



Parliament of India
Rajya Sabha

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)

LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION &
INFORMATION SERVICE
AND
PRINTING & PUBLICATIONS SERVICE

**Rajya Sabha Secretariat
Library & Printing Branch
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PREFACE

The Manual of Office Procedure (MoP) has been bifurcated into the 'Secretariat MoP', which would contain information concerning all Sections, and the 'Sectional MoP' would be Section specific brought out for the first time by the concerned Sections, to provide an overview of the working of different Sections/Units of the Secretariat.

2. This publication is the 'Sectional MoP of the LARRDI Service & Printing and Publications Service, containing the mandates assigned to these Services as well as the detailed procedures evolved over the years while attending to various items of work. The relevant Office Orders, Notifications, Directions as well as orders contained in the files from time to time, are also included as Annexures.

3. I hope all the officials working in these Services will find this Manual informative and useful.

4. This publication is for internal use in the Secretariat. Suggestions for improvement of the publication are welcome.

NEW DELHI;
March, 2010

V. K. AGNIHOTRI,
Secretary-General.

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SECTION - A

**LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION
AND INFORMATION SERVICE (LARRDIS)**

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

Introduction

Research and Library Service, Rajya Sabha Secretariat, was set up in 1974 with a small in-house library and a few officers and staff to man it. Its mandate *inter-alia* included attending to references made by the Hon'ble Chairman, Hon'ble Deputy Chairman and the Secretary-General on constitutional matters and questions concerning parliamentary procedure; collection of information about the procedure followed in the State Legislatures in India and in the Legislature of other countries; preparation of speeches, messages, articles, research notes, etc.; furnishing of information sought by various national and international bodies, management of the library of Rajya Sabha Secretariat, maintenance and circulation of periodicals; etc.

However, of late LARRDIS has been entrusted with new areas of work in addition to its initial mandate. A major task is to bring out various publications on behalf of the Secretariat, including the who's who of Rajya Sabha, containing the biographical sketches of Members, after every biennial election to Rajya Sabha. Moreover, this Service also acts as a nodal unit for liaising with Press and Media agencies for publicity of the activities of Rajya Sabha and its Secretariat. In addition, this Section keeps getting reference queries and requests for supply of information/material from sitting Members of Rajya Sabha on a regular basis.

In view of this changing and varied nature of work entrusted to LARRDIS and the concomitant demand for specialisation, it was felt extremely necessary to reorganize and restructure this Service into various Units keeping in mind its various requirements. Eight functional and specialized Units have been carved out of the existing Service in September 2008 (**Annexure I**) as mentioned below:

Unit 1	General Research Unit
Unit 2	Publications and Who's Who Unit
Unit 3	Library and Reference Unit
Unit 4	Media, Education and Audio-Visual Unit
Unit 5	Research Unit - I
Unit 6	Research Unit-II
Unit 7	Research Unit-III
Unit 8	Research Unit-IV

The four Research Units have been mandated to provide research back-up to the eight Department-related Parliamentary Standing Committees serviced by the Rajya Sabha Secretariat besides undertaking subject specific research on areas under the purview of each of these Committees.

GENERAL RESEARCH UNIT (UNIT-I)

Main work of the Unit:

The General Research Unit attends to various types of research work, a synoptic account of which is given below:—

- (i) Preparation of draft speeches on events concerning Parliament for use of the Hon'ble Chairman, Hon'ble Deputy Chairman and the Secretary-General;
- (ii) Preparation of draft messages and articles for Hon'ble Chairman, Hon'ble Deputy Chairman and the Secretary-General for being published in journals/magazines;
- (iii) Preparation of background/research notes on topics included in the Agenda of the national and international Conferences such as the Conference of Presiding Officers/Secretaries of the Legislative Bodies in India, Association of the Secretaries-General of Parliaments (ASGP), Conference of the Speakers and Presiding Officers of the Commonwealth and the Society of Clerks-at-the-Table in Commonwealth Parliament;
- (iv) Preparation and furnishing of answers to Questionnaires received from international parliamentary bodies like Inter-Parliamentary Union (IPU), Association of the Secretaries-General of Parliaments (ASGP), Society of the Clerks-at-the-Table as also from the individual Parliaments of various countries;
- (v) Preparation of draft background notes on foreign Parliaments for use of the Hon'ble Chairman and the Secretary-General during the visit of Parliamentary Delegations to India;
- (vi) Preparation of sessional review showing work transacted by the Rajya Sabha during a session for publication in the Journal of Parliamentary Information (JPI) brought out by the Lok Sabha Secretariat;
- (vii) Preparation of brief notes on the issues selected by the Secretary-General and likely to be raised during the session of Parliament for perusal of the Hon'ble Chairman;
- (viii) Research on Constitutional and Parliamentary matters, procedural matters, relationship between judiciary and legislature etc.;
- (ix) Work relating to Dr. S. Radhakrishnan Chair and Rajya Sabha Fellowships on Parliamentary Studies; and
- (x) Any other work assigned from time to time.

Procedure for disposal of work of the General Research Unit

- (i) Draft speeches, messages, articles, background/research notes, etc. referred to above are initiated at the senior or junior level depending upon the urgency of the items to be disposed of. The urgent items are attended to at the senior level.
- (ii) Other items of research work such as preparing notes on the items in the Agenda of various Conferences namely, Conference of Secretaries and Presiding Officers of Legislative Bodies in India, Association of Secretaries-General of Parliaments (ASGP), Society of Clerks-at-the-Table, foreign Parliaments, issues likely to be raised during the session of Parliament, etc. are initiated mostly at the level of Research Assistants/Research Officers/Assistant Directors and put up through proper channel. Such items are finally approved by the Secretary-General.
- (iii) *Sessional Review for publication in the Journal of Parliamentary Information (JPI)*—After a session is over, a review of the important business transacted by Rajya Sabha during that period is prepared. For preparing a resume of the important discussions held and other business transacted, Debates, Synopsis of Debates and Bulletin Part-I are consulted. Information relating to the latest party position, list of Bills passed by the Rajya Sabha during the session, reports and meetings of the Committees, etc. is obtained from concerned sections in a printed proforma. This statistical information forms part of the Sessional Review. After finalisation, it is sent to the Translation Section for the Hindi version. Thereafter, both the English and Hindi versions are

forwarded to the Lok Sabha Secretariat for publication in the Journal of Parliamentary Information (JPI) and *Sansadiya Patrika* respectively.

- (iv) *Furnishing answers to questionnaires received from Inter-Parliamentary Union (IPU), Commonwealth Parliamentary Association (CPA), Association of Secretaries-General of Parliaments (ASGP) and Society of Clerks-at-the-Table*—Replies to the questionnaires received from IPU, CPA, ASGP and Society of Clerks-at-the-Table pertaining to various activities of the House and the Secretariat are prepared by the General Research Unit in consultation with other sections concerned. The replies are finally approved by the Secretary-General.

- (v) *Instituting Chair/Fellowships on Parliamentary Studies*—

A new initiative was taken during the year 2008 by the Hon'ble Chairman, Rajya Sabha to institute a Chair named after Dr. S. Radhakrishnan, the first Vice-President of India and Chairman, Rajya Sabha, and two Rajya Sabha Fellowships on Parliamentary Studies with the objective of promoting an in-depth inquiry and research on different aspects of parliamentary democracy in general, and Indian Parliament and Rajya Sabha in particular. It is felt that this would promote better understanding of the functioning of our Parliament, help document the changing nature and role of our parliamentary institutions and assess the complex challenges faced by these institutions. The new initiative is thus intended to create a critical mass of academic research with a body of knowledge on the functioning of our parliamentary democracy.

It was also decided to set up a Search and Advisory Committee to assist the Hon'ble Chairman in the selection of the Chair and the Fellows as well as their management. The Search and Advisory Committee has been constituted consisting of five members, namely two members of Rajya Sabha—one each nominated by the Leader of the House and the Leader of the Opposition, Rajya Sabha; two prominent academics to be nominated by the Chairman, Rajya Sabha and the Secretary-General, Rajya Sabha.

Advertisements for inviting applications for the Chair and Fellowships were published in select newspapers/journals. Two Rajya Sabha Fellowships on Parliamentary Studies have been awarded and the process for selecting the Chair is in progress.

Brochure relating to Dr. S. Radhakrishnan Chair and Rajya Sabha Fellowships on Parliamentary Studies has been published.

PUBLICATIONS AND WHO'S WHO UNIT (UNIT-II)

Main work of the Unit:

- (i) Compilation of the rulings/observations from the Chair;
- (ii) Culling out of the instances of wit and humour from the Rajya Sabha Debates;
- (iii) Compilation and finalisation of manuscript of 'Who's Who, Rajya Sabha' after every biennial election;
- (iv) Preparation of manuscript of the annual publication 'Rajya Sabha and its Secretariat: A Performance Profile';
- (v) Preparation of manuscript of the Practice and Procedure Series of booklets covering different aspects of the functioning of Rajya Sabha;
- (vi) Welcome Mr. Chairman, Sir; and
- (vii) Any other work assigned from time to time.

(i) **Compilation of Rulings/Observations**

Rulings/Observations from the Chair are culled out from the Rajya Sabha Debates, session-wise. Thereafter, these are compiled in a format giving in brief the circumstances that led to the particular Ruling or Observation and provided with suitable heading.

(ii) **Culling out of instances of wit and humour in Rajya Sabha**

Instances of wit and humour in the House are culled out from the Rajya Sabha Debates. Thereafter, these are properly edited, provided with suitable headings and compiled.

(iii) **Bringing out publications and their distribution**

Publications and Who's Who Unit brings out all routine and other publications from time to time and also undertakes the task of their circulation and distribution as per the mailing list. While some of these publications are one-time, others are regularly updated (*Annexure II*). Some of these publications are as below:

(a) **Who's Who, Rajya Sabha**

This Unit attends to the work relating to compilation of the Who's Who, Rajya Sabha. It is brought out every two years after new Members are elected in the biennial elections. Standard Biographical Sketch Forms are sent to the newly-elected Members for collecting their biographical details, along with their photographs, for inclusion in the Who's Who, Rajya Sabha. Similarly, tear-off sheets of the biographical sketches published in the previous edition of the publication are sent to the continuing Members and to those Members who have retired but are re-elected, for updating.

The Biographical Sketch Forms duly completed by the Members are received, processed and compiled as per the approved format. In case of a query/clarification, the Member is contacted either in the Rajya Sabha Lobby (during session) or through written communication (during inter-session).

The biographical sketches as prepared in the approved format are sent to the Member for vetting and return by a specified date, after which the manuscript is sent to the Printing Section for printing along with Compact Discs (CDs) containing the biographical sketches. Regarding the size of the bio-data, the General Purposes Committee (GPC) in its meeting held on 7th March, 1989 had decided that the bio-data published in the Who's Who should not exceed two pages. It was, however, found that bio-data of some Members ran into several pages making the publication unwieldy. In view of this, the Hon'ble Chairman, Rajya Sabha has directed that the size of the bio-data of Members to be published in the Who's Who, Rajya Sabha may be restricted to three pages and the complete bio-data of Members, as provided by them, may be placed on their web pages at the Rajya Sabha website (*Annexure III*). In this context, it can be added that this Unit uploads bio-data of Members of Rajya Sabha into specially designed software developed by the National Informatics Centre (NIC) for display on the Internet at the Rajya Sabha website. Photographs of the newly-elected Members are also

sent to the NIC for display along with their biographical sketches on the Internet. The complete bio-data of all the Members are available on these Internet sites at <http://parliamentofindia.nic.in> and <http://rajyasabha.nic.in>.

In addition to the biennial publication Who's Who, Rajya Sabha, a consolidated Who' Who giving brief bio-data of all Members of the Rajya Sabha since inception is brought out by the Table Office.

(b) *Rajya Sabha and its Secretariat: A Performance Profile*

This is an annual publication which contains in nutshell, information about the work transacted by Rajya Sabha, its Committees and the Rajya Sabha Secretariat during the year. The information is collected from different sections of the Secretariat and thereafter, it is suitably edited and compiled for preparing the manuscript of the publication.

(c) *Rajya Sabha-Practice and Procedure Series*

It is a set of 21 booklets on various aspects of the functioning of Rajya Sabha and its Committees. The booklets are sent to the sections concerned. Thereafter, the updated information is suitably edited and compiled for preparing the manuscript of the booklets.

(d) *Welcome Mr. Chairman, Sir*

This publication is brought out after every five years when the new Vice-President of India and Chairman of Rajya Sabha assumes Office. It is a compilation of the speeches delivered by the Members on the occasion when the Vice-President of India comes to Rajya Sabha to occupy the Chair of the Presiding Officer and his response to the felicitations. The text of the speeches is edited and suitable headings are provided to them for compilation of the manuscript of the publication.

(e) *Compendium titled Judicial Pronouncements on Parliament and State Legislatures*

A new initiative was taken by the Secretary-General, Rajya Sabha in the year 2008 to prepare a compendium of the judgments of Supreme Court and High Courts on matters relating to Parliament and State Legislatures. The Project was entrusted to the Indian Law Institute (ILI), New Delhi. Vol. I and Vol. II of the manuscript of the compendium prepared by the ILI was sent to Dr. Raghbir Singh, Former Secretary, Legislative Department, Ministry of Law and Justice and currently Chairman, Copyright Board for his suggestions and comments. Both the volumes have been received from the ILI duly incorporating the corrections/suggestions made therein by Dr. Singh. Prominent publishers have been contacted to undertake the publishing of the compendium.

The manuscripts of the publications brought out by this Unit regularly or from time to time are initiated at the level of Research Assistant/Research Officer/Assistant Director and put up through proper channel. Such manuscripts are finally approved by the Secretary-General.

LIBRARY AND REFERENCE UNIT (UNIT-III)

Main work of the Unit:

- (i) Maintenance of Rajya Sabha Secretariat Library;
- (ii) Maintenance and circulation of periodicals;
- (iii) Purchase of publications for Library and various sections, subscription of periodicals, newspapers and maintenance of Accession Register, Ledger of Books, etc.
- (iv) Processing of newspapers/magazines reimbursement claims of Hon'ble Chairman, Hon'ble Deputy Chairman, Chairmen of various Parliamentary Committees of Rajya Sabha, Leader of the Opposition, Secretary-General, Secretary and Additional Secretary;
- (v) Putting up files for inclusion of Paras in the Rajya Sabha Bulletin Part-II informing Members of Rajya Sabha about various events/programmes being organized by the LARRDIS, Lok Sabha Secretariat;
- (vi) Attending to reference queries from Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General;
- (vii) Attending to reference requirements from sitting members and ex-members as and when desired by the Secretary-General;
- (viii) Compilation of press-clippings culled out from the newspapers received in the Unit on daily basis for perusal of the Hon'ble Deputy Chairman, Secretary-General and officers of the rank of Joint Secretary, Additional Secretary and Secretary;
- (ix) Preparation of a list of issues likely to be raised during the session of Rajya Sabha for obtaining briefs from the concerned Ministries of the Government of India; and
- (x) Any other work assigned from time to time.

Procedure for disposal of Reference Work

The references received from the Hon'ble Chairman, Hon'ble Deputy Chairman, and the Secretary-General, etc. are attended to immediately by the Library and Reference Unit. These references are generally received either in writing or on phone. The work is disposed off at senior level.

LIBRARY

Introduction: The Library and Reference Unit manages the Rajya Sabha Secretariat Library to meet the day-to-day reference requirements of the Secretariat. It functions as a coordinator for assessing the requirements of the officers and sections of the Secretariat for books/publications and procures them.

(i) Purchase of books/publications: In the beginning of every financial year, the Unit obtains a consolidated sanction from the competent authority for the purchase of books/publications. In addition, the Joint Secretary (LARRDIS) has been delegated the financial power upto the extent of Rupees one lakh for purchase of books, dailies and periodicals, etc. (*Annexure IV*). Publications are purchased on the recommendation or requirement of the offices of the Hon'ble Chairman, Hon'ble Deputy Chairman, Secretary-General, senior officers and sections of the Secretariat after obtaining financial sanction from the competent authority.

Book reviews brought out in various newspapers, magazines, journals are also compiled on weekly basis and put up to the Secretary-General on every Tuesday (*Annexure V*). Books selected by the Secretary-General are purchased and added to the library.

Pre-receipted bills are received from the suppliers in triplicate for the approved books. The bills are processed and sent to the concerned section for payment (*Annexure VI*).

(ii) Processing of books/publications: Purchased/complimentary books/publications are given accession/dairy numbers according to the sequence in which they have been received. The title of the book, author/editor, edition, place and name of the publisher, year of publication, volume, if any, number of pages, source from which it has been procured, price, bill number, date and for whom purchased are entered in the Accession Register. The books are subsequently classified according to the Dewey Decimal Classification System and are catalogued according to the Anglo-American Cataloguing Rules (AACR-II). The Accession Register is maintained in the following format:

ACCESSION REGISTER

Date	Accession No.	Author	Title	Edition	Place & Publisher	Year	Pages	Volume	Source
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Cost	Class No.	Book No.	Bill No. & Date	Remarks
11.	12.	13.	14.	15.

Every three months, the Library and Reference Unit brings out a list of publications added to the Library (*Annexure VII*). This circular is issued/e-mailed to all sections/officers so that the employees of the Secretariat are aware of new publications added to the Library. The circular is also uploaded on the Rajya Sabha website.

(iii) Procedure for issuing Books: Books are issued to officers and staff on returnable basis for a duration of not more than 15 days on Requisition Slips. Books which are issued on Requisition Slips are entered into the Issue/Return Register, the format of which is provided below:

ISSUE/RETURN REGISTER

Sl. No.	Accession Number	Author	Title	Date of Issue	Borrower's Name & Designation, Deptt./ Section	Date of Return	Receiver's Signature	Reminded on	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Some of the books are for reference only which are generally not issued. Some books are issued to the officers of the rank of the Deputy Director and above on long-term basis, which are to be returned when the officer retires or leaves the Secretariat. A record of such books is maintained as per the format in the Distribution Register, with a separate page opened for each officer/section.

LOAN REGISTER FOR BOOKS ISSUED ON LONG TERM BASIS

Name of the Borrower.....Card No.....Designation.....Department/Section.....

Sl. No.	Accession Number	Author	Title	Date of Issue	Borrower's Signature	Date of Return	Receiver's Signature	Reminded on	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

(iv) Annual physical verification: Special procedures have been prescribed under Rule 194 in Chapter 7 of the General Financial Rules (*Annexure-VIII*), with regard to physical verification of Library books. Annual physical verification must be done accordingly and certificate of verification recorded. In respect of books issued on long-term basis, the verification shall include reconciliation of the list of books issued to each officer or his personal staff, and in case no response is received the presumption shall be that the list of book shown issued is correct.

(v) Procedure for cost recovery in case of loss/misplacement of books: Reminders are issued in case of an overdue book/publication on weekly/monthly basis depending on the demand for the book. If a book/publication is not returned to the Library within the specified period after issuing reminders, it is presumed lost and steps are taken to recover the replacement cost thereof from the borrower. Cost of all books outstanding against the name of officer/staff member when he/she retires or goes on deputation shall also be recovered similarly. In all cases of outstanding books, P&AO shall be informed that dues may be withheld till books are returned or recovery effected. Cost to be recovered is decided as per the formula contained in Rule 6 of the Library Rules (*Annexure-IX*) indicated below:—

Sl. No.	Publication	Cost to be recovered
1.	Indian book/publication printed during the last 5 years.	One and half times the original price.
2.	Indian book/publication printed more than 5 years back.	Double the original price.
3.	Indian book/publication which is out of print.	Five times the original price.
4.	Foreign publication printed during the last 5 years.	Double the original price.
5.	Foreign publication printed more than 5 years back.	Three times the original price.
6.	Foreign publication which is out of print	Three times the original price.
7.	Indian or Foreign publication for which price is not available.	0.50 paise per page.

(vi) Procedure for writing off of books: Writing off is resorted to in cases of irrecoverable losses keeping in view the provisions of Chapter 7 of the General Financial Rules. Previous sanction of the competent authority is obtained under Rule 202(i) (*Annexure-X*) of the aforesaid chapter for 'writing off' of lost books/publications. Further, under Schedule VII to the Delegation of Financial Rules 1978 (*Annexure-XI*), the power to 'write off' is exercised by the Head of the Department in case of irrecoverable losses. In the context of LARRDIS, Rajya Sabha Secretariat, the file is put up to the Secretary-General for obtaining his/her approval for writing off of books/publications in cases where it is justified (*Annexure-XII*). After the approval of the Secretary-General, sanction order to this effect is prepared (*Annexure-XIII*).

(vii) Subscription of newspaper/magazines and reimbursement: In the beginning of every financial year, the Library and Reference Unit obtains a consolidated sanction from the competent authority for subscription of newspapers/periodicals for the library and the reimbursement of claim bills in respect of newspapers/periodicals subscribed to by Hon'ble Chairman, Hon'ble Deputy Chairman, Leader of the Opposition, Chairman of various Committees, Panel of Vice-Chairmen, Secretary-General, Secretary and Additional Secretary of Rajya Sabha Secretariat. However, as per Office Order Part-I No. 3/2009-Personnel, dated 20th April, 2009 (*Annexure-XIV*), the rates of reimbursement of expenditure incurred on newspapers/magazines by the officers of the Rajya Sabha Secretariat have been revised based on the recommendations of the Parliamentary Pay Committee. Further, officers of the Secretariat up to the rank of Joint Secretary would be paid expenses towards cost of newspapers/magazines as per admissible ceilings, on quarterly basis by the Establishment (A/Cs) Section without submission of claims to the Library and Reference Unit, LARRDIS.

The Library and Reference Unit would continue to make arrangements for subscription of newspapers/periodicals for the use of the Hon'ble Chairman, Hon'ble Deputy Chairman, Leader of the Opposition, Chairmen of various Committees, Panel of Vice-Chairmen and Secretary-General, and process the bills sent on their behalf to the Library and Reference Unit on monthly basis. Officers of the level of Secretary and Additional Secretary shall be reimbursed expenses incurred by them towards the cost of newspapers/magazines, irrespective of financial limit, on quarterly basis, for which they shall submit their respective claim(s) to the Library and Reference Unit by 15th of the months following the quarter. In case, no such claims are received within the stipulated period, the officers concerned shall be paid amount as admissible to the officers of the level of Joint Secretary, without submission of claims.

The files relating to all newspaper bills are scrutinized and submitted to the concerned Assistant Director by the Senior Clerk/Junior Library Assistant. After deducting 10% of the bill amount which is the residual cost of the old newspapers/magazines, the bills, if found in order, are sent to the Deputy Director (E) for counter signature in the pay order. Thereafter, the bills are sent to Establishment (A/Cs) Section for payment.

(viii) Press Clippings: Clippings from the newspapers received in this Unit on daily basis including Saturdays, Sundays and other holidays are prepared and compiled regularly and put up for the perusal of the Hon'ble Deputy Chairman and the Secretary-General, Rajya Sabha (*Annexure-XV*). A set of copies of important news clippings relating to Parliament is also being supplied to the Secretary, Additional Secretaries and Joint Secretaries on regular basis.

A list of important issues likely to be raised during the session of Parliament is being prepared 20 days before the commencement of a session on the basis of press clippings culled from newspapers during the inter-session period since the 204th Session of Rajya Sabha, (February-May) 2005. The list of issues is sent to the Ministry of Parliamentary Affairs for obtaining briefs/notes from the Ministries concerned for use of the Chairman, Rajya Sabha.

(ix) Video CDs of proceedings of Rajya Sabha: Proceedings of the Rajya Sabha are produced as Video CDs by the Lobby Office for permanent record. A copy is made available to the Library which preserves the VCDs in safe custody for reference purposes.

MEDIA, EDUCATION AND AUDIO-VISUAL UNIT (UNIT-IV)

The Press & Media Unit created on 17 November, 2003 (*Annexure XVI*) was rechristened as Media, Education and Audio-Visual Unit on 19 September, 2008 as part of the restructuring of LARRDIS. As earlier, the Unit continues to act as the nodal Section for the work relating to liaison with press and media agencies, correspondents and journalists. Besides, it also looks after the audio-visual and education related requirement of the Secretariat. Initially, the Unit had been mandated to look after the following items of work:

- (i) All work relating to the Press Gallery involving issue of Press Gallery passes for Session periods, admission of Newspapers/News Agencies to press Gallery, issue of Parking Labels to journalists and Press correspondents, etc.;
- (ii) Liaison with Government publicity organizations and communication media, press correspondents, newspapers and other bodies;
- (iii) Publicity of activities of Rajya Sabha through Press releases/communiqués;
- (iv) Management of Press Counter during Session period for the supply of parliamentary papers to press representatives.

Consequent upon the restructuring of LARRDIS, the Unit has been entrusted with the following items of work in addition to its existing mandate:

- (a) To organize official Press conferences;
- (b) Secretarial Assistance to Press advisory Committee;
- (c) To organize Orientation Programme for Media persons in tandem with Training Unit;
- (d) Videography and still photography of events;
- (e) Maintenance of audio-visual records;
- (f) To organize targeted educative programmes such as quiz shows, School/College Parliaments, Seminars, etc. across the country;
- (g) To organize talk shows on radio/television relating to role and relevance of Rajya Sabha and functioning of parliamentary democracy; and
- (h) To bring out literature in electronic as well as printed form for students and general public.

In addition to the above, the Unit is also the nodal Section for the work relating to Rajya Sabha Television.

Press Gallery: Press Gallery is meant for journalists of both print and electronic media. To facilitate entry of media persons to cover Rajya Sabha proceedings, the Unit issues different types of Rajya Sabha Press Gallery passes which are as under:—

- (A) Permanent Passes;
- (B) Sessional passes; and
- (C) Temporary Passes.

Procedure for issuing Press Gallery passes:**A. Permanent Passes** are of two types:-

- (i) Passes having one year validity
- (ii) Passes having two year validity

Permanent passes having one year validity are issued to the journalists against the quota of admitted newspapers/news agencies/electronic media whereas permanent passes having two years validity are issued to the journalists who come under Long & Distinguished Service category, *i.e.*, journalists having 20 years experience of covering the parliamentary proceedings.

In order to get a permanent Rajya Sabha Press Gallery pass, a journalist who has covered the proceedings of Rajya Sabha for ten sessions on the basis of a sessional pass, has to bring a letter from the Editor/Chief of Bureau, recommending his/her name and two passport size photographs. If newspaper/news agency/electronic media is admitted to the Press Gallery and has a sanctioned quota of passes, a permanent pass is issued to such journalist and his name is recommended to the CPIC for issue/re-activation of Radio Frequency Tags. The same process as mentioned above is repeated every year for renewal of passes. If a journalist has covered parliamentary proceedings for 20 years or more and desires to be placed under the Long & Distinguished service category, he/she has to address a letter to the Secretary-General mentioning about his/her experience of covering parliamentary proceedings. The information given in the letter is cross checked from the records maintained by the Unit and accordingly a file is put up to the Secretary-General for approval. Thereafter, a permanent pass is issued to him/her for two years duration. The record of such journalists is maintained in the register as per the following format:

Sl. No.	Date	Card No.	Name	Organization	Duration	Photograph	Signature

B. Sessional passes are issued to journalists against the sanctioned quota of admitted newspapers/news agencies/electronic media. In order to get a sessional pass, a journalist/correspondent belonging to a newspaper/news agency/electronic media admitted to the Press Gallery of Rajya Sabha should furnish a letter from the Editor/Chief of Bureau recommending his/her name for issue of a sessional pass against the sanctioned quota of passes for his/her organization. After obtaining necessary approval, his/her name is recommended to the CPIC for issue of a bar coded pass.

Sessional passes are also issued to the foreign correspondents on the recommendation of Press Information Bureau (PIB).

If a journalist/correspondent is accredited to the PIB/State Government, his/her security clearance is not required. However, such journalists who are not accredited to the PIB/State Government, their security clearance is required which is carried out by Watch & Ward Office through Delhi Police.

C. Temporary passes are issued to the following categories of journalists:

- (i) Correspondents of newspapers/news agencies/electronic media not admitted to the Press Gallery of Rajya Sabha;
- (ii) Visiting journalist of a newspaper/news agency not admitted to the Press Gallery, visiting journalist of a periodical and freelance journalist having PIB/State accreditation;
- (iii) Correspondents of newspapers/news agencies/electronic media admitted to the Press Gallery of Rajya Sabha are also given temporary pass in excess of their quota; and
- (iv) Editor of any daily newspaper/news agency/electronic media admitted to the Press Gallery of Rajya Sabha. Editor of daily newspapers/news agencies not admitted to the Press Gallery and Editor of periodical are issued temporary pass for one week and three days, respectively.

Temporary pass is issued on a weekly basis to a correspondent if he/she brings a letter from the Editor/Chief of Bureau on proper letterhead and should be endorsed by one member of the Media Advisory Committee and one permanent pass holder. For the renewal of temporary pass, the same process is repeated, *i.e.* letter from the Editor/Chief of Bureau with endorsement from one office bearer of the Media Advisory Committee and one permanent pass holder every week. Requests received for temporary pass are recommended after specifying validity period to the CPIC for issue/renewal of bar coded passes. Records of these journalists are maintained in the register as per the following format:

Sl. No.	Name	Organisation	Duration	Signature

Admission to the Press Gallery: Newspapers/magazines/news agencies/electronic media/official media are admitted to the Press Gallery of Rajya Sabha as per the obtaining guidelines. The specific procedure in respect of each one of these agencies is as follows:

- (a) **Newspapers/Magazines:** In order to get admission to the Press Gallery, the Editor/Chief of Bureau of a newspaper is required to send a formal request on the official letterhead enclosing thereby a Circulation Certificate issued either by the Audit Bureau of Circulation (ABC) or by the Registrar of Newspapers for India (RNI) and a letter from the Directorate of Information of the State in which the paper has its principal office. The quota of a newspaper is fixed on the basis of its daily circulation. Against the quota so fixed, the correspondents of that newspaper are issued passes on the recommendation of the Editor/Chief of Bureau. A similar procedure is followed in case of magazines also. However the news magazines having a circulation of 3 lakhs and above will be issued 2 permanent and 2 temporary Press Gallery passes, and those having a circulation of 2-3 lakhs, will be issued 1 permanent Press Gallery pass and 2 temporary Press Gallery passes.
- (b) **Official Media:** Official media agencies, namely, Doordarshan, All India Radio and Press Information Bureau (PIB) have a fixed quota of passes for their representatives to enable them to cover the proceedings of the House. However, a formal request is received by the Unit from the competent authority recommending the names of representatives for covering Rajya Sabha proceedings.
- (c) **Electronic Media:** Non-governmental Indian electronic media telecasting 24-hour news and current affairs programmes including comprehensive parliamentary coverage for at least three years prior to the date of application for admission, are admitted to the Press Gallery of Rajya Sabha.

Central Hall facility: This facility is given to the journalists who are having 10 years experience of covering the proceedings of Parliament/State Legislature against the quota of newspaper/news agency/electronic media. Journalists belonging to Long & Distinguished service category can also avail of this facility. Quota for Central Hall facility has been fixed for newspaper/news agency/electronic media which is one out of three passes and two out of six passes. To avail this facility, a journalist has to bring a letter from the Editor/Chief of Bureau recommending his/her name. The information given in the letter is cross checked from the records of the Unit and accordingly, file is put up to the Secretary-General for approval and thereafter the facility is extended.

Management of Press Counter: Media, Education and Audio-Visual Unit manages a Press Counter near the Press Gallery of Rajya Sabha. During the session period one person is deputed to the Press Counter to provide parliamentary papers to the correspondents of both print and electronic media covering the proceedings of Rajya Sabha. Parliamentary papers such as Bills, List of Business, List of Starred/Unstarred Questions, Statements made by the Ministers, Reports of the various Parliamentary Committees, Special Mentions, etc., are made available at the Press Counter during the session. Apart from this, various Press Releases are also supplied to the media persons through the Press Counter.

Parking Labels: Media, Education and Audio-Visual Unit handles the work relating to issue of parking labels to press correspondents to enable them to have unhindered entry in the Parliament House complex. There are two types of parking labels, *viz* (i) *Annual* for permanent pass holders and (ii) *Sessional* for sessional pass holders.

Parking label is given to journalist if the vehicle is registered in his/her name or in the name of his/her spouse. He/she has to fill up a proforma which has the following entries, *i.e.* name, name of newspaper/agency, official address, Rajya Sabha Press Gallery card no., make/type of vehicle, registration no., etc. A copy of registration certificate of the vehicle is also required along with the proforma. All labels are issued after entering the name, vehicle number and date of issue in the counter-foil which is retained in the Unit. Labels are generally signed by the Assistant Director/Deputy Director of the Unit and a hologram is affixed on them before issue. A separate register for keeping the record of journalists to whom parking labels have been issued is also maintained in the Unit.

Parking labels are issued to the media persons as per their eligibility, *i.e.* Annual parking label to permanent pass holders and Sessional parking label to sessional pass holders. To avoid misuse of parking labels, a journalist has to inform about the loss of parking label to the nearest Police Station, Media, Education and Audio-Visual Unit and Watch and Ward Office, Rajya Sabha, immediately. In case the vehicle for which the label was issued is transferred to another person, the label must be removed and returned to the Unit, failing which new label in replacement is not issued.

In the beginning of the year a communication along with the samples of annual/sessional parking label is sent to the Deputy Commissioner of Police (Traffic), Delhi stating that the label issued by the Secretariat entitles the vehicle displaying such label unhindered entry in the Parliament House Complex. Samples of the labels are also forwarded to Watch and Ward Office of the Rajya Sabha and Lok Sabha Secretariats.

Liaison with media persons: The Unit also does a large amount of liaison work with media persons for various functions/programmes, *i.e.* organizing interaction of Chairman and Deputy Chairman, Rajya Sabha with journalists, oath taking ceremony of newly elected/re-elected/nominated Members of Rajya Sabha, press conferences of Chairmen of Department-related Parliamentary Standing Committees, orientation programme for newly elected/re-elected/nominated Members of Rajya Sabha, farewell function of retired/retiring Members of Rajya Sabha, orientation programme for media persons, unveiling of statues, etc. Besides, the Unit undertakes any other work which is assigned to it from time to time. The Unit issues press releases relating to the Committee reports to the various newspapers/news agencies and electronic media for publicity. The Unit also prepares press releases both in English and Hindi for a number of events/programmes such as call on the Chairman, Rajya Sabha by foreign parliamentary delegations, oath taking ceremonies of newly elected/re-elected/nominated Members in the Chamber of the Chairman and several other functions held from time to time.

The Unit makes arrangements for a photographer for covering important events, *i.e.* oath taking of newly elected/re-elected/nominated Members of Rajya Sabha, farewell function of retired/retiring Members of Rajya Sabha, orientation programme for newly elected/re-elected/nominated Member of Rajya Sabha, orientation programme for media persons, meeting of parliamentary delegations with the Chairman, Rajya Sabha, etc.

Media Advisory Committee: Chairman, Rajya Sabha has constituted an eleven member Media Advisory Committee of Rajya Sabha having representation from various media organizations. The Committee has four Office Bearers namely, Chairman, Vice-Chairman, Secretary and Joint Secretary appointed by the Chairman, Rajya Sabha from amongst the members of the Committee. The Committee has been constituted in pursuance of the guidelines for Media Advisory Committee of Rajya Sabha duly approved by the Chairman, Rajya Sabha (*Annexure-XVII*). The primary function of the Committee is to advise to the Rajya Sabha Secretariat regarding admission of various media organizations to the Press Gallery of Rajya Sabha to enable them to cover the proceedings of the House.

The Unit issues notice for the meeting of the Committee, makes necessary arrangements for the meetings such as booking of Committee Room, lunch/refreshment to be served during/after the meeting and liaison with allied agencies like CPWD, Northern Railway Catering, etc. After the meeting, the Unit prepares the minutes of the meeting which are put up to the Chairman of the Committee for his approval. Once the minutes are approved, follow up action is initiated on the recommendations made by the Committee.

A Memorandum containing the matters to be discussed by the Committee as well as status of action taken on its recommendations is prepared before the next meeting and is circulated amongst the Committee members.

Education related work: The Unit has recently been entrusted with the work of organizing targeted educative programmes such as quiz shows, school/college Parliaments, seminars, talk shows on radio/television relating to role and relevance of Rajya Sabha and functioning of parliamentary democracy. Literature about Rajya Sabha in electronic as well as printed form for students and general public is also to be brought from time to time.

Audio-Visual related work: The Unit looks after the maintenance of audio-visual records. It has also been given the responsibility of video coverage of important Rajya Sabha events.

Rajya Sabha Television related work: The Unit is the nodal Section for the work relating to Rajya Sabha Television an independent 24-hour television channel under the control and supervision of the Rajya Sabha Secretariat.

RESEARCH UNITS (UNITS-I, II, III & IV)

The four Research Units, viz. Research Units I, II, III and IV have been created to carry out the mandate of providing research back-up to the eight Department-related Parliamentary Standing Committees (DRSCs) serviced by the Rajya Sabha Secretariat, besides undertaking subject specific research on areas falling under each of these Committees. Each Research Unit has been assigned to coordinate and provide research based support to two DRSCs and any other thematic areas broadly under the purview of these particular Committees.

Mandate of the Research Units:

To begin with, a two-pronged approach has been adopted delineating the mandate of the Research Units:

- (a) To develop an effective and practicable interface between the respective Committee Sections and the Research Units of LARRDIS; and
- (b) To try and explore the possibility for getting suitable research support from outside for Members of the Rajya Sabha in general, and for the Committees in particular.

Besides, the Research Units are also expected to maintain elaborate database on the relevant subjects and also maintain an inventory of relevant source material.

Work Allocation of the Research Units

The following is the work allocation of the four Research Units as conceived at the time of restructuring of the LARRDIS:

Research Unit-I

- (i) Research on areas such as internal security, 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

- (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

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

Research Unit-IV

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

Procedure for disposal of work

As the Units have been created recently, procedural and other details relating to work and its disposal are still evolving.

For theme-based research work on the subjects as outlined above for each Research Unit, in-house efforts are often

supplemented with support from external agencies. As regards in-house efforts made in this direction, the following items of work are undertaken:

- (i) Preparation and publication of 'Occasional Papers' (*Annexure XVIII*) on subjects of topical interest or those taken up by the Committees. In all, four Occasional Papers are proposed to be prepared in a calendar year. Teams of researchers are constituted who under the supervision and guidance of senior officers, work on the selected subjects. Broadly, all available material is taken into cognizance and the papers are drafted from a neutral perspective without resorting to any partisan line. As per the decision of the Secretary-General, once the paper is approved and finalized, it is sent to experts in that domain, either from the Rajya Sabha or any other renowned scholar in that particular field from outside for their valuable inputs. Modifications/corrections, as suggested, are incorporated and put up for the perusal and approval of the Secretary-General and as per his direction, relevant changes are carried out in the draft before being sent for printing. Printed copies of the Occasional Papers are then distributed to the Members of Rajya Sabha by bringing out a Para in the Rajya Sabha Bulletin Part-II.
- (ii) Notes/briefs/backgrounders on various topics of current affairs are prepared before the commencement of each session for perusal of the Hon'ble Chairman. For this, an exhaustive list of all relevant issues that may draw the attention of the House during the session is prepared. Out of this list, a few topics are chosen on which detailed write-ups are prepared. These are mostly initiated at the level of Research Assistants/Research Officers/Assistant Directors and put up through proper channel, which are then finally approved by the Secretary-General and submitted to the Hon'ble Chairman. The issues as identified in the list are also sent to the Ministry of Parliamentary Affairs for obtaining briefs/notes from the respective Ministries for the kind perusal of the Chairman, Rajya Sabha. Besides, notes on a few issues, selected by the Units are also proposed to be prepared for the kind perusal of the Hon'ble Chairman.
- (iii) In addition to these, as per the mandate, the Research Units are to provide research back-up to DRSCs serviced by the Rajya Sabha Secretariat. This is demand driven. The Research Units have proposed to supply material and information from non-governmental sources to the Committee sections enabling them to exercise effective scrutiny of the Government.
- (iv) Any other research work assigned by the Secretary-General with regard to the DRSCs etc.
- (v) Any research material required for the use of Hon'ble Chairman.

SECTION-B
PRINTING & PUBLICATIONS SERVICE

PRINTING AND PUBLICATIONS SERVICE

1. Introduction

Printing and Publications Service of Rajya Sabha Secretariat is responsible for getting all its publications, regular and *ad hoc* including Sessional Papers, Rajya Sabha Debates, Committee Reports, etc. printed. For this, the Service keeps close liaison with the Printing Presses, Government and Private at different stages of printing of the publications.

This Service plans its activities in consonance with the Handbook of Publications, Provisional Calendar of Sittings, Question Chart and demand of the situation. And accordingly it draws its Annual Action Plan.

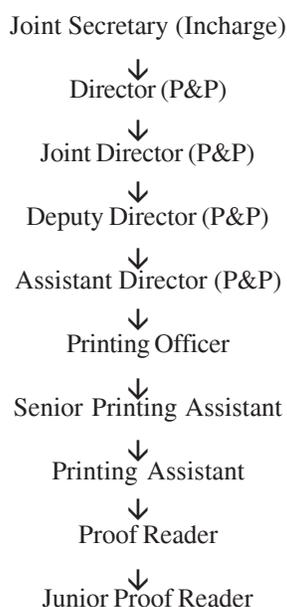
Most of the Publications are brought out in Hindi and English both, except a few like annual Hindi Magazine '*Nutan Pratibimb*', Indices of Debates (English), Appendices of Debates (English) and Resume of Business transacted by Rajya Sabha (English).

As regards, printing of Sessional Papers during Sessions, manuscripts/CRCs of Sessional papers, received in this Service from the concerned section, are transmitted to the Government of India Press for overnight printing, through Distribution Branch. For this purpose officials of this Service sit till late night hours, in accordance with a roster prepared for this purpose. It has to remain in constant touch with the Government of India Press during the night, to offer clarification etc. if they have any. It also ensures the receipt of printed copies of such jobs in the Secretariat in the early hours of the following morning through Distribution Branch.

During inter-session period the same procedure is followed in respect of getting the required number of copies of Parliamentary Bulletin Part-II, printed.

2. Hierarchy and Structure

Hierarchical order of the Printing & Publications Service can be given as follows:



3. Allotment of Jobs

For the purpose of administrative as well as functional convenience, Printing and Publications Service has been

bifurcated into two Sections namely, Printing Section-I & Printing Section-II. The details regarding jobs allotted to these two Sections are as follows:

Printing Section-I

- (1) Gazette Notifications regarding Summoning & Prorogation*
- (2) Provisional Calendar of Sittings*
- (3) Division List*
- (4) Attendance Register*
- (5) Questions Chart*
- (6) Bulletin Part-I*
- (7) Bulletin Part-II**
- (8) List of Business*
- (9) Revised List of Business*
- (10) Supplementary List of Business*
- (11) List of Papers to be Laid on the Table*
- (12) List of Amendments on the Motion of Thanks on the Presidents Address*
- (13) Bills**.—
 - a. To be/As introduced in the Rajya Sabha
 - b. As passed by the Rajya Sabha
 - c. As passed by the Houses of Parliament
 - d. Assent Copies
 - e. Act Copies
- (14) Who's Who—Rajya Sabha
- (15) Journals of the Rajya Sabha
- (16) Indices of Debates
- (17) Appendices of Debates
- (18) Publications Register
- (19) List of Members of Rajya Sabha with their permanent and local addresses & Telephone numbers
- (20) Resume of the Business transacted by Rajya Sabha
- (21) Booklets of Practice and Procedure Series
- (22) Desk Calendar
- (23) Accommodation and other Amenities to Members of Parliament
- (24) Rajya Sabha and its Secretariat—'A Performance Profile'
- (25) Processing the pre-receipted Bills of Government Press and Private Presses for payment
- (26) Parking Lables for M.Ps, Ex-MPs., Staff and Media persons (Sessional/Annual)
- (27) All types of cards, viz., Diplomatic Visitor's Gallery Cards, Allied Service and Press Gallery Cards, Members Temporary Cards, Library Cards and Casual Entry Passes
- (28) Catalogue of Publications of Rajya Sabha Secretariat
- (29) *Hindi Pakhwara Puruskar Praman Patra*

- (30) Rajya Sabha at Work
- (31) Telephone Directory of Parliament House Security and other agencies
- (32) Rajya Sabha Telephone Directory
- (33) Table Telephone Chart, Rajya Sabha
- (34) Members of Rajya Sabha (Declaration of Assets & Liabilities) Rules-35
- (35) Entitlement of Salary & Allowances and other facilities to M.Ps. of Rajya Sabha
- (36) Salary, Allowances and Pension to Members of Parliament Act, 1954 and the Rules thereunder
- (37) An Introduction to Parliament
- (38) Directions by the Chairman under Rules of Procedure
- (39) *Nutan Pratibimb* (Hindi Magazine)
- (40) Rules of Procedure and Conduct of Business in the Council of States
- (41) Code of Conduct for Members of Rajya Sabha
- (42) Declaration of Interest
- (43) *Sansadiya Shabdavali*
- (44) Annual Diary
- (45) Welcome Mr. Chairman, Sir
- (46) Humour in the House: A Glimpse into the Enlivening Moods of Rajya Sabha
- (47) Booklet on Structure and Functions of the Rajya Sabha Secretariat
- (48) Handbook for Members of Rajya Sabha
- (49) Manual of Office Procedure, Rajya Sabha Secretariat
- (50) Sectional Manuals of Office Procedure (SMOP) in respect of different Services of Rajya Sabha Secretariat
- (51) A series of 10 booklets on various aspects of the functioning of Rajya Sabha
- (52) Compilation of the following Acts and Rules made thereunder:—
 - (i) Salaries and Allowances of Officers of Parliament Act, 1953
 - (ii) Leaders of Opposition in Parliament Act, 1977
 - (iii) Leaders and Chief Whips of recognized Parties and Groups in Parliament (Facilities) Act, 1988
 - (iv) The Vice-President's Pension Act, 1997
- (53) Occasional Papers on various topics which are authored by LARRDIS
- (54) Stationery items such as Forms, Registers and various other Proformas required to be used by various sections of the Secretariat
- (55) Literature and other material relating to the institution of Dr. S. Radhakrishnan Chair and Rajya Sabha Fellowships on Parliamentary Studies
- (56) Ballot Papers for Election to the Governing/Executive Councils etc. of various Statutory Bodies on which Rajya Sabha is represented

Printing Section-II

- (1) Question Lists*
- (2) Synopsis of Debates*
- (3) Contents of Synopsis*
- (4) Subject Booklet of Questions for different Ministries

- (5) Pamphlet on Statistical Information relating to Questions
- (6) Debates
- (7) Contents to Debates
- (8) Printing of Reports

(a) *Standing House Committees*

- (i) House Committee
- (ii) Committee on Petitions
- (iii) Committee of Privileges
- (iv) Select Committees
- (v) Committee on Papers Laid on the Table
- (vi) Committee on Government Assurances
- (vii) Committee on Rules
- (viii) Committee on Subordinate Legislation
- (ix) Committee on Ethics
- (x) Committee on MPLADS

(b) *Department-related Parliamentary Standing Committees*

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

(c) *Joint Parliamentary Committee on Wakf*

- (9) Rajya Sabha Committee Members
- (10) Rajya Sabha Committees—A Profile
- (11) Committee on Rajya Sabha and other Parliamentary Committees and Bodies on which Rajya Sabha is represented
- (12) Rules and Directions relating to Committee on Petitions
- (13) Processing of Bills raised by Government/Private Printers, for payment
- (14) Legislative Synopsis

Jobs for printing are provided to this Service by other Services of the Secretariat, either in CRC form or in the typed/handwritten manuscripts/electronic form.

4. General Procedure

In respect of various publications of the Secretariat, this Service expects from the respective author Sections to ensure the delivery of the manuscripts of their publications as per time schedule determined in the 'Handbook of Publications'.

On receipt of the Manuscripts of a particular Publication from the author Section, this Service examines that whether it is in order or not, if not, the same is returned to the author Section with a note requiring it to provide a proper manuscript. Otherwise, this service edits the same from the printing point of view and then an entry in the relevant Daily Register of

* Sessional Paper

** Sessional as well as non-Sessional Paper

Printing Work (as per format given on page No. 28) for its receipt and also for its onward transmission to the Press is made under a distinctive Despatch/Diary No. (which serves as Reference No. for all future correspondence with the Press in respect of that particular publication).

After this, manuscript along with a filled-in proforma of Requisition of Work (*Annexure XIX*) stating number of pages of manuscript, size of the publication, style of binding, number of printed copies required, date on which proof/printed copies is/are required and other relevant information/instructions/specifications therein, is transmitted to the Press for preparing 1st proof thereof, through Distribution Section. The receipt of the same is obtained from the Press on the Peon Book of this Service which is carried by the Messenger/Despatch Rider sent by the Distribution Branch for the purpose of delivering it to the Press.

The Press provides the required 1st proof to this Service along with the manuscript and a Voucher through Distribution Branch of the Secretariat. On receipt of such proof, an entry regarding the same along with the Voucher Number is made in the same Daily Register of Printing Work in which the entry for sending the manuscript to Press was made earlier. Proof-reading/broad checking of this 1st Proof is done by this Service. The 1st Proof so checked by this Service is forwarded to the author Section through a note for its scrutiny and resolving the queries (if any) those have arisen out of suspicion/doubt of proof reader/broad-checker and marked therein. After doing the needful, the author Section sends back the proof to this Service. After this the checked and scrutinized proof is sent to the Press through Distribution Branch along with a Yellow Slip (*Annexure XX*) requiring it for carrying out the mistakes carefully and for preparing and supplying a revised proof for the same to this Service within a stipulated time period. And an entry in this respect is made in the same Daily Register of Printing Work as referred above. On receipt of the revised proof and Voucher in respect thereof from the Press, an entry regarding the same along with the Voucher number is made in the record. This revised proof is also treated in the similar manner that had been meted out to the first proof. If on checking of the revised proof this Service finds that it contains a large number of mistakes and the author Section demands a revised proof then the Press is asked through Yellow Slip to rectify the mistakes meticulously and prepare & supply a second revised proof. But if the number of mistakes detected by this Service is not very large then the Press is asked (through Yellow Slip) to carry out the mistakes and facilitate the printing of final copies of the Publication in question in required number and supply such copies to this Service through Distribution Section of the Secretariat by the specified date. At this stage also an entry is made in the official record of this Service.

When required number of printed copies of a particular publication are received in the Distribution Section from the Press along with the Voucher in respect thereof, the Distribution Branch sends two printed copies and Voucher to this Service. An entry regarding the receipt of the required number of printed copies of the publication in question is made in the official record along with Voucher No. out of these two copies one is checked in this Service and the same is sent to the author Section for preparing Errata/Corrigenda.

Generally 2-3 proofs in respect of the Publications for which the author Section provides a manuscript, are required to be obtained by this Service from the Press, but this does not apply in case of printing of Bills, Lists of Notices of Amendments on the Motion of Thanks on the President's Address, Indices of Debates and Appendices of Debates. And manuscripts of such publications are just transmitted to the Government of India Press after making the necessary entries with the instruction of preparing their final copies at their end and directly supply such copies to the Secretariat. Similar methodology is adopted in case of Publications whose Camera Ready Copies are provided to this Service by the author Section for getting their printed copies.

When the Bills from Press in respect of the Publications printed by them are received by this Service, entries regarding their number and the amount are also made in the Daily Register of Printing of Work are made against each Publication at the appropriate place.

So, entry for receipt and transmission of every Publication at different stages are made in the record of this service.

5. Direct Printing of Publications

(a) Procedure in case of Manuscript

As soon as manuscripts of publications of the Secretariat, such as Indices of Debates, Appendices of Debates and Bills are received by Printing Section-I from the concerned Sections, these are transmitted to the Government of India Press with the instruction of preparing their final copies at their end and directly supply such copies to the Secretariat.

(b) Procedure in case of Camera Ready Copies (CRCs)

Since the year 1999 this Service is receiving CRCs of the publications from the author Sections. Here Senior Printing Assistants check margin, fonts, style, pagination and general appearance, errors etc., if discrepancies are detected these are pointed out to the author Section for their correction. Then it is sent to the Press through Distribution Section for direct printing. This procedure is being followed in respect of printing of Resume of Business transacted by Rajya Sabha and Journals of Rajya Sabha.

On receiving the CRCs of Resume of Business transacted by the Rajya Sabha and Journals of Rajya Sabha from Table Office and Lobby Office respectively Printing Section-I transmits them to the Government of India Press for preparing their printed copies in required number.

6. Procedure for checking of Proofs

Proof Reading is the most important phase in bringing out a Publication and this Service fulfils this requirement for the Secretariat very well. Initially this Service sends the manuscripts of the various publications of the Secretariat received by it from other Sections of the Secretariat to the Press after editing the same from printing point of view, with the instruction of preparing their proofs in accordance with the specifications prescribed by the author Section. As soon as the proofs are received by this Service from the Press their checking is facilitated by various sets each comprising any two of the following, subject to the exigencies of the work—Senior Printing Assistants, Printing Assistants, Proof Readers and/or Jr. Proof Readers. Each set is required to check on all full working days a fixed quota of pages of proofs in case of exigencies the number of such proof pages may exceed. The person performing the work of proof reading marks the corrections in ink on the proof. In case of any doubt he/she marks a query with pencil along with suggesting the change.

A record of the material as well as personnel in this regard is maintained.

After the proofs have been checked by Proof Readers the Printing Assistants and Sr. Printing Assistants check the same again for uniformity in style and type etc. Then this checked proof is sent to the initiating Section of the Secretariat for scrutiny, resolving queries and giving approval for printing thereof or otherwise.

On receiving back the scrutinized proof the same is sent to the Press for preparing a revised proof or facilitating final printing as per desire of the initiating Section. In case, if a revised proof is sought from the Press, the same is also treated in the similar manner as enumerated above. In case of important publications like Who's Who, Directions from the Chair, Rules of Procedure and Conduct of Business, Rulings and Observations from the Chair, Rajya Sabha at Work etc. where meticulous accuracy is required the second or successive revised proofs/imposed proofs (according to the extent of corrections in the successive proofs) shall be called for checking. In case of publications like Speeches from dignitaries etc. a spot checking of proofs is deemed necessary and for this purpose staff of this service is deputed to the premises of the Printer.

The required number of printed copies of the jobs are delivered by the Press to the Distribution Branch of the Secretariat. Two copies of each publication is sent to this Service along with original voucher in respect of same. Of these two copies one is checked by this service, after marking corrections, if any, the copy so checked is transmitted to the initiating Section for compilation of corrigenda etc.

7. Procedure in case of Electronic documents

The fully computerized Sections sends CRCs of their publications to the Press for printing through the Printing and Publications Service in order to minimize the reliance on paper copies by using e-mail to transmit electronic data straight to the Government of India Press. Initially it was started in respect of almost all the Sessional Papers except Lists of Notices of Amendments on the Motion of Thanks on the President's Address and Questions Lists for Oral and Written Answers in view of the time factor. In this regard the procedure is as follows:

- (a) After the finalization of the document its CRC is prepared, the document is sent as an e-mail attachment to the Government of India Press.
- (b) Every document is sent as a separate e-mail and the name, date and description of its version is clearly mentioned in the subject of e-mail.
- (c) The CRC of the document is sent to the Printing & Publications Service by the initiating Section as per laid down procedure.

- (d) The Government of India Press will utilize the electronic document as soon as it is received. This Service will separately send the CRCs received by it to the Government of India Press for the purpose of comparison and back up. If the e-mail version of the document has been used for printing the Government of India Press print line will include the words 'e-mail'. The Section forwarding the electronic document would examine the printed copy to ascertain whether the printing has been done by using e-mail or not and if e-mail version has not been used, Government of India Press is contacted through Printing and Publications service to find the reasons and to take remedial steps.

During Sessions this Service receives the CRCs of English versions of various Parliamentary papers *viz.* Bulletins Part-I & II, Lists of Business (including Revised & Supplementary), Notifications, Lists of Papers Laid on the Table and Synopsis of Debates from Table Office/Legislative Office/Synopsis Section for their onward transmission to the Government of India Press for overnight printing. However, before sending the CRCs of their Hindi versions to this service for giving the similar treatment, the initiating Sections require that their proofs be read by the P & P Service. And for this purpose personnel from this service sit till late night hours. Manuscripts of Bills, Lists of Questions for Oral and Written Answers and Lists of Notices of Amendments to the Motion of Thanks on the President's Address are also sent by the Bill Office, Questions Section and Legislative Office to respective Sections of P & P Service for their overnight printing.

During inter-session period the similar methodology is adopted in respect of printing the required number of copies of Parliamentary Bulletin Part-II.

8. Procedure regarding printing of publications by Private Printer

Though this Service gets most of the Publications of the Secretariat printed by the Government of India Press. However, arrangements for printing of certain regular Publications like different versions of the Debates of Rajya Sabha (Floor version and Hindi version) and Report of various Committees of Rajya Sabha as well as Joint Committees and Department-related Parliamentary Standing Committees which works under control of Hon'ble Chairman, Rajya Sabha, etc. in addition to some periodic/*ad hoc* publications such as Annual Hindi Magazine '*Nutan Pratibimb*' and English Version of Who's Who by Private Printers are being made by this Service, if it is required so. The procedure in this respect is as follows:

1. As soon as this Service gets the nod of the Secretary-General that a particular publication is to be brought out by a private printer, the latest list of the Government approved Class 'A' or Class 'B' (as per order) Private Printers is procured through internet from the official website of the Directorate of Printing, Ministry of Urban Development, Government of India.
2. Then the prescribed proforma of Notice Inviting Tender (*Annexure-XXIII*) along with a covering letter giving entire details and specifications regarding the publication in question *e.g.* required number of printed copies, size of the Publication (overall and print area), colour scheme, font and type size to be used, quality of the paper, cover design, pictures to be printed, mode of supply of printed copies and other terms & conditions are dispatched to each private printer through Distribution Branch for sending their rates under different heads for carrying out the proposed assignment in the sealed envelopes within stipulated time. On the appointed date and time the received sealed tenders are opened at the designated venue in the presence of the participating printers themselves or their representatives, some officers from the Printing & Publications Service (including its in-charge) and some officers from other Services with a view of ensuring optimum transparency in the process.
3. In order to form his conception and consequently for arriving at a decisions every private printer who is willing to carry out the job is free to see the manuscript and the bound Sample volume in respect of the Publication in question.
4. After the tenders are opened, a chart exhibiting the rates quoted by the participating private printers under different heads is prepared on the basis of which the estimated cost of printing one copy of the Publication in question is calculated.
5. Administrative approval in favour of the printer in respect of which the cost of printing one copy of the Publication is the lowest, is obtained on the file and the decision is conveyed to him through a letter directing him to deposit the security amount with the Secretariat through Demand Draft and also to collect the manuscript. After this the printer starts the process by preparing the proof etc. Simultaneously Financial approval for meeting the expenditure likely to be incurred in bringing out the particular publication is also obtained.

6. The intermediary tasks of proof reading, broad checking etc. is done as per agreed terms. The final proof is necessarily checked in this Service to ensure meticulous accuracy.
7. After passing through all the phases printer supplies the required number of printed copies along with an electronic version of the Publication and places his bill for payment. Simultaneously he also applies for refund of his security amount.
8. After obtaining assurance from the initiating Section that the required number of printed copies of the Publications have been received from the printer in good condition and each copy satisfies the required specifications, the Bill placed by the printer is examined to see that whether it is in order or not. If the same is found to be in order then the same is put up to the Account Section for payment in accordance with the laid-down procedure as enumerated under item number 15 and steps for refund of his Security Deposit to him are taken.

9. Procedure regarding approval of Cover Design

In respect of prestigious publications generally the printer itself is being asked to provide 4-5 befitting samples of cover design for the Publication in question. On receiving such samples from the printer this Service transmits them to the initiating Section for their consideration. In case if no design is found suitable then the printer is asked again to provide more designs. Finally the decision regarding approved cover designs is communicated to the Printer. This procedure is followed in respect of both Government and private printers.

10. Screen Printing of Parking Labels

In order to ensure good quality, since last few years Screen Printing of Annual Parking Labels for the use of Members of Rajya Sabha, ex-members of Rajya Sabha and Staff members of Rajya Sabha Secretariat is being facilitated by the Government of India Press, Rashtrapati Bhavan, New Delhi under the overall supervision of Government of India Press, Minto Road, New Delhi.

In this regard colour scheme, specimen copies, sample paper along with other specifications are provided by the Notice Office to this Service for guiding the Press accordingly. On the first instance black and white proofs are obtained which are checked for typographical mistakes, size and layout. If these things are approved by the initiating Section then the Press is asked to provide screen print proofs of all the three jobs which are sent to the initiating Section for consideration and approval.

However, the printing of Parking Labels (Sessional and Annual) for the use of Media persons is done as usual by the Government of India Press, Minto Road on glazed art paper as per specifications of Media Unit of LARRDIS.

11. Print Order

The required number of printed copies of various publications varies from time to time. However keeping in view the requirements of Members, Ministries and the Secretariat in respect of the Sessional jobs the concerned initiating Sections have required this service to adhere to the following print order:

	<i>English</i>	<i>Hindi</i>
List of Business	1200	450
List of PLOT	1200	450
Bulletin Part-I	700	350
Bulletin Part-II	700	350
Bills:		
(i) To be/As introduced in the Rajya Sabha	500/1200	150/600
(ii) As passed by the Rajya Sabha	1000	500
(iii) As passed by the Houses of Parliament	20	—
(iv) Assent copies of the Bills	20	—
Synopsis	800	400
Starred Questions	1125	475
Unstarred Questions	1000	450
Short Notice Questions	1125	450

12. Procedure regarding delivery/receipt of proofs and printed copies of Publications of Rajya Sabha by Government of India Press/Private Printer

Initially every job is transmitted to the Government of India Press for preparing proof/printed copies of the same as per desire of the initiating Section through a Requisition of Work (*Annexure-XIX*). Request for successive revised proofs, if required, are made in the Yellow Slip (*Annexure-XX*). Proofs of the non-sessional jobs along with vouchers in respect thereof are delivered by the Government of India Press either directly to this Service or through Secretariat's Distribution Branch. However, the printed copies are delivered by the Press to the Distribution Branch. In case if the Press is not in a position to deliver the printed copies of the Publications and such copies are urgently required then a messenger carries a Bearer Slip (*Annexure-XXI*) to the Press for receiving the printed copies himself.

The CRCs/manuscripts of Sessional Jobs are transmitted to the Press for overnight printing and their printed copies are required to be collected essentially in the wee hours of the following morning. In order to ensure the receipt of the printed copies of all the Sessional papers this Service instructs the Distribution Branch to collect such printed copies in required number by leaving a Memorandum in prescribed format (*Annexure-XXII*) in triplicate and a Messenger from Distribution Branch carries a copy of the same to receive the printed copies of all the Sessional Jobs himself.

The Private Printers deliver the required number of printed copies of the Publications of the Secretariat allotted to them as per agreed terms and conditions contained in the Notice Inviting Tender (*Annexure-XIII*)

13. Maintenance of Record

(a) In respect of the Publications printed by Govt. of India Press:

The Service maintains up to date record of all the jobs which are dealt by it. Pertaining to the jobs for the printing of which Government of India Press is responsible nine registers are maintained—six by Printing Section-I and four by Printing Section-II. Of these nine registers one each is maintained for:

1. Recording transmission of CRCs/manuscripts and receipt of copies of Sessional Papers including Parliamentary Printed Bulletin Part-II which are often sent to the Government of India Press during inter-session period. (Maintained by Printing Section-I).
2. Recording transmission of manuscripts of various kinds of Bills and receipt of printed copies thereof. (Maintained by Printing Section-I).
3. Recording transmission of manuscripts etc. of the remaining Publications of the Secretariat and receipt of proofs/printed copies thereof in respect of the Publications dealt by Printing Section-I.
4. Recording transmission of CRCs and receipt of printed copies of the Journals of the Rajya Sabha. (Maintained by Printing Section-I).
5. Recording transmission of manuscripts and receipts of printed copies of the Indices of Debates of Rajya Sabha. (Maintained by Printing Section-I).
6. Recording transmission of manuscripts and receipts of printed copies of the Appendices of Debates of Rajya Sabha. (Maintained by Printing Section-I).
7. Recording transmission of manuscripts and receipts of printed copies of List of Questions for Oral and Written answers. (Maintained by Printing Section-II).
8. Recording transmission of CRCs and receipts of printed copies of the Synopsis of day's proceedings of the House. (Maintained by Printing Section-II).
9. Recording transmission of manuscripts etc. of the remaining Publications of the Secretariat and receipts of proofs/printed copies thereof in respect of the Publications dealt by Printing Section-II.
10. Recording transmission of manuscripts and proof/printed copies of Floor Versions Debates for certain Sessions. (Maintained by Printing Section-II).

These registers are maintained as per the following format:—

RAJYA SABHA SECRETARIAT
Daily Register of Printing Work

Sl. No.	Date of receipt	Name of the Job	Manuscripts		No. of copies to be printed/size	Proof/Copies				Remarks
			Date sent to Press	No. of pages		Date required	Date received	No. of pages	Press Voucher No. and date	

Senior Printing Assistants and Printing Assistants are responsible for making relevant entries in the various record registers at different stages. Entries regarding vouchers and bills received from the Printer are also made in the concerned record registers at appropriate places.

The Vouchers received from the Press at different stages of the Publications, requisitions received from the Bill Office and other similar documents received from other Sections of the Secretariat/other establishments are kept in separate files for record.

(b) In respect of the Publications printed by Private Printers

In the similar manner the record regarding publications of the Secretariat which are printed by the private printers is maintained by both the Sections of this Service. Since Printing Section-II of this Section is getting at least four types of publications assigned to it, printed through private printers regularly. And for keeping record of such publications four separate registers are maintained by this Section as follows:—

1. For Committee Reports.
2. For H/vs of Committee Reports.
3. For Floor Versions of Debates.
4. For H/vs of Debates.

The publications which are given to the private printers by Printing Section-I are generally of ad-hoc, periodic and irregular in nature. So, for maintaining record of such publications Printing Section-I maintains a combined register.

14. Monitoring of printing progress

Monthly/quarterly meetings are held with Director (Printing), Government of India Press. To the extent possible, Debates (including Index and Appendix), Journals, Resume and statistical information on Questions are got printed during the inter-session period succeeding the session to ensure their distribution amongst members are the earliest during the next session. The monthly/quarterly statements in the following format are prepared and these are placed for the perusal of Joint Secretary and the Secretary so that the track of progress of printing of private Publications can be kept.

MONTHLY RETURN: PRINTING OF DEBATES/INDICES/APPENDICES/SESSIONAL PUBLICATIONS

(Separately for Journals, Resume, Questions and Statistical Information etc.)

Sl. No.	Name and Session No. of Publication	No. of Pending printing jobs at commencement of quarter	No. of jobs given for printing during the month	No. of jobs received printed	Balance pending at end of month

MONTHLY RETURN: COMMITTEE REPORTS

Sl. No.	Name of Committee	Reports pending at the beginning of the Quarter	Reports given for Printing during Quarter	Reports received Printed	Balance pending at the end of Quarter

 QUARTERLY RETURN: OCCASIONAL PUBLICATIONS
 (Such as Who's Who, Orientation Programme etc.)

Sl. No.	Names of Publications Pending Commencement of Quarter	Names of Publications received printed during Quarter	Names of Publications pending for printing at end of Quarter

15. Monitoring of Printing of Bills

As per the information received from the Bill Office regarding priority of printing of Bills 'to be introduced' or 'as passed by the Rajya Sabha', this Service writes to the Government of India Press accordingly. If the Bills are required to be printed overnight then this Service conveys to the Press so.

The print order in respect of the Bills passed by Lok Sabha and transmitted to Rajya Sabha is furnished by Lok Sabha Secretariat and coordination is maintained directly between Bill Office and Distribution Section of Rajya Sabha Secretariat and the concerned Section of Lok Sabha Secretariat.

16. Procedure for Processing of Bills raised by Government/Private Printers, for Payment

At the beginning of each financial year the concerned Section of the Secretariat provides Budget allocation to Printing and Publications Service under the Head **020016-Publications** for meeting out the expenditure to be incurred in settling the bills preferred by Government of India Presses and Private Printers for bringing out different publications of the Secretariat during that particular year.

The procedure for making payments to Printers consists following steps:—

- (1) Firstly, Printing and Publications Service checks the entries for bills submitted by the Printers from its Job Registers.
- (2) This Service obtains Sanction Order from the competent authority in the Secretariat against the bills as referred in (1).
- (3) Pay Orders in respect of all the bills (in triplicate) received by this Service from the various Printers are first placed for obtaining signatures of Joint Director (P&P) and Joint Director (E) respectively, then these are sent to MS&A Section for making payments.
- (4) Triplicate copy of every bill is retained by this Service in the official records.

17. Bindery Unit

A small Bindery Unit also works under the control of Printing Section-I of Printing and Publications Service of the Secretariat where cutting, stitching, binding of various Forms, Registers and printing page/sheet numbers in Registers, wrapping of gift items to be presented for delegates of various Parliamentary Delegations, etc. is done as per requirements of different Sections of the Secretariat.

In general procedural matters, this Service follows the guidelines furnished by the Organisation & Methods Section from time to time.

ANNEXURES

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI
Dated the 19th September, 2008

OFFICE ORDER PART-INO. 4/2008-PERL.

The Library, Reference, Research, Documentation and Information Service (LARRDIS) has been restructured into the following 8 Units with allocation of work as itemized against each:—

Sl. No.	Unit	Work allocated
1.	General Research Unit (Unit 1)	To Draft Speeches/Messages, Conference Notes, Notes on Foreign Parliaments, Sessional Reviews etc. Research on parliamentary matters; procedural matters; relationship between judiciary and legislature etc. Any other work assigned from time to time.
2.	Publications and Who's Who Unit (Unit 2)	To bring out all routine and special publications which are presently brought out by R&L Section, including Performance Profile of Rajya Sabha Secretariat and Who's Who of Rajya Sabha. Any other work assigned from time to time.
3.	Library and Reference Unit (Unit 3)	Maintenance of Library. Purchase of publications for Library and various Sections. Processing of newspaper/magazine bills of Hon'ble Chairman, Hon'ble Deputy Chairman, Committee Chairmen, Secretary-General and other officers. Preparation of Newspaper Clippings Folder on daily basis. Identification of issues for obtaining briefs from Government before the beginning of each Session. To attend to reference queries from Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General. Any other work assigned from time to time.
4.	Media, Education and Audio-Visual Unit (Unit 4)	Liaison with official as well as private print and electronic media agencies. To facilitate media coverage and publicity of all official events, important House developments, committee reports etc. To organize official Press conferences. Issue of Rajya Sabha Press Gallery Cards and Parking Labels to media persons. Secretarial Assistance to Press Advisory Committee. To organize Orientation Programme for Media Persons in tandem with Training Unit. Videography and still photography of events. Maintenance of audio-visual records.

Sl. No.	Unit	Work allocated
		To organize targeted educative programmes such as quiz shows, School/ College Parliaments, Seminars etc. across the country.
		To organize talk shows on radio/television relating to role and relevance of Rajya Sabha and functioning of parliamentary democracy.
		To bring out literature in electronic as well as printed form for students and general public.
		Any other work assigned from time to time.
5.	Research Unit-I (Unit 5)	Research on areas such as internal security, legal, Constitutional and legislative matters.
		Research back up to Committee on Home Affairs and Committee on Personnel, Public Grievances, Law and Justice.
		Any other work assigned from time to time.
6.	Research Unit-II (Unit 6)	Research on areas such as economic and financial sector; regulatory sector; retail sector; FDI; SEZs; budgetary allocations etc.
		Research back up to Committee on Commerce and Committee on Industry.
		Any other work assigned from time to time.
7.	Research Unit-III (Unit 7)	Research on areas such as education; health; family welfare; poverty; unemployment; population growth etc.
		Research back up to Committee on HRD and Committee on Health and Family Welfare.
		Any other work assigned from time to time.
8.	Research Unit-IV (Unit 8)	Research on areas such as science and technology; environment; transportation; tourism etc.
		Research back up to Committee on Science & Technology and Committee on Transport and Tourism.
		Any other work assigned from time to time.

2. The existing Research & Library Section and Press and Media Unit stand merged with the abovementioned Units.

3. This restructuring will not, *ipso facto*, create any entitlement for additional personnel, facilities etc. to be provided to these Units than what has been sanctioned for Restructuring Plan of LARRDIS.

Sd./-

JOINT DIRECTOR

Publications brought out by the LARRDIS, Rajya Sabha Secretariat

1. The Second Chamber: Its Role in Modern Legislatures—The twenty-five years of Rajya Sabha, 1977
2. Education and Social Change, 1988
3. Dr. Sarvepalli Radhakrishnan—A Commemorative Volume, 1988
4. Jawaharlal Nehru and Rajya Sabha, 1989
5. Rajya Sabha pays homage to Rajiv Gandhi, 1991
6. Dr. B.R. Ambedkar—The Man and His Message—A Commemorative Volume, 1991
7. Welcome Honourable Chairman, (Felicitations offered to the Chairmen, Rajya Sabha from 1952 to 1996 on occupying the Chair of the Presiding Officer of the Council of States), 1996
8. Second Chambers: Bicameralism Today, 2002
9. Emergence of Second Chamber in India, 2002
10. Select Speeches, Rulings and Observations (Aug. 1997-July 2002) of late Shri Krishan Kant, former Vice-President of India and Chairman, Rajya Sabha, 2002
11. Humour in the House: A Glimpse into the Enlivening Moods of Rajya Sabha, 2003
12. Nominated Members of Rajya Sabha, 2003
13. Discipline, Decorum and Dignity of Parliament, 2003
14. Fifty Years of Rajya Sabha (1952-2002), 2003
15. Computerisation in Rajya Sabha—An Overview, 2003
16. Committee System in Rajya Sabha—An Introduction, 2003
17. Ethics Committee of Rajya Sabha, 2003
18. Socio-Economic Profile of Members of Rajya Sabha (1952-2002), 2003
19. Women Members of Rajya Sabha, 2003
20. Role and Relevance of Rajya Sabha in Indian Polity, 2004
21. Celebrating Rajya Sabha: The 200th Session, 2005
22. Rajya Sabha Mein Rashtrakavi Maithilisharan Gupta (In Hindi), 2005
23. Practice & Procedure Series (21 booklets), 2005
24. Rajya Sabha at Work, 2006 edition
25. Parliament of India: An Introduction, 2007 edition
26. Welcome Mr. Chairman, Sir (2007, Felicitations to Hon'ble Chairman, Shri Mohammad Hamid Ansari)
27. Who's Who Rajya Sabha, 2008
28. Rajya Sabha and its Secretariat: A Performance Profile, 2008
29. Handbook/Calender of Publications of Rajya Sabha Secretariat, 2009
30. Booklet on Structure and Functions of Rajya Sabha Secretariat, 2009
31. Booklet on Dr. S. Radhakrishnan Chair and Rajya Sabha Fellowships on Parliamentary Studies, 2009
32. Rulings and Observations from the Chair, revised/updated (1952-2008), 2009
33. Second Chamber in Indian Parliament: Role and Status of Rajya Sabha, 2009

34. Occasional Papers and Backgrounders on Topical Issues—
- (a) Reservation of Seats for Women in Legislative Bodies: Perspectives
 - (b) Climate change: Challenges to Sustainable Development in India
 - (c) Global Economic crisis: Impact on India
 - (d) Genetically Modified Crops: Issues and Challenges in the context of India
 - (e) Changing Poverty estimates in India: Some recent developments
 - (f) National Commission on Heritage Sites Bill, 2009

RAJYASABHA
Parliamentary Bulletin

PART II

Nos. : 45958—45964]

THURSDAY, MAY 28, 2009

No.: 45958

Publications & Who's Who Unit, LARRDIS

Members are informed that the *Who's Who, Rajya Sabha 2008* is currently under preparation. The General Purposes Committee (GPC) had decided on the 7th March, 1989 that size of bio-data published in the *Who's Who* should not exceed two pages. It was, however, found that bio-data of some Members ran into several pages making the publication unwieldy. The Hon'ble Chairman, Rajya Sabha has directed that the size of the bio-data of Members to be published in the *Who's Who, Rajya Sabha* may be restricted to three pages and the complete bio-data of Members, as provided by them, may be placed on their web pages at the Rajya Sabha website.

Cooperation of Members is kindly solicited

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 16th March, 2009

OFFICE ORDER PART-I NO. 2/2009-PERSONNEL

In exercise of the powers conferred under Rule 13 (3) of the Delegation of Financial Powers Rules, 1978, as applicable to the Rajya Sabha Secretariat, the Competent Authority has been pleased to delegate the financial powers as follows:—

- (i) Joint Secretary (In-charge of LARRDI Service) : Upto the extent of Rs. 1 lakh for purchase of books, dailies and periodicals etc. after administrative approval to purchase the same has been accorded by the Competent Authority.
- (ii) Joint Secretaries (In-charge of Committee Sections) : Upto the extent of Rs. 1 lakh in respect of the expenditure incurred with regard to refreshment served at Committee meetings or meetings held in the Chamber of Chairman of the Committee, provided the expenditure is within the ceiling per head per meeting as prescribed on refreshment expenditure *vide* this Secretariat's Order No. RS/30(3)/2007-Coord. dated the 30th August, 2007.
- (iii) Joint Secretaries (In-charge of Committee Sections) : Upto the extent of Rs. 1 lakh in respect of the expenditure incurred on lunch served at Committee meetings or meetings held in the Chamber of Chairman of the Committee after administrative approval to serve lunch has been accorded by the Competent Authority.

2. This Secretariat's Office Order Part-I No. 1/2009-Personnel dated the 6th February, 2009 is hereby superseded. The supersession of the aforesaid Order restores the position with regard to delegation of financial powers to the Officers of this Secretariat as it existed prior to issue of the said Order dated the 6th February, 2009, *viz.*, financial powers as delegated *vide* Office Order Part-I No. 2/2008-Personnel dated the 28th July, 2008, Officer Order Part-I No. 3/2008-Personnel dated the 27th August, 2008 and Corrigendum dated the 27th January, 2009.

Sd/-

DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 6th February, 2009

OFFICE ORDER PART-I NO. 1/2009-PERSONNEL

In partial modification of the Office Order Part-I No. 2/2008-Perl. dated 28.7.2008, the Officers of the rank of Joint Secretary in Rajya Sabha Secretariat are delegated financial powers to the extent of Rs. 1 lakh in respect of financial matters related to the Sections under their charge.

2. Sl. No. 3 of para 2 of the said order stands modified to above extent.

Sd/-
DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 27th August, 2008

OFFICE ORDER PART-I NO. 3/2008-PERSONNEL

The financial power pertaining to purchase of books, dailies and periodicals which had been vested in Additional Secretary *vide* Office Order Part-I No. 76/2000-Perl. dated 23rd May, 2000 have now been re-delegated as follows:—

Additional Secretary : Rs. 5,00,000/-

Secretary : Full Powers

2. The Office Order Part-I No. 76/2000-Perl. dated 23.05.2000 stands modified to the above extent.

Sd/-

JOINT DIRECTOR

RESEARCH AND LIBRARY SECTION

This Section is entrusted with the work relating to purchase of books for Hon'ble Chairman, Deputy Chairman, Secretary-General and senior officers and the Sections of the Rajya Sabha Secretariat. The financial sanction for purchasing the books etc. was earlier accorded by the Secretary-General. However, recently power of giving financial sanction was delegated to OSD(S) who has now joined his parent cadre. The Personnel Section has now issued an Office Order Part-I No. 2/2008-Personnel dated 28.07.2008 wherein the financial powers of officers alongwith their monetary limits have been delegated. The aforesaid Office Order has also suitably amended the earlier Office Order Part-I No. 76/2000-Perl. dated 23.05.2000.

It may be mentioned that in the annexure of Office Order of Part-I of 23.05.2000 under the head 'Research and Library'. Additional Secretary was vested with full financial powers for the purchase of book, dailies and periodicals. However, the Office Order Part-I of 28.07.2008 has not clarified the position of delegated financial power of the officer sanctioning the amount for purchase of books, dailies and periodicals which was earlier vested with the Additional Secretary.

In view of the above, Personnel Section may be requested to kindly clarify the position in this regard at the earliest as the number of files are pending to be put up to the competent authority for financial sanction.

Sd/-

JOINT DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 28th July, 2008

OFFICE ORDER PART-I NO. 2/2008-PERSONNEL

In supersession of the Office Order Part-I No. 4/2006-Perl. dated 21.6.2006, following Officers of the Rajya Sabha Secretariat are delegated financial powers to the extent specified against them:—

- | | |
|-------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. Deputy Director (E) | : Rs. 2,000/- |
| 2. Joint Director/Director
(In-charge of Estt. (Accounts & Budget Section)) | : Rs. 50,000/- |
| 3. Joint Secretary
(In-charge of GA and Stores Sections)/JS & FA/Joint Secretary
(In-charge of Personnel Section) | : Rs. 1,00,000/- |
| 4. Additional Secretary | : Rs. 5,00,000/- |
| 5. Secretary | : Rs. 10,00,000/- |
| 6. Secretary-General | : Full Powers |

2. The Office Order Part-I No. 76/2000-Perl. dated 23.05.2000 alongwith the Annexure accordingly stands modified to that extent.

Sd/-

JOINT DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 21st June, 2006

OFFICE ORDER PART-I NO. 4/2006-PERSONNEL

The existing provisions relating to procurement procedures contained in clauses 2, 3 and 4 of para 2 of Office Order Part-I No. 76/2000-Perl. dated 23.5.2000, have been superseded by the revised procedures for procurement of goods as given in General Financial Rule (GFR) 2005 which has been adopted by the Secretariat in toto.

2. The existing provisions relating to the financial powers allotted to various officers of the Secretariat, contained in para 3 of the said Office Order have also been superseded by the following allocation:—

Under Secretary (E)	:	Rs. 1,000/-
Deputy Secretary (E)/Director (E)	:	Rs. 50,000/-
Director (concerned) (In-charge of Estt. (G) Section)	:	Rs. 50,000/-
JS(G)/JS & FA/OSD(S)	:	Rs. 1,00,000/-
Additional Secretary	:	Rs. 5,00,000/-
Secretary-General	:	Full Powers

3. The Office Order Part-I No. 76/2000-Perl. dated 23.05.2000 alongwith the Annexure accordingly stands modified to that extent.

Sd/-
DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 23rd May, 2000

OFFICE ORDER PART-I NO. 2/2000-PERSONNEL

Subject: Sanction of Contingent expenditure, miscellaneous expenditure and expenditure on Loans and advances to Government Servant by Officers of the Rajya Sabha Secretariat

In supersession of the existing orders contained in Office Orders Part I No. 2/93-Personnel dated 26.11.93 and No. 1/95-Personnel dated 18.5.95, it has been decided that Officers in this Secretariat shall exercise financial powers to the extent indicated in ANNEXURE to this Order in respect of items of expenditure detailed therein.

2. The exercise of these powers is, however, subject to the observance of the following general conditions apart from those mentioned against individual items in the Annexure:—

1. No expenditure on any item can be sanctioned unless budget provision therefor has been made
2. Tenders and quotations shall be invited/obtained in accordance with the following sales on each occasion:—

Price Range	Procedure
(i) Not more than Rs. 1000	From market by direct purchase after personal enquiry
(ii) Rs. 1000/- to Rs. 10,000	By obtaining atleast 5 quotations from listed, registered firms by telephone/letters
(iii) Rs. 10,000 to Rs. 1,00,000	By invitation of sealed quotations from all firms listed/registered
(iv) Rs. 1,00,000 and above	By open tender through advertisement in two local newspapers—one in English and another in Hindi.

3. In respect of purchases that can be made through Super Bazar, Kendriya Bhandar, State Emporia, Central and the State Government Undertakings, proprietary items, etc., invitation of quotations is not necessary.
4. Where, however, decision is taken for recorded reasons to purchase an item of particular brand or make, the purchase shall be made, as far as possible, directly from the manufacturer or the authorized dealer at the listed/quoted price of the manufacturer. Such requests shall be carefully examined to see if such specified brand in stores could be procured at competitive prices by inviting quotations with similar specifications, to the users satisfaction.
5. In respect of items of recurring nature, such as repairs and maintenance contracts etc. annual rate contracts shall be entered into, if the estimated value of such contract, based on the orders placed in the previous year, is expected to exceed Rs. 20,000/-
6. In respect of items for which the Annexure prescribes an annual limit of financial power under any category, a Control Register shall be maintained to record the sanctions and progressive expenditure there against.
7. Each Branch shall maintain a Register of Sanctions issued, wherein all sanctions to expenditure shall be recorded indicating the items to be purchased name of the authority who sanctioned the purchase, date of sanction, amount sanctioned, date of procurement of the material and date of despatch of the bill relating to the claim to the Estt. (A/Cs) Section for arrangement of payment.
8. Sanctions for expenditure shall be recorded in the files under the signature of the officer competent to sanction the expenditure indicating the item number of delegation of financial powers from which the powers are derived. At the time of forwarding the bills for payment, the name of the authority sanctioning the expenditure, the date of sanction, amount sanctioned and the file number in which the sanction has been accorded, shall be indicated in the bill or in the covering certificate.

9. All items that are purchased shall be taken to the appropriate stock account and the bills shall have a certificate clearly indicating the page number, item number, etc. of the Stock Register under the signature of the Executive Officer.

3. In respect of items not covered by the Annexure, financial powers shall be exercised under sanction of the following officers subject to the general conditions specified above and within the limitations shown against each level:—

Under Secretary (E)	Rs. 1000/-
Deputy Secretary (E)	Rs. 50,000/-
Director (A)	Rs. 1,00,000/-
Additional Secretary	Rs. 5 lakh
Secretary-General	Full Powers

4. A quarterly statement for the quarters ending 31st March, 30th June, 30th September and 31st December, shall be sent by each branch by 15th of the month following the quarter in respect of sanctions issued by the Branch to the Secretary-General for his information and a copy thereof furnished to Estt. (A/Cs) Section and Pay & Accounts Officer.

Sd/-

DEPUTY SECRETARY

To

All Offices/Sections/P.Ss/P.As. etc. & Pay & Accounts Office, Rajya Sabha
Office Order Book

In exercise of the powers conferred under Rule 13(3) of the Delegation of Financial Powers Rules, as applicable to the Rajya Sabha Secretariat, and in supersession of Office Order Part I No. 2/93- dated 26.11.93 and No. 1/95-Perl. Dated 18.5.95 the financial powers of the Secretary-General, Rajya Sabha in respect of the Heads of expenditures detailed below stand delegated to the following officers of the Secretariat mentioned thereof to the extent indicated:—

Part A—CONTINGENT EXPENDITURE

	Expenditure	Authority to whom power is delegated	Monetary limit if any	Remarks
(1)	(2)	(3)	(4)	(5)
	Bicycle			
(a)	Fresh purchase	Deputy Secretary (E)	Full powers	
(b)	Repair and Maintenance	Under Secretary (E)	Rs. 1,000/- in each case	Subject to condition that— (1) the repairs are through approved contractor (2) amount of repair shall not exceed 20% of the cost.
	Conveyance Charges	Deputy Secretary (E)	Full powers	
	Expenditure on Electricity and Water			
(a)	Claims relating to Members of Parliament	Controlling Officer as specified in MS&A Act	Full powers	Subject to entitlement of Members as per rules laid down from time to time
(b)	Claims relating to the Rajya Sabha Secretariat	Additional Secretary Director (A) Deputy Director (E)	Rs. 5 lakh Rs. 1 lakh Rs. 50,000	
	Fixtures and Furniture			
(a)	New Purchases	Additional Secretary Director (A) Deputy Secretary (E)	Rs. 5 lakh Rs. 1 lakh Rs. 50,000	
(b)	Repair and Maintenance	Director (A)	Rs. 1 lakh	Subject to monetary limit of Rs. 1 lakh, otherwise the sanction of next higher authority is required.
	Legal Charges	Additional Secretary Director (A)	5 lakhs Rs. 1 lakh	As per rates approved by Secretary-General and subject to clearance of case for contesting etc. by Secretary-General
		Deputy Secretary (E)	Rs. 50,000	
	Motor Vehicles			
(a)	Purchase	Additional Secretary	Full powers	
(b)	Repair and Maintenance	Director (A)	Full powers	Subject to condition that:— (i) the monetary limit of Rs. 1 lakh should not be exceeded otherwise the sanction of the next higher authority is required. (ii) the repairs are through approved contractor.
(c)	Petrol, Oil and other lubricants	Additional Secretary	Full powers	
	Petty works and Repairs	Director (A)	Full powers	
	Post & Telegraph Charges including expenditure on service postage stamps, money orders, Franking Machines, Telex, Tele-printers etc.	Additional Secretary	Rs. 5 lakh	
		Director (A)	Rs. 1 lakh	
		Deputy Secretary (E)	Rs. 50,000	

(1)	(2)	(3)	(4)	(5)
	Printing and Binding			
(a)	For Members	Controlling Officer as specified in MS&A Act	Full powers	
(b)	For Secretariat	Director (A)	Full powers	
	Telephones			
(a)	For Members and Officers of Parliament Expenditure on local and inland trunk calls	Controlling Officer as specified in MS&A Act	Full powers	Subject to entitlement of Member as laid down from time to time in the MS&A Act
(b)	For Rajya Sabha Secretariat			
	(i) Sanctions for new connections within the office, shifting of telephone	Director (A)	Full powers	
	(ii) Sanctions for new residential connections	Additional Secretary	Full powers	
	(iii) Expenditure on local and inland trunk calls, trunk calls (foreign)	Additional Secretary	Rs. 5 lakh	Subject to certificate by the respective officers that the calls were for official purposes
	Honorarium	Director (A)	Full powers	As per the scales laid down
	Purchase of Stationery	Addl. Secretary	Rs. 5 lakhs	
		Director (A)	Rs. 1 lakh	
		Deputy Secretary (E)	Rs. 50,000	
	Supply of uniforms, badges and other articles of clothing	Additional Secretary	Rs. 5 lakhs	
		Director (A)	Rs. 1 lakh	
	Purchase of new towels and curtains and washing and maintenance thereof	Director (A)	Full powers	
	Purchase of typewriters, calculators, photocopiers and such other equipment required by office	Additional Secretary	Rs. 5 lakhs	
		Director (A)	Rs. 1 lakh	
		Deputy Secretary (E)	Rs. 50,000	
	Repairs and maintenance of machines	Director (A)	Full powers	Subject to award of annual contract whenever maintenance services are called for.
	C.P.W.D. (Works)	Additional Secretary	Full powers	
	Research & Library			
(a)	Purchase of Books	Additional Secretary	Full powers	
(b)	Purchase of dailies and periodicals	Additional Secretary	Full powers	

(1)	(2)	(3)	(4)	(5)
Part B—Loans and Advances to Government Servant				
1.	Advance/withdrawals from G.P.F.			
	(a) Non-refundable withdrawals	Additional Secretary Director (A) Deputy Secretary	Rs. 5 lakhs Rs. 1 lakh Rs. 50,000	
	(b) Advance	Additional Secretary Director (A) Deputy Secretary	Rs. 5 lakhs Rs. 1 lakh Rs. 50,000	
2.	Advances for purchase of motor-car/motorcycles			
	(a) Motor Car	Additional Secretary	Full powers	
	(b) Motor Cycle/Scooter other two wheelers	Director (A)	Full powers	
3.	Grant of advance in connection with LTC			
		Deputy Secretary (E)	Full powers	
4.	Festival Advance			
		Deputy Secretary (E)	Full powers	
5.	Advance to families of Government Servants who die in service			
		Director (A)	Full powers	
6.	Computer Advance			
		Director (A)	Full powers	
Part C—Miscellaneous Expenditure				
1.	Refreshment bills pertaining to Committee meetings, hospitality expenses of Chairman, Deputy Chairman.....	Additional Secretary Director (A)	Rs. 5 lakhs Rs. 50,000	
	Gift Items	Director (A)	Full powers	
	Provision of diaries, briefcases etc. to MPs	Additional Secretary	Full powers	
	Provision of diaries, briefcases etc. to Officers	Director (A)	Full powers	
	Photographs, portraits	Director (A)	Full powers	
	Closed circuit TV	Additional Secretary	Full powers	

Sd/-

DEPUTY SECRETARY

OFFICE OF THE SECRETARY-GENERAL

I would like Press Clippings as well as photocopies of Book Reviews written on the subjects of Democracy, Parliamentary matters, Constitutional matters, etc. appearing in various newspapers and magazines/journals put up to me once a week on every Tuesday. As an illustration, a copy of the Book Review, which appeared in 'The Hindu' dated 15 January 2008, is enclosed. The book mentioned in the Book Review may be acquired for our Library.

Sd./-

Secretary-General

16.1.2008

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,

NEW DELHI

NO. RS. 13/1/2008-R&L

March 04, 2008

ORDER

Sanction of the Secretary-General, Rajya Sabha, is hereby conveyed to the drawal of an advance of Rs. 2000/- (Rupees two thousand only) for the purchase of one set of Constituent Assembly Debates for the official use of the Hon'ble Chairman, Rajya Sabha.

The expenditure involved will be met from the sanctioned budget grant of the Rajya Sabha Secretariat for the year 2007-2008 under the Head 01.105 Rajya Sabha Secretariat 01 Secretariat 01.00.13 Office Expenses.

Sd./-

DEPUTY DIRECTOR

Research and Library Section

PUC is a note received in the Section from Shri D. S. Prasanna Kumar, Deputy Director, Office of the Hon'ble Chairman, conveying the desire of the Secretary to Vice-President to provide one set of Constituent Assembly Debates for the official use of the Hon'ble Chairman.

It may be mentioned that one set of Constituent Assembly Debates is priced at Rs. 2000/- and will have to be purchased from the Sales Counter of the Lok Sabha on cash payment basis. One set of Constituent Assembly Debates has five volumes.

As desired by the Secretary to Vice President, we may purchase one set of Constituent Assembly Debates for the official use of the Hon'ble Chairman, Rajya Sabha.

Secretary-General may kindly be requested to accord sanction for the withdrawal of an advance of Rs. 2000/- (Rupees two thousand only) for the purchase of one set of Constituent Assembly Debates for the official use of the Hon'ble Chairman, Rajya Sabha.

Sd./-

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI

NO. RS. 13/1/2008-R&L

April 17, 2008

ORDER

Ex-post-facto sanction of the Secretary-General, Rajya Sabha, is hereby conveyed to the incurring of an expenditure of Rs. 1992/- (Rupees one thousand nine hundred and ninety two only) for the purchase of one copy of the book titled 'Democracy's Privileged Few: Legislative Privilege and Democratic Norms in the British and American Constitutions' for addition to the library.

The expenditure involved will be met from the sanctioned budget grant of the Rajya Sabha Secretariat for the year 2008-2009 under the Head 01 105 Rajya Sabha Secretariat 01 Secretariat 01.00.13 Office Expenses.

Sd./-

DEPUTY DIRECTOR

Research and Library Section

Subject: Purchase of publication

Secretary-General had desired to acquire a copy of the book entitled 'Democracy's Privileged Few: Legislative Privilege and Democratic Norms in the British and American Constitutions' by Josh Chafetz for addition to the library.

The book 'Democracy's Privileged Few: Legislative Privilege and Democratic Norms in the British and American Constitutions' is priced at Rs. 1992/- per copy after 15% discount. It may be mentioned that order for the book was given in advance i.e. before taking financial sanction as the distributor had conveyed that, the book could take a month to be received. The book was not available in market and was ordered from publisher itself *i.e.* Yale University Press, New Haven, London by the distributor. The book has been received in the library, with bill.

As desired, we may purchase one copy of the book 'Democracy's Privileged Few: Legislative Privilege and Democratic Norms in the British and American Constitutions' for addition to the library.

Secretary-General may kindly be requested to accord *ex-post-facto* financial sanction for incurring an expenditure of Rs. 1992/- (Rupees One thousand nine hundred and ninety two only) for the purchase of the book 'Democracy's Privileged Few: Legislative Privilege and Democratic Norms in the British and American Constitutions' for addition to the library.

Sd./-

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI.

NO.RS.13/1/2008-R&L

June 10, 2008

ORDER

In supersession of the previous Sanction Order No.RS.13/1/2008-R&L dated June 3, 2008 (Rs. 975/-), sanction of the Secretary-General, Rajya Sabha, is hereby conveyed to the incurring of an expenditure of Rs. 975/- (Rupees nine hundred and seventy five only) for the purchase of the book titled 'State, Markets and Inequalities-Human Development in Rural India' for addition to the library.

The expenditure involved will be met from the sanctioned budget grant of the Rajya Sabha Secretariat for the year 2008-2009 under the Head 01.105 Rajya Sabha Secretariat 01 Secretariat 01.00.13 Office Expenses.

Sd/-

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI.

NO. RS.13/1/2008-R&L

June 3, 2008

ORDER

Sanction of the OSD (S), Rajya Sabha, is hereby conveyed to the incurring of an expenditure of Rs. 975/- (Rupees nine hundred and seventy five only) for the purchase of one set of the book titled 'State, Markets and Inequalities—Human Development in Rural India' for addition to the Library.

The expenditure involved will be met from the sanctioned budget grant of the Rajya Sabha Secretariat for the year 2008-09 under the Head 01.105 Rajya Sabha Secretariat 01 Secretariat 01.00.13 Office Expenses.

Sd/-

DEPUTY DIRECTOR

I had a meeting with the Secretary-General on 20 June, 2005. He has desired that the Circular containing the titles of publications added to the Library may be issued quarterly, which as per the practice used to be circulated after six months.

Accordingly, the said Circular may henceforth be issued after every three months.

Sd/-

DIRECTOR

22.06.05

Rule 194, Ch. 7, Swamy's General Financial Rules, 2008 ed.

Inventory Management

Rule 186. This chapter contains the basic rules applicable to all Ministries or Departments regarding inventory management. Detailed instructions and procedures relating to inventory management may be prescribed by various Ministries or Departments broadly in conformity with the basic rules contained in this chapter.

Rule 187. (1) Receipt of goods and materials from private suppliers.—While receiving goods and materials from a supplier, the officer-in-charge of stores should refer to the relevant contract terms and follow prescribed procedure for receiving the materials.

Rule 187. (2) All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct, the quality is according to the required specifications and there is no damage or deficiency in the materials. Technical inspection where required should be carried out at this stage by Technical Inspector or Agency approved for the purpose. An appropriate receipt, in terms of the relevant contract provisions may also be given to the supplier on receiving the materials.

Rule 187. (3) Details of the materials so received should thereafter be entered in the appropriate stock register. The officer-in-charge of stores should certify that he has actually received the material and recorded it in the appropriate stock registers.

Rule 188. (1) Receipt/issue of goods and materials from internal divisions of the same organization.—The indenting officer requiring goods and materials from internal division(s) of the same organization should project an indent in the prescribed form for this purpose. While receiving the supply against the indent, the indenting officer shall examine, count, measure or weigh the materials as the case may be, to ensure that the quantities are correct, the quality is in line with the required specifications and there is no damage or deficiency in the materials. An appropriate receipt shall also be given to this effect by the indenting officer to the division sending the materials.

Rules 188. (2) In the case of issue of materials from stock for departmental use, manufacture, sale, etc., the Officer-in-charge of the stores shall see that an appropriate indent, in the prescribed form has been projected by the indenting officer. A written acknowledgement of receipt of materials issued shall be obtained from the indenting officer or his authorized representative at the time of issue of materials.

Rule 188. (3) In case of materials issued to a contractor, the cost of which is recoverable from the contractor, all relevant particulars, including the recovery rates and the total value chargeable to the contractor should be got acknowledged from the contractor duly signed and dated.

Rule 188. (4) If the Officer-in-charge of the stores is unable to comply with the indent in full, he should make the supply to the extent available and make suitable entry to this effect in the indenter's copy the indent. In case alternative materials are available in lieu of the indented materials, a suitable indication to this effect may be made in the document.

Rule 189. Custody of goods and materials.—The officer-in-charge of stores having custody of goods and materials, especially valuable and/or combustible articles, shall take appropriate steps for arranging their safe custody, proper storage accommodation, including arrangements for maintaining required temperature, dust free environment etc.

Rule 190. (1) Lists of Accounts.—The Officer-in-charge of stores shall maintain suitable item-wise lists and accounts and prepare accurate returns in respect of the goods and materials in his charge making it possible at any point of time to check the actual balances with the book balances.

The form of the stock accounts mentioned above shall be determined with reference to the nature of the goods and materials, the frequency of the transactions and the special requirements of the concerned Ministries/Departments.

Rule 190. (2) Separate accounts shall be kept for—

- (i) Fixed Assets such as plant, machinery, equipment, furniture, fixtures etc. in the Form GFR-40.
- (ii) Consumables such as office stationery, chemicals, maintenance spare parts etc. in the Form GFR-41.
- (iii) Library books in the Form GFR-35.
- (iv) Assets of historical/artistic value held by museum/Government departments in the Form GFR-42.

NOTE—These forms can be supplemented with additional details by Ministries/Departments as required.

Rule 191. Hiring out of Fixed Assets.—When a fixed asset is hired to local bodies, contractors or others, proper record should be kept of the assets and the hire and other charge as determined under rules prescribed by the competent authority, should be recovered regularly. Calculation of the charges to be recovered from the local bodies, contractors and others as above should be based on the historical cost.

Rule 192. (1) Physical verification of Fixed Assets.—The inventory for fixed assets shall ordinarily be maintained at site. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

Rule 192. (2) Verification of Consumables.—A physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority.

Rule 192. (3) Procedure for verification—(i) Verification shall always be made in the presence of the officer responsible for the custody of the inventory being verified.

(ii) A certificate of verification along with the findings shall be recorded in the stock register.

(iii) Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with provision given in Rules 33 to 38.

Rule 193. Buffer Stock.—Depending on the frequency of requirement and quantity thereof as well as the pattern of supply of a consumable material, optimum buffer stock should be determined by the competent authority.

NOTE—As the inventory carrying cost is an expenditure that does not add value to the material being stocked, a material remaining in stock for over a year shall generally be considered surplus, unless adequate reasons to treat it otherwise exist.

Rule 194. Physical verification of Library books.—(i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such a verification reveals unusual or unreasonable shortages, complete verification shall be done.

(ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000 (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

Rule 195. Transfer of charge of goods, materials etc.—In case of transfer of Officer-in-charge of the goods, materials, etc., the transferred officer shall see that the goods or material are made over correctly to his successor. A statement giving all relevant details of the goods, materials, etc. in question shall be prepared and signed with date by the relieving officer and the relieved officer. Each of these officers will retain a copy of the signed statement.

Rule 196. Disposal of Goods.—(i) An item may be a declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.

(ii) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.

(iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilised. A report of stores for disposal shall be prepared in Form GFR-17.

(iv) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.

Rule 197. Modes of Disposal.—(i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by:—

- (a) Obtaining bids through advertised tender or
- (b) public auction.

(ii) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of.

(iii) Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.

(iv) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

Rule 6 of Library Rules regarding 'Replacement' cost of books/publications**LIBRARY RULES**

1. These rules shall regulate the use of the Library by officers/staff in the Rajya Sabha Secretariat.
2. All requisitions for the issue of books and other publications shall be made to the Junior Library Assistant on the prescribed form. Not more than one book/publication shall be entered on each form.
3. Ordinarily not more than 2 books shall be issued at a time to an individual.
4. In the event of a book/publication borrowed by a person being required for any important or urgent purpose, the Assistant Director may recall it at any time and such a book/publication shall be returned within the time limit specified for such return.
5. In no case, shall an individual keep any book or other publication for longer than fifteen days.
6. If a book or publication is not returned to the Library after the expiry of its due date, it will be presumed lost and steps will be taken to recover the replacement cost thereof from the borrower or the book/publication as indicated below:—

Sl.No.	Publication	Cost to be recoverd
1.	Indian book/publication printed during the last 5 years.	1 1/2 times the original price
2.	Indian book/publication printed more than 5 years back.	Double the original price
3.	Indian book/publication which is out of print.	Five times the original price
4.	Foreign publication printed during the last 5 years.	Double the original price
5.	Foreign publication printed more than five years back.	3 times the original price
6.	Foreign publication which is out of print.	5 times the original price
7.	Indian or foreign publication for which price not available.	0.50 paisa per page

- N.B.* Subject to the discretion of the Deputy/Joint Director, a higher replacement cost may be recoverable in the case of any book/periodical not easily available for acquisition.

Rule 202(1) regarding 'Powers to Write off in Swamy's General Rules', 2008 ed.

Rule 198. Disposal through Advertised Tender.— (i) The broad steps to be adopted for this purpose are as follows:—

- (a) Preparation of bidding documents.
- (b) Invitation of tender for the surplus goods to be sold.
- (c) Opening of bids.
- (d) Analysis and evaluation of bids received.
- (e) Selection of highest responsive bidder.
- (f) Collection of sale value from the selected bidder.
- (g) Issue of sale release order to the selected bidder.
- (h) Release of the sold surplus goods to the selected bidder.
- (i) Return of bid security to the unsuccessful bidders.

(ii) The important aspects to be kept in view while disposing the goods through advertised tender are as under:—

- (a) The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold. All the required terms and conditions for sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
- (b) The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.
- (c) The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.
- ¹[(d) The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held **only** with that bidder.]
- (e) In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.
- (f) Full payment, *i.e.*, the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods.
- (g) In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.

(iii) Late bids *i.e.*, bids received after the specified date and time of receipt should not to be considered.

Rule 199. Disposal through Auction.—(i) A Ministry or Department may undertake auction of goods to be disposed of either directly or through approved auctioneers.

- (ii) The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency, competition fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc., should be given wide publicity in the same manner as is done in case of advertised tender.

- (iii) While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., (as already indicated earlier while giving *vide* publicity for the same), should be announced again for the benefit of the assembled bidders.
- (iv) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty-five per cent of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-Call-Receipt (DACR), drawn in favour of the Ministry or Department selling the goods. The goods should be handed over to the successful bidder only after receiving the balance payment.
- (v) The composition of the auction team will be decided by the competent authority. The team should however include an officer of the Internal Finance Wing of the department.

Rule 200. Disposal at scrap value or by other modes.—If a Ministry or Department is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance Division. In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

Rule 201. A sale account should be prepared for goods disposed of in Form GFR 18 duly signed by the officer who supervised the sale or auction.

Rule 202. (1) Power to write off.—All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in Government accounts is involved. Power to write-off of losses are available under the Delegation of Financial Powers Rules, 1978.

Rule 202. (2) Losses due to depreciation.—Losses due to depreciation shall be analyzed, and recorded under following heads, as applicable:—

- (i) normal fluctuation of market prices;
- (ii) normal wear and tear;
- (iii) lack of foresight in regulating purchases; and
- (iv) negligence after purchase.

Rule 202. (3) Losses not due to depreciation.—Losses not due to depreciation shall be grouped under the following heads:—

- (i) losses due to theft or fraud;
- (ii) losses due to neglect;
- (iii) anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
- (iv) losses due to damage, and
- (v) losses due to extraordinary situations under '*Force Majeure*' conditions like fire, flood, enemy action, etc.

SWAMY'S DELEGATION OF FINANCIAL POWER RULES

SCHEDULE VII

Powers to Write Off Losses

[See Rule 13]

NOTE 1—The powers specified in this Schedule may be exercised by a Subordinate Authority provided that—

- (a) the loss does not disclose a defect in rules or procedure, the amendment of which requires the orders of higher authority or Finance Ministry;
- (b) there has not been any serious negligence on the part of any Government servant which may call for disciplinary action by a higher authority.

NOTE 2—Write-off losses of cash in treasuries, whether in the course of remittance or out of treasury balances, are governed by separate rules.

NOTE 3—For the purpose of this Schedule, the value of the stores shall be the "book value" where priced accounts are maintained and "replacement value" in other cases.

GOVERNMENT OF INDIA'S DECISIONS

(1) Value in "each case" to be reckoned with reference to the total value of stores to be written off on one occasion.—The term "each case" used in this Schedule in regard to write-off of irrecoverable losses of stores, deficiencies and depreciation in the value of stores included in stock and other accounts, should be interpreted with reference to given point of time. If, on a particular occasion, a number of items of stores are to be written off, the powers of the sanctioning authority should be reckoned with reference to the total value of stores intended to be written off on that occasion and not with reference to individual articles constituting the lot. In this context, losses arising out of one incident should not be split up and written off separately on different dates in order to avoid sanction of the higher authority. Losses due to one specific cause like fire, theft, flood, etc., should be written off at one time only. There is, however, no objection to losses arising out of more than one cause being written off at one time. The competence of the officer writing off the loss will depend on the amount written off each time.

[G.I., M.F., O.M. No. F. 11 (3)-E. II (A)/60, dated the 22nd June, 1960 and the 18th October, 1960]

(2) Conditions for the exercise of powers to write-off irrecoverable loss of stores.—The exercise of powers in regard to irrecoverable losses of stores or public money should be subject to the observance of the following conditions:—

- (a) The provisions of Note 1 below the heading in this Schedule and other relevant provisions of General Financial Rules, 1963, should invariably be observed.
- (b) Before the decision is taken to write-off a loss, the Administrative Ministry/Department, etc., should make a thorough and searching investigation of the cases. The lessons learnt therefrom should be applied to prevent the recurrence of such cases in future.
- (c) A quarterly statement of write-off of losses should be submitted to the Associate/Integrated Finance indicating the reasons for the loss, nature of the loss and the remedial measures taken to prevent the recurrence of that type of loss.
- (d) If the Integrated/Associate Finance finds that the loss reveals some basic defect in the rules of procedure, the amendment of which requires orders of some higher authority of this Ministry as indicated in condition (a) of Note I below the heading in this Schedule, they should bring the *same to the notice* of the Establishment Division for further necessary action.

[G.I., M.F., O.M. No. F. 1 (5)-E. II(A)76, dated the 30th October, 1976]

Nature of loss	Authority	Monetary limit up to which the loss may be written off in each case													
¹ [Irrecoverable losses of stores or of public money.	Department of the Central Government	Rs. 20,00,000 for losses of stores not due to theft, fraud or negligence. Rs. 2,00,000 for other cases.													
	Administrators of the Union Territories	(a) Rs. 2,00,000 for losses of stores not due to theft, fraud or negligence. (b) Rs. 50,000 for other cases.]													
² [Loss of revenue or irrecoverable loans and advances.	Department of Revenue	(a) Full powers to write-off losses of irrecoverable revenue. (b) Rs. 1,00,000 for other cases.													
	Other Departments of the Central Government	Rs. 1,00,000.													
	Administrators of the Union Territories	Rs. 1,00,000.]													
Deficiencies and depreciation in the value of stores (other than a motor vehicle or motor cycle) included in the stock and other accounts.	Ministry of Agriculture and Irrigation (Department of Food)	(a) Losses on (i) foodgrains, (ii) sugar, (iii) stores, e.g., gunny bags, connected with receipt, transport, storage and sale of foodgrains and sugar— ² [1,00,000] (b) Other cases— ² [Rs. 1,00,000]													
	Other Departments of the Central Government Administrators	³ [Rs. 50,000] Same as for irrecoverable losses of revenue and advances.													
Condemnation of motor vehicles and motor cycles.	Departments of the Central Government	³ [Rs. 2 lakhs]. This power may be exercised subject to the following restrictions, namely:—													
		(a) the lives of various types of vehicles, in terms of distance run (in kilometres) and length of use (in years) whichever is reached later, have been fixed as under— <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>⁴[Type of vehicles</th> <th>Kilometres</th> <th>Years</th> </tr> </thead> <tbody> <tr> <td>(i) Heavy Commercial Motor Vehicles</td> <td>4,00,000</td> <td>10</td> </tr> <tr> <td>⁵[(ii) Motor vehicles fitted with engines up to 20hp (RAC).</td> <td>1,50,000</td> <td>6 1/2</td> </tr> <tr> <td>(iii) Motor cycles fitted with engines of 3.5 hp (RAC)</td> <td>1,20,000</td> <td>7</td> </tr> <tr> <td>(iv) Motor cycles fitted with engines of less than 3.5 hp (RAC).</td> <td>1,20,000</td> <td>6</td> </tr> </tbody> </table> ⁶ [(b) The life of a tractor shall be taken as 10,000 hours or 10 years, whichever is reached later.]	⁴ [Type of vehicles	Kilometres	Years	(i) Heavy Commercial Motor Vehicles	4,00,000	10	⁵ [(ii) Motor vehicles fitted with engines up to 20hp (RAC).	1,50,000	6 1/2	(iii) Motor cycles fitted with engines of 3.5 hp (RAC)	1,20,000	7	(iv) Motor cycles fitted with engines of less than 3.5 hp (RAC).
⁴ [Type of vehicles	Kilometres	Years													
(i) Heavy Commercial Motor Vehicles	4,00,000	10													
⁵ [(ii) Motor vehicles fitted with engines up to 20hp (RAC).	1,50,000	6 1/2													
(iii) Motor cycles fitted with engines of 3.5 hp (RAC)	1,20,000	7													
(iv) Motor cycles fitted with engines of less than 3.5 hp (RAC).	1,20,000	6													

1. Substituted *vide* G.I., M.F., Notification No. F. 1 (12)-E. II (A)/94, dated the 5th September, 1994 published as S.O. No. 2451 in the Gazette of India, dated the 24th September, 1994.
2. Substituted *vide* G.I., M.F., Notification No. F. 1 (20)-E. II (A)/2000, dated the 23rd October, 2001 published as S.O. No. 2946 in the Gazette of India, dated the 3rd November, 2001.
3. Substituted *vide* G.I., M.F., Notification No. F. 1 (4)-E. II (A)/85, dated the 7th August, 1985 published as S.O. No. 3974 in the Gazette of India, dated the 24th August, 1985.
4. Substituted *vide* G.I., M.F., Notification No. F. 1 (21)-E. II (A)/90, dated the 21st May, 1993 published as S.O. No. 1292 in the Gazette of India, dated the 12th June, 1993.
5. Substituted *vide* G.I., M.F., Notification No. F. 1 (18)-E. II (A)/96, dated the 26th September, 1996 published as S.O. No. 670 (E) in the Gazette of India, dated the 30th September, 1996.
6. Inserted *vide* G.I., M.F., Notification No. F. 1 (12)-E. II (A)/81, dated the 16th February, 1983 published as S.O. No. 1314 in the Gazette of India, dated the 26th February, 1983.

Subject: Publication outstanding against Shri Tapan Roy Joint Director Security

Shri Tapan Roy Joint Director (Security has retired from the service with effect from 31.12.08. It may be mentioned that one book titled 'Swamy's compilation of Conduct Rules, 2007 edition (Act No. 8227) and a dictionary 'Oxford Advanced Learner's Dictionary. 5th ed., 1997' (Acc No. 6653) were issued to Shri Tapan Roy in the past for his official use. Though he returned the book titled 'Swamy's compilation of Conduct Rules, 2007 edition, he could not return the dictionary. As mentioned above the dictionary was issued to Shri Tapan Roy in 1998. He was telephonically informed several times to locate the dictionary and return it to the library. He informed that he was unable to locate it. Joint Director, LARRDIS also spoke to Shri Tapan Roy who informed that despite his best efforts the dictionary remained untraceable.

As per Library Rule 6 of the Rajya Sabha Secretariat in case of loss of Publication, "steps will be taken to recover the replacement cost thereof from the borrower of the book/publication". The other option available in such cases is obtaining previous sanction of the competent authority under Rule 202(i) of the General Financial Rule for the 'writing off' of lost books/publications. Further under Schedule 7 to the Delegation of Financial Rules 1978, the power to 'write off' is exercised by the Head of the Department in case of irrecoverable losses.

It may be mentioned that the above mentioned dictionary is 12 years old and its subsequent editions have also been published. The latest edition of the dictionary is of 2007 (7th edition). Library also has five copies of this dictionary (2 copies of 4th edition, 1 copy of 5th edition and 2 copies of 6th edition). As informed, Shri Tapan Roy made lot of efforts in tracing the dictionary.

In view of the above, we may kindly request Secretary-General to 'write off' Rs. 545/- (Rupees five hundred and forty five only) towards the cost of the dictionary titled 'Oxford Advanced Learner's Dictionary, 5th ed., 1997' (Acc No. 6653).

Sd/-

ASSISTANT DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI

No. R.S. 20/2/2007-R&L

September 12, 2007

ORDER

Under Rule 202(1) of the General Financial Rules, the sanction of the Secretary-General Rajya Sabha is hereby conveyed to the 'writing off' of the irrecoverable loss of Rs. 28,367/- (Rupees twenty eight thousand three hundred sixty seven only) being the cost of the following publications of Rajya Sabha Library.

Sl. No.	Title, author and edition	Accession No.	Price
1.	Report of the National Commission to Review the Working of the Constitution/Vigyan Bhawan Annexe, New Delhi, 2002 ed., Vol-I	7315	Rs. 625/-
2.	Report of the National Commission to Review the Working of the Constitution/Vigyan Bhawan Annexe, New Delhi, 2002 ed., Vol-II, Book 1	7316	Rs. 1,125/-
3.	Report of the National Commission to Review the Working of the Constitution/Vigyan Bhawan Annexe, New Delhi, 2002 ed., Vol-II, Book 2	7317	Rs. 660/-
4.	Report of the National Commission to Review the Working of the Constitution/Vigyan Bhawan Annexe, New Delhi, 2002 ed., Vol-II, Book 3	7318	Rs. 565/-
5.	Rules of Procedure & Conduct of Business in Lok Sabha/Lok Sabha Secretariat, 10th ed., 2002	7454-7455	Rs.100/- (Rs. 50/-x 2)
6.	The Constitution of India (diglot) /Govt. of India, Ministry of Law and Justice, 2003 ed.	7463-7468	Rs. 720/- (Rs. 120/-X 6)
7.	<i>Kautilya—The Arthashastra</i> /edited by L.N. Rangarajan	7415	Rs. 395/-
8.	Chamber's 21st Century Dictionary, 1999 ed.	7414	Rs. 425/-
9.	My Triumphs & Tragedies (Autobiography)/C.B. Gupta	7656	Rs. 446/-
10.	My Life/Bill Clinton	7693	Rs. 895/-
11.	A Short History of Nearly Everything/Bill Bryson	7766	Rs. 350/-
12.	When Corporations Rule the World/David C. Korten	7775	Rs. 195/-
13.	A Bunch of Old Letters/Jawaharlal Nehru	7870	Rs. 750/-
14.	The Supreme Court versus the Constitution/Conceived & Edited By Pran Chopra	7981	Rs. 360/-
15.	Ayodhya-6 December 1992/P.V. Narasimha Rao	8047	Rs. 395/-
16.	My Passage from India/Ismail Merchant	7322	Rs. 695/-
17.	<i>Brihat Hindi Kosh</i>	7491	Rs. 550/-
18.	The writing on the Wall: India Checkmates America	7498	Rs. 595/-
19.	An English-Hindi Dictionary by Camil Bulcke, 3 rd edition, 1997	6331	Rs.160/-
20.	Directions by the Speaker under the Rules of Procedure and Conduct of Business in Lok Sabha, 4 th edition, 1995	6338	Rs.25/-
21.	Handbook for Members, Lok Sabha, 11 th edition, 1996	6339	Rs.50/-
22.	Rules of Procedure and Conduct of Business in Lok Sabha, 8th edition, 1995	6344	Rs.40/-
23.	For the New Intellectual by Ayn Rand, 1968 edition	6438	Rs.235.75/-

Sl. No.	Title, author and edition	Accession No.	Price
24.	Inside the third World by Paul Harrison, 3 rd edition, 1993	6439	Rs.467.60/-
25.	Beyond Belief: Islamic Excursions Among the Converted People by V.S. Naipaul, 1998 edition	6482	Rs.500/-
26.	India's Agony Over Religion by Gerald James Larson, 1997 edition	6481	Rs.474/-
27.	Introduction to the Study of the Law of the Constitution by A.V. Dicey, 10 th edition, 1998 edition	6486	Rs.325/-
28.	Constitutional Conventions: the Rules and Forms of Political Accountability by Geoffrey Marshal, 1993 edition	6487	Rs.1,282/-
29.	Capitalism: the Unknown Ideal by Ayn Rand, 1967 edition	6493	Rs.211.57/-
30.	The Government and Politics of Japan by Hitoshi Abe, 1994 edition	6507	Rs.1,056/-
31.	Japanese Constitutional Law edited by Percy R. Luney, 1993 edition	6508	Rs.2,442/-
32.	The Constitution of Japan, 1993 edition	6510	Rs.416/-
33.	Philosophy of J. Krishnamurthy : a Systematic Study by R.K. Shringy, 1996 edition	6572	Rs.325/-
34.	Raised Relief Map of the World	6573	Rs.8,800/-
35.	Collins Concise dictionary and Thesaurus, 1999 edition	6840	Rs.735/-
36.	Rules of procedure and Conduct of Business in Lok Sabha 9th edition 1998 (4 copies)	6958-6961	Rs.200/- (Rs. 50-x4)
37.	Swamy's Compilation of Medical Attendance Rules, 26th edition 2000	6981	Rs.140/-
38.	The Indian Penal Code, 1860, 2001 edition	7063	Rs. 65/-
39.	The Code of Criminal Procedure, 2001 edition	7070	Rs.100/-
40.	The Indian Evidence Act, 1872, 2001 edition	7075	Rs.35/-
41.	Code of Civil Procedure, 1908, 2001 edition	7080	Rs.140/-
42.	India: What can it teach us? by F. Max Muller, 2000 edition	6999	Rs.295/-
Total :			Rs.28,366.92/-

(Rounded off to Rs. 28,367/-)

The loss did not reveal any procedural defect nor did it show any negligence on the part of the personnel Staff of the Hon'ble Chairman, Rajya Sabha.

Sd/-

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE
ANNEXE,
NEW DELHI.
Dated the 20th April, 2009

OFFICE ORDER PART-I NO 3/2009-PERSONNEL

Subject:— Implementation of the recommendations of the Parliamentary Pay Committee regarding revision of rate(s) of reimbursement of expenditure incurred on newspapers/magazines by the Officers of the Rajya Sabha Secretariat.

The Parliamentary Pay Committee appointed to report on the changes that are considered desirable in the structure of scales of pay, allowances, leave and pensionary benefits to the officers and all categories of employees of the Rajya Sabha and Lok Sabha Secretariats have *inter alia* recommended that the existing rate(s) of reimbursement of expenditure incurred on newspapers/magazines by officers of both the Secretariats be revised.

2. Pursuant of the aforesaid recommendation of the Committee and in supersession of earlier orders on the subject, the rate(s) of reimbursement of expenditure incurred on newspapers/magazines by the Officers of the Rajya Sabha Secretariat shall be as under:

Post(s)	Rate(s) per month
Joint Secretary	Rs.750
Director and Joint Director	Rs.375
Deputy Director	Rs.225
Assistant Director & equivalent and Executive Officer & equivalent	Rs.150

3. Officers of the level of Secretary/Additional Secretary shall be reimbursed expenses incurred by them towards cost of newspapers/magazines, irrespective of financial limit, on quarterly basis (January to March, April to June and so on) after deduction of 10% of the total amount towards the residual cost of the old newspapers/magazines, for which they shall submit their respective claim(s) along with cash memo(es)/bill(s) to Library and Reference Unit (LARRDIS) by 15th of the month following the quarter. In case no such claims are received within the stipulated period, the Officers concerned shall be paid amount as admissible to the Officers of the level of Joint Secretary, without submission of claims.

4. Officers of the level of Joint Secretary and below upto the rank of Executive Officer & equivalent shall be paid expenses towards cost of newspapers/magazines, as per admissible ceiling, on quarterly basis (January to March, April to June and so on), after deduction of 10% of the total amount towards the residual cost of the old newspapers/magazines, without submission of claim.

5. Cicular No. RS.14/6/94-95/R&L dated 16.9.1994 and Office Order No.RS.15/6/2004-2005/R&L dated 31.8.2004 stand superseded.

6. This Order shall be effective from 20th April, 2009.

Sd/-
DIRECTOR

OFFICE OF THE SECRETARY-GENERAL

Subject: Press clippings of newspapers of Saturday, Sunday and other holidays.

In the first place, I would like to place on record my appreciation of the Press clipping service being provided by R & L Section. It is quite comprehensive and gives adequate coverage to news items, editorials and Op-ed articles.

I, however, find that Press clippings pertaining to Saturday, Sunday and holidays are not being prepared. As discussed, for these days, a set of only certain important news items etc., particularly, those pertaining to the functioning of the Parliament, may be prepared and put up on the next working day.

Sd/-

SECRETARY-GENERAL

19.11.2007

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 17th November, 2003

OFFICE ORDER PART I NO. 2/2003-PERSONNEL

A new Section, namely, Press & Media Unit has been created with immediate effect, to act as the nodal Section for the work relating to liaison with press and media. The following items of work have been allocated to the Press & media Unit:—

- (i) All work related with the Press Gallery involving issue of Press Gallery Passes for Session periods, admission of newspapers/News Agencies to Press Gallery, issue of Sessional Parking Labels to Journalists and Press Correspondents etc.;
 - (ii) Liaison with Government publicity organisations and communication media, press correspondents, newspapers and other bodies;
 - (iii) Publicity of activities in Rajya Sabha through Press releases/communiques;
 - (iv) Display and circulation of UNI Teleprinter news items;
 - (v) Management of Press Counter during Session periods for the supply of Parliamentary Papers to press representatives; and
 - (vi) Any other miscellaneous work related to press & media.
2. The existing allocation of work of Notice Office and Table Office shall stand amended to the extent indicated above.

Sd./-

DEPUTY SECRETARY

PRESS ADVISORY COMMITTEE RAJYA SABHA : GUIDELINES

1. Chairman, Rajya Sabha shall appoint the Press Advisory Committee every year from amongst the senior representatives of the media having regular Rajya Sabha Press Gallery cards.

2. COMPOSITION

2.1 There shall be a Press Advisory Committee consisting of 11 Members. However, the number of Committee members shall vary subject to the discretion of the Chairman, Rajya Sabha.

2.2 The Chairman, Rajya Sabha shall nominate the Members on the Committee.

2.3 The Members nominated to the Committee shall be from amongst the representatives of the media accredited to the Rajya Sabha Press Gallery and shall have adequate experience of reporting to various newspapers/news agencies/ electronic media on the proceedings in the Legislature.

3. TENURE

3.1 The Committee shall have a term of one year. It may, however, be dissolved earlier by the Chairman, Rajya Sabha and re-constituted *de novo*.

3.2 A Member of the Committee shall be appointed for not more than two consecutive terms.

3.3 A member may resign his membership by sending a letter to the Chairman, Rajya Sabha.

4. OFFICE BEARERS

4.1 The Committee shall have a Chairman, a Vice-Chairman, a Secretary and a Joint Secretary. They may be recognized as office bearers.

4.2 The term of the Chairman, Vice-Chairman, Secretary and Joint Secretary shall be co-terminus with the term of the Committee.

4.3 The office bearers of the Committee shall be nominated by the Chairman, Rajya Sabha.

4.4 The Chairman, Rajya Sabha may consult the Members of the Committee before nominating the office bearers.

4.5 An office bearer may resign by addressing a letter to the Chairman, Rajya Sabha.

4.6 The vacancy occurring in the Committee or for any post of office bearers due to death or resignation or any other reason will be filled by the Chairman, Rajya Sabha.

4.7 The office bearers may hold their posts for not more than two consecutive terms. However, this may vary subject to the discretion of the Chairman, Rajya Sabha.

4.8 The office bearers may discuss the matters relating to Press Gallery and any other matters with the officers of the Secretariat and the Chairman, Rajya Sabha, as often as is necessary.

5. FUNCTIONS

5.1 To recommend the issuance of permanent passes to the representatives of print/electronic media and news agencies intending to report the proceedings of Rajya Sabha based on the guidelines issued by the Rajya Sabha Secretariat from time to time.

5.2 To recommend the issuance of temporary passes to the representatives of print/electronic media and news agencies intending to attend and cover the proceedings of the House from Rajya Sabha Press Gallery and any other parliamentary event or activity, based on the guidelines issued by the Rajya Sabha Secretariat from time to time.

5.3 To examine the complaints made against the representatives of print/electronic media and news agencies and to recommend to the Chairman, Rajya Sabha for appropriate action.

6. MEETINGS

6.1 The Committee shall meet at least once during the period of a Session.

6.2 One-fourth of the total members shall form the quorum for the meeting of the Committee.

6.3 The Secretary of the Committee shall be the convener.

6.4 The Chairman of the Committee may, however, convene a meeting if so considered necessary.

6.5 The Chairman of the Committee shall preside over the meetings of the Committee and in his absence the Vice-Chairman or Secretary may preside.

7. ADMINISTRATION

7.1 The Committee shall be assisted in administration by the Press & Media Unit of the Rajya Sabha Secretariat.

7.2 After the conclusion of a sitting of the Committee, the Secretariat shall assist in the preparation of the draft minutes. The draft, after approval of the Director/Joint Secretary shall be passed on to the Chairman/Secretary of the Committee for formal approval.

7.3 After approval, the minutes shall be circulated to the members of the Committee for their information.

7.4 The follow up action on the items approved in the meeting would be taken by the Press & Media Unit.

8. MEETINGS OF CHAIRMAN, RAJYA SABHA WITH THE PRESS ADVISORY COMMITTEE AND THE PRESS CORRESPONDENTS

8.1 Arrangements shall be made by the Press & Media Unit for periodic meetings of the Chairman, Rajya Sabha with the Press Advisory Committee and correspondents representing newspapers/news agencies and electronic media in various languages.

8.2 A statement of suggestions made by the journalists during the meetings and observations of the Chairman, Rajya Sabha thereupon shall be prepared for follow up action by the Press & Media Unit and other concerned branches of the Rajya Sabha Secretariat.

Hon'ble Chairman's approval for the proposal of Secretary-General to bring out series of occasional papers for the use of Hon'ble Members of Parliament

Hon'ble Chairman, Rajya Sabha has approved the proposal of the Secretary-General to bring out a series of papers for the use of Hon'ble Members of Parliament. In the light of this decision, we would like to prepare research papers on topical subjects for the benefit of the Hon'ble Members.

It may be recalled that recently the Constitution (One Hundred and Eighth Amendment) Bill, 2008 pertaining to women's reservation in Lok Sabha and State Legislative Assemblies has been referred to the Department-related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice for examination and report. Given the contemporary and enduring relevance of the subject, it is proposed to prepare a comprehensive research paper titled '*Political Empowerment of Women: Varied Perspectives*' for the reference and use of the Hon'ble Members including the Members of the above Standing Committee.

Submitted.

Sd./-

We are in the process of finalizing issues/subjects on which proposed papers could be brought out in due course, those would be put up separately.

In the meantime, we may, if agreed, start working on the subject proposed at 'A' above. It would lay special emphasis on issues/provisions in the Women Reservation Bill by bringing out various perspectives obtained in socio-political spectrum without adding our view/opinion on its different dimensions.

May kindly approve.

Sd./-

[N.K. Singh]
Joint Secretary
14.05.2008

I agree.

We should keep track of papers brought by Lok Sabha Secretariat in order to avoid duplication.

Sd./-

Secretary-General
14.05.2008

This refers to a paper on 'Special Economic Zones' (Flag 'C') prepared by the Research and Library Unit of the Rajya Sabha Secretariat.

2. In this context the orders of the Hon'ble Chairman on page 1-2/*ante* were recorded as follows:

'Is this comprehensive enough to be circulated to Members of Rajya Sabha? Please assess.'

Sd./-

Hon'ble Chairman
28.02.2008

3. In consultation with the Hon'ble Chairman, the paper was referred to Shri Arjun Kumar Sengupta for his comments, which have since been received and are placed at Flag 'A'. These comments have been examined by the Research and Library Unit at pages 4-5/*ante*. It would appear that even though Shri Arjun Kumar Sengupta has appreciated the note, he has made some suggestions for carrying out certain improvements in the paper. In his present shape, therefore, it is not advisable to circulate it to the Hon'ble Members. In any case the current Session is due to close shortly and the topical interest in Special Economic Zone is on the wane. Moreover, this note, in any case, was prepared only for the use of the Hon'ble Chairman in the context of the Budget Session.

4. It is, therefore, proposed that in future we may prepare a series of papers for the use of Hon'ble Members of Parliament, keeping some of the general comments of Shri Arjun Kumar Sengupta in view.

Submitted for orders.

Sd/-

Secretary-General
17.04.2008

We have received a letter addressed to the Secretary-General from Shri Arjun Sengupta, Member of Rajya Sabha. In his letter, Shri Sengupta has stated that he has gone through the paper titled 'Special Economic Zones: Issue of land acquisition by the Government and the Farmers' Rights; SEZ issue of Goa'. He has stated that it is very well written and well researched paper. The Secretary-General had forwarded the paper to Shri Sengupta for his comments on the quality of paper to ascertain whether it could be circulated as reference material to the Member of Rajya Sabha as desired by the Hon'ble Chairman. Shri Sengupta has made three major comments. In his first comment, he has suggested that the information relating to details of provisions and the operation of the SEZ Act may be referred to the Commerce Ministry's officials for cross checking for accuracy. The issue of Goa may be incorporated systematically while mentioning the examples of the SEZs in States like West Bengal, Maharashtra and Uttar Pradesh. One or two large SEZs may be taken up for special attention to focus on the land acquisition and surplus and untaxed corporate profits issue.

In his second comment, he has stated that the paper should cover the existing literature and refer to them systematically for comprehensive coverage. In this regard, Shri Sengupta has referred to an article titled "Growth Pole: A case for Special Economic Zone for Clusters of Small and Micro Enterprises" written by him and two Members of the National Commission for Enterprises in the Unorganized Sector, which was published in the Indian Journal of Labour Economics. He has suggested to go through this article as it argues the case of SEZ to be extended to clusters of tiny and small sector units.

In this third comment, he has suggested to make comparison of our SEZs with the international experience, especially with China. Regarding 'conclusion', he has commented that it seems to be upholding the case of SEZ, which is not necessarily the impression one gets from the main body of the paper. The paper should give pros and cons of the SEZ without, taking any specific side. He has concluded by stating that all in all, the paper is well done and deserves wide circulation.

It may be mentioned that the topic 'Special Economic Zones: Issue of Land Acquisition by the Government and the Farmers' rights; SEZ issue in Goa' was selected as the SEZ issue in Goa was in the news at that point of time and was likely to be raised in the House. Therefore, this issue was selected for inclusion in the 'List of Issues' likely to be raised during the Budget Session. The Secretary-General had desired that a comprehensive write-up may be prepared on this topic. Accordingly, the write-up was prepared for use of the Secretary-General and the Hon'ble Chairman. It was prepared from the perspective of apprising the Hon'ble Chairman and the Secretary-General about the factual position of the issue and the related dimensions. Since the land acquisition for SEZs and the scrapping of SEZs in Goa became contentious issues, therefore, the focus of the paper was on these issues only. The functioning of SEZs as a tool of economic development was not examined or analyzed in the paper.

The comments given by Shri Arjun Sengupta are valuable from the point of view of preparing a comprehensive paper on the different dimensions of the functioning of the SEZs. In fact, it is also relevant in the context of any note we may prepare in future for circulation to Members of Rajya Sabha. Any such note must be comprehensive in scope, cover broadly all the literature available as far as possible on the issue and give the pros and cons without favouring one particular viewpoint.

It is, therefore, proposed that in future, if any paper on topical issues is to be circulated to Members of Rajya Sabha, we may prepare such papers indicating therein proper references with a disclaimer that 'the paper is based on published, sources indicated in the text and the Rajya Sabha Secretariat does not accept any responsibility for the accuracy or veracity of the information or views expressed in the paper'. It will also be indicated on the cover page of the paper that it is for use of Members of Rajya Sabha and not for publication. In this regard, a copy of the Fact Sheet prepared by Members Reference Service, LARRDIS, Lok Sabha Secretariat is placed below for perusal please.

Submitted.

Sd./-

DIRECTOR

15.4.08

REQUISITION FOR WORK

Not intended for issue or sale by the Central Publication Branch
(See Rules 8 to 30 of the Rules for Printing and Binding 1935 edition)

To

THE DEPUTY DIRECTOR (PRINTING),
 Directorate of Printing, Nirman Bhawan, New Delhi.
 THE GENERAL MANAGER, GOVT. OF INDIA PRESS, MINTO ROAD, NEW DELHI.

No. RS/

Station: New Delhi, Dated the

Reference to previous requisition, if any

No.

Date

1. Description of work

.....

Sanction under C.C.P. & S. No. and date	No. of pages of Mss.	Size of Publication	Style of binding	No. of fair copies required	Category of department	Budget head of account to which cost is debitale	Name of the Accounts Officer
14/2/52-P(I) dated 24.4.52					Paying in cash	2011-Parliament/ State/Union Territory Legislatures: 01-Parliament: 01,104 Rajya Sabha. 02-Members 02.00.16- Publications.	Pay and Accounts Officer, Rajya Sabha, Parliament House Annexe, New Delhi.

2. Proofs required by.....

3. Fair copies required by.....

4. Special instructions for Press (continue on reverse, if necessary)

Signature

Designation

RAJYA SABHA SECRETARIAT
(Printing and Publications Wing)

No.....

Dated.....20.....

MEMORANDUM

Subject:

Reference this Secretariat Printing Requisition No. R.S..... dated the..... 20 .
Proofs of the above-mentioned job, duly corrected, are returned herewith. It may now be finally printed
and..... copies supplied to this Secretariat by.....

Special Instructions for the Press

Printing Officer

The Deputy Manager,
Government of India Press,
Minto Road, New Delhi-110002.
RS 83 (Ptg. I)

Annexure -XXI

Tele. Nos. 23034218
23034222

RAJYA SABHA SECRETARIAT
(Printing and Publications Wing)

No.....

Dated.....

Please deliver the following to the bearer.

Name of the job

No. of copies

Printing Officer

The Deputy Manager (PLU)
Parliament Wing,
Government of India Press,
Minto Road, New Delhi.

RAJYA SABHA SECRETARIAT

SANSADIYASOUDH,

NEWDELHL

No. RS/32/Prg.-1/20

Dated the.....

MEMORANDUM

The following jobs may be collected from the Press tonight:

NAME OF THE JOB

NO. OF COPIES

1. Bulletin Part I (English) dated
2. Bulletin Part I (Hindi) dated
3. Bulletin Part II (English) dated
4. Bulletin Part II (Hindi) dated
5. Supplementary/Revised List of Business (English) dated
6. Supplementary/Revised List of Business (Hindi) dated
7. List of Business (English) dated
8. List of Business (Hindi) dated
9. List of Business (English) dated
10. List of Business (Hindi) dated
11. List of Papers Laid on the Table (English) dated
12. List of Papers Laid on the Table (Hindi) dated
13. Supplement to the Synopsis of Debates (English) dated
14. Supplement to the Synopsis of Debates (Hindi) dated
15. Synopsis of Debates (English) dated
16. Synopsis of Debates (Hindi) dated
17. Printed Starred Question List (English) dated
18. Printed Starred Question List (Hindi) dated
19. Printed Unstarred Question List (English) dated
20. Printed Unstarred Question List (Hindi) dated
21. Proof of Starred Question List (English) dated
22. Proof of Starred Question List (Hindi) dated
23. Proof of Unstarred Question List (English) dated
24. Proof of Unstarred Question List (Hindi) dated
- 25.
- 26.
- 27.
- 28.

For PRINTING OFFICER

Distribution Section

- Copy to (1) The Deputy Manager, PLU, Govt. of India Press, Minto Road, New Delhi.
(2) The Overseer, Govt. of India Press, Minto Road, New Delhi.
(3) The Jt. Director (Security), Room No. 159, Ist Floor, PHA, New Delhi.

NOTICE INVITING TENDER

Sealed tenders are invited from Class A/B empanelled with the Directorate of Printing, New Delhi for the printing of.....as per details given below:

A. SPECIFICATIONS

- | | | |
|----------------------------------------------------------------|---|------------------------|
| 1. Size | : | |
| 2. Print Area | : | |
| 3. No. of copies | : | |
| 4. Volume of work | : | |
| 5. Composing | : | |
| 6. Mode of Printing | : | |
| 7. Paper | : | Text: |
| | | Cover: |
| 8. Binding | : | |
| 9. Time Schedule | : | Proof: |
| | | Printed copies: |
| 10. Delivery of Printed copies & electronic version | : | |
| 11. Validity of Tender | : | |

FORMAT OF QUOTATIONS

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1a. Per page Rate for printing (inclusive of laser type setting, Processing, plate making, single colour offset printing). | | |
| 1b. Cost of Paper per page per 100 copies (in case of increase/decrease in number of copies) on 80 GSM Super Sunshine Offset Printing paper. | | |
| 2. Cost of Cover | | |
| (i) Two colour offset printing (per cover) | | |
| (ii) Single colour offset printing (per cover) | | |
| 3. Binding Charges (per book) | | |

B. TERMS & CONDITIONS:

- The SAMPLE of printed and bound Volume can be seen in the Secretariat. The Sample of the job can be seen which is available with the Joint Director (P&P) in Room No. 528-A, Parliament House Annexe, New Delhi-110001 on any working day between 11.00 AM and 5.00 PM.
- The successful tenderer shall have to deposit a sum of Rs. 15,000/- (Rupees Fifteen thousand only) in the form of Bank Draft drawn in favour of the **Deputy Director, Rajya Sabha Secretariat** payable at New Delhi as Security Deposit, which shall be refundable on the satisfactory completion of the work and after the contract period is over. If the job is not executed satisfactorily as per the specifications of size, style & paper, etc. and within the stipulated time schedule, the Rajya Sabha Secretariat reserves the right of rejecting the printed copies and no compensation shall be paid for such rejection and Security Deposit may also be forfeited.
- The Contract may be pre-maturely terminated by the Rajya Sabha Secretariat on the ground(s) of unsatisfactory performance. However, before so terminating the contract, the printer shall be given a show-cause notice and an opportunity to explain his case. The decision of the Rajya Sabha Secretariat in this regard shall, however, be final and binding.

4. In the event of pre-mature termination of contract as aforesaid, the Rajya Sabha Secretariat shall be free to get the contract job executed from any other agency at the risk and cost of the tenderer who has failed to execute the job satisfactorily.
5. The contract may be extended beyond its normal validity period of one year, for a period not exceeding one year without any change in rates and existing terms & conditions.
6. The Printer should have adequate experience of handling such urgent jobs.
7. The rates should be quoted by the Printers on their letter head in the format given above.
8. The Printer shall be duty bound to ensure secrecy and safety of the job and to avoid any leakage and misuse during the contract period.
9. It is the sole responsibility of the Printer to ensure that the jobs are completed and supplied to the Secretariat within scheduled time. If there is delay in delivering the printed copies within the prescribed time, a penalty @ 1% per day shall be imposed. Moreover, a penalty @7% of the billing amount in respect of the job for short print area/ undue spacing shall be imposed wherever applicable.
10. The tenders shall be opened on the closing date of the receipt of tenders at 1600 hrs. in Parliament House Annexe, New Delhi in the presence of intending tenderers, or their representatives, if any.
11. The Rajya Sabha Secretariat reserves the right to accept/reject any or all the tenders without assigning any reason therefor at any time and stage.