

# **RAJYA SABHA SECRETARIAT**

## **ORGANISATION**

The Secretariat of Rajya Sabha was set up pursuant to the provisions contained in Article 98 of the Constitution. The said Article, which provides for a separate secretarial staff for each House of Parliament, reads as follows:-

“98. Secretariat of Parliament -

(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.

(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.”

Till 30 September 1955, the conditions of service of the Officers and Staff of the two Secretariats continued to be governed by the Legislative Assembly Department (Conditions of Service) Rules, 1929, as amended and adapted from time to time. Thereafter, the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 (R&CS Rules) were framed and promulgated by the President in consultation with the Chairman, Rajya Sabha on 15 March 1957, in exercise of the powers conferred by the provisions contained in Article 98 of the Constitution.

## **FUNCTIONS**

The Rajya Sabha Secretariat functions under the overall guidance and control of the Chairman, Rajya Sabha. The main activities of the Secretariat inter alia include the following:-

- (i) providing secretarial assistance and support to the effective functioning of the Council of States (Rajya Sabha);
- (ii) payment of salary and other allowances to the Members of Rajya Sabha;
- (iii) providing amenities as admissible to Members of Rajya Sabha;
- (iv) servicing the various Parliamentary Committees;
- (v) preparing research and reference material and bringing out various publications;
- (vi) recruitment of manpower in the Rajya Sabha Secretariat and attending to personnel matters; and
- (vii) preparing and publishing a record of the day-to-day proceedings of the Rajya Sabha and bringing out such other publications, as may be required concerning the functioning of the Rajya Sabha and its Committees.

In the discharge of his constitutional and statutory responsibilities, the Chairman, Rajya Sabha is assisted by the Secretary-General, who holds the rank of the Cabinet Secretary to the Government of India. The Secretary-General, in turn, is assisted by senior functionaries at the level of Secretary, Additional Secretary, Joint Secretary and other officers and staff of the Secretariat. Based on the recommendations of the Parliamentary Pay Committee way back in 1974, the Secretariat was restructured on functional basis into the following ten Services, which cater to the specific needs of the House and its Committees.

- (i) The Legislative, Financial, Executive and Administrative (LAFEA) Service
- (ii) The Library, Reference, Research, Documentation and Information (LARRDI) Service
- (iii) The Verbatim Reporting (VR) Service
- (iv) The Simultaneous Interpretation Service (SIS)
- (v) The Editorial and Translation (E&T) Service
- (vi) The Private Secretaries and Stenographic (PSS) Service
- (vii) The Printing and Publications (P&P) Service
- (viii) The Parliament Security Service (PSS)
- (ix) The Drivers and Despatch Riders (D&DR) Service
- (x) The Messenger Service

The functions performed by these Services, in brief, are as follows :-

(i) **The Legislative, Financial, Executive and Administrative Service:** Supports the functioning of the Council and its Committees. Various administrative units, which comprise this Service are Council Sections comprising Notice Office, Table Office, Legislative Section, Bill Office, Lobby Office and Papers Laying Unit; Members' Service Sections comprising Questions Branch, Conference & Protocol Section, Members' Amenities (MA) Section, Members Salaries and Allowances (MS&A) and Distribution Branch; Department-related and House Committee Sections; Administrative Sections comprising Personnel Section, Estt.(G) Section, Recruitment Cell, Vigilance Section, O&M Section, Welfare Section and Reservation Cell; Finance & Establishment Sections comprising Estt.(A/Cs) & Budget Section, Pay & Accounts Office (Audit & Accounts), Finance Cell, General Administration Section and Stores Section; Secretariat Supporting Section comprising IT Sections (H&S), Training Cell, Sales & Archives Section and RTI Cell.

(ii) **The Library, Reference, Research, Documentation and Information Service:** Attends to various types of research and reference work and prepares research and publication material. The Service also brings out various publications on behalf of the Secretariat from time to time.

(iii) **The Verbatim Reporting Service:** Responsible for the preparation and publication of the verbatim reports of the proceedings of each sitting of Rajya Sabha and also of the Parliamentary Committees, where required.

(iv) **The Simultaneous Interpretation Service:** Provides simultaneous interpretation of the proceedings of Rajya Sabha and its Committees primarily from Hindi to English and vice-

versa. The Service also provides simultaneous interpretation in English as well as Hindi of the speeches made by Members in the House in eleven languages including Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Oriya, Punjabi, Tamil, Telugu and Urdu.

(v) **The Editorial & Translation Service:** Caters to the translation needs of the House and the Secretariat. It also deals with the work relating to the translation from English to Hindi or vice-versa of Questions, Motions, Resolutions, Bulletins, List of Business, Bills and Committee Reports, etc and preparation of synopsis of the daily proceedings of the House in English and Hindi.

(vi) **The Private Secretaries and Stenographic Service:** Members of this Service are attached to Chairmen, Parliamentary Committees and Officers of the Secretariat. They also work in the Stenographers' Pool, which provides stenographic assistance to Members of Rajya Sabha for their official work.

(vii) **The Printing & Publications Service:** Responsible for the printing of Parliamentary papers including List of Business, Bulletins part I & II, Lists of Members, Bills, Reports and Evidence of Committees, Debates and their Appendices and Indices etc., and other publications of the Secretariat, brought out from time to time. The Service also consists of Reprographers Service, who are mainly posted in Sections/Services having bulk of photocopying works like Distribution Branch, Stenographer's Pool, Offices of Hon'ble Chairman, Secretary-General etc.

(viii) **The Parliament Security Service:** Responsible for security within the precincts of Parliament. The Service consisting of Non-Technical (Operational) Wing and Technical Wing acts in conjunction with the Parliament Security Service of the Lok Sabha Secretariat and functions under the overall operational control of the Joint Secretary (Security). Director (Security) exercises operational control over the Service in the Rajya Sabha Secretariat. The Service also consists of Sanitation Wing.

(ix) **The Drivers and Despatch Riders Service:** Consist of Staff Car Drivers and Despatch Riders. Staff Car Drivers cater to the transport arrangements for Members of Parliament and officers of the Secretariat. Despatch Riders are mainly engaged in the quick and prompt delivery of parliamentary papers to Members at their residences and delivery of papers to various Government organizations.

(x) **The Messenger Service:** Consists of Chamber Attendants and Attendants. The Chamber Attendants are posted in the Chamber/Lobbies during the Session for assisting and attending to the urgent needs of Members. The Attendants provide functional support to various officers and sections of the Secretariat.

**RECRUITMENT:** The work related to recruitment to various posts in the Rajya Sabha and Lok Sabha Secretariat was being undertaken by a Joint Recruitment Cell, which was set up in 1974 and was manned by officers and staff drawn from both the Secretariats. From October, 2008 onwards, a separate Recruitment Cell has been set up for making recruitment to induction level posts in various Services of the Secretariat. Detailed information related to recruitment in the Secretariat is available on this website, under different links under the heading 'Recruitment Cell'.