



STRUCTURE AND FUNCTIONS OF RAJYA SABHA SECRETARIAT

RAJYA SABHA SECRETARIAT
NEW DELHI
JUNE 2009

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P R E F A C E

This publication attempts to provide an overview of the structure and functions of the Rajya Sabha Secretariat and the responsibilities discharged by the Secretariat through its various functional units.

This publication would be found useful and informative by those who are serviced by the Rajya Sabha Secretariat as well as others who are interested in the working of Rajya Sabha Secretariat.

NEW DELHI;
June, 2009

DR. V. K. AGNIHOTRI
Secretary-General

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INTRODUCTION

India adopted a parliamentary system as the most familiar system of governance best suited to reflect and represent India's diversity as also to meet the multiple challenges, facing a resurgent nation. During the last many decades of the working of the parliamentary system, India has made remarkable strides in various areas, at national and international level.

As per the constitutional scheme, the Parliament of India consists of the President and two Houses, namely the Council of States (Rajya Sabha) and the House of the People (Lok Sabha). Both Houses represent the nation in microcosm, enjoying similar powers and status under the Constitution, except in financial matters where the Lok Sabha has overriding powers. Similarly, Rajya Sabha as a federal Chamber has been given some special powers which are not available to the Lok Sabha.

Parliament is the central institution through which the will of the people is expressed, laws are passed and government is held to account. It plays a vital role in a democracy, and endeavours to be truly representative, transparent, accessible, accountable and effective in its many functions.

As the supreme representative institution, Parliament embodies the will of the people, their urges and aspirations; it, therefore, has to remain truly responsive to their needs and concerns. For this, Parliament has to perform unique responsibility for reconciling the conflicting interests and expectations of different groups and communities through the democratic means of dialogue and debate, accommodation and consensus.

In Indian Parliamentary democratic set-up, the Legislature performs a multitude of functions. As the key legislative institution, Parliament has the responsibility to understand the rapidly changing needs of the society and provide a strong and relevant legal framework for good public governance. As the body entrusted with the oversight of government, it is responsible for ensuring that government remains fully accountable to the people in discharge of its executive functions.

Council of States (Rajya Sabha)

The Council of States (Rajya Sabha) is the Upper House of our Parliament. It consists of not more than 250 Members, out of which, 238 Members represent the States and Union Territories and 12 Members are nominated by the President from amongst the persons having special knowledge and practical experience in respect of such matters as literature, science, art and social service. At present, the actual strength of Rajya Sabha is 245.

A permanent body, Rajya Sabha is not subject to dissolution. However, one-third of its Members retire biennially. A Member who is elected for a full term retains his membership for six years. He is eligible for re-election. A Member elected/nominated to a casual vacancy serves for the remainder term only.

Members of Rajya Sabha are elected by the elected members of the State Legislative Assemblies in accordance with the system of proportional representation by means of the single transferable vote.

Special Powers of Rajya Sabha

Rajya Sabha represents the federal principle in Indian polity. Members of Rajya Sabha do not represent any constituency like the Members of Lok Sabha; they represent a particular State/Union Territory. Being the federal chamber of Parliament of India, it enjoys the following special powers under the Constitution:

- (i) Article 249 of the Constitution provides that Rajya Sabha may pass a resolution, by a majority of not less than two-thirds of the Members present and voting to the effect that it is necessary or expedient in the national interest that Parliament should make a law with respect to any matter enumerated in the State List. Then, Parliament is empowered to make a law on the subject specified in the resolution for the whole or any part of the territory of India. Such a resolution remains in force for a maximum period of one year but this period can be extended by one year at a time by passing a further resolution;
- (ii) Under Article 312 of the Constitution, if Rajya Sabha passes a resolution by a majority of not less than two-thirds of the Members present and voting declaring that it is necessary or expedient in the national interest to create one or more All India Services common to the Union and the States, Parliament has the power to create by law such services; and
- (iii) Under the Constitution, President is empowered to issue Proclamations in the event of national emergency (Article 352), in the event of failure of constitutional machinery in a State (Article 356), or in the case of financial emergency (Article 360). Normally, every such Proclamation

has to be approved by both Houses of Parliament within a stipulated period. Under certain circumstances, however, Rajya Sabha enjoys special powers in this regard. If a Proclamation is issued at a time when the dissolution of the Lok Sabha takes place within the period allowed for its approval, then the Proclamation can remain effective if a resolution approving it, is passed by Rajya Sabha.

Servicing of Parliament

The makers of Indian Constitution held that 'executive accountability to Parliament' was central to the parliamentary form of governance. For securing this, they provided that both Houses of Parliament should have separate and independent Secretariats of their own, and that they should function directly under the guidance and administrative control of the respective Presiding Officers. Article 98 of the Constitution of India reads as follows:

- (1) Each House of Parliament shall have a separate secretarial staff provided that nothing in this clause shall be construed as preventing the creation of posts common to both Houses of Parliament;
- (2) Parliament may by law regulate the recruitment, and the conditions of service of persons appointed, to the secretarial staff of either House of Parliament; and
- (3) Until provision is made by Parliament under clause (2), the President may, after consultation with the Speaker of the House of the People or the Chairman of the Council of States, as the case may be, make rules regulating the recruitment, and the conditions of service of persons appointed, to the secretarial staff of the House of the People or the Council of States, and any rules so made shall have effect subject to the provisions of any law made under the said clause.

Need for Independent Secretariats

The makers of our Constitution provided for separate and independent Secretariats of the two Houses. The Secretariats of Parliament play an onerous role in strengthening the parliamentary democracy in practice. They provide objective and non-partisan secretarial assistance to the Presiding Officers, the Members and the parliamentary committees and sustain the progressive change in the Parliament's work profile, making their own profound contribution to realizing a more secured democratic future. They consist of people with sound knowledge of the Constitution, parliamentary practices, procedure or precedents for making Parliament more effective in its key tasks, legislation, oversight of government, etc.

The provisions in the Constitution in respect of the secretarial staff of the two Houses of Parliament were obviously made not only to safeguard the independence of Parliament and the Presiding Officers but also to ensure that the persons of calibre, intellect and appropriate educational background were recruited to carry out the specialized nature of work required to be handled by these Secretariats. This objective is achieved by the provisions contained in clause (3) of the Article 98 of the Constitution which 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 the respective Secretariats. The independence of the Rajya Sabha Secretariat is ensured through the following provisions:

- (i) The Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules were framed and promulgated with effect from 15 March, 1957, by the President of India, in consultation with the Chairman, Rajya Sabha, under Article 98(3) of the Constitution of India. These Rules have the force of law. The powers conferred on the Chairman by these Rules are exercised by him through Recruitment and Conditions of Service Orders issued from time to time;
- (ii) Posts in the Secretariat of Rajya Sabha are excluded from the purview of the Union Public Service Commission (UPSC) under the provisions of the UPSC (Exemption from Consultation) Regulations, 1958;
- (iii) The Administrative Tribunals Act, 1985, is not applicable to persons appointed in the Rajya Sabha Secretariat. Any dispute regarding service matters can be raised only in the High Court of Delhi and the Supreme Court of India;
- (iv) In matters of recruitment of officers and staff to both the Secretariats the Union Public Service Commission (UPSC) is not consulted. Two Secretariats directly recruit personnel under the orders of their respective Presiding Officers whenever necessity for such a recruitment arises. Earlier, there was a Joint Recruitment Cell for both the Rajya Sabha Secretariat and the Lok Sabha Secretariat to hold recruitment examinations/interviews for selecting candidates for appointments. However, in the year 2008, Rajya Sabha Secretariat has got its separate Recruitment Cell;
- (v) Question of revision of pay scales of officers and staff of the Secretariat has been kept outside the purview of the Pay Commissions appointed by the Government of India from time to time. Before 1973, on the basis of recommendations made by the Central Pay Commissions, the pay,

allowances, etc. of the officers and staff of the Secretariat used to be suitably revised under orders issued by the Chairman after consulting the Ministry of Finance. Thereafter, separate Parliamentary Pay Committees were constituted in the light of the recommendations of the Third, Fourth, Fifth and Sixth Central Pay Commissions in 1973, 1986, 1997 and 2008, respectively for deciding pay, allowances, etc. of the employees of the Rajya Sabha and Lok Sabha Secretariats. The present Parliamentary Pay Committee consists of Chairman, Estimates Committee, Chairman, Public Accounts Committee, Chairman, Public Undertakings Committee, Minister of Finance, Minister of Parliamentary Affairs and a Member of Rajya Sabha. Chairman, Estimates Committee is the *ex-officio* Chairman of the Committee and both Secretaries-General of Lok Sabha and Rajya Sabha are associated with the Committee; and

- (vi) According to well established convention, the orders applicable to the Ministries/Departments of the Government of India do not *ipso facto*, apply to the officers and staff of the Secretariats of the two Houses, unless explicitly adopted for this purpose. The orders of Government of India are adopted in the Secretariat subject to such modifications, variations or exceptions, if any, as the Chairman may by order specify.

Rajya Sabha Secretariat

The Council of States (Rajya Sabha) was constituted in 1952. A separate Secretariat designated as the Council of States Secretariat came into existence in May 1952. The name of the Secretariat was changed in 1954 to the Rajya Sabha Secretariat.

Organisational Structure of Rajya Sabha Secretariat

Chairman, Rajya Sabha

The Vice-President of India is the *ex-officio* Chairman of Rajya Sabha. The Secretariat functions under the overall guidance and control of the Chairman, Rajya Sabha. He exercises the power conferred on him by the Recruitment and Conditions of Services Rules, 1957 and its subsequent amendments from time to time. Under these rules, the appointing authority and the disciplinary authority in respect of the employees of Rajya Sabha Secretariat is the Chairman, Rajya Sabha. He may delegate his powers in these matters to the Secretary-General in respect of officers other than Group A.

Being the custodian of rights and privileges of the House, its Committees and Members, the Chairman has the power and responsibility to ensure that the Secretariat performs its assigned functions effectively and efficiently. He not only directs the policies of the Secretariat but also ensures their implementation.

It is through the Chairman that the Members and authorities outside, communicate to the Secretariat. Secretary-General largely enjoys the powers delegated by the Chairman, Rajya Sabha.

Secretary-General

Secretary-General acts as eyes and ears to the Chairman, Rajya Sabha on all matters pertaining to parliamentary rules and procedures, precedents and practices inside and outside the House. Apart from the advisory role, the Secretary-General performs a multitude of parliamentary and administrative functions.

Secretary-General is the administrative head of the Secretariat. As the administrative head of the Secretariat, he 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, punishing and appellate authority for certain classes of officers and staff of the Secretariat. 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 in direct relation with him.

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 organised 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 as Secretary, Joint Secretaries and Directors, who with the help of subordinate officers and staff members perform the entire functions of the Secretariat.

Functional Restructuring of Rajya Sabha Secretariat

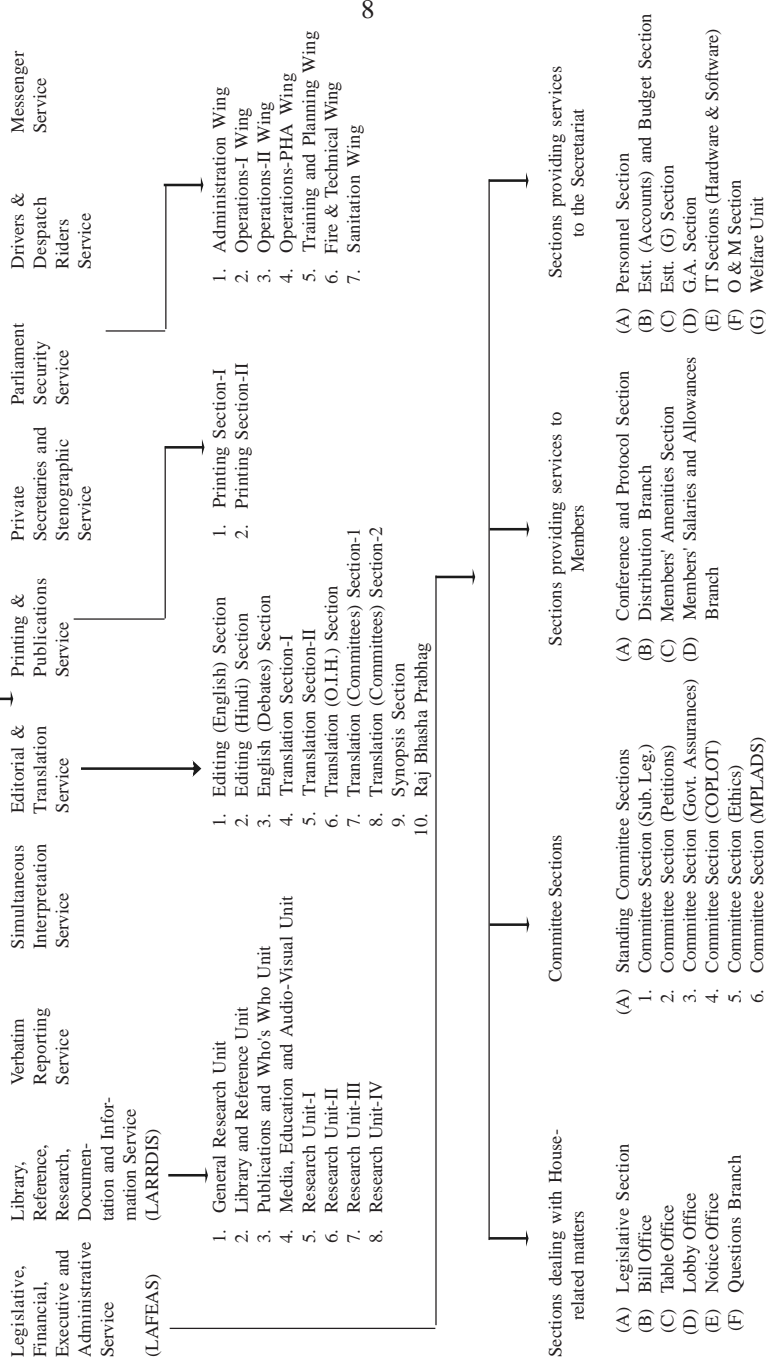
In 1974, on the basis of the recommendations of the Parliamentary Pay Committee, the Secretariat was restructured on the functional basis into different services, keeping in view specialised nature of their functions and responsibilities. The Secretariat is presently organised on functional basis into ten services.

1. Legislative, Financial, Executive and Administrative Service (LAFEAS)
2. Library, Reference, Research, Documentation and Information Service (LARRDIS)

3. Verbatim Reporting Service (VRS)
4. Simultaneous Interpretation Service (SIS)
5. Editorial and Translation Service (E & T)
6. Printing and Publications Service (P & P)
7. Private Secretaries and Stenographic Service (PSS)
8. Parliament Security Service
9. Drivers and Despatch Riders Service (D & D)
10. Messenger Service

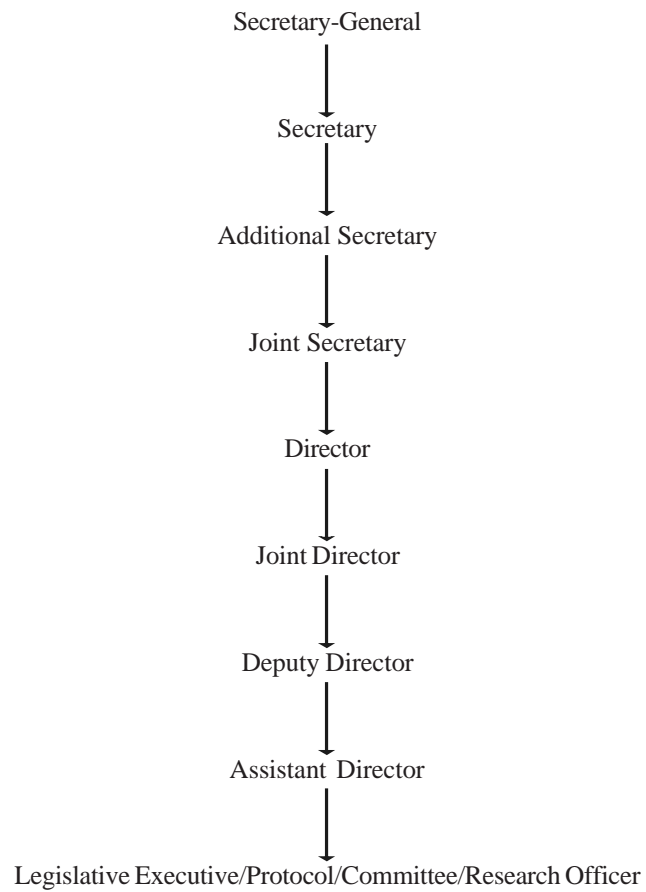
Each Service caters to the needs of the Presiding Officers, the House, the Members and the Committees. The functioning of the Secretariat has been devised in such a way as to facilitate its working as an independent organisation.

RAJYA SABHA SECRETARIAT



- (B) Department-related Parliamentary Standing Committee Sections
 1. Committee Section (Commerce)
 2. Committee Section (Home Affairs)
 3. Committee Section (HRD)
 4. Committee Section (Industry)
 5. Committee Section (S&T)
 6. Committee Section (T&T)
 7. Committee Section (PPG)
 8. Committee Section (H&FW)
 - (C) Ad-hoc Committee Section
 1. Committee Section (JPC on Wakt)
 - (D) Committee Coordination Section
- (H) Recruitment Cell
 - (I) RTI Cell
 - (J) Training Cell
 - (K) Audit Section and Accounts Section (P&AO)
 - (L) Finance Cell
 - (M) Sales and Archives Section
 - (N) Stores Section
 - (O) Reception Office and Centralised Pass Issue Cell (CPIC)

RAJYA SABHA SECRETARIAT
Organisational Hierarchy



1. LEGISLATIVE, FINANCIAL, EXECUTIVE AND ADMINISTRATIVE SERVICE

This Service deals with the work connected with the functioning of the Council by attending to matters relating to its business such as legislation, questions, preparation of lists of business, etc.

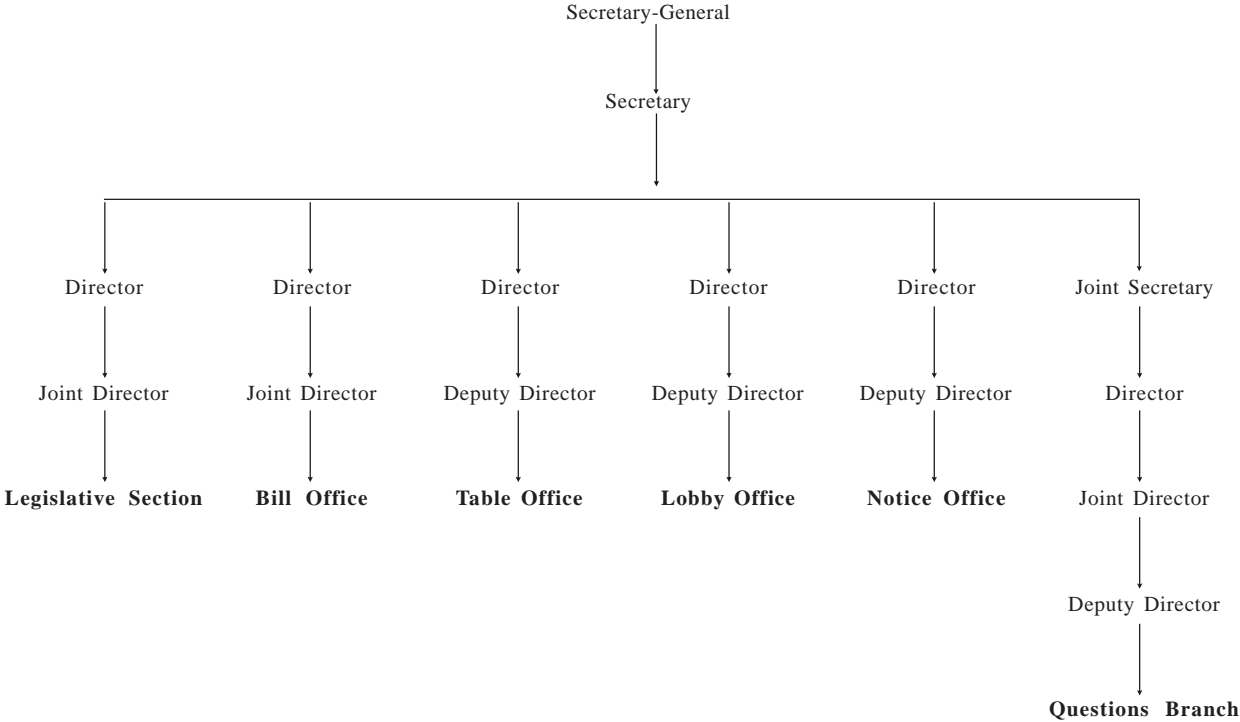
This Service also serves the Parliamentary Committees, looks after the Members' salaries, allowances and other amenities like accommodation, telephones, etc.

The personnel administration and the establishment of the Secretariat is also looked after by this Service, besides looking after the training and capacity building of the officers and staff.

The units and their functions which come under this Service are as follows:—

- (i) Sections directly dealing with House-related matters;
- (ii) Committee Sections, Standing Committee Sections and Department-related Standing Committee Sections;
- (iii) Sections providing services to Members; and
- (iv) Sections providing services to the Secretariat

Sections directly dealing with House-related matters



(A) SECTIONS DIRECTLY DEALING WITH HOUSE-RELATED MATTERS

1. LEGISLATIVE SECTION

Legislative Section is one of the most important Branches of the Secretariat that deals with crucial business of the House, starting from issuance of summons to preparation of calendar of sittings besides looking after the Motion of Thanks on the President's Address and various devices for raising matters in the House.

The following are the main functions of this Section:

- (i) Issue of Summons and Prorogation Order of Rajya Sabha;
- (ii) Preparation of Provisional Calendar of sittings for each session;
- (iii) Matters connected with Motion of Thanks on the President's Address, Special Mentions, Matters raised with Permission, Calling Attention, Short Duration Discussion and No-Day-Yet-Named Motions;
- (iv) Matters relating to Statutory, Government and Private Member Resolutions and Motions;
- (v) Notices regarding Breach of Privilege, arrest and detention of Members;
- (vi) Government Legislative and other business;
- (vii) Matters relating to Committee of Privileges and Committee on Rules; and
- (viii) Maintaining Publications Counter and ensuring the availability of various published documents meant for distribution to the Members of Rajya Sabha.

Committee of Privileges

It is the duty of the Committee to examine every question of parliamentary privilege referred to it, determine with reference to the facts of each case whether a breach of privilege is involved and, if so, the nature of the breach, the circumstances leading to it, and make such recommendations as it may deem fit, including some specific form of punishment to be awarded to the offender.

The Committee may also suggest the procedure to be followed by the House in giving effect to the recommendations made by the Committee. The Deputy Chairman is appointed as the Chairman of the Committee.

Committee on Rules

The functions of the Committee include considering matters of procedure and conduct of business in the House and recommending any amendments or additions to the rules that may be deemed necessary.

Suggestions for amendments or additions to the rules can be made by any Member of the House including a Minister or by the Committee itself or by the Secretariat. The Secretariat also issues circulars to Members inviting their suggestions for amendments of rules.

2. BILL OFFICE

Enactment of Legislation is one of the cardinal functions of legislature. The process of enactment of a legislation involves various stages ranging from introduction of a Bill to receiving the Presidential assent. The Bill Office gets meticulously involved during these stages. This office also performs another important function pertaining to the Private Members' Bills. It provides assistance in drafting Private Members' Bills, which are presented by the Private Members in the House.

The broad functions of this Section are as follows:

- (i) All legislative work relating to Government and Private Members' Bills including scrutiny, introduction, publication in the Gazette, consideration at all stages, amendments to Bills, passing and preparation of and submission for the President's assent;
- (ii) Communication of messages between the Houses; and
- (iii) Work relating to Ordinances.

3. TABLE OFFICE

The Table Office occupies a place of prominence in so far as the day to day business of the House is concerned. It compiles the daily Order Paper of the House and keeps a record of its activities.

The important functions of this Section are as follows:

- (i) Oath/Affirmation by Members;
- (ii) Roll of Members;
- (iii) Preparation of List of Business;
- (iv) Maintaining Minutes Book of the Council;
- (v) Preparation of duty roster for the Table for each Session;
- (vi) Coordination of Laying of Papers;
- (vii) Preparation & issue of Bulletin Part I;
- (viii) Coordination & issue of Bulletin Part II;

- (ix) Preparation of statement showing party position in Rajya Sabha;
- (x) Allocation of seats and division numbers in the Chamber;
- (xi) Divisions in the House;
- (xii) Obituary references and references by the Chair on important national and international events;
- (xiii) Preparation and issue of List of Members of Rajya Sabha showing their permanent/Delhi Addresses and Telephone Numbers, etc. and Alphabetical List of Members;
- (xiv) Cases under the Anti-defection Law;
- (xv) Preparation of Resume of the Business transacted by the Rajya Sabha after each Session;
- (xvi) Biennial/Bye elections to the Rajya Sabha, resignation by Members, vacation of seats and filling up of vacancies, etc;
- (xvii) Constitution of Panel of Vice-Chairman; and
- (xviii) Matters relating to Business Advisory Committee.

4. LOBBY OFFICE

Lobby Office is an integral part of the 'Service Delivery Set-up' which primarily deals with attendance and application for leave of absence of Members and general upkeep of the Rajya Sabha Chamber, Lobbies and Galleries.

The items of work allocated to this Section are broadly enumerated as follows:

- (i) Maintains attendance of Members and their leave of absence;
- (ii) Arrangements in connection with the President's Address and joint session of both Houses of Parliament;
- (iii) Farewell function for the Retiring Members;
- (iv) Upkeep of the Rajya Sabha Chamber, Lobbies and related matters;
- (v) Upkeep of the rooms of Chairman, Deputy Chairman, Leader of the Opposition, Committee Chairmen and Secretary-General;
- (vi) Preparation and circulation of Journals for each Session;
- (vii) Installation, operation and maintenance of the seats allocated for Members; and
- (viii) Conversion of Rajya Sabha proceedings from Beta-SP cassettes into VCDs.

5. NOTICE OFFICE

Responsiveness to Members' needs, proactive service delivery approach and improved client relations with the Members are the hallmark of the Notice Office. It is a single window office in respect of the facilities and services to the Members of Rajya Sabha. It is staffed with officials able to take queries from the Members and help them by providing the requisite services. This office operates across the services of the Secretariat and provides the Members the highest standards of service and attention.

The main functions of the Notice Office are as under:

- (i) Supply of forms for Notices to the Members and receipt of forms;
- (ii) Dealing with Members' queries on various matters as a single window;
- (iii) Receipt of TA/DA Bill forms and Distribution of Cheques to the Members;
- (iv) Exchange Order Requisitions;
- (v) Issue of Passes for Rajya Sabha Galleries;
- (vi) Issue of Central Hall Pass on daily basis and Central Hall Gallery Pass for witnessing President's Address;
- (vii) Entry Pass and Library Pass for PA/PS to Members of Rajya Sabha;
- (viii) Members' temporary identity card and entry pass for Member's spouse;
- (ix) Photo identity cards to officials/staff of the Secretariat, and allied staff deputed in Rajya Sabha Secretariat;
- (x) Parking Labels (For MPs, Ex-MPs, officials, etc.);
- (xi) Cable Television (CATV);
- (xii) Liaisoning with CPIC for issue of all Passes;
- (xiii) Functioning of Bilingual Integrated Information Display System (BIIDS); and
- (xiv) Facilitates show-round of Parliament House complex for foreign delegations.

6. QUESTIONS BRANCH

Parliamentary Question is a potent weapon in the armoury of the Members to elicit information from the Government on the floor of the House and thereby securing the accountability of the Executive. Question Branch, therefore, is one of the most important sections of the Secretariat. This branch handles the following items of work, majority of them, during the session period:

- (i) Deals with all matters relating to the Questions, issue of bulletins and charts showing dates and programmes of sittings of Rajya Sabha;

- (ii) Supply of printed forms for giving notice of Questions/Short Notice Questions and receipt of notice of Questions;
- (iii) Diarising and Balloting of Questions;
- (iv) Processing and examination of notices of Questions for admission under the Rules, preparation, finalisation and supply of manuscripts of lists of Starred and Unstarred Questions, preparation of sets of reply; and
- (v) Correspondence with the Ministries and Members of Rajya Sabha in relation to Questions.

(B) COMMITTEE SECTIONS

These Sections are basically responsible for providing secretarial assistance to various Standing Committees/Department-related Committees of the House. These Sections may also provide secretarial service to Select Committees on Bills or Joint Committees constituted from time to time.

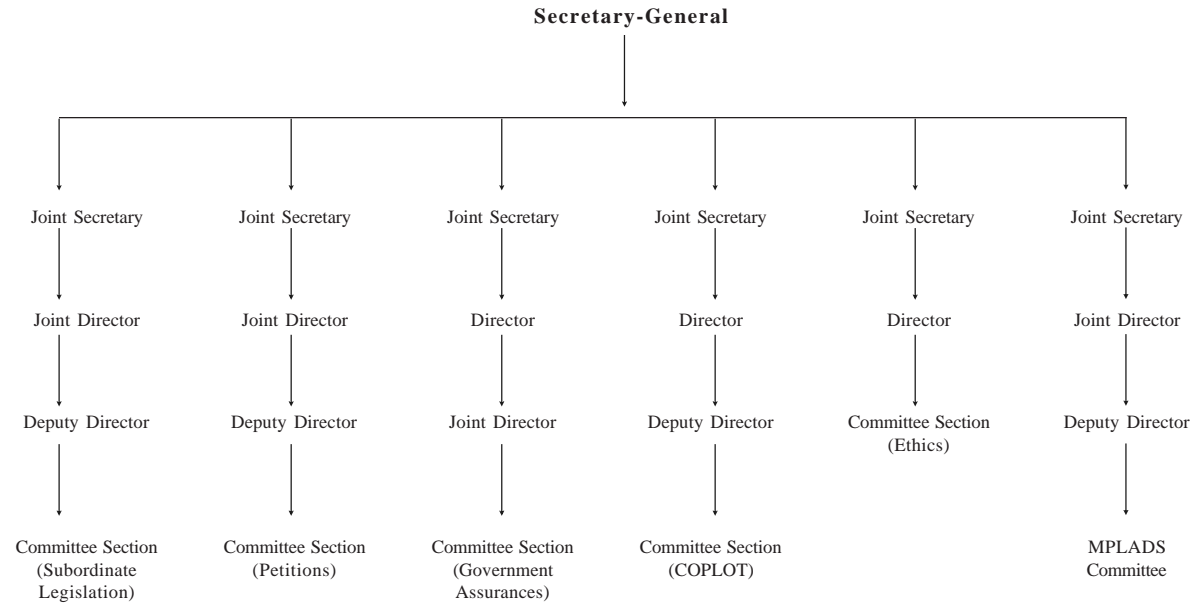
1. *Standing Committee Sections of Rajya Sabha*

There are 12 Standing Committees in the Rajya Sabha. Each of them deals with subjects specifically allotted to them. These Committees aim at addressing issues that have immense relevance to functioning of the House. The Standing Committees* are:

- (i) General Purposes Committee
- (ii) Committee on Rules
- (iii) Business Advisory Committee
- (iv) Committee of Privileges
- (v) House Committee
- (vi) Committee on Subordinate Legislation
- (vii) Committee on Petitions
- (viii) Committee on Government Assurances
- (ix) Committee on Papers Laid on the Table
- (x) Committee on Ethics
- (xi) Committee on Provision of Computers to Members of Rajya Sabha
- (xii) Committee on MPLADS

* While the Business Advisory Committee is looked after by the Table Office, Committee of Privileges and Committee on Rules comes within the secretarial purview of the Legislative Section. Similarly, House Committee is looked after by the M.A. Section, General Purposes Committee is serviced by the Committee on Petitions and Committee on Provision of Computers to Members of Rajya Sabha is serviced by the IT Sections (Hardware and Software).

Standing Committee Sections*



* Files relating to policy matters of all Standing Committees are looked after by the Secretary.

COMMITTEE SECTION (SUBORDINATE LEGISLATION)

Subordinate legislation or delegated legislation is law made by the Government or certain public bodies under powers given to them by the Constitution or an Act of Parliament. The volume of subordinate legislation is huge and this presents particular challenges for parliamentary scrutiny. The Committee on Subordinate Legislation has been set-up in the Rajya Sabha to scrutinise and report to the House whether powers to make rules, regulations, bye-laws, schemes or other statutory instruments conferred by the Constitution or delegated by Parliament have been properly exercised within such conferment or delegation as the case may be. This Section is entrusted with the task of providing assistance to this Committee.

This Section deals with the following items of work:

- (i) To lay statutory notifications on the Table of the House;
- (ii) To scrutinise rules/regulations/schemes/statutory orders laid before the House from time to time to ensure that these are laid timely and properly;
- (iii) To seek clarifications from the concerned Ministry/Department if any point in regard to rule making power of the subordinate authority arises and to submit the same before the Committee in the form of memorandum;
- (iv) To examine all new Central Acts which provide for framing of Subordinate Legislation and take up with the Government the timely framing of Subordinate Legislation contemplated therein;
- (v) To examine and scrutinise representations having a bearing on the rules and regulations and other delegated legislations, which are presented to it by individuals, associations, institutions and private bodies; and
- (vi) To prepare draft reports and study notes.

COMMITTEE SECTION (PETITIONS)

Committee on Petitions

The right to petition is an inherent right of an individual in a democracy. The concept of petitioning for redress of grievances finds an indirect recognition in the Constitution which provides that every person shall be entitled to submit a representation for the redress of any grievance to any officer or authority of the

Union or a State in any of the languages used in the Union or in the State, as the case may be.

This Section is responsible for examining petitions referred to it and report to the House on those petitions giving its recommendations.

General Purposes Committee

This Section services the General Purposes Committee. The main functions of the Committee are as under:

- (i) To consider various subjects of general, ceremonial and functional nature; and
- (ii) To advise the Chairman on matters concerning the affairs of the House or Members which do not fall within the purview of any other Parliamentary Committee.

COMMITTEE SECTION (GOVERNMENT ASSURANCES)

In the course of replies to questions or during other proceedings of the House, Ministers give assurances, promises or undertakings on the floor of the House. A Minister may, for instance, promise to consider a matter, assure that he would enquire into a certain matter or undertake to furnish the information required by the House later. The Committee on Government Assurances has been set-up to take follow-up action of implementation of such assurances, promises or undertakings.

This Section services the Committee on Government Assurances and the main items of work dealt by the Section are as follows:

- (i) To cull promises/undertakings/assurances made by the Ministers on the floor of the House;
- (ii) To send them to the concerned Ministry/Department and pursue them till satisfactory fulfilment of the assurances is achieved; and
- (iii) To grant extension of time for fulfilment of assurances, if requested for by the Ministry.

COMMITTEE SECTION [COMMITTEE ON PAPERS LAID ON THE TABLE (CO-LOT)]

After a paper is laid before the House by a Minister, the Committee on Papers Laid on the Table, Rajya Sabha considers:

- (i) Whether the papers to be laid on the Table of the House comply with the provisions of the Constitution/Act of Parliament or any other law, rule or regulation in pursuance of which the paper has been so laid;
- (ii) Whether any unreasonable delay has occurred in the laying of the paper before the House and if so, whether a Statement containing reasons for such delay has been laid along with the paper; and whether those reasons are satisfactory; and
- (iii) Whether the paper has been laid in both English and Hindi and if not, whether a statement explaining the reasons for not laying the paper in Hindi has been laid before the House along with the paper and whether those reasons are satisfactory.

COMMITTEE SECTION (ETHICS)

Ethical conduct is expected of the Members of the Parliament who represent people in the country's highest democratic forum. They are always looked up to as role models by citizens and as such any unethical behaviour on their part brings disrepute to Parliament and undermines its credibility and confidence in the eyes of the people.

With this in view, the Ethics Committee of Rajya Sabha was constituted by the Chairman, Rajya Sabha on 4 March, 1997, to oversee the moral and ethical conduct of the Members and to examine the cases referred to it with reference to the ethical and other misconduct by Members. It was, in fact, the first such Committee to be set-up by any legislature in India.

The basic functions of the Committee include:

- (i) To oversee the moral and ethical conduct of Members;
- (ii) To prepare a Code of Conduct for Members and to suggest amendments or additions to the Code from time to time in the form of reports to the House;
- (iii) To examine cases concerning the alleged breach of the Code of Conduct by Members and also cases concerning allegation of any other ethical misconduct of Members; and
- (iv) To tender advice to Members from time to time on questions involving ethical standards either *suo motu* or on receiving specific requests.

COMMITTEE ON PROVISION OF COMPUTERS TO MEMBERS

One of the perennial problems of modern day democratic legislatures has been maintaining the continuity of linkage between the elected representatives and the people for effective articulation of their concerns. Given the highly demanding job of the people's representatives, it becomes imperative for them to remain ever updated and connected with the people.

Computer and Internet play a key role in both exploring the vast knowledge reservoir as also in connecting the people's representatives with the public. It helps in effective and expeditious completion of a whole lot of work besides being in constant touch with their constituents and other clientele. To harness Information Communication Technology (ICT), computerisation of the Rajya Sabha Secretariat has been undertaken under the supervision of the Committee on Provision of Computers to Members.

This Committee was constituted on 18 March, 1997 in order to put the entire efforts of computerisation in a structured framework. It however, does not form part of the Rules of Procedure and is serviced by the Secretariat's IT Sections (Hardware & Software).

The broad functions of the Committee are as under:

- (i) Formulation of policy regarding use of Information Technology in the functioning of Rajya Sabha;
- (ii) Matters relating to computer-aided dissemination of information to Members including internet applications, video, text material, etc.; and
- (iii) Formulation of norms for provision of Computer equipment to Members.

COMMITTEE SECTION (MPLADS)

With a view to meet the demand of general public for provision of certain basic facilities including community infrastructure, Government of India decided to launch the scheme "Member of Parliament Local Area Development" (MPLAD) during October 1994. The objective of the scheme is to enable MPs to recommend works of developmental nature with emphasis on the creation of durable community assets based on locally felt needs to be taken up in their constituencies. When the scheme was launched in 1993-94, an amount of Rs.5 lakh per MP was allotted which became Rs.1 crore per annum from 1994-95 and later stepped up to Rs.2 crore from 1998-99.

The Committee on Members of Parliament Local Area Development Scheme was set up on 5 September, 1998 in Rajya Sabha to primarily examine matters relating to MPLAD Scheme in the light of comments/reports received from the Ministry of Statistics & Programme Implementation and to advise the Ministry for appropriate action. This Committee does not form part of the Rules of Procedure. The Committee Section (MPLADS) provides secretarial assistance to this Committee.

The Committee Section performs its functions in close coordination with the Ministry of Statistics & Programme Implementation, the nodal Ministry responsible for administration of the MPLAD Scheme. The section also assists individual MPs in matters relating to the problems being faced by them in their Constituencies/States in the implementation of the MPLAD Scheme.

Some of the important functions carried out by the Committee Section (MPLADS) are given below:

- (i) Coordination with the Ministry of Statistics & Programme Implementation regarding updated list of Members of Rajya Sabha, their nodal districts and to monitor the release of funds to them under MPLAD Scheme;
- (ii) On behalf of the Committee to suggest necessary amendments/relaxation in the guidelines in order to cope with the new situations, which arise from time to time; and
- (iii) Organising meetings of the Committee to consider various issues relating to MPLAD Scheme.

2. Department-related Parliamentary Standing Committee Sections*

Department-related Standing Committees play a pivotal role in strengthening the Legislature's oversight function. This Department-related Parliamentary Standing Committee system came into being in the year 1993, out of a conscious decision to engage Parliament in meaningful and in-depth scrutiny of the Executive. These Committees have been found to be very effective in so far as

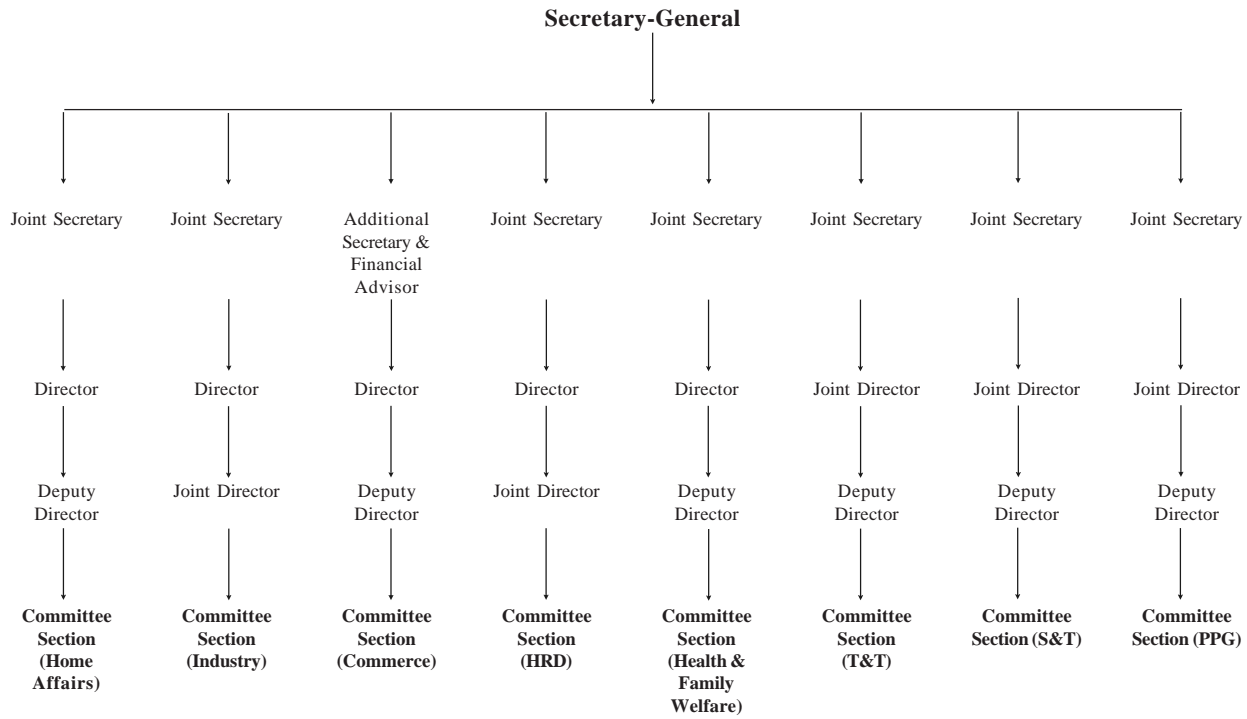
* Files relating to policy matters of all Standing Committees and Department-related Committees except House Committee are looked after by the Secretary.

deliberating on any subject—perhaps more than the Parliament. These Committees present excellent opportunity to the Members to know and understand the varied nuances of an executive process, to provide alternative points of view and above all exemplify how Members cutting across parties' work together and normally bring about unanimous reports even on several politically contentious issues. The very fact that the Members speak with a single voice, the recommendations of these Committees are well received by the Government. Besides the cross-party perspective of these Committees, their recommendations are firmly grounded in fact, and explicitly supported by expert opinion obtained through a process of evidence gathering. That is why, on many occasions, the recommendations of the Department-related Standing Committees have changed the whole public debate on a subject; these have been taken up by the civil society institutions and advocacy bodies effecting major shift in the Government policies.

Department-related Parliamentary Standing Committees consist of Members from both Houses—20 from Lok Sabha and 11 from Rajya Sabha. At present, there are twenty four Department-related Standing Committees, out of which eight Committees function under the direction and control of the Chairman, Rajya Sabha. These are:

- (i) Committee on Commerce
- (ii) Committee on Home Affairs
- (iii) Committee on Human Resource Development
- (iv) Committee on Industry
- (v) Committee on Science and Technology, Environment and Forests
- (vi) Committee on Transport, Tourism and Culture
- (vii) Committee on Personnel, Public Grievances, Law and Justice
- (viii) Committee on Health and Family Welfare

Department-related Parliamentary Standing Committee Sections



The basic functions of these Department-related Standing Committees are as under:

- (i) To consider the Demands for Grants of the related Ministries/ Departments and report thereon (the report shall not suggest anything of the nature of cut motions);
- (ii) To examine Bills, pertaining to the related Ministries/Departments, referred to the Committee by the Chairman or the Speaker, as the case may be, and report thereon;
- (iii) To consider the annual reports of the Ministries/Departments and report thereon; and
- (iv) To consider national basic long-term policy documents presented to the Houses, if referred to the Committee by the Chairman or the Speaker, as the case may be, and report thereon.

The Department-related Standing Committees do not consider matters of day-to-day administration of the related Ministries/Departments. These Committees examine the functioning of various Ministries and Departments covered under them and are also instrumental in securing the accountability of Executive to the Legislature which is the cardinal principle of parliamentary democracy. The various Ministries and Departments covered by the Standing Committees of Rajya Sabha are as mentioned below:

COMMITTEE SECTION (COMMERCE)

The Department-related Parliamentary Standing Committee on Commerce covers the functioning of:

Ministry of Commerce & Industry

- Department of Commerce
- Department of Industrial Policy and Promotion

COMMITTEE SECTION (HOME AFFAIRS)

The Department-related Parliamentary Standing Committee on Home Affairs is overseeing the functioning of:

- (i) Ministry of Home Affairs
 - Department of Internal Security
 - Department of States
 - Department of Official Language
 - Department of Home
 - Department of J&K Affairs
 - Department of Border Management
- (ii) Ministry of Development of North-Eastern Region

COMMITTEE SECTION (HUMAN RESOURCE DEVELOPMENT)

The Department-related Parliamentary Standing Committee on Human Resource Development covers the functioning of:

- (i) Ministry of Human Resource Development
 - Department of Elementary Education & Literacy
 - Department of Secondary & Higher Education
- (ii) Ministry of Women & Child Development
- (iii) Ministry of Youth Affairs & Sports

COMMITTEE SECTION (INDUSTRY)

The Department-related Parliamentary Standing Committee on Industry currently covers the functioning of:

- (i) Ministry of Heavy Industries & Public Enterprises
 - Department of Heavy Industries
 - Department of Public Enterprises
- (ii) Ministry of Micro, Small and Medium Enterprises

**COMMITTEE SECTION (SCIENCE & TECHNOLOGY,
ENVIRONMENT & FORESTS)**

Ministries and Departments that come under the purview of the Committee on Science and Technology, Environment and Forests are:

- (i) Ministry of Science & Technology
 - Department of Biotechnology
 - Department of Science and Technology
 - Department of Scientific and Industrial Research
- (ii) Ministry of Ocean Development
- (iii) Ministry of Environment & Forests
- (iv) Department of Space
- (v) Department of Atomic Energy

COMMITTEE SECTION (TRANSPORT, TOURISM & CULTURE)

Currently, the following Ministries/Departments fall within the purview of the Committee:

- (i) Ministry of Shipping, Road Transport & Highways
 - Department of Shipping
 - Department of Road Transport & Highways
- (ii) Ministry of Civil Aviation
- (iii) Ministry of Tourism & Culture
 - Department of Tourism
 - Department of Culture

**COMMITTEE SECTION (PERSONNEL, PUBLIC GRIEVANCES,
LAW & JUSTICE)**

The Department-related Parliamentary Standing Committee on Personnel, Public Grievances, Law & Justice is currently looking after the functioning of:

- (i) Ministry of Personnel, Public Grievances & Pensions
 - Department of Personnel and Training
 - Department of Administrative Reforms and Public Grievances
 - Department of Pension and Pensioners' Welfare

(ii) Ministry of Law & Justice

- Legislative Department
- Department of Legal Affairs
- Department of Justice

COMMITTEE SECTION (HEALTH & FAMILY WELFARE)

The Department-related Parliamentary Standing Committee on Health and Family Welfare covers the functioning of:

Ministry of Health & Family Welfare

- Department of Health & Family Welfare
- Department of AYUSH (Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy)
- Department of Health Research

There is a Committee Section for each of the eight Department-related Parliamentary Standing Committees to provide secretarial assistance to the respective Committees. The work of these Committee Sections is governed by the Rules of Procedure as well as the specific internal rules framed by the concerned Committee. These Committee Sections provide secretarial services to the concerned Committees which include issuing notices, making arrangements for meetings, recording minutes, preparing questionnaires, accompanying the Committee on Study Tours, drafting reports, printing and distribution of reports, issuing Press Release and other miscellaneous work.

3. Other Committee Sections**JOINT PARLIAMENTARY COMMITTEE ON WAKF**

The Committee Section (JPC on Wakf) provides secretarial assistance to the Joint Parliamentary Committee on Wakf. It functions in close coordination with the Ministry of Minority Affairs and helps the Committee in matters relating to the Wakf.

Its functions include:

- (i) To ascertain the status of implementation of the Wakf Act, 1995 by various State Governments;

- (ii) To suggest necessary amendments to the Wakf Act, 1995, so as to achieve its objectives including retrieval of the Wakf properties that have been encroached upon;
- (iii) To examine the functioning of the Central Wakf Council and suggest suitable measures for its effective functioning; and
- (iv) To look into the working of the State Wakf Boards and recommend suitable measures for their proper and smooth functioning.

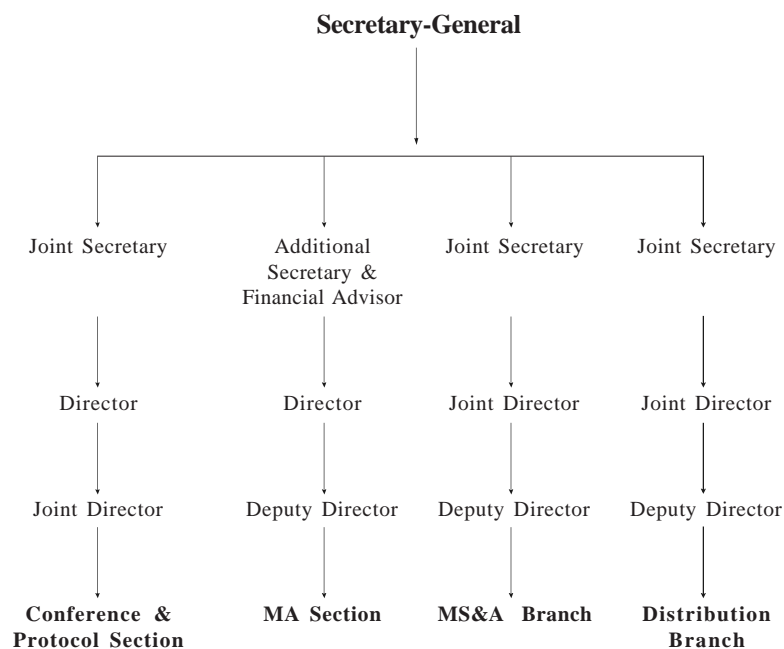
COMMITTEE COORDINATION SECTION

Committee Coordination Section created in 2003 acts as the nodal Section for all the Committees. Its functions include:

- (i) Coordination of all matters concerning Committees—rules & directions;
- (ii) Nomination of Members of Rajya Sabha to Standing and Department-related Parliamentary Standing Committees/Joint Committees and their re-constitution, etc.;
- (iii) Responsibility for running the Committee Software;
- (iv) Nomination of Members to Statutory and other bodies;
- (v) Reference of cases involving questions of holding of offices of profit by the Members to the Joint Committee on Offices of Profit;
- (vi) Allotment of Committee Rooms under administrative control of Rajya Sabha Secretariat;
- (vii) Amendments to the Third Schedule of the Rules of Procedure and Conduct of Business in the Council of States; and
- (viii) Laying of Reports of the Joint Committees received from the Lok Sabha Secretariat on the Table of the House.

(C) SECTIONS PROVIDING SERVICES TO THE MEMBERS

- (i) Conference and Protocol Section
- (ii) Distribution Branch
- (iii) Members' Amenities Section (House Committee)
- (iv) Members' Salaries and Allowances Branch



CONFERENCE AND PROTOCOL SECTION

Members of Rajya Sabha visit abroad on a regular basis to participate in various international conferences. They also become members in several goodwill bilateral parliamentary delegations. Similarly, members and dignitaries from foreign countries/Parliaments also visit the Rajya Sabha from time to time. The Conference and Protocol Section facilitates protocol-related matters and coordinates with various branches/agencies for smooth conduct of various conferences/exchanges.

This Section looks after the following main items of work:

- (i) Work relating to the issuance of Diplomatic Passports and Visa Notes to Members of Rajya Sabha and their spouses;
- (ii) Protocol matters including tours of Indian parliamentary delegations going abroad and visit of foreign parliamentary delegations to India;
- (iii) Facilitating release of foreign exchange to Members on study tour;
- (iv) Matters relating to Presiding Officers' Conferences including Conference of Secretaries of Legislative Bodies in India;

- (v) International Conferences, including International Conferences of Presiding Officers;
- (vi) Work relating to IPU and Commonwealth Conference;
- (vii) Conferences of Association of Secretaries-General of Parliaments and Conferences of the Society of Clerks-at-the-Table;
- (viii) Matters relating to the Warrant of Procedure for ceremonial functions;
- (ix) Liaising with the Ministry of External Affairs; and
- (x) Airport duties.

DISTRIBUTION BRANCH

Distribution Branch is an extremely important Section of the Secretariat which remains open round the clock to meet any conceivable contingency. It has the wherewithal to supply parliamentary papers to the Members in person well on time so as to enable them to prepare for the day's sitting. A little laxity here or a little delay there on the part of the Distribution Branch can bring the entire parliamentary work to a standstill. Therefore, adequate care is always taken to keep this Branch at the forefront of the Secretariat's service delivery.

This Branch is manned by dedicated and hardworking officials to deal mainly with the following items of work:

- (i) Despatch of all parliamentary papers, cheques, demand drafts and other communications to Members;
- (ii) Maintenance of despatch addresses of Members;
- (iii) Receipt and issuance of correspondence between various branches of the Secretariat and of the Secretariat with outside agencies; and
- (iv) Making copies of Rajya Sabha debates, photocopy work received from Committee Sections.

MEMBERS' AMENITIES SECTION

Members of Rajya Sabha are entitled to various amenities which enable them to function effectively as parliamentarians. It is the Members' Amenities Section which handles the work relating to the amenities of the Members, such as housing, transport, telephone, healthcare, water, electricity, etc. Since the work demands expeditious disposal, a web-based e-file system has been put into practice to improve efficiency in service delivery.

Members' Amenities Section has been providing secretarial services to the House Committee of Rajya Sabha. Besides, the Section also looks after the following main items of work:

- (i) Allotment of accommodation to Members and their guests through the Chairman, House Committee;
- (ii) Provision of telephone facilities in Delhi and in permanent/usual place of residence of Members, electricity and water connection in their residences and liaising with NDMC and CPWD;
- (iii) Allotment of electrical appliances, air-conditioners, refrigerators, etc. at Members' residences;
- (iv) Issue of CGHS cards to Members and their dependant family members;
- (v) Issue of permission letter for taking treatment in Government recognised hospitals; and
- (vi) Transport arrangements for Members between Parliament House and Members' residential localities, through Ferry Service for which a Transport Desk functions in the Parliament House.

MEMBERS' SALARIES AND ALLOWANCES BRANCH

There is a broad agreement across the Parliaments, the world over that Members of Parliament should be properly paid for the important work they do; that MPs should be reimbursed for what they spend during their job, that MPs should be paid from the public purse, as other public servants; and that the pay and allowances of the MPs should be periodically revised as being done in other cases.

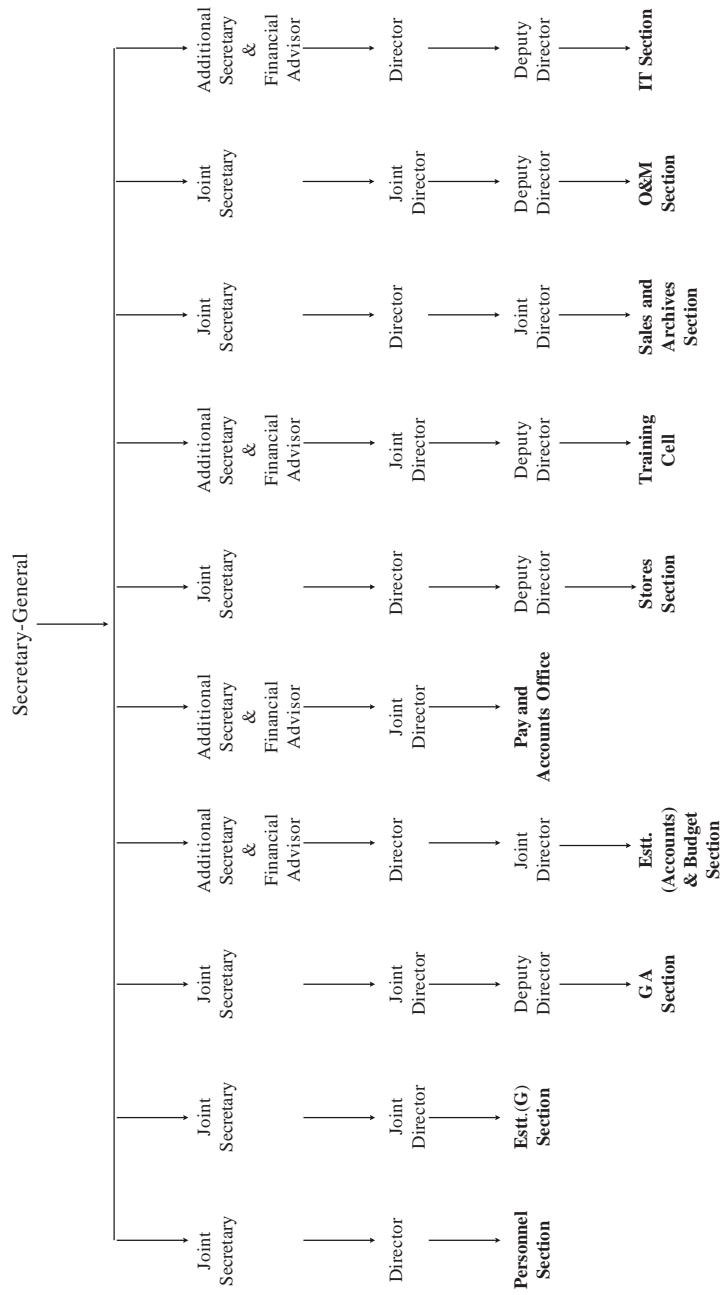
In line with these broad principles, Members of Rajya Sabha are paid certain salaries and allowances in order to help them do the job that is expected of them. The work relating to the payment of salary and allowances to the Members of Rajya Sabha is an important and sensitive work which is handled by this branch. Besides, there is a Joint Committee on Salaries and Allowances of Members of Parliament consisting of Members from both the Houses, to make, after consultation with Government, rules on matter specified in the Salary, Allowances and Pension of Members of Parliament Act, 1954. This Branch implements the rules so made by the Committee when they come into effect after they are approved and confirmed by the Chairman, Rajya Sabha and Speaker, Lok Sabha and are published in the Gazette.

This Branch deals with all matters relating to salaries and allowances to Members. The following items of work are assigned to this Branch:

- (i) Maintaining records of the usual place of residence of the newly elected Members;
- (ii) Issue of Identity Card-cum-Railway Passes to Members and their spouses;
- (iii) Preparation of Salary Bills and T.A./D.A. Bills;
- (iv) Payment of salaries to PAs of Members;
- (v) Issue of exchange orders for air travel by official airlines.
- (vi) Settlement of Airlines invoices, telephone, water and electricity bills, etc.;
- (vii) Reimbursement of medical expenses to Members and their dependant family members;
- (viii) Grant of conveyance advance; and
- (ix) Pension to Ex-Members.

(D) SECTIONS PROVIDING SERVICES TO THE SECRETARIAT

- (i) Personnel Section
- (ii) Establishment (Accounts) & Budget Section
- (iii) Establishment (General) Section
- (iv) G.A. Section
- (v) IT Sections (Hardware & Software)
- (vi) O&M Section
- (vii) Welfare Unit
- (viii) Recruitment Cell
- (ix) RTI Cell
- (x) Training Cell
- (xi) Audit Section (Pay and Accounts Office)
- (xii) Finance Cell
- (xiii) Sales and Archives Section
- (xiv) Stores Section
- (xv) Reception Office and CPIC



PERSONNEL SECTION

Rajya Sabha Secretariat is an independent institution. Its responsibility is to ensure as to how the services to support the House, the Committees and the Members are governed, managed and delivered so as to contribute significantly towards a well functioning parliamentary democracy. The objective of the Secretariat is to provide non-partisan services to the Presiding Officers and the Members keeping in view the supreme status and typical functional character of the House and preserve and improve the special qualities of the services provided to the Members while seeking to build organisational and professional excellence in terms of achieving higher level of performance and efficiency.

A range of factors are important to achieve this objective. Prominent among them are recruitment of suitable personnel, deployment of manpower and allocation of work amongst them, career growth and promotion of the workforce, planning for future manpower requirement, besides putting in place more professional organisational machinery, processes and systems across the services. All these fall under the domain of responsibility of the Personnel Section.

The items of work handled by the Personnel Section are as follows:

- (i) Recruitment and associated matters, including:
 - (a) Verification of character and antecedents and medical examination of officers/staff before their initial appointment;
 - (b) Maintenance of Roster in respect of SC/ST/OBC categories in promotion/direct recruitment;
 - (c) Appointment on compassionate grounds;
 - (d) Appointment through Special Drive Examination; and
 - (e) Rules relating to recruitment.
- (ii) Promotion of personnel from one post to another and confirmations;
- (iii) Creation and continuance of temporary posts and conversion of temporary posts into permanent ones;
- (iv) Work relating to Parliamentary Pay Committee;
- (v) Inter-sectional transfers/posting of staff and allocation of work amongst Gazetted Officers;
- (vi) Maintenance of Gradation List and preparation of staff list, Grade-wise and Section-wise from time to time;

- (vii) Maintenance of folders of Confidential Reports of Officers and Staff;
- (viii) Grievance Committee;
- (ix) Disciplinary cases and court cases;
- (x) Delegation of financial powers;
- (xi) Dealing with representations received from the officers and members of the staff in the matter of their seniority, promotions, etc;
- (xii) Grant of honorarium to officers/officials for various Direct Recruitment/ Departmental Examinations and sanction of contingent expenditure; and
- (xiii) Holding of typewriting tests for Junior Clerks under 'Efficiency Bonus Scheme' and for compassionate appointees.

ESTABLISHMENT (ACCOUNTS) & BUDGET SECTION

Allocation and management of financial resources of the Secretariat constitute the core functions of this Section. Besides, the Section's duty is to put into practice common financial processes to generate aggregated management information on finance and budgetary matters, etc.

This Section deals mainly with the following major items of work:

- (i) Preparation of Salaries and Allowances Bills of the gazetted and non-gazetted employees of the Rajya Sabha Secretariat, Offices of the Leader of the Opposition and Leaders/Dy. Leaders & Chief Whips of recognised Parties/Groups. A large number of arrear bills were also handled consequent on the promotions due to the implementation of Cadre Review Report;
- (ii) Preparation of HBA Bills and release of advance from time to time and preparation of Bills relating to Travelling Allowance, Indian Airlines Invoices, leave travel concessions, reimbursement of tuition fees, honorarium and reimbursement of medical expenses in respect of both gazetted and non-gazetted officers of the Secretariat;
- (iii) Preparation of contingent bills pertaining to the Secretariat and maintenance of contingent registers;
- (iv) Assessment of income-tax of gazetted officers and non-gazetted officers, preparation and issuance of income-tax certificate to the concerned officers and also filing of income-tax returns with the I.T.O. through e-filing on quarterly basis;
- (v) All cases regarding grant and payment of G.P. Fund advance/ non-refundable withdrawals for various purposes to the officers/staff,

enrolment of employees as members of the G.P. Fund, and all other connected matters pertaining thereto;

- (vi) Deduction from pay bills on account of CGEGIS and also payment thereof to the employees at the time of retirement/death, as the case may be;
- (vii) Preparation of Budget & Revised Estimates of Rajya Sabha, Rajya Sabha Secretariat, Office of the Leader of the Opposition, its Secretariat and P&AO and various documents/reports connected therewith;
- (viii) Preparation of Budget for Loans & Advances; and
- (ix) Issuance of license fee certificate in respect of the gazetted and non-gazetted officers in respect of their Government accommodation.

ESTABLISHMENT (GENERAL) SECTION

This Section works in close coordination with the Personnel Section and the Establishment (Accounts) and Budget Section to serve the employees in a meaningful way. This Section handles the following main items of work:

- (i) Fixation of Pay of the employees;
- (ii) Issue of Periodical Increment Certificates;
- (iii) Resignation & retention/termination of lien etc. of employees;
- (iv) Maintenance of leave account, service records, personal files & service books;
- (v) Grant of advance under L.T.C. scheme;
- (vi) Reimbursement of tuition fee claims in respect of children of the employees of the Secretariat;
- (vii) Annual returns regarding movable & immovable property;
- (viii) Grant of House Building Advance to the members of the staff;
- (ix) Adoption of various Financial & Administrative orders issued by the Government of India from time to time;
- (x) Pension/Family Pension, DCR Gratuity, Commutation of Pension cases etc.;
- (xi) Admissibility for various Loans & Advances;
- (xii) Maintenance of record of Casual Leave and Restricted Holidays of the personal staff attached to the Hon'ble Chairman, Deputy Chairperson, Leader of the Opposition and Chairmen of the Parliamentary Committees.

Such record is also maintained in respect of Assistant Directors & above of LARRDIS, Officers of the rank of the Deputy Director and above and the personal staff attached thereto;

- (xiii) Disposal of receipts like applications for outside jobs, permission to pursue further studies, age and pay certificates etc.; and
- (xiv) Grant of permission for acquisition of an Indian Passport and Visa.

GENERAL ADMINISTRATION SECTION

As efficient and hassle-free services to Members can enhance their functional effectiveness, so also adequate services to the officers and staff can improve their efficiency, productivity and output. With the growth and expansion of Rajya Sabha Secretariat over the years, there has been tremendous increase in the demands for better services to the Secretariat personnel. This Section is alive to the growing demands of the Secretariat and endeavours to provide expeditious and efficient services to the employees. This Section is providing critical services mainly in the areas such as housing, healthcare, telephones, office uniform, office accommodation and renovation. For this it has to liaise with external agencies such as Ministry of Urban Development, Ministry of Health, Central Public Works Department, Mahanagar Telephone Nigam Ltd., Directorate of Estates, and a host of other private service providers. In nutshell, this Section performs both the client functions and service provider functions for effective disposal of its responsibility.

G.A. Section is responsible for the following main items of work:

- (i) Accommodation:
 - (a) Preparation of Priority List/Change List for allotment of pool accommodation;
 - (b) Allotment of Rajya Sabha Pool accommodation;
 - (c) Vacation and eviction and recovery of rent whenever required;
 - (d) Retention of accommodation by retired staff members;
 - (e) Keeping record of Licence Fee in respect of Rajya Sabha Secretariat Pool Quarters;
 - (f) Recovery of damage charges; and
 - (g) Legal cases pertaining to accommodation.

- (ii) Medical facilities:
 - (a) Issuance of CGHS Cards/additions/deletions/cancellation in the names thereof;
 - (b) Appointment of Authorised Medical Attendant;
 - (c) Granting permission for taking treatment both at Government/recognised private hospital;
 - (d) Reimbursement of medical claims; and
 - (e) Direct payment to Govt. hospitals for specialised treatment.
- (iii) Telephone facilities:
 - (a) Telephone facilities to entitled Officers at their office rooms/residences and in the offices of the Chairmen of various Committees;
 - (b) Disconnection of telephones whenever required;
 - (c) Shifting of telephones at office rooms/residences;
 - (d) STD/ISD facilities on telephones of Senior Officers & Chairmen of Committees;
 - (e) Preparation of Rajya Sabha Telephone Directory;
 - (f) RAX facilities to the entitled Officers; and
 - (g) Payment of all telephone bills.
- (iv) Liveries:

Procurement of cloth; stitching of uniforms and issuance thereof to the eligible Officers and staff of the Secretariat:

 - (a) Winter/Summer uniforms;
 - (b) Shoes/sandals/socks; and
 - (c) Umbrellas, jackets, blankets, raincoats etc.
- (v) Office Accommodation:
 - (a) Office accommodation as required; and
 - (b) Maintenance of office buildings through CPWD.
- (vi) Procurement and issuance of Home Ministry Identity Cards: (validation slips)
- (vii) Membership of Libraries *viz*:

Central Secretariat Library, Central Education Library and Parliament Library.

- (viii) Procurement and distribution of briefcases, annual diaries etc. to Members of Rajya Sabha and Officers of the Secretariat;
- (ix) Staff conveyance facilities;
- (x) Circulars of general interest received from Ministries/attached and subordinate offices;
- (xi) Registration of Telegraphic addresses;
- (xii) Work relating to Delhi Official Directory and Diplomatic Directory.
- (xiii) Death of high dignitaries—action to be taken by the Secretariat.

IT SECTIONS (HARDWARE AND SOFTWARE)

Improving IT services remains a priority for the Secretariat. The IT Sections of the Secretariat face the challenges of delivering efficient IT services for Members and staff while putting in place technology strategies, introducing new software and bringing together a range of networks and applications across the services of the Secretariat. IT Sections are also committed to improving knowledge and understanding of Rajya Sabha through redesigned and upgraded website. These Sections work in close coordination with the National Informatics Centre (NIC) of the Government of India in the areas of computerisation and IT related modernisation of the Secretariat.

As part of the re-organisation of the Computer Cell, two new sections namely IT Section (Hardware) and IT Section (Software) were created in 2007. The mandate of the IT Section (Hardware) *inter alia*, includes all work relating to procurement, maintenance, installation and disposal of hardware and work relating to network management. IT Section (Software) has been allocated work related to development, maintenance, procurement of software and redesigning of the Rajya Sabha website. It also looks after the functioning of the Committee on Provision of Computers to Members.*

ORGANISATION & METHODS (O&M) SECTION

The responsibilities of the Section are designed to bring efficiency and transparency in the Secretariat through improvement of the organisational pattern and simplification of procedures etc. O&M Section was created in the year 1997 and is entrusted with the following responsibilities:

- (i) Preparation, updation and monitoring the implementation of Manual of Office Procedure in the Rajya Sabha Secretariat;

* The mandate of the Committee on Provision of Computers to Members is given on Page 17

- (ii) Compilation of Annual Action Plans of Sections of the Secretariat and their review;
- (iii) Compilation of the Annual Report;
- (iv) Inspections and analysis of Inspection Reports; and
- (v) Assessment of workload.

WELFARE UNIT

Rajya Sabha Secretariat is a sensitive organisation, ever alive to the problems faced by its employees and is ever ready to help them overcome their personal trauma.

The Welfare Unit renders necessary assistance to the employees of the Secretariat as and when required especially during emergent circumstances, *e.g.* emergency medical treatment, forwarding of the complaints of the employees to the Government agencies, local bodies and police authorities for speedy redressal of their grievances, attending funeral of the deceased employees and their family members and holding condolence meetings in the memory of deceased employees etc.

Welfare Unit also takes initiatives for promoting various sports activities in the Secretariat. Financial assistance to various sports teams is also provided. It is also responsible for arranging Farewell functions in respect of the retiring employees of the Secretariat.

RECRUITMENT CELL

The broad function of the Recruitment Cell is to undertake various recruitment activities concerning Rajya Sabha Secretariat. Earlier there was a Joint Recruitment Cell (JRC) to look after the recruitments of both Rajya Sabha and Lok Sabha Secretariats. A separate Recruitment Cell for the Rajya Sabha Secretariat has come into being in the year 2008. Recruiting qualified and competent persons to man the Secretariat's diverse services is at the core of its functions. This Section works closely with the Personnel Section.

RIGHT TO INFORMATION (RTI) CELL

The provisions of the Right to Information Act, 2005 have been implemented in the Rajya Sabha Secretariat. In pursuance of the provisions of the Act, a Central Public Information Officer and an Appellate Authority were appointed. Subsequently, a Central Assistant Public Information Officer was also appointed.

The RTI Cell handles the following items of work:

- (i) Applications received under Section 6(1) of the RTI Act, 2005;

- (ii) Appeals received under 19(1) of the RTI Act, 2005;
- (iii) Transfer of application under section 6(3) of the RTI Act, 2005; and
- (iv) Discharge of other responsibilities cast upon the Public Authority under the RTI Act.

TRAINING CELL

Organisational excellence through continuous learning and sharpening of the professional skills of the human resource is the goal of the Secretariat. The need for proper training of officers and staff of the Secretariat has been accorded top priority. Training becomes all the more important in view of the rapid changes that are taking place in today's world due to burgeoning growth of information and communication technologies. The Secretariat is also harnessing these new technologies in its day-to-day functioning. Training has, therefore, acquired an added relevance for the Members and parliamentary officials to keep them updated on the developments in various Parliaments of the World. The duties and responsibilities of the Parliamentary staff are quite varied and complex. These are also very different from those performed by their counterparts in the other organs of the State, namely, the Executive and the Judiciary. In Rajya Sabha Secretariat, the task of imparting the required training and orientation is entrusted to Training Cell. This Cell conducts the following programmes:

- (i) Orientation programme for newly-elected Members of Rajya Sabha;
- (ii) Orientation programme for Media persons for print and electronic media who cover the proceedings of the Rajya Sabha;
- (iii) Various training programmes for officers and staff of the Secretariat on various aspects of the functioning of the House and its Committees, financial management and administration of the Secretariat; and
- (iv) The training for officers and staff of the Secretariat includes in-house training; training at outside institutions within India; and training in foreign countries.

The initial training on Parliamentary and Office Procedures to the Rajya Sabha staff is provided in-house. Subsequently, the officers and staff are sent to institutions specializing in training in administrative and financial matters. IT-related training is arranged with the help of the National Informatics Centre. Senior-level officers are sent for Management Development Programmes. PARLIAMENTARY officers are sent for overseas training and also nominated to international conferences for the benefit of exposure and experience sharing.

AUDIT SECTION (PAY AND ACCOUNTS OFFICE)

The Pay and Accounts Office functions as a Treasury-cum-Departmental Accounts Office of Rajya Sabha Secretariat and as Controller of Exchequer. All payment and accounting of transactions relating to the Rajya Sabha Secretariat and Pay and Accounts Office are made by this Office. Secretary-General, Rajya Sabha is the Chief Accounting Authority of the Rajya Sabha Circle of Accounts.

The primary responsibility of this Office is to ensure that no payment is made in excess of the Budget Grant and that all payments are made within the time limits, in accordance with rules and guidelines laid down in the Civil Accounts Manual and Ministry of Finance (Department of Expenditure) orders issued from time to time.

The Pay and Accounts Office, Rajya Sabha consists of two Sections, namely, Accounts Section and Audit Section.

Accounts Section:

The main functions of the Accounts Section are as follows:—

- (i) To diarise all kinds of bills and letters received in the Section;
- (ii) Control of bills to ensure that the expenditure incurred is within the sanctioned budget grant during the current financial year under the particular head of accounts;
- (iii) Preparation of Union Government monthly Civil Accounts, Finance Account, Appropriation Account, Statement for Central Transactions and Journal Entries relating to Rajya Sabha Circle;
- (iv) Settlement of pension cases as well as family pension cases in respect of retired/retiring employees of Rajya Sabha Secretariat/P&AO. This Section has been entrusted with the processing of the pension cases of former Chairmen of Rajya Sabha also;
- (v) Maintenance of GPF/CPF Accounts in respect of all officers and staff of Rajya Sabha Secretariat including Pay and Accounts Office and related work;
- (vi) Preparation, submission and finalisation of budget estimates and revised estimates relating to Revenue Receipt head, Public Account head, Interest Receipts and Loan Repayments and Pension head pertaining to the Rajya Sabha Circle of Account;
- (vii) Allocation of Codes of the Heads of Accounts operational in the Rajya Sabha Circle of Accounts including Computer Codes as advised by M/o Finance from time to time;

- (viii) Issue of Authority Letters to CPWD to incur the expenditure and book the same, on behalf of the Rajya Sabha Secretariat, as sanctioned by that Office for various works;
- (ix) Examination of Scrolls received from the Bank and maintenance of Cheque Outstanding Register as well as correspondence/liaison with the related Bank;
- (x) Work relating to Inward Claims as well as Outward Claims;
- (xi) Maintenance of DDR Ledger, Register of Valuables and Suspense Accounts Register; and
- (xii) Monthly monitoring of Budget of the Rajya Sabha Circle of Accounts.

Audit Section:

The main function of the Audit Section is the Pre-check/Audit of the bills received in this Section for payment after diarisation and control by Accounts Section. All payments relating to the Rajya Sabha Circle of Accounts are made, after proper pre-check of the bills, by issuance of cheques payable on the State Bank of India, New Delhi. Besides, this Section maintains the accounts of short-term and long-term loans and advances sanctioned and paid to Members, Rajya Sabha and employees in the Rajya Sabha Circle of Accounts.

The Audit Section also regularises the payment of pension to Ex-Members of Rajya Sabha and issues Pension Payment Orders after receiving sanction for the same from Members Salaries and Allowances Section.

Further, Service Books, leave accounts and acquittance rolls in respect of those employees who are on the payroll of the Pay and Accounts Office are maintained in the Audit Section.

FINANCE CELL

A new Section, namely, Finance Cell was created in the year 2007 to assist the Financial Adviser in matters relating to expenditure control and other financial/budgetary matters of the Rajya Sabha Secretariat which include:

- (i) Examining the financial proposals referred to FA from time to time;
- (ii) Effective control of expenditure;
- (iii) Analysing the pattern of monthly, quarterly and annual expenditure and submit the same to the Secretary-General through FA;
- (iv) Ensuring that rush of expenditure during the closing months of a financial year is avoided as far as possible;

- (v) Preparing replies to audit objections; and
- (vi) Taking requisite corrective action to minimise the scope for the Auditors to raise objections, etc.

SALES & ARCHIVES SECTION

Sales and Archives Section deals with the following items of work:

- (i) Procurement and sale of Souvenir items;
- (ii) Procurement and sale of M.P.'s D.O. stationery;
- (iii) Procurement and sale of Diwali and New Year's Greeting Cards;
- (iv) Sale of Parliamentary Papers;
- (v) Sale of Rajya Sabha Secretariat Publications;
- (vi) Sale Procedure;
- (vii) Appointment of Agents for selling Rajya Sabha Publications;
- (viii) Appointment of binders for binding Rajya Sabha Debates and binding work of Rajya Sabha Secretariat;
- (ix) Participation in Book Fairs;
- (x) Binding and Distribution of debates to Members of Rajya Sabha; and
- (xi) Maintenance of Records, Record Room and Archives.

STORES SECTION

Stores Section is entrusted with the responsibility of purchasing or otherwise of all articles, including not only expendable and issuable articles in use but also articles of dead stock such as office equipment, furniture items, vehicles, etc. for use of the Secretariat.

The Stores Section deals mainly with the following items of work:

- (i) Purchase and maintenance of office equipments (photocopiers, copy printers, fax machines, shredder machines, stitching machines etc.);
- (ii) Purchase of Computer consumable items;
- (iii) Purchase and supply of office stationery items;
- (iv) Purchase and maintenance of staff cars, pick up-cum-delivery vans, motor-cycles, mini-buses, office bicycles etc.;
- (v) Maintenance of two PTI News Ticker Systems installed at the residential Office of the Hon'ble Chairman, Rajya Sabha;

- (vi) Purchase and supply of furniture items through CPWD;
- (vii) Preparation of Rubber Stamps;
- (viii) Auction of obsolete office items including vehicles;
- (ix) Disposal of waste papers; and
- (x) Conveyance management.

RECEPTION OFFICE & CENTRALISED PASS ISSUE CELL (CPIC)

The Centralised Pass Issue Cell (CPIC) is responsible for issuing various kinds of passes and Radio Frequency Tags to the Members/Ex-MPs of Rajya Sabha, officers and staff of the Rajya Sabha Secretariat and allied agencies. It operates as a nodal office for issuance of passes.

The Reception Offices, operated/supervised by the Parliament Security Service, facilitate the visitors coming to Parliament House/Parliament House Annexe to meet the Members of Parliament, Ministers and Officers of the Rajya Sabha Secretariat. These offices also facilitate the entry of the officials coming to Parliament House/Parliament House Annexe in connection with official duties.

2. LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE (LARRDIS)

The importance of a vibrant interface between democracy and information can hardly be over emphasised, especially in a pluralistic society like India, which is marked by a variety of perspectives, beliefs, norms and values. Role of Parliament and parliamentarians in such a setting becomes more challenging, in so far as harmonising these competing interests and having them to work unitedly for larger public interest. Building capacity of the Members of Parliament assumes paramount importance in Indian parliamentary democracy. Meeting the knowledge and information needs of the Members of both the Houses is a major responsibility for the Parliament Secretariat, which is at present being looked after by the LARRDIS, Lok Sabha Secretariat.

In addition, LARRDIS, Rajya Sabha Secretariat, whose earlier mandate was to attend to research and reference needs mainly of the Presiding Officers, also now makes efforts, though in a limited way, to cater to information needs of Members of Rajya Sabha including the Committees serviced by the Rajya Sabha Secretariat. Research papers on topical subjects are prepared by this Service for the use of the Members of Rajya Sabha from time to time.

This Service which earlier functioned as Research & Library Section and Press & Media Unit was restructured into eight units in September 2008.

Secretary-General
↓
Joint Secretary

Director (Media)	Director (Research)	Director (Committee Research)
Joint Director	Joint Director	Deputy Director
Deputy Director	Deputy Director	Assistant Director
Media, Education and Audio-Visual Unit	1. General Research Unit 2. Library and Reference Unit 3. Publications and Who's Who Unit	Research Units-I, II, III and IV

These eight Units are primarily responsible for the following items of work:

General Research Unit (Unit 1)

- (i) Draft Speeches/Messages, Conference Notes, Notes on Foreign Parliaments, Sessional Reviews etc.; and
- (ii) Research on parliamentary matters; procedural matters; relationship between judiciary and legislature etc.

Publications and Who's Who Unit (Unit 2)

Bringing out all routine and special publications which are presently brought out by LARRDIS, including Performance Profile of Rajya Sabha Secretariat and Who's Who of Rajya Sabha.

Library and Reference Unit (Unit 3)

- (i) Maintenance of Library;
- (ii) Purchase of publications for Hon'ble Chairman, Secretary General and other Senior Officers of the Secretariat, Library and various Sections;
- (iii) Processing of newspaper/magazine bills of Hon'ble Chairman, Hon'ble Deputy Chairman, Committee Chairmen, Secretary-General and other officers;
- (iv) Preparation of Newspaper Clippings Folder on daily basis;
- (v) Identification of issues for obtaining briefs from Government before the beginning of each Session; and
- (vi) Meeting Reference requirement of Hon'ble Chairman, Hon'ble Deputy Chairman, Secretary-General, Senior Officers of the Secretariat and various sections .

Media, Education and Audio-Visual Unit (Unit 4)

- (i) Servicing the Media Advisory Committee;
- (ii) Issue of Press Gallery Passes for Session periods, admission of newspapers/news agencies to Press Gallery, issue of Sessional parking labels to journalists, press correspondents, etc.;
- (iii) Management of Press Counter during Session periods for the supply of parliamentary papers to representatives of Press;
- (iv) Liaison with official as well as private print and electronic media agencies;
- (v) Facilitating media coverage and publicity of all official events, important House developments, Committee Reports etc.;
- (vi) Organising Official Press Conferences;

- (vii) Secretarial Assistance to Press Advisory Committee;
- (viii) Organising Orientation Programme for Media Persons in tandem with Training Unit;
- (ix) Videography and still photography of events; and
- (x) Maintenance of audio-visual records.

Research Unit-I (Unit 5)

- (i) Research on areas such as internal security, legal, constitutional and legislative matters; and
- (ii) Research back up to Committee on Home Affairs and Committee on Personnel, Public Grievances, Law and Justice.

Research Unit-II (Unit 6)

- (i) Research on areas such as economic and financial sector; regulatory sector; retail sector; FDI; SEZs; budgetary allocations etc.; and
- (ii) Research back up to Committee on Commerce and Committee on Industry.

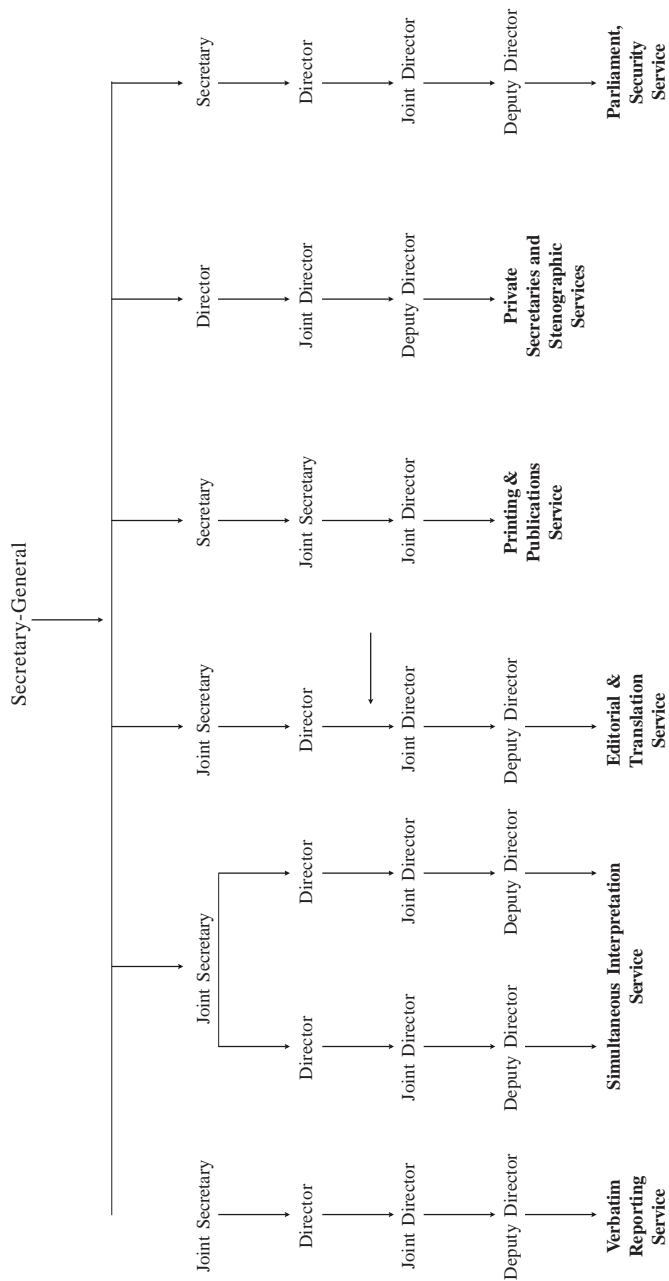
Research Unit-III (Unit 7)

- (i) Research on areas such as education; health; family welfare; poverty; unemployment; population growth etc.; and
- (ii) Research back up to Committee on HRD and Committee on Health and Family Welfare.

Research Unit-IV (Unit 8)

- (i) Research on areas such as science and technology; environment; transportation; tourism etc.; and
- (ii) Research back up to Committee on Science & Technology and Committee on Transport and Tourism.

OTHER SERVICES OF THE SECRETARIAT



3. VERBATIM REPORTING SERVICE

This is one of the specialised services essential for the functioning of the House and is in existence since the inception of the Rajya Sabha in May 1952.

The Reporting Service is manned by high-level and high-speed Reporters in English and Hindi who are entrusted with the following jobs:

- (i) Making verbatim record of House proceedings;
- (ii) Assisting MPs, Media/Press persons, various Ministry officials and different departments of our Secretariat by supplying them copies of the proceedings;
- (iii) Making verbatim record of the proceedings of the Parliamentary Committees;
- (iv) Putting House proceedings on the internet;
- (v) Compilation of unparliamentary expressions;
- (vi) Culling out unparliamentary expressions from CDs;
- (vii) Transcription of speeches of Hon'ble Chairman, Rajya Sabha recorded in audio-cassettes and CDs;
- (viii) Live coverage of Session on Doordarshan; and
- (ix) Other work as instructed from time to time.

4. PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE

Private Secretaries and Stenographers of various grades are grouped under this Service. They provide the following work:

- (i) Secretarial assistance to the Hon'ble Chairman, Hon'ble Deputy Chairman, Chairmen of various Parliamentary Committees and officers of the Secretariat; and
- (ii) Secretarial assistance to Members of the Rajya Sabha for their official work through the Stenographers Pool which is situated adjacent to the Chamber.

5. SIMULTANEOUS INTERPRETATION SERVICE

Simultaneous Interpretation is one the premier services provided by the Secretariat for the benefit of Members to facilitate them to effectively participate in the proceedings of the House and its Committees. This highly skilled and specialised service was introduced in the Rajya Sabha in September 1964, with the installation of equipment for simultaneous interpretation of speeches in the House. This Service is manned by trained Interpreters in Hindi, English and regional languages.

The Service handles the following items of work:

- (i) Simultaneous interpretation of the proceedings of the Rajya Sabha primarily from Hindi to English and *vice-versa* and also of the Parliamentary Committees, where required; and
- (ii) Simultaneous interpretation in English as well as in Hindi of the speeches made in the following languages:
 - Assamese
 - Bengali
 - Gujarati
 - Kannada
 - Malayalam
 - Marathi
 - Oriya
 - Punjabi
 - Tamil
 - Telegu (*currently not available*)
 - Urdu

While simultaneous interpretation from Hindi to English and *vice-versa* is available throughout the proceedings, simultaneous interpretation of speeches made in regional languages is made available on receiving advance notice for the same.

The facility for listening to interpretation has also been provided in the Press Gallery and in the front rows of other visitors' galleries, *viz.*, the Distinguished Visitors' Gallery, Lok Sabha Members' Gallery and Special Box. The Committee Rooms in Parliament House, Parliament House Annexe (*Sansadiya Soudh*) and Parliament Library Building (PLB) are also equipped with the simultaneous interpretation system.

6. PRINTING AND PUBLICATIONS SERVICE

This Service is responsible for all work connected with the printing of parliamentary papers such as Bulletins, Lists of Business, Lists of Members, Bills, Reports and Evidence of Committees, Who's Who of Members of

Rajya Sabha, Debates and their Indices etc. and other publications of the Secretariat brought out from time to time. It also looks after all the preparatory and co-ordination work with the Government of India Press including proof reading, technical advice, monitoring of progress, etc.

The Debates of the Rajya Sabha are published in two versions; one, the floor version, in which speeches, delivered by Members in English and Hindi are published in the language in which these are delivered on the floor of the House. Speeches delivered in other languages are translated into English and included in the debates with a footnote indicating the language in which the original speech was delivered. Second, the Hindi version of the floor version is prepared separately in which all speeches delivered in English are translated into Hindi.

In the case of speeches made in Urdu in the House, the Urdu script is included immediately after the Devanagari script of the Urdu speech with a footnote, 'transliteration in Urdu script.'

7. EDITORIAL AND TRANSLATION SERVICE

This Service consists of following ten sections:

Editing (English) Section edits 'Floor version' of debates and prepares Press Copy (MSS) thereof. This Section also prepares appendices and indices to English Debates.

Editing (Hindi) Section translates English Debates into Hindi and prepares Hindi version of Debates.

English Debates Section has been entrusted with the work of preparing English version of Debates.

Translation Section-I provides translation services to all Sections of the Secretariat except Question and Committee Sections. As such this Section looks after the work of translation of Motions, Resolutions, Parliamentary Bulletins Part-1 and Part-2, Papers to be Laid on the Table, List of Business, Private Members' Bills, Amendments to Bills and Motion of Thanks on the President's Address, various publications, booklets and pamphlets etc. This Section has also been assigned the task of publishing Hindi version of Papers to be Laid on the Table, List of Business and Parliamentary Bulletin Part-1 on the web page of Rajya Sabha and providing fair typed Hindi version of speeches and messages of Hon'ble Chairman, Rajya Sabha and Vice-President of India.

Translation Section-II provides Hindi version of Starred and Unstarred Question Lists, Short Notice Questions to Question Branch.

Translation (O.I.H.) Section provides English translation of notices for questions received in Hindi from Members to Questions Branch.

Translation (Committee) Section-I provides translation services to Committee on Human Resources Development; Home Affairs; Industry; Transport Tourism and Culture; Petitions; Provision of Computers to Members of Rajya Sabha; MPLADS; Subordinate Legislation; General Purposes Committee; Business Advisory Committee and Committee Coordination Section.

Translation (Committee) Section-II provides translation services to Committees on Commerce; Science & Technology, Environment and Forests; Health and Family Welfare; Personnel, Public Grievances, Law and Justice; Government Assurances; Papers Laid on the Table; Ethics; Privileges; Rules; House Committee and JPC on Wakf.

Synopsis Section prepares Synopsis of daily proceedings of the House in English and Hindi. This Section also prepares CRC of both versions of Synopsis.

Raj Bhasha Prabhag implements the Official Languages Act, 1963 and rules made thereunder and promote progressive use of Hindi in official work of the Secretariat. This Section also organises meetings of Hindi Salahkar Samiti and Official Language Implementation Committee. One Hindi Magazine titled, "*Nutan Pratibimb*" is also brought out annually by this Section.

The indices to English version of debates are prepared with a view to facilitate reference and access to the official records of the business of the House and are printed session-wise. The index is divided into two parts, namely Subject-Index and Name Index. In order to facilitate quick and easy reference to entries, Subject-Index is further divided into two parts 'A' and 'B'. Part 'A' contains entries about questions and Part 'B' contains entries about debates and other proceedings.

The synopsis of debates is a gist of important suggestions and points made during the debates. It is prepared on the day of the debate itself and is printed same night and also put on the website of Rajya Sabha. The synopsis is meant

for use of Members only. The copies of the synopsis are made available to Members the next morning along with other parliamentary papers.

8. PARLIAMENT SECURITY SERVICE

The Parliament Security Service is divided into 7 wings namely Administration, Ops-I, Ops-II, Ops-PHA, Training and Planning, F&T (Fire and Technical) and Sanitation Wing. The service is responsible for:

- (i) Coordination of protection measures and liaison with various agencies viz. the IB, MHA, Protocol Div. (MEA), Traffic, Local Police and other civic agencies;
- (ii) Maintenance of proper access control for vehicles, men and material. Regulation of admission of visitors, staff and to ensure their thorough searching and frisking;
- (iii) Guarding of Rajya Sabha Chamber, Galleries, Central Hall and other areas of Parliament House/Parliament House Annexe against any act of sabotage;
- (iv) Maintenance of order within the precincts of Parliament House Complex;
- (v) Ensuring thorough anti-sabotage and anti-explosive checks of all vital areas of Parliament House Complex and to guard them against any act of sabotage;
- (vi) Ensure adequate fire safety and sanitation services;
- (vii) Planning for the Training, Communication and material needs of the security personnel in coordination with other security and non-security agencies; and
- (viii) To effectively monitor the operations and contingency drill so as to enhance the preparedness of the staff and officers.

Besides their normal duties in Parliament Estate, the Security staff also performs security duties at important national ceremonies and functions. Show round of the Parliament House Complex is also one the functions of the service.

9. DRIVERS AND DESPATCH RIDERS SERVICE**AND****10. MESSENGER SERVICE**

These services consist of Clerical Staff, Staff Car Drivers, Despatch Riders, Messengers and Chamber Attendants. Staff Car Drivers look after the transport arrangements for Members of Parliament and officers of the Secretariat and the Despatch Riders are mainly engaged in the quick and prompt delivery of parliamentary papers to Members at their residences and delivery of other papers to various Government organisations. The Chamber Attendants are posted in the Chamber/Lobbies during Session for assisting and attending to the urgent needs of Members such as transmission of communications and messages, etc. The Attendants provide functional support to the Officers and Sections of the Secretariat.

These services in fact, provide assistance and support to the persons of other services of the Secretariat.

Conclusion

Rajya Sabha Secretariat has come of age. With a staff strength of less than two hundred in the year 1952, it has grown into a relatively bigger organisation with an actual cadre strength of nearly one thousand three hundred at present. The Secretariat has witnessed several challenges and withstood many pressures. Its success lies in having a specialised workforce imbued with commitment, expertise and service attitude. Being independent, the Rajya Sabha Secretariat runs in a distinctive way. It largely follows a system of self-governance. Freedom from outside interference, especially from the Executive, reflects its unique position. Self-governance does, however, impose obligations and responsibilities. These need to be reconciled with the broader requirements of providing efficient services to the Members to enhance their productivity, and thus contributing to a well functioning and vibrant Parliament.

Rajya Sabha Secretariat recognises the need for constantly improving its efficiency to become one of the excellent legislative secretariats in the world.