typical day of the Secretary-General during a Session, starts early in the morning when he appraises himself, through scanning of newspaper, about various political, economic and social issues. He also goes through different Parliamentary papers/bulletins regarding issues which are likely to come up before the Hon'ble Chairman, the House and in various Committee meetings like Business Advisory Committee, leaders meeting, etc. In the office it is not a typical desk job of going through files and deciding things, but a long haul of meetings of Committees, interaction with Members, receiving representations of officers and employees of the Secretariat, taking decision regarding matter pertaining to the House and so on. Before he calls it a day, it is quite late in the night, particularly during session time.

#### ***Collection of Work Sample***

- 4.2 To look into Secretary-General's multifarious responsibilities, O&M Section, Rajya Sabha Secretariat, conducted a work study of the Secretary-General, Rajya Sabha. The study involved two sources of data namely:-
- (a) data pertaining to files perused by Secretary-General in year 2008; and
  - (b) work sample for 2 weeks *i.e.* from 8 April, 2010 to 13 April, 2010 (non-session period) and from 15 April, 2010 to 21 April, 2010 (session period).
- 4.3 In case of data at (a) above, all the Secretariat's Sections/Units were divided into three broad categories; namely, House-related sections, Members' services-related sections and Administrative sections (***Annexure-I***).
- 4.4 During the year 2008, it was found that a total of 5161 files were perused/considered by the Secretary-General and 2042 receipts were received by his Office in that year. On analysis of data it

was found that in File Engagements, 40% of files submitted to the Secretary-General pertained to House-related sections and Administrative sections each, while remaining 20% files belonged to Members services-related sections (*Annexure-I*).

- 4.5 Besides this, O&M Section also took a work sample from 8 April, 2010 to 21 April, 2010. The study period included one week (4 working days from 8 April, 2010 to 13 April, 2010) of non-session period and one week (5 working days from 15 April, 2010 to 21 April, 2010) of session time (*Annexure-II*). For the purpose of the sample his work was divided into following four broad categories:-

- (i) *File Engagements*: File Engagements included perusal of files, recording notes on files and taking decisions on proposals submitted through files.
- (ii) *Non-file Engagements*: Non-file Engagements included meeting Members, visitors, meeting with officers and employees of the Secretariat as well as outsiders, attending incoming and outgoing telephone calls etc.
- (iii) *Daily Routine Engagements* : Daily routine engagements included reading newspapers, going through daily notes, morning meetings with PS and other personal staff, etc.
- (iv) *Receipt Engagements*: Receipt engagements included going through letters and communications received by his office.

### ***Findings***

- 4.6 During the inter-session period, the Secretary-General, Rajya Sabha put in over 10 hours (615 minutes) per day, which jumps to 13.30 hours (810 minutes) per day during Session time. Though File Engagement is the main job, which takes about 190 minutes of the day during inter-session period, it rises to 210 minutes per day during session time. As regards number of files perused by Secretary-General for his consideration, it is on an average 38 per day during inter-session period and during session time it is 42. But, paradoxically, during inter-session period File Engagements take about 31% of his time, which comes down to 26 % during session time. It can also be said that during session time *vis-a-vis* inter-session period there is



10% increase in time taken on File Engagements and 40% increase in number of files dealt with (*Annexure-III*).

- 4.7 Secretary-General's Non-file Engagements, like meeting visitors including Members and officers, attending meetings, etc. during inter-session period takes 171 minutes per day and about 28% of his time, which increase to 301 minutes per day and 37% of his time, during session time. There is an increase of 9% in Non-file Engagements during session time compared to inter-session period (*Annexure-III*).
- 4.8 Secretary-General's Daily Routine Engagements, like reading newspapers, time taken on notes, morning meetings with his Personal Secretary, etc., take 30% of his time and 184 minutes per day during inter-session period, which declines to 20% and 163 minutes per day during session time (*Annexure-III*).
- 4.9 During inter-session period, Receipt Engagements, such as going through various communications received by his office, take Secretary-General's 70 minutes per day and 11% of his time. It goes up to 136 minutes per day and 17% of this time during session time (*Annexure-III*).
- 4.10 In a calendar year, the Secretary-General works for around 2,30,851 minutes, *i.e.* 3848 hours. On an average, during session period he works for 13 hours 30 minutes in a day while during inter-session period he works for 10 hours 15 minutes in a day (*Annexure-II & III*).



## CHAPTER 5

### Work-Study of Parliamentary Responsibilities of Secretary-General

- 5.1 On the basis of work study of multifarious responsibilities of Secretary-General undertaken in 2010, it emerged that as regards his File Engagements, 40% of the files dealt by the Secretary-General pertained to House-related sections and administrative section each, while remaining 20% files belonged to Members' services-related sections.
- 5.2 To make an indepth study of the Secretary-General's Parliamentary duties, O&M Section, Rajya Sabha Secretariat, again took work sample for 2 weeks, *i.e.* from 14 February to 18 February 2011 (non-session period) and from 21 February to 25 February 2011 (session period).
- 5.3 This Work Study focused on the parliamentary responsibilities of Secretary-General. It also included the Secretary-General's engagement in Committees headed by Hon'ble Chairman and Hon'ble Deputy Chairman.
- 5.4 For the purpose of work sample, Secretary-General's work was divided into 8 broad categories (*Annexure-IV*) as follows:-
  - (i) **Preparatory Engagements:** Preparatory engagements included reading newspapers, reading Parliamentary papers/notices, reading notes, etc.
  - (ii) **Meetings with Hon'ble Chairman Rajya Sabha:** Meetings with Hon'ble Chairman included during session time, morning meeting with Hon'ble Chairman, after Question Hour meeting with Hon'ble Chairman, meeting(s) with Hon'ble Chairman during the day, etc.
  - (iii) **Committee/Leaders Meetings/Engagements:** Committee/Leaders Meetings/ Engagements included morning meeting of Hon'ble Chairman with leaders during session time, Business Advisory Committee, General Purposes Committee, Rules Committee, Committee on MPLADS, Committee on Provision of Computers to Members of Rajya Sabha, Privileges Committee and others.

- (iv) **House Engagements:** House Engagements of Secretary-General included Question Hour, Laying of Bills/Papers/ Reports on the Table, House duty during the day in session time, etc.
- (v) **Members' Engagements:** Members' Engagements included Meetings with Members, telephonic talks with Members, passing of instructions to officers regarding Members, etc.
- (vi) **Ballot Engagements:** Ballot Engagements included Ballots for Questions, Ballots for Bills/Resolution, etc.
- (vii) **Other Engagements:** Other Engagements included taking part in procession of President's Address, sitting in Central Hall during President's Address, etc.
- (viii) **File Engagements:** File Engagements included files pertaining to House-related sections, viz. Bill Office, Table Office, Lobby Office, Notice Office, Legislative Section, Parliamentary Security Service, Simultaneous Interpretation Branch, Question Section, Committee Sections, etc.

- 5.5 As per previous Work Study of Secretary-General in 2010, his work schedule stretched to 13 hours 30 minutes per day during session period and 10 hours 15 minutes during inter-session period. His House-related activities during session period accounted for around 8 hours 43 minutes (523 minutes) per day and for 5 hours 29 minutes (329 minutes) per day during inter-session period, which comes to 65% and 54% respectively of his total working hours (*Annexure-VI, VII, Chart-III and IV*). File Engagements of House-related Sections and Committees take around 1 hour 31 minutes (91 minutes) (11%) per day during session period and they increase to 1 hour 49 minutes (109 minutes) (18%) during non-session period (*Annexure-IV, S. No. 8, Annexure-VII and Chart- V*).
- 5.6 On the basis of work sample it can be inferred that Secretary-General uses 2 hours 28 minutes (24%) per day of his work schedule in Preparatory Engagements during non-session period. This time is restricted to 2 hours 16 minutes (17%) per day during session period. During session period around 48 minutes (6%) per day of Secretary-General's time is utilized in meetings with Hon'ble Chairman, Rajya Sabha. This time

- comes down to 31 minutes (5%) per day during the inter-session period (*Annexure-IV, S.No. 1&2, Annexure-VII and Chart-V*).
- 5.7 Secretary-General, Rajya Sabha uses around 24 minutes (3%) per day during session period in Committee/Leaders meetings/engagements (*Annexure-IV, S. No. 3, Annexure-VII and Chart-V*).
  - 5.8 Secretary-General's Engagement with Members of Rajya Sabha takes around 5 minutes per day during session period and it increases to 9 minutes during non-session period (*Annexure-IV, S. No. 5 and Chart-V*).
  - 5.9 House Engagements occupy a major chunk of the Secretary-General's time during session period. The Secretary-General sits for around 3 hours 8 minutes (188 minutes) (23%) per day in the House during session period (*Annexure-IV, S. No. 4, Annexure-VII and Chart-V*).
  - 5.10 Ballot engagements of Secretary-General take around 12 minutes per day during session period. Other engagements like taking part in procession of President's address, sitting in Central Hall during President's address and others took around 95 minutes during session period and 110 minutes during non-session period (*Annexure-IV, S. No. 6, 7 and Chart-V*).
  - 5.11 Regarding engagement of Secretary-General in meetings of Committees of which Chairman/Deputy Chairman, Rajya Sabha, are the Chairpersons, the data of the period from January to December, 2010 was taken. 1308 minutes were utilized in meetings of Committees, namely Business Advisory Committee, General Purposes Committee, Committee on Rules, Committee on MPLADS, Committee on Provision of Computer Equipment to Members of Rajya Sabha and Privileges Committee during the said period. It comes to about 0.67% of the total working time of Secretary-General (*Annexure-V, VI and VII and Chart- I, II, III and IV*).
  - 5.12 In a nutshell, the Secretary-General, Rajya Sabha devoted 1570 hours out of 3848 total working hours to House-related/ Parliamentary work during the year (*Annexure-VI*). It comes to 40.80% of his total working hours during the year. It reinforces the work study of entire activities of Secretary-General, Rajya Sabha conducted in April, 2010.

## CHAPTER 6

### Conclusion

- 6.1 To sum up, the Work Studies undertaken in relation to the official responsibilities of the Secretary-General, Rajya Sabha, *inter-alia* reveal that he has considerable work load during session time as well as in inter-session period. He has to spend substantial time to keep himself abreast of various events and developments reported in the printed as well as electronic media. This enables him to advise the Chairman in relation to the admission of various notices received from Members to raise matters of public importance in the House.
- 6.2 During the sittings of the Rajya Sabha, particularly in the beginning, the Secretary-General also functions as an extension of the Notice Office and the Table Office, since several Members come up to the Table to hand over their notices as well as requests for inclusion of their names in the lists of Speakers for various debates and discussions.
- 6.3 The most revealing feature of the Work Studies is the fact that almost 40% of the Secretary-General's time is spent on dealing with the work generated by the Administrative Section and another 20% is spent on dealing with matters relating to services provided to Members. The Survey did not cover a key activity relating to writing of Annual Performance Appraisal Reports (APARs), which is seasonal in nature. The Secretary-General is required to initiate about 20 APARs and review more than 50 APARs every year.
- 6.4 On the whole, the daily schedule of the Secretary-General leaves very little time for academic and intellectual pursuits on his own.

*Annexure-I*

**Files Perused By Secretary-General, Rajya Sabha  
In Year 2008**

<b>Subject</b>	<b>Files</b>	<b>Receipts</b>
<b>(A) House-Related Matters</b>		
<b>(1) Legislative Section</b> (Files/receipts regarding Privilege Notice, Summoning & Prorogation of Rajya Sabha, Motion of Thanks, Short Duration Discussion, Calling Attention Notices, Special Mentions, Government Resolutions, Private Member's Resolution, Arrest, Detention & Release, etc., Rules of Procedure and Rules Committee, etc.)	288	81
<b>(2) Table office</b> (Files/receipts regarding List of Business, Laying of Papers on the Table of the House, Statements by Ministers, Parliamentary Bulletin Part-I and II, BAC, Allocation of seats to Members in the Chamber, Oath/ Affirmation by Members, Resignation by Members, Vacation of seats and filling up of casual vacancies, Obituary references, etc.)	350	480
<b>(3) Lobby, Bill and Notice Office</b> (Files/receipts regarding Bills introduced in Rajya Sabha, Bills originating in Rajya Sabha and Lok Sabha referred to DRPSCs, Bills originating in Rajya Sabha, Considered/ Passed or Withdrawn, Leave of Absence of Members, etc.)	450	270
<b>(4) Questions Branch</b> (Files/receipts regarding holding of Ballots for Notices of Questions, Short Notice Questions and Half-an-Hour discussion, Starred Questions, Intimation about the disallowed and lapsed Notices of Questions, Short Notice Questions and Half-an-Hour Discussions to Members, First six Starred	605	230

Questions on daily basis during Session period for perusal of HC, etc.)		
<b>(5) Committee Coordination Section</b> (Files/receipts regarding Constitution of Committees and filling of casual vacancies therein, Election/Nomination of Members to JPC, Constitution of Parliamentary Fora on various subjects, Amendments to the Third Schedule of the Rules of Procedure and Conduct of Business, etc.)	375	22
<b>(6) Interpretation and Reporters Branch</b> Rajya Sabha Debate Part I or II – expunction.	30	19
<b>(B) Administration (Member of Parliament)</b>		
<b>MS&amp;A, MA Section, All Committees, Conference &amp; Protocol, IT, Training Unit, R&amp;L</b> (i) Files/receipts regarding Monthly salary bills of HC, TA/DA bills of HDC, LOP, Reimbursement of medical expenses incurred by HC, HDC, LOP and Members, Settlement of refreshment bills in respect of HC and LOP, Grant of Conveyance Advance to Members, Settlement of Telephone, Water and electricity bills of Members; (ii) Minutes of all Committees for information of HC; (iii) Visit of Indian Parliamentary delegation to foreign countries and <i>vice-versa</i> , ASGP and SCAT; (iv) provision of computer equipment to Members; (v) Procurement and Sale of Souvenir Items, greeting cards, etc.; (vi) Computer Training Programme for MPs, Orientation Programme for newly elected Members and Media persons, foreign training, workshop on RTI; (vii) Research Notes / Archives / Speeches / Addresses / Messages for HC, HDC, Sessional Review, Press Clippings, Who's Who, etc.	978	540

<b>(C) Administration (Secretariat)</b>		
<i>Personnel Section, Establishment (G), G A, I T, O&amp;M, D Branch, Stores, Accounts, Recruitment, RTI Cell, Sales &amp; Archives, Training, R&amp;L, Editorial Service, Rajbhasha, Printing, Watch &amp; Ward, Welfare Unit, RSS Club, RS Thrift &amp; Credit Society, RS Association</i> (i) Files/receipts regarding Promotion, Disci- -plinary, Transfer, Appointment, Retirement, Creation of Posts, ACRs, Court Cases, Con- -firmation cases; (ii) Grant of HBA, Adoption of various Financial & Administrative Orders issued by Government of India, Resignation & Retention/Termination of lien of employees, Voluntary Retirement; (iii) Allotment of office accommodation for officers, reimbursement of medical claims of officers, Annual Rajya Sabha Diaries, Calendars, etc.; (iv) Inspection and Analysis of Inspection Reforms, Assess- ment of Workload, Monitoring of Receipts and Disposal of Files, SIU Study, etc.	2085	400
<b>(D) Meetings/Appointments</b>		
(1) MPs/Ministers/HC/HDC	152	
(2) Secretariat & Employees	212	
<b>(E) Notes/Letters From SG</b>		
(1) MPs/Ministers/Secretaries to Government of India	148	
(2) Office of HC, HDC, Secretariat & Employees	431	
<b>(F) Functions Attended</b>		
Floral Tributes, Farewell functions, Condolence meetings, etc.	55	
<b>(G) Visit of SG</b>		
Local as well as Foreign visits	06	
<b>(H) Attended Ballots of Questions &amp; Draw of Lots of Private Members' Bills</b>	50	
<b>(I) Orientation Programme, etc.</b>	07	

**Average Files/Receipts Taken/Dealt By  
Secretary-General, Rajya Sabha In Year 2008**

Sl.No.		Files	Receipts
1.	House-Related Sections	2098/5161	1102/2042
		40.56%	53.97%
2.	Members Service Related Sections	978/5161	540/2042
		18.95%	26.44%
3.	Administration Sections	2085/5161	400/2042
		40.40%	19.59%
	<b>Total</b>	<b>5161</b>	<b>2042</b>

S.No.			
<b>1.</b>	<b>Other Miscellaneous Receipts</b>	<b>1061</b>	
	a Meetings/Appointments	364/1061	34.31%
	b Notes/Letters, etc.	579/1061	54.57%
	c Functions/Visits, etc	118/1061	11.12%
2.	Legislative Section	288/5161	5.58% Files
		81/2042	3.96% Receipts
3.	Table Office	350/5161	6.78% Files
		480/2042	23.50% Receipts
4.	Lobby, Bill and Notice Office	450/5161	8.72% Files
		270/2042	13.22% Receipts
5.	Question Branch	605/5161	11.7% Files
		230/2042	11.26% Receipts
6.	Committee Co-ordination Section	375/5161	7.3% Files
		22/2042	1.08% Receipts
7.	Interpretation and Reporters Branch	30/5161	0.58% Files
		19/2042	0.93% Receipts

1.	Administration Sections	2085
2.	Members Services Section	978
3.	House Related Sections	
a.	Question Branch	605
b.	Lobby, Bill and Notice Office	450
c.	Committee Coordination Section	375
d.	Table Office	350
e.	Legislative Section	288
f.	Interpreters and Reporters Branch	30



## **Receipts**

1.	Members Service Sections	540
2.	Table Office	480
3.	Administration Section	400
4.	Lobby, Bill and Notice Office	270
5.	Question Branch	230
6.	Legislative Section	81
7.	Committee Coordination Section	22
8.	Interepreters and Reporters Branch	19

**Annexure- II**

**Work-Sample of Entire Activities of Secretary-General  
From 8.4.10 To 13.4.10 (Non-Session Period) And 15.4.10 To 21.4.10 (Session Period)**

	DATE	08.04.10	09.04.10	12.04.10	13.04.10	15.04.10	16.04.10	19.04.10	20.04.10	21.04.10	TOTAL
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>FILING ELEMENTS</b>	No. of Files	52	22	42	33	46	37	48	36	42	358
	Time taken in Minutes	340	93	181	162	140	167	232	176	214	1705 mins (28 hrs 25 mins)
		H M	H M	H M	H M	H M	H M	H M	H M	H M	H M
<b>NON FILING ELEMENTS</b>		5 40	1 33	3 1	2 42	2 20	2 47	3 52	2 56	3 34	28 25
	Time spent with Visitors in minutes	15	35	40	114	25	25	--	50	110	414 mins (6 hrs 54 mins)
	AM Office (in mins)	30	13	---	120	---	10	15	---	---	188 mins (3 hrs 8 mins)
<b>NON FILING ELEMENTS</b>		185	20	20	---	300	130	315	305	130	1405 mins (23 hrs 25 mins)
	Outsiders (in mins)										

1	2	3	4	5	6	7	8	9	10	11	12
DAILY ROUTINE	TELEPHONE CALLS	28	13	11	13	12	15	16	21	06	135 mins (2 hrs 15 mins)
	TELEPHONE CALLS	05	07	03	09	---	02	---	08	05 ½	39 ½ mins
	TELEPHONE CALLS	80	80	140	80	80	80	140	155	80	915 mins (15 hrs 15 mins)
	TELEPHONE CALLS	15	80	155	30	60	35	30	22	55	442 mins (7 hrs 22 mins)
RECEIPT	Morning Meeting (in mins)	15	30	15	15	15	15	15	15	15	150 mins (2 hrs 30 mins)
	Number of Receipts	3	21	16	16	37	27	30	32	10	192
	Number of pages	7	64+1 Report Book + 1 Book	32+1 Report Book	54+1 Book	93	60	76+2 Books+1 Report Book	106	26	710 +4 Books + 3 Report Books

**Average Time Taken By Secretary-General, Rajya Sabha  
In Performing All Activities**

**I. File Engagements**

Total days	9
Total Files	358
Total time taken	1705 mins
Average Files (per day)	$358/9 = 39.77$ <i>i.e.</i> 40 Files
Average time taken (per file)	$1705/358 = 4.76$ <i>i.e.</i> 5 mins
<b>Average time taken on Files</b>	<b><math>40 \times 5 = 200</math> mins..... (a)</b>

**II. Non- File Engagements**

**(a) Meetings**

Total days	9
Total time spent with visitors	414 mins
Average time spent with visitors (per day)	$414/9 = 46$ mins ....(i)
Total time spent on meetings with Officers/Office	188 mins
Average time spent on meetings with officers	$188/9 = 20.88$ <i>i.e.</i> 21 mins .....(ii)
Total time spent on meetings with outsiders	1405 mins
Average time spent in meetings with outsiders	$1405/9 = 156.11$ <i>i.e.</i> 156 mins.....(iii)

**(b) Telephone Calls**

Total time spent on outgoing telephone calls	135 mins
Average time spent on outgoing telephone calls	$135/9 = 15$ mins.....(iv)
Total time spent on incoming telephone calls	39 ½ mins
Average time spent on incoming telephone calls	$39 \frac{1}{2} / 9 = 4$ mins
Average time spent on telephone calls	$15+4 = 19$ mins....(v)
<b>Average time spent on non-file engagements</b>	<b>(i) + (ii) + (iii) + (iv) + (v) <math>46+21+156+15+19 = 257</math> mins .....(b)</b>

### III. Daily Routine Engagements

Total days	9
Total time taken in Reading newspapers	915 mins
Total time taken on notes	442 mins
Total time taken on morning meetings	150 mins
Average time in newspapers reading	$915/9 = 101.66$ mins
Average time in daily notes	$442/9 = 49.11$ mins
Average time in morning meetings	$150/9 = 16.66$ mins
<b>Average time on daily routine (per day)</b>	<b><math>101.66+49.11+16.66 = 167.43</math> <i>i.e. 167 mins..... (c)</i></b>

### IV. Receipts Engagements

Total days	9
No. of Receipts	192
Total time taken in Receipts @ 5 mins per receipt	$192 \times 5 = 960$ mins
<b>Average time taken on receipts (per day)</b>	<b><math>960/9 = 107</math> mins.....(d)</b>

<b>Hence, Average time taken per day in file engagements+ non file engagements + daily routine engagements + receipt engagements</b>	<b><math>= a+b+c+d</math> <math>= 200+257+167+107</math> <math>= 731</math> mins</b>
--	--

**As per norms prescribed by SIU, Department of Expenditure, Ministry of Finance, total working days in a year = 241 days**

<b>Total time taken in a year</b>	<b><math>= 731 \times 241</math> <math>= 1,76,761</math> mins..... (X)</b>
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**Additional Work Done During Session-Period By  
Secretary-General, Rajya Sabha**

**Average Session days in a year = 70 days**

1. Time taken for reading memorandum of Business and the lists of various notices @ 20 minutes (per day) 70x20 = 1400 mins
2. Time taken in attending phone calls from MPs and action thereon 70x15 = 1050 mins
3. Time taken for draft approval of significant assignments received from Secretary, Additional Secretary's and Joint Secretary's twice a year to be sent to Hon'ble Chairman 4 hrs = 240 mins

**Total time taken during session period 2690 mins ..... (Y)**

**Miscellaneous work performed throughout the year**

1. In reading of newspapers, press clippings, journals throughout the year daily, SG takes 2 hours 365x120 = 43,800  
- 24,500  
19,300 mins
2. In reading of agenda for preparation of meetings like Rules Committee, General Purposes Committee, Privilege Committee, BAC, Committee on Provision of Computer Equipments, MPLADS Committee, etc., SG takes 30 mins 241x30 = 7230 mins
3. On every Monday, SG takes 45 minutes to read folders pertaining to notes and urgent letters etc. sent to senior officers and 15 minutes to read folder of directions of HC and SG. 52x60 = 3120 mins
4. In writing ACR, for review, he takes 15 minutes and for reporting and review both, he takes 30 minutes. ACRs for the period ending 2009, SG has to write 46 ACRs out of which 35 ACRs are to be reviewed and 11 ACRs are to be reported & reviewed both 35x15 = 525 mins  
11x30 = 330 mins

5. He takes about 30 minutes to approve the draft of Notes on Procedures. On an average, 12 Notes on Procedures are prepared in a year  $12 \times 30 = 360$  mins
6. In maintaining account of books kept in office and residence SG takes 2 hours (twice a year)  $2 \times 120 = 240$  mins
7. In reading the list of files pending with Chairman and Deputy Chairman on every Monday, he takes 10 minutes.  $52 \times 10 = 520$  mins
8. In writing daily notes, he takes 10 to 15 minutes.  $365 \times 15 = 5475$  mins
9. Secretary General spends about 6 hours per week in reading relevant books and literature pertaining to parliamentary studies and keeping notes thereon  $52 \times 240 = 12480$  mins
10. Secretary-General takes two minutes to sign fair letter. An average of 5 letters is received daily  $241 \times 5 \times 2 = 2410$  mins

**Total time taken in Miscellaneous work 51990 mins..... (Z)**

**Grand Total of time taken during the year= X + Y + Z**

$$176171 + 2690 + 51990$$

$$i.e \ 230851 \text{ mins} = 3847.51 \text{ hrs}$$

**say 3848 hrs**

*Annexure-III*

**Work-Study Of All Functions Of  
Secretary-General,  
Rajya Sabha**

**I. File Engagements**

	<b>Non-Session Period</b>	<b>Session Period</b>
<b>Total days</b>	<b>4</b>	<b>5</b>
<b>Total files</b>	<b>149</b>	<b>209</b>
<b>Total time taken</b>	<b>776 mins</b>	<b>929 mins</b>
<b>Average file per day</b>	$149/4 = 37 \frac{1}{4}$ Say 38 files	$209/5 = 41 \frac{4}{5}$ Say 42 files
<b>Average time taken per file</b>	$776/149 = 5.20$ Say 5 mins	$929/209 = 4.44$ Say 5 mins
<b>Average time taken on files (per day)</b>	$38 \times 5 = 190$ mins	$42 \times 5 = 210$ mins

**II. Non-File Engagements**

	<b>Non-Session Period</b>	<b>Session Period</b>
<b>Total days</b>	<b>4</b>	<b>5</b>
<b>Total time spent with visitors</b>	<b>204 mins</b>	<b>210 mins</b>
<b>Average time spent with visitors (per day)</b>	$204/4 = 51$ mins	$210/5 = 42$ mins
<b>Total time spent in meetings with officers/officials</b>	<b>163 mins</b>	<b>25 mins</b>
<b>Average time spent on meetings with officers/officials</b>	$163/4 = 40.75$ mins Say 41 mins	$25/5 = 5$ mins
<b>Total time spent on meetings with outsiders</b>	<b>225 mins</b>	<b>1180 mins</b>
<b>Average time spent in meetings with outsiders</b>	$225/4 = 56.25$ Say 56 mins	$1180/5 = 236$ mins



<b>Telephone Calls</b>		
<b>Total time spent in outgoing telephone calls</b>	<b>65 mins</b>	<b>70 mins</b>
<b>Average time spent on outgoing telephone calls</b>	<b><math>65/4 = 16.25</math> mins</b>	<b><math>70/5 = 14</math> mins</b>
<b>Total time spent on incoming telephone calls</b>	<b>24 mins</b>	<b>15 ½ mins</b>
<b>Average time spent on incoming telephone calls</b>	<b><math>24/4 = 6</math> mins</b>	<b><math>15.5/5 = 3.1</math> mins Say 4 mins</b>
<b>Average time spent on telephone calls (per day)</b>	<b><math>16.25+6 = 22.25</math> Say 23 mins</b>	<b><math>14+3.1 = 17.1</math> mins Say 18 mins</b>
<b>Average time spent on non-file engagements (per day) during non-session period</b>	<b><math>51+41+56+23 = 171</math>mins</b>	<b><math>42+5+236+19 = 302</math> mins</b>

### **III. Daily Routine Engagements**

	<b>Non-Session Period</b>	<b>Session Period</b>
<b>Total days</b>	<b>4</b>	<b>5</b>
<b>Total time taken in reading newspapers</b>	<b>380 mins</b>	<b>535 mins</b>
<b>Average time taken in reading newspapers</b>	<b><math>380/4 = 95</math> mins</b>	<b><math>535/5 = 107</math> mins</b>
<b>Total time taken on notes</b>	<b>280 mins</b>	<b>202 mins</b>
<b>Average time taken on notes</b>	<b><math>280/4 = 70</math> mins</b>	<b><math>202/5 = 40.40</math> mins Say 41 mins</b>
<b>Total time taken on morning meetings</b>	<b>75 mins</b>	<b>75 mins</b>
<b>Average time taken on morning meetings</b>	<b><math>75/4 = 18.75</math> mins Say 19 mins</b>	<b><math>75/5 = 15</math> mins</b>

<b>Average time taken in Daily Routine Engagements</b>	<b>95+70+19 = 184 mins</b>	<b>107+41+15 = 163 mins</b>
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#### **IV. Receipts Engagements**

	<b>Non-Session Period</b>	<b>Session Period</b>
<b>Total days</b>	<b>4</b>	<b>5</b>
<b>No. of receipts</b>	<b>56</b>	<b>136</b>
<b>Total time taken in Receipts @ 5 mins per receipts</b>	<b>56x5 = 280 mins</b>	<b>136x5 = 680 mins</b>
<b>Average time taken on Receipts engagements</b>	<b>280/4 = 70 mins</b>	<b>680/5 = 136 mins</b>

#### **Gist of All**

	<b>Non-Session Period (in a day)</b>	<b>Session Period (in a day)</b>
<b>I Average time taken on files</b>	<b>190 mins - 30.90%</b>	<b>210 mins - 25.93%</b>
<b>II Average time taken on non-file engagements</b>	<b>171 mins - 27.80%</b>	<b>301 mins - 37.16%</b>
<b>III Average time taken on daily routine engagements</b>	<b>184 mins - 29.92%</b>	<b>163 mins - 20.12%</b>
<b>IV Average time taken on daily Receipts engagements</b>	<b>70 mins - 11.38%</b>	<b>136 mins - 16.79%</b>
<b>Total</b>	<b>615 mins Say 10 hrs 15 mins</b>	<b>810 mins Say 13 hrs 30 mins</b>

**Work Sample of Parliamentary Work  
of  
Secretary-General, Rajya Sabha  
From 14.02.2011 To 18.02.2011 (Non-Session Period)  
And From 21.02.2011 To 25.02.2011 (Session Period)**

S. No.	Items of Work	Activity And Time Taken (in minutes)				Total Time 1+2+3+4	Average Time Per Day (in minutes)
		1	2	3	4		
1.	Preparatory Engagements	Reading Newspaper	Reading Parliamentary Papers/Notices	Reading Notes	Others		
	Non-session Period/Days-04	510	35	45	-	590=9 hrs 50 mins	$\frac{590}{4} = 147.5$ =148 mins =2 hrs 28 mins
	Session period/Days-05	580	65	32	-	677=11 hrs 17 mins	$\frac{677}{5} = 135.4$ =136 mins =2 hrs 16 mins
2.	Meetings with Hon'ble Chairman (HC)	Morning meeting with H.C.	After Question Hour meeting with H.C.	Meeting(s) with H.C. during the day.	Others		
	Non-session Period/Days-04	-	-	115	10	125=2 hrs 5 mins	$\frac{125}{4} = 31.25$ mins
	Session period/Days-05	120	30	82	10	242 = 4 hrs 2 mins	$\frac{242}{5} = 48.4$ mins = 48 mins

3.	<b>Committee/ Leaders meetings/ Engagements</b>  <b>Non-session Period/Days-04 Session period/Days-05</b>	Morning meeting of H.C. with leaders  -  120	BAC, GPC, Rules Committee  -  -	Committee on MPLADS, Provi- sion of Computer, Privileges Committee  -  -	Other Committees  -  120= 2 hrs	-  $\frac{120}{5} = 24 \text{ mins}$
4.	<b>House Engagements</b>  <b>Non-session Period/Days-04 Session period/Days-05</b>	Question Hour  -  236	Laying of Bills/Papers/ Reports on the Table  -  40	House duty during the day  -  662	Others  -  -  938= 15 hrs 38 mins	$\frac{938}{5} = 187.6$ mins = 188 mins = 3hrs 8 mins
5.	<b>Members' Engagements</b>  <b>Non-session Period/Days-04 Session period/Days-05</b>	Meetings with Members  30  20	Telephonic talks with Members  05  -	Passing of instr- uctions to officers regarding Members  02  02	Others  -  -  37 mins  22 mins	$\frac{37}{4} = 9.25$ i.e 9 mins $\frac{22}{5} = 4.4 = 5 \text{ mins.}$

S. No.	Items of Work	Activity And Time Taken (in minutes)				Total Time 1+2+3+4	Average Time Per Day (in minutes)
		1	2	3	4		
6.	<b>Ballot Engagements Non-session Period/Days-04</b> <b>Session period/Days-05</b>	Question Ballot 15  60	Bill/Resolution Ballot -  -		Others -  -	15mins  60 mins=1hr	$\frac{15}{4} = 3.75$ $\frac{60}{5} = 12$ mins
7.	<b>Other Engagements Non-session Days-04</b> <b>Session period/Days-05</b>	Taking part in procession of President's Address -  05	Sitting in Central Hall during President's Address -  90		Others  110  -	110 = 1 hr 50 mins 95 = 1 hr 95 mins	$\frac{110}{4} = 27.5$ $\frac{95}{5} = 19$ mins
8.	<b>File Engagements</b> (Files pertaining to House-related Sections and Committees) <b>Non-session Period</b> <b>Session period</b>	Days  04  05	Files  85  138			435 = 7 hrs 15 mins 453 = 7 hrs 33 mins	$\frac{435}{4} = 108.75$ $\frac{453}{5} = 90.6$ $\frac{453}{5} = 91$ mins $\frac{453}{5} = 91$ mins

*Annexure-V*

**Committee Meetings Attended By  
Secretary-General, Rajya Sabha  
During The Year 2010**

<b>S. No.</b>	<b>Name of Committee in which Chairman, Deputy Chairman, Rajya Sabha is the Chairperson</b>	<b>Time Taken</b>
1	General Purposes Committee	1 hr 20 mins = 80 mins
2	Committee on Provision of Computer Equipment to Members of Rajya Sabha	1hr 10 mins = 70 mins
3	Committee on MPLADS	5 hrs 35 mins = 335 mins
4	Committee on Rules	1 hr 40 mins = 100 mins
5	Committee on Privileges	3 hrs 21 mins = 201 mins
6	Business Advisory Committee	8 hrs 42 mins = 522 mins
Total time taken during the year 2010		= 1308 mins <i>i.e.</i> 21 hrs 48 mins

**Gist**

**Total Time Taken By Secretary-General,  
Rajya Sabha In House-Related/  
Parliamentary Work**

			<u>Average</u>
1. Non-Session Period	= 4 days	= 1316 mins	329 mins
		= 21 hrs 56 mins	Per day
			= 5 hrs 29 mins
			per day
		329 X 171 = 56259 mins	
		= 937 hrs 39 mins	
2. Session Period	= 5 days	= 2615 mins	523 mins
		= 43 hrs 35 mins	per day
			= 8 hrs 43 mins
			per day
		523 X 70 = 36610 mins	
		= 610 hrs 10 mins	
3. Committee Meetings held in year 2010 in which Chairman/Deputy Chairman, Rajya Sabha is Chairperson of Committee		= 1308 mins	$\frac{1308}{5} = 5.427$
		= 21 hrs 48 mins	241 mins per day
Total: 56259+36610+1308	= 1569 hrs 37 mins		$\frac{94177}{241} = 390.77$
= 94,177 mins (1+2+3)	Say 1570 hrs		241 mins
			say 391 mins
			per day
			= 6 hrs 31
			mins per day

*Annexure- VII*

**Gist Of Parliamentary Responsibilities Of  
Secretary-General (In Percentage)**

S. No.	Items of Work (Average time taken in a day)	Non-Session Period (in a day)	Session Period (in a day)
1	Preparatory Engagements	148 mins - 24%	136 mins - 17%
2	Meeting with Hon'ble Chairman (HC)	31 mins - 5%	48 mins - 6%
3	Committee/Leaders meetings/Engagements	---	24 mins - 3%
4	House Engagements	---	188 mins - 23%
5	Members Engagements	9 mins - 1.4%	5 mins - 1%
6	Ballot Engagement	4 mins - 0.6%	12 mins - 1.5%
7	Other Engagement	28 mins - 5%	19 mins - 2.5%
8	File Engagement	109 mins - 18%	91 mins - 11 %

TOTAL      329 mins      -      523 mins      -  
(5 hrs 29 mins)      (8 hrs 43 mins)

$\frac{329 \times 100}{615} = 53.49\%$        $\frac{523 \times 100}{810} = 64.5\%$   
i.e. 54%      i.e. 65%

Committee Meetings       $\frac{5.427 \times 100}{810} = 0.67\%$

Average of Parliamentary Duties =  $\frac{1570 \times 100}{3848}$       = 40.80%



CHART-I

TIME IN MINUTES SPENT ON COMMITTEE MEETINGS BY SECRETARY - GENERAL,  
RAJYA SABHA DURING THE YEAR 2010

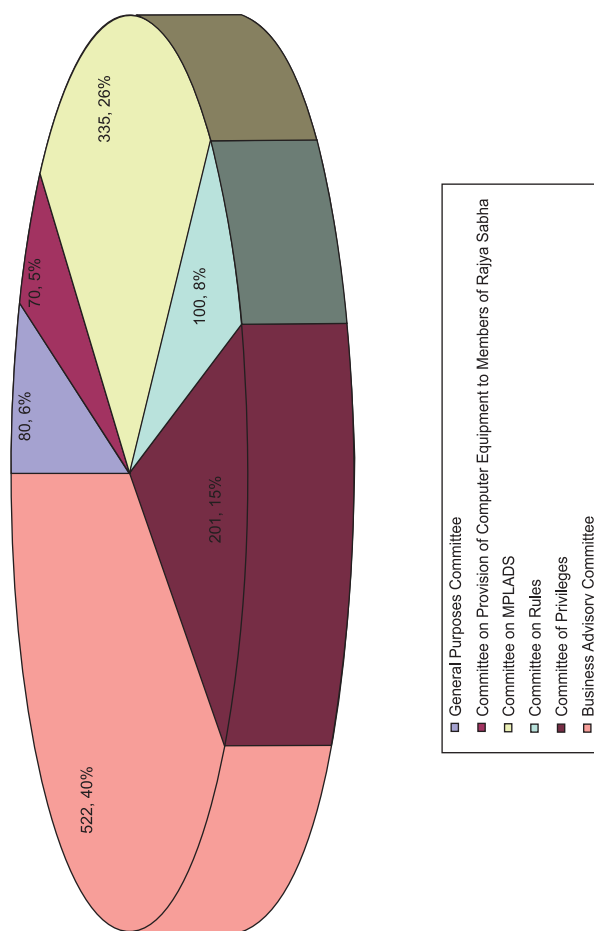


CHART- II

COMMITTEE MEETINGS ATTENDED BY SECRETARY - GENERAL, RAJYA SABHA DURING THE YEAR 2010

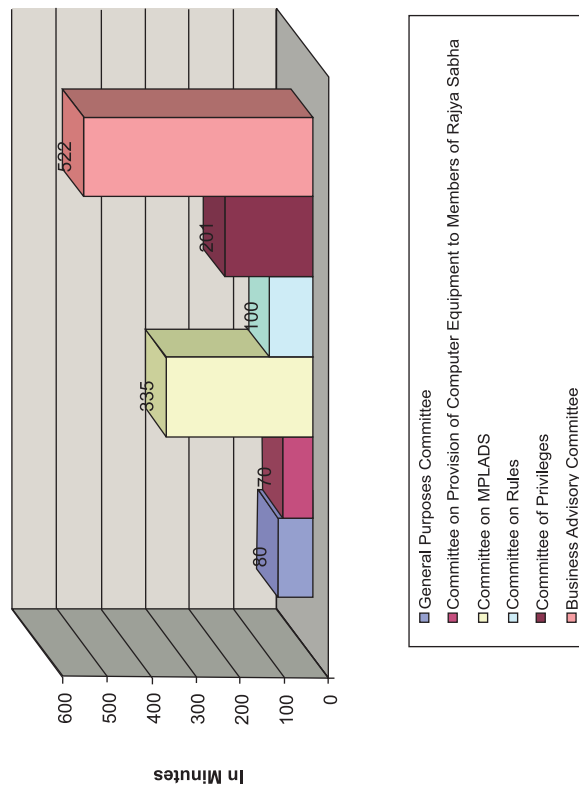


CHART- III  
 AVERAGE TIME TAKEN (IN A DAY) BY SECRETARY - GENERAL, RAJYA SABHA IN HOUSE  
 RELATED/PARLIAMENTARY WORK

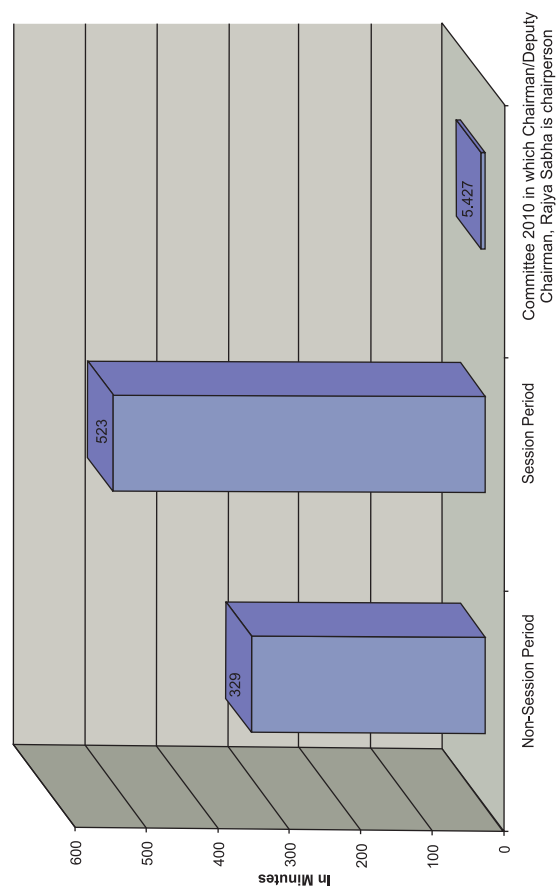
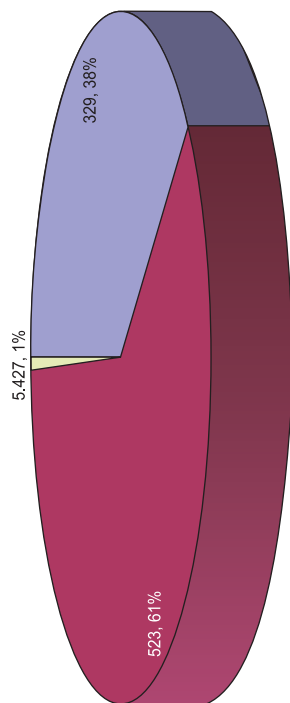


CHART-IV

TOTAL TIME UTILIZED BY SECRETARY - GENERAL, RAJYA SABHA FOR HOUSE  
RELATED/PARLIAMENTARY WORK



TIME IN MINUTES

CHART-V

GIST IN PERCENTAGE

