



PARLIAMENT OF INDIA

RAJYA SABHA

HANDBOOK
OF
PUBLICATIONS



सत्यमेव जयते

RAJYA SABHA SECRETARIAT

NEW DELHI

MAY 2009

For Official Use Only

HANDBOOK
OF
PUBLICATIONS

RAJYA SABHA SECRETARIAT
NEW DELHI
MAY, 2009

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P R E F A C E

Rajya Sabha Secretariat brings out various publications, regular and *ad hoc*. This Handbook contains names of these publications, their periodicity, expected date/ month of publication, etc. It also provides the time line for various activities leading to final printing of the publications, to help monitor their revision, etc. in time. Hindi version of the publications will be brought out within a period of sixty days depending on the size of the publication.

The Handbook has been compiled on the basis of the information received from the concerned administrative units.

NEW DELHI;
May, 2009

DR. V. K. AGNIHOTRI,
SECRETARY -- GENERAL.

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**HANDBOOK OF OFFICIAL PUBLICATIONS
OF
RAJYA SABHA SECRETARIAT**

Sl. No.	Name of the Section	Name of Publication	Periodicity of Publication	Expected date/ Month of Publication	Time line for Various Activities Leading to Publication
1	2	3	4	5	6
1.	Committee Section (Ethics)	(i) The Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004 (ii) Code of Conduct for Members of Rajya Sabha (iii) Declaration of Interests	Biennial (coinciding with biennial elections to Rajya Sabha) -do- -do-	March of the subsequent year -do- -do-	Finalisation, approval and sending of manuscript for printing only if any amendment takes place. -do- -do-
2.	Committee Co-ordination Section	(i) Rajya Sabha Committees— A Profile	Annual	15th May every year	<i>(English Version)</i> By 25th March—Sending of approved manuscript to Printing Section. By 8th April—Receipt of Proof from Printing Section. By 20th April—Returning Proof to Printing Section after solving queries. By 10th May—Supply of printed copies by the Printing Section.

1	2	3	4	5	6
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(Hindi Version)

By 25th March—Sending of approved Manuscript (*English Version*) to Translation Section.

By 7th April—Receipt of Hindi Version of manuscript from Translation Section.

By 9th April—Forwarding of manuscript to the Translation Section after solving queries.

By 15th April—Receipt of final Hindi Version of manuscript from Translation Section and forwarding the same to Printing Section.

By 24th April —Receipt of Proof from Printing Section.

By 29th April—Forwarding of proof to Printing Section after solving queries.

By 15th May—Supply of printed copies by the Printing Section.

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(ii) Committees of Rajya Sabha and Other Parliamentary Committees and Bodies on which Rajya Sabha is represented

Annual

September every year

(English Version)

By 11th August—Sending of approved manuscript to Printing Section.

By 21st August —Receipt of Proof from Printing Section.

By 28th August —Returning proof to Printing Section after solving queries.

By 10th September —Supply of printed copies by the Printing Section.

(Hindi Version)

By 11th August —Sending of approved manuscript (*English Version*) to Translation Section.

By 25th August—Receipt of Hindi Version of manuscript from Translation Section.

By 28th August—Forwarding of manuscript to the Translation Section after solving queries.

By 1st week of September—Receipt of final Hindi Version of manuscript from Translation Section and forwarding the same to Printing Section.

1	2	3	4	5	6
					<p>By 7th September —Receipt of proof from Printing Section.</p> <p>By 14th September —Forwarding of proof to Printing Section after solving queries.</p> <p>By 29th September—Supply of printed copies by the Printing Section.</p>
3. Committee Section (Petitions)	Booklet on 'Rules and Directions relating to Committee on Petitions'	<p>Not fixed. Last edition of the booklet published in June 1996.</p> <p>Proposed Publication has been postponed in view of the fact that the 'Rules' governing the Committee on Petitions are scheduled to be revised shortly by the Rules Committee.</p>	N.A.	N.A.	4
4. Editorial and Translation Service	(i) Parliamentary Terms and Phrases	<p>Last published in 2005. The revised edition is brought out whenever the need arises.</p>	N.A.	N.A.	

	(ii) Nutan Pratibimb	Annual	14th September every year	By 15th July—Material collection for magazine. By 20th August — Editing of articles. By 26th August — Sending manuscript to Printing Section. By 14th September — Final receipt of printed copies of ' <i>Nutan Pratibimb</i> ' from press.
5. General Administration Section	(i) Annual Calendar	Annual	20th December every year	By 22nd August — Administrative approval/ selection of themes and pictures to be printed. By 30th August—Inviting quotations from printers. By 18th September — Opening of received quotations and obtaining Secretary-General's approval thereof. By 13th October — To give order to printer alongwith photographs and captions and receiving first proof.

1	2	3	4	5	6
					<p>By 20th October — Sending the proof to the printer after checking it.</p> <p>By 3rd November — Receiving second proof.</p> <p>By 10th November — Sending checked second proof to the printer.</p> <p>By 12th December—Receiving final print of calendar.</p> <p>By 15th December— Distribution to the Members through Publications Counter, Parliament House.</p> <p>By 20th December—Starting distribution to officers and staff.</p>
		(ii) Annual Diary	Annual	20th December every year	<p>By 8th August—Sending copies to MA Section, Table Office and IT Section for updation of names, e-mail addresses and telephone numbers of Members.</p> <p>By 25th August—Secretary General's approval and sending letters to printers for inviting quotations.</p>

By 8th September—Quotations to be opened.

By 15th September—Giving manuscript to printer duly approved by the Secretary-General.

By 29th September—Receiving and checking of first proof in GA/Printing Section.

By 10th October—Sending the corrected proof and subsequently receiving second proof.

By 24th October—Receiving the revised proof duly checked by MA, IT, Printing Sections, Table Office and compilation by GA Section.

By 7th November—Giving the final checked proof to the printer.

By 12th December—Diaries to be received from the printer.

By 15th December—Distribution of diaries to the Members through the Publications Counter, Parliament House.

1	2	3	4	5	6
					By 20th December—Starting distribution to officers and staff.
		(iii) Telephone Table Chart	Annual	16th February every year	By 16th January—Information to be compiled by issuing circular.
					By 19th January—Matter to be sent to Government of India Press through Printing Section for obtaining first proof.
					By 21st January—First proof to be received from Government of India Press. ∞
					By 23rd January—Checked proof to be sent to Government of India Press through Printing Section.
					By 28th January—Revised proof to be obtained.
					By 30th January—Checked revised proof to be sent to Government of India Press through Printing Section.
					By 6th February—Third proof, if necessary otherwise checked copy of Rajya Sabha Telephone Table Chart to be obtained.

(iv) Telephone Directory	Annual	18th March every year	By 16th February—Distribution of Rajya Sabha Telephone Table Chart to begin.
			By 13th February— Information to be compiled.
			By 16th February — Matter to be sent to Government of India Press through Printing Section for obtaining first proof.
			By 19th February—First proof to be received from Government of India Press.
			By 25th February—Checked proof to be sent to Government of India Press through Printing Section.
			By 2nd March — Revised proof to be obtained.
			By 4th March — Checked revised proof to be sent to Government of India Press through Printing Section.
			By 16th March—Checked copy of Rajya Sabha Telephone Directory to be obtained.

1	2	3	4	5	6
6. LARRDIS (Publications and Who's Who Unit)	(i) Who's Who Rajya Sabha Biennial	July 2009	18th March —Distribution of Rajya Sabha Telephone Directory to begin.	Manuscript of the Who's Who Rajya Sabha is prepared after receiving the approved bio-data from all Members.	By end of February, 2009— Expected date for putting up the manuscript for approval of the Secretary-General.
					By second week of March 2009— Sending the manuscript to Printing Section.
					By end of March 2009— Receipt of 1st proof from Printing Section.
					By end of April 2009 — Sending checked proof to Printing Section.
					By third week of May 2009— Receipt of the second proof.
					By Second week of June 2009 — Sending the checked proof to Printing Section.

(ii) Rajya Sabha and its Secretariat: A Performance Profile	Annual	July every year	<p>By second week of July 2009—Supply of printed copies by Printing Section.</p> <p>By first week of January—Requesting Sections to provide information regarding the work done during the previous year.</p> <p>By March—Compilation of the received information. Cross checking of the received information from the Annual Report (as and when Annual Report is published).</p> <p>By April — Putting up the draft manuscript for Secretary-General's approval.</p> <p>By May —Sending approved manuscript to Printing Section.</p> <p>By June—Receipt of first and second proofs.</p> <p>By July —Supply of printed copies by Printing Section.</p>
(iii) Rajya Sabha Practice and Procedure Series (A set of 21 booklets)	Not fixed (sufficient number of copies available in stock)	N.A.	N.A.

1	2	3	4	5	6
		(iv) Welcome Mr. Chairman, Sir	5 years (last published in 2007)	(when new Chairman, Rajya Sabha assumes Office)	N.A.
		(v) Rulings and Observation from the Chair (1952—2008)	The first publication was brought out in July 2001. Presently, the publication is being updated by incorporating the Rulings/Observations from 2001-08. It is proposed to bring out a supplement after every five years. And after every ten years a consolidated edition will be brought out.	August 2009	Merging of approved Rulings/Observations (till 2006) completed. Corrected debates need to be checked for accuracy/authenticity. (Corrected debates are available till the 210th Session. Corrected debates of 211th, 212th and 213th Sessions are expected to be available by February 2009) Draft Rulings/Observations for the years 2007-08 are under submission.

By First week of February 2009—Putting up draft manuscript of merged Rulings/Observations from 1952-2008 for Secretary-General's approval.

By Second week of February 2009—Sending approved manuscript to Printing Section.

By Second week of March 2009—Receipt of 1st proof from Printing Section.

By second week of April 2009—Checked 1st proof to be sent back to Printing Section.

By May 2009—Receipt of revised proof.

By May/June 2009—Checked revised proof to be sent back to Printing Section.

1	2	3	4	5	6
					By July/August 2009— Supply of printed copies by the Printing Section.
		(vi) An Introduction to Parliament of India	Not fixed (Published in 1993, 1995, 2002 and in 2007)	N.A.	N.A.
		(vii) Rajya Sabha at Work	10 years (First published in 1996 and revised edition published in 2006)	2016	N.A.
		(viii) Humour in the House: A Glimpse into the Enlivening Moods of Rajya Sabha.	Not fixed [Published in 1985, 1986 (Supplement), 1989 and in 2003. Sufficient number of copies of the 2003 edition are available]	N.A.	N.A.
		(ix) Booklet on Structure and Functions of the Rajya Sabha Secretariat.		June 2009	Sections reminded telephonically to send the requisite information — 28th and 29th July, 2008. No. of Sections from which information has been received — 11.

7. Legislative Section

(i) Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha)

Published when, either any major amendments have been brought in the Rules or their present stock is about to exhaust. Sufficient

15th August, 2009

The information is being compiled from the published sources and the information received from the Sections.

By end of February 2009 —Draft-manuscript to be put up for Secretary-General's approval.

By first week of March 2009— Sending approved manuscript to Printing Section.

By first week of April 2009— Receipt of the proof from Printing Section.

By first week of May—Sending checked proof to Printing Section.

By June 2009—Supply of printed copies by Printing Section.

By 31st March, 2009— Consideration of Memoranda for amendments in the Rules by the Committee on Rules.

1	2	3	4	5	6
			stock is presently available to meet the demand for at least 1-2 years. Presently, certain issues are at various stages of progress in the section as well as other sections which may require amendments in the existing Rules or incorporation of new Rules.		By 31st May 2009— Presentation of report of the Committee and subsequent adoption by the House. By 30th June 2009—Preparation of manuscript, its approval and sending the same to the Printing Section. By 15th August 2009— Final printing of the publication.
		(ii) Handbook for Members of Rajya Sabha	Not fixed. Presently, the publication is under revision.	March 2009	By 28th February 2009— Finalisation and approval of proof of publication. By 31st March, 2009—Collection from Printing Section and distribution of this publication to various agencies.
8. Lobby Office		Journals of the Rajya Sabha	After the prorogation of each Session	Within 15days after the prorogation of each Session	The CRC of Journals of Rajya Sabha is sent to Printing Section for printing within 15 days after the prorogation of each Session

				with the request to supply printed copies within one month.
9. Members' Amenities Section	Accommodation and other Amenities for Members of Rajya Sabha	No periodicity has been fixed because it is revised as and when major amendments take place in the Housing and Telephone Facilities (Members of Parliament) Rules, 1956, allotment Guidelines, etc.	Presently the publication is under revision and expected to be brought out by March, 2009	Generally, the new publication is brought out within six months of the major amendments in the rules, guidelines, etc.
10. Members' Salaries & Allowances Section	(i) Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made thereunder	As and when major amendments are carried in the said Act and Rules.	N.A.	Printing/publication of the Act is carried out only when the Act is amended.
	(ii) A compilation of the following Acts and Rules: Salaries and Allowances of:— (a) Officers of Parliament Act, 1953 and Rules made thereunder;	As and when major amendments are carried in the said Acts and Rules.	N.A.	Printing/publication of the Acts is carried out only when the Acts and rules are amended.

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		(b) Leaders of Opposition in Parliament Act, 1977 and Rules made thereunder; (c) the Leaders and Chief Whips of recognised Parties and Groups in Parliament (Facilities) Act, 1998 and Rules made thereunder; and (d) The Vice-President's Pension Act, 1997 and Rules made thereunder.			
11. O&M Section		(i) Annual Report, Rajya Sabha Secretariat	Annual	By 20th February every year	By 7th January—Submission of first drafts by Sections to O&M Section (in electronic text form). By 21st January—Completion of scrutiny by O&M Section and return to concerned Sections for modifications, if any. By 31st January—Receipt of final drafts from Sections.

			By 10th February—Putting up of draft report for approval of Secretary-General.
			By 20th February— Circulation to all officers/sections.
(ii) Annual Action Plan, Rajya Sabha Secretariat	Annual	By 31st December of the year	By 10th November— Submission of drafts to O&M Section (in electronic text from) by Sections. By 1st December — Completion of Scrutiny by O&M Section. By 31st December— Approval of Secretary-General.
(iii) Manual of Office Procedure, Rajya Sabha Secretariat	In about five years' time	After five years from last publication.	Not prescribed.
(iv) Sectional Manual of Office Procedure (SMOP) (Responsibility for this publication lies with the respective Divisional Heads and O&M Section will act as a coordinator).	As and when the need to update arises (to be decided by the concerned Section.)	—	Not prescribed.

1	2	3	4	5	6
12. Question Branch	(i) Subjects for which various Ministers are responsible for answering questions in Rajya Sabha	Biennial	31st October (Target is to circulate to the Members during the Winter Session of the year of publication)	The contents of the publication are provided by different Ministries/ Departments of the Government of India, on the request made by the Secretariat.	<p>By March/April Ministries/Departments are requested to provide the list of subjects pertaining to them.</p> <p>By June/July Reminders are issued to the Ministries/ Departments, who do not send the required information. Typing and initial corrections go on simultaneously.</p> <p>By September—Information received is compiled and the draft manuscript is put up for Secretary-General's approval. A copy of the same is also sent for translation.</p> <p>By the end of September—</p>

The approved manuscript is sent for printing.

By the end of October—Supply of printed copies by the Printing Section.

(ii) Statistical Information
Relating to Questions

Session-wise (One
for each
Session)

To be prepared
and sent for
printing before
the onset of
the next
Session (Target
is to circulate
to Members
during the
following
Session)

Compilation work
commences the next day
after the Session
concludes.

Finalization of the
statistical details
pertaining to different
Groups within three
weeks of the prorogation
of the Session.

Compilation of information
received from the Groups
within 15 days.

Draft manuscript is put
up for Secretary- General's
approval within 10 days.

A copy of the same is
also sent for translation.

Approved manuscript is
sent for printing.

Supply of printed copies
by the Printing Section.

1	2	3	4	5	6
13. Sales & Archives Section	New Year Greeting Cards	Yearly	End of November every year	<p>By 1st June—Calling quotations from the designers for designing the cards-notice period 20 days.</p> <p>By 25th June—Opening of quotations and preparing the statement of quotations.</p> <p>By 1st July—Seeking administrative and financial approval of the Secretary-General.</p> <p>By 7th July—Placing supply order with the designer.</p> <p>By 5th August—Receipt of samples of designs.</p> <p>By 20th August-Submission of designs of cards to Secretary-General for approval.</p> <p>By 25th August—Designer to submit the final designs of cards alongwith CD.</p>	

By 1st September—Calling quotations from the printer to print the cards-notice period 20 days.

By 25th September—

(i) Opening the quotations and preparing the statement of quotations; and

(ii) Seeking administrative and financial approval of Secretary-General.

By 30th September—

Placing supply order with the printer.

By 30th October—Receipt of printed cards.

By 5th November—
Fixation of sale price.

By 10th November—

Notification of sale price and availability of greeting cards in Parliamentary Bulletin, Part-II for information of Hon'ble Members and issue of circular in

1	2	3	4	5	6
14. Table Office	(i) List of Members, Rajya Sabha	Twice a year. However, during biennial election year, a working copy is brought out by the end of June.	(i) First edition of the publication of the year is brought out during Budget Session.	<p>the Secretariat and placing the same on the Rajya Sabha Website.</p> <p>By 1st December-Sale starts.</p> <p>By first week of March—Collection of information from various sections/ departments initiated.</p> <p>By last week of March—Compilation of information and preparation of draft manuscript.</p> <p>By first week of April—Draft manuscript put up for Secretary-General's approval.</p> <p>By second week of April—Sending approved manuscript to Printing Section for proof.</p> <p>By end of April—Proof checking and sending</p>	

final proof to Printing Section.
Supply of printed copies by the Printing Section.

(ii) Second edition of the publication is brought out during Winter Session. By first week of October—Collection of information from various sections/ departments initiated.
By last week of October—Compilation of information and preparation of draft manuscript.
By first week of November—Draft manuscript put up for Secretary-General's approval.
By second week of November—Sending approved manuscript to Printing Section for proof.
By end of November—Proof checking and sending final proof to Printing Section.

1	2	3	4	5	6
		(ii) Resume of the Business Transacted by the Rajya Sabha during each Session	After each session of Rajya Sabha	Usually within two months after the Session concludes	Supply of printed copies by the Printing Section. Draft Manuscript is prepared within a month of prorogation of the Session and is submitted for approval of Secretary-General. Approved manuscript in CRC form is sent for printing. Supply of printed copies by the Printing Section.
15. Training Cell		A series of 10 booklets on various aspects of the functioning of the Rajya Sabha	Biennial (coinciding with biennial elections to Rajya Sabha)	3 weeks before the Orientation Programme for newly elected/nominated members of Rajya Sabha	Obtaining updated information from various Sections—12 weeks prior to the Orientation Programme. Collation/checking of the information— within 2 weeks of the receipt of the information. Updated information sent for printing — 6 weeks prior to the Orientation Programme. Checking of the first proof— 5 weeks prior to the Orientation Programme.

Checking of the second proof—
4 weeks prior to the Orientation
Programme.

Supply of printed copies by the
Printing Section — 3 weeks prior
to the Orientation Programme.

MONTHLY CALENDAR OF EVENTS

Month	Section	Publication
February	O&M Section G.A. Section	Annual Report, Rajya Sabha Secretariat Telephone Table Chart
March	Committee Section (Ethics)	The Member of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004 (expected in March, 2010) Code of Conduct for Members of Rajya Sabha (expected in March, 2010) Declaration of Interests (expected in March, 2010)
	G.A. Section	Telephone Directory
	Legislative Section	Handbook for Members of Rajya Sabha (to be brought out in March, 2009 but periodicity not fixed)
	M.A. Section	Accommodation and other Amenities for Members of Rajya Sabha (to be brought out by March, 2009 but periodicity not fixed)
May	Committee Co-ordination Section Table Office	Rajya Sabha Committee's — A Profile (annually) List of Members, Rajya Sabha (first edition)
June	LARRDIS	Booklet on Structure and Functions of the Rajya Sabha Secretariat (to be brought out in 2009)
July	LARRDIS	Rajya Sabha and its Secretariat: A Performance Profile (annually) Who's Who Rajya Sabha (biennially)
August	LARRDIS	Rulings and Observations from the Chair (to be brought out in 2009)
	Legislative Section	Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha) (to be brought out in August, 2009 but periodicity not fixed)

Month	Section	Publication
September	Committee Co-ordination Section	Committees of Rajya Sabha and Other Parliamentary Committees and Bodies on which Rajya Sabha is represented (annually) (to be brought out in September depending upon the timely reconstitution of the Department-related Parliamentary Standing Committees and House Committees)
	Editorial and Translation Service	<i>Nutan Pratibimb</i> (annually)
October	Question Branch	Subjects for which various Ministers are responsible for answering questions in Rajya Sabha (biennially)
November	Sales and Archives Section	New Year Greeting Cards
December	G.A. Section	Annual Calendar Annual Diary
	O&M Section	Annual Action Plan, Rajya Sabha Secretariat
	Table Office	List of Members, Rajya Sabha (second edition)

PUBLICATIONS FOR WHICH PERIODICITY IS NOT FIXED

Sl. No.	Title of Publication	Section
1.	Booklet on "Rules and Directions relating to Committee on Petitions", Committee Section (Petitions)	
2.	Parliamentary Terms and Phrases	Editorial and Translation Service
3.	An Introduction to Parliament of India	LARRDIS
4.	Humour in the House: A Glimpse into the Enlivening Moods of Rajya Sabha	LARRDIS
5.	Rajya Sabha at Work	LARRDIS
6.	Rajya Sabha Practice and Procedure Series (A set of 21 booklets)	LARRDIS
7.	Welcome Mr. Chairman, Sir	LARRDIS
8.	Journals of the Rajya Sabha	Lobby Office
9.	A compilation of the following Acts & Rules: Salaries and Allowances of:- (a) Officers of Parliament Act, 1953 and Rules made thereunder; (b) Leaders of Opposition in Parliament Act, 1977 and Rules made thereunder; (c) The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 and Rules made thereunder; and (d) The Vice-President's Pension Act, 1997.	MS&A Section
10.	Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made thereunder	MS&A Section
11.	Sectional Manual of Office Procedure (as and when the need to update arises, to be decided by the concerned section)	O&M Section
12.	Updation of Manual of Office Procedure (After five years from last publication)	O&M Section
13.	Statistical Information Relating to Questions Session-wise (one for each Session)	Question Branch
14.	Resume of the Business Transacted by the Rajya Sabha during each Session	Table Office
15.	A series of 10 booklets on Rajya Sabha	Training Cell