



**Parliament of India**  
**Rajya Sabha**

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)  
**SECRETARIAT SUPPORTING BRANCH**

Rajya Sabha Secretariat  
Secretariat Supporting Branch

June, 2010



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## **PREFACE**

Sectional Manuals of Office Procedure (SMOP) of Secretariat Supporting Branch consisting of I.T. Sections (H&S), Training Cell, Sales & Archives Section & R.T.I. Cell, besides detailing job responsibilities of these Sections also gives a bird's eye view of various provisions regulating computers and its maintenance, orientation programmes for Members & training need of officials of the Secretariat, procurement of souvenir items, sale of Rajya Sabha publications, receipts and maintenance of records, implementation of provision of Right to Information (RTI) Act, 2005 etc. It is designed to serve as a guide for officers and staff of these Sections in the discharge of their duties and responsibilities.

NEW DELHI;  
June, 2010

V. K. AGNIHOTRI,  
*Secretary-General.*

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PART-I

I.T. SECTIONS  
(H & S)

## CHAPTER-1

### INTRODUCTION & FUNCTIONS

**1.1 Introduction :** The idea of introducing automation in the Indian Parliament was initiated in the year 1982. Subsequently, computer-based information system called PARLIS (Parliament Library and Information System) was set up in the year 1985 with the help of National Informatics Centre (NIC). In the Rajya Sabha Secretariat, the work related to computerization was initiated for the first time in the year 1987 by way of online UNIX based system for pay roll activity. In February 1995, the General Purposes Committee (GPC) of Rajya Sabha considered the matter of provision of computers to the Members and consequently notebook/laptop computers were procured for Members of Rajya Sabha. Thereafter the General Purposes Committee in February 1997 recommended that a Committee (Committee on Provision of Computers to Members of Rajya Sabha) consisting of seven members be constituted under the Chairmanship of Deputy Chairman, Rajya Sabha to look into computerization activities. In order to provide Secretarial support to the Committee and to look after the various computerization activities of the Secretariat, a Computer Cell was created in December 1997 in the Rajya Sabha Secretariat. In August, 2007 the Computer Cell was reorganized into two I.T. Sections, namely I.T. (Hardware) Section and I.T. (Software) Section.

**1.2 Functions :** The main function of the I.T. Sections is to look after the work relating to:

- (i) Providing secretarial assistance and support to the following Committees:
  - (a) Committee on Provision of Computer Equipment to Members of Rajya Sabha;
  - (b) Standing Technical Advisory Committee (STAC);
  - (c) Computerization Coordination Committee (CCC);
  - (d) Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE);
  - (e) Obsolescence Declaration Committee (ODC);
  - (f) Committee for Re-designing the Rajya Sabha Website;
  - (g) Committee to review the Plan for Information Security;
  - (h) Steering Committee on Digitization of Verbatim Debates of Rajya Sabha (*ad hoc*)
- (ii) Preparation of IT Plans for computerization of the functioning of the Secretariat and to ensure coordinated implementation thereof.
- (iii) Coordination with NIC and various Sections of the Secretariat for preparation of software needs and databases for use in Rajya Sabha Secretariat and by Members of Rajya Sabha.
- (iv) Purchase of hardware and software items and other accessories as per requirement of the Secretariat.
- (v) Coordination with NIC for giving internet/e-mail connections to Members and look into their complaints.
- (vi) Devising procedures using information technology to increase and facilitate availability of parliamentary information amongst Members and general public.
- (vii) Maintaining the English and Hindi Internet websites of Rajya Sabha and the Intranet Site of Rajya Sabha Secretariat, ensuring their timely updation and selecting suitable material to be put on Internet/Intranet for use of Members, Secretariat and the public.

## CHAPTER - 2

### COMMITTEES

**2.1 Committee on Provision of Computer Equipment to Members :** This Committee (i) decides on the parameters with regard to application of Information Technology in the functioning of the Rajya Sabha; (ii) decides on norms for provision of computer hardware and software to be made available to Members from time to time along with suitable measures, including training, to encourage Members to be proficient in the use of IT tools; and (iii) takes steps to ensure increased use of electronic mode of information dissemination in the Rajya Sabha. Hon'ble Deputy Chairman, Rajya Sabha is the Chairman of the Committee. The Committee comprises of seven Members of Rajya Sabha including its Chairman. The I.T. Sections provide secretarial support to this Parliamentary Committee and are responsible for the following:

- (i) Preparation of Agenda and Minutes of the meetings and implementation of the decisions taken by the Committee;
- (ii) On the basis of the policy and norms formulated by the Committee, examination and processing of the claims submitted by the Members for purchase of computer equipment;
- (iii) Maintenance of the data regarding Financial Entitlement of Members for purchase of computer equipment; and
- (iv) Placing of matters relating to provision of computerized information to Members including internet applications, video and text material on media, applications likely to be of use to Members etc. before the Committee for consideration.

**2.2 Standing Technical Advisory Committee (STAC) :** This Committee gives technical advice to the Committee on Provision of Computers to Members of Rajya Sabha and the Secretariat regarding the specifications/models/makes of various computer items which are to be procured, and also on various technical issues encountered in the process of computerization. This Committee is headed by the Director General, NIC and includes Additional Secretary/Joint Secretary (in-charge of I.T. Sections), Deputy Director General/Senior Technical Director, NIC (in-charge of Parliament Division), Director/Joint Director in-charge of I.T. Sections as Members and Technical Director, NIC (Parliament Division) as Member Secretary.

**2.3 Computerization Coordination Committee (CCC) :** The detailed planning and scheduling of computerization of various aspects of working of the Rajya Sabha Secretariat is the responsibility of the Computerization Coordination Committee which meets under the Chairmanship of the Secretary-General and includes the representative of the NIC and Secretary/Additional Secretaries/Joint Secretaries, Rajya Sabha Secretariat as Members and Director (in-charge of I.T. Sections), Rajya Sabha as Member Secretary. The Computerization Coordination Committee lays down the broad areas to be taken up for computerization.

**2.3.1** The coordination between the broad objectives laid down by the Committee on Provision of Computer Equipment to Members of Rajya Sabha and the IT Plan are given effect by the Computerization Coordination Committee and the I.T. Sections.

**2.4 Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE) :** This Committee is headed by the Secretary and all Joint Secretaries are Members of the Committee. It considers the requests from officers/sections for supply of computer equipment and LAN nodes.

**2.5 Obsolescence Declaration Committee (ODC) :** This Committee considers from time to time the proposals for declaring the computer equipment held by the Secretariat obsolete within the framework of Obsolescence Declaration Policy (ODP) formulated by it (*Annexure-I*) and recommends the manner of disposal of equipment declared obsolete. The Committee also considers the requests received from retired/retiring officers of the Secretariat for providing computer equipment at depreciated cost. All recommendations of the Committee are placed before Secretary-General for approval. The Obsolescence Declaration Committee (ODC) is chaired by Additional Secretary (in-charge of I.T. Sections) and consists of Director (in-charge of I.T. Sections), Director (Stores), Joint Director/Director(E), Technical Director, NIC as Members and Joint Director/Deputy Director (in-charge of I.T. Sections) as Member Secretary.

**2.6 Committee for Re-designing the Rajya Sabha Website:** This Committee is constituted to review the existing website annually and suggest change/modifications in the website with a view to make it more user-friendly. This Committee is headed by the Additional Secretary/Joint Secretary (in-charge of I.T. Sections) and Deputy Director General/Senior Technical Director, NIC (in-charge Parliament Division), Director (in-charge of I.T. Sections), Technical Director, NIC (Parliament Division) are its Members with Joint Director/Deputy Director (in-charge of I.T. Sections) is Member Secretary. Some other IT savvy officers are also included in this Committee.

**2.7 Committee to Review the Plan for Information Security Network:** This Committee reviews and implements the Plan for Information Security Network for the security requirement for network, systems and applications for Parliament House Complex. The Committee is chaired by Secretary and consists of Additional Secretary/Joint Secretary (in-charge of I.T. Sections) and Deputy Director General, NIC (in-charge of Parliament Division), Director (Security) and Technical Director, NIC (Parliament Division) as members and Joint Director/Deputy Director (IT) as Member Secretary.

## CHAPTER - 3

### PROVISION OF COMPUTER EQUIPMENT FOR MEMBERS AND OFFICERS

**3.1 Provision of computer equipment to Members and Officers:** Various items of computer equipment are made available to Members under a Scheme of Financial Entitlement of Members which has been codified in the Provision of Computer Equipment (Members of Rajya Sabha and Officers) Rules, 2008 (*Annexure-II*). The main ingredients of the Scheme are as follows:

- (i) Members shall be entitled to purchase any or all of the items of computer equipment from the specified list as mentioned below:
  - Desktop Computer
  - Laptop Computer
  - Pen Drive
  - Printer (DeskJet/LaserJet/Multi-function/Portable)
  - Scanner
  - UPS (with desktop only)
  - Handheld Communicator/Computer
  - Data Internet Cards
  - MS Office Suite
  - Language Software and Speech Recognition Softwares
- (ii) The financial entitlement of a Member for purchasing computer equipment would be as follows:
  - Rs. 1,50,000/- if he was elected/nominated to Rajya Sabha on or after 1st April, 2008.
  - Rs. 1,50,000/- if he was elected/nominated to Rajya Sabha before 1st April, 2008 but has not been supplied any computer equipment by the Secretariat.
  - Rs. 1,00,000/- if he is elected/nominated to Rajya Sabha on or after 1st April, 2008 on a casual vacancy for a term of three years or less.
  - Rs. 75,000/- if he was elected/nominated to Rajya Sabha before 1st April, 2008 and has been supplied computer equipment by the Secretariat, provided he is left with a term of more than one year.
- (iii) The adequacy of the amounts specified in the rules shall be reviewed by the Committee annually and revision, if any, shall take effect prospectively.
- (iv) The Committee shall review every year, at the time of reviewing financial entitlement, if any items should be added to or deleted from the specified list.
- (v) The Members shall be free to purchase any model of the computer equipment and software, specified in the Rules, at any time during their term. The Members shall be equally free to purchase any mix of computer equipment specified in the Rules subject to the condition that the amount of reimbursement/payment shall not exceed the "entitlement" as fixed by the Committee.
- (vi) In case the cost of equipment purchased by the Member exceeds his financial entitlement, the difference between the said cost and the said entitlement shall be borne by the Member.

- (vii) The Committee shall notify, from time to time, the procedure regarding the purchase of computer equipment, including restrictions, if any to be imposed in this regard. A procedure to regulate the purchase of computer equipment under the Provision of Computer Equipment (Members of Rajya Sabha and Officers) Rules, 2008 as approved by the Hon'ble Chairman, Rajya Sabha is at *Annexure-III*.
- (viii) The financial entitlement of a Member shall be the amount last fixed by the Committee before his election/nomination to the Rajya Sabha. The entitlement shall not be affected by modifications made by the Committee in the amount, subsequent to his election/nomination. Unless specified by the Committee, all modifications shall be with prospective effect.
- (ix) The computer equipment purchased by a Member under the Scheme shall remain with him even after he ceases to be a Member.

**3.2 Reimbursement/payment towards the purchase of computer equipment:**

- (i) The Scheme can be availed by the Members by adopting one of the following two procedures:
  - He may purchase the computer equipment from a vendor and pass on the proof of payment to the I.T. Section for reimbursement. On certification by the I.T. Section, the M.S. & A. Section shall make the reimbursement to the Member; or
  - He may bring a Proforma Invoice from a vendor for the computer equipment to be procured. On certification by the I.T. Section, the M.S. & A. Section shall make the payment directly to the vendor.
- (ii) The Member shall make available the proof of purchase, within 30 days from the date of release of payment, to the Secretariat for the purpose of record and audit.

**3.3. Maintenance and insurance of computer equipment:** It shall be for the Member to decide if he wishes to get the computer equipment purchased under the Scheme insured, and he shall do so himself. Similarly, the arrangement for the maintenance of the computer equipment shall be made by the Member himself.

**3.4 Computer Training:** The I.T. Section coordinates with the Training Cell and NIC for the training of Members of Parliament in the use of computers, the various softwares etc. Training is provided both to Members and their nominated representatives.

**3.5 Provision of computers at the residences of officers:** In order to make available computer equipment at residences of officers of the level of Joint Secretary and above, the following would be followed:

- (i) Officers shall be provided computer equipment at their residences, as approved by the Chairman of the Committee from time to time, after procuring the same through NICS. The maintenance for such equipment shall be provided by the Secretariat.
- (ii) No officer shall be permitted to purchase the computer before his retirement/leaving the Secretariat on completion of tenure. An officer may however request for upgrading the computer after three years of supply. In case it is not technically feasible to upgrade the computer, it shall be replaced by a new one.
- (iii) The cost to be charged from officers for purchase of computer equipment shall be calculated @ 60% depreciation per year on the written down value. The cost of software and maintenance shall not be taken into account while calculating depreciation.

**3.6 Provision of providing computer equipment to retired/retiring officers of the Secretariat at depreciated cost:** Officers of the rank of Deputy Director to Director are entitled on request, to purchase computer equipment which has been declared obsolete by the Obsolescence Declaration Committee (ODC) in the Secretariat (at an approved rate) at the time of their retirement subject to its availability. Such requests will be placed before the ODC and after its recommendation and approval of Secretary General, the obsolete computer equipment *i.e.* desktop computer, printer and UPS will be offered to retired/retiring officers. The desktop computer and printer which are in good working condition will be provided to these officers. However, UPS will be provided on 'as is where is' basis. No maintenance and installation service will be provided for the computer equipment purchased by the retired/retiring officers.

**3.6.1** I.T. Section, after making the assessment of the number of such officers retiring during the year, will keep sufficient sets of computer equipment in its stock for providing them to those retired/retiring officers who request for the same within one month prior to their retirement. On receipt of the request from the retired/retiring officer, it would be disposed of by taking orders of Chairman, ODC on file so that Committee need not meet to dispose off each such request.



## CHAPTER - 4

### WEBSITES

**4.1 Rajya Sabha Websites:** The official English and Hindi websites of Rajya Sabha are <http://rajyasabha.nic.in> and <http://rajyasabhahindi.nic.in> which are maintained by I.T. Sections in coordination with NIC officials. These websites are exclusively dedicated to the Rajya Sabha and include a wealth of information on the business listed and transacted in the House, record of debates held in the House, Parliament Questions and their Answers, Status of Legislations, Information relating to various Committees of the House, Who's Who of Members, their addresses and e-mail, Rules of Procedure of the Rajya Sabha, Secretariat related information etc. with much of the information being backed by number of structured databases. Information on these websites is updated on daily basis and the past data of several years relating to Parliament Questions, Debates, Bills, Committees and other legislative information is accessible through the website. Besides these two Internet websites, another Intranet site containing information relating to the Rajya Sabha Secretariat, its officials, working etc. is also functional at the address <http://164.100.47.5>

**4.2 Placing and Updating of information on the Internet Websites:** While the NIC is responsible for the development and management of the application softwares for the various Sections/branches of the Secretariat as well as Website and for ensuring that the software necessary to display the information operates satisfactorily, the Rajya Sabha Secretariat is responsible for the correctness of the data and it is the responsibility of the Section which generates the information to ensure that any change in the information is updated in the website either through the web application provided to them or is communicated to the officers concerned in the NIC cell for updating the Web Pages. The primary responsibility to ensure supply of correct, complete and up-to-date data is of the originating Sections concerned and their supervisory officers. In certain cases where special software is installed in Section's machines, the entries made in the computers in the Section are automatically given effect on the Internet (through web-enabled softwares) and such data entry must also be done timely and systematically.

As soon as a document is prepared/updated, it should be uploaded on the website using the Web based data entry/uploading module. In case where no client software is provided, electronic copy of the data/file is required to be sent as e-mail attachment to NIC Cell at [nic64g@sansad.nic.in](mailto:nic64g@sansad.nic.in) along with an e-mail copy/intimation to the Section head/DD/JD/Dir./JS concerned who then checks that the material is available in correct and proper format on the internet/intranet by next day. In case of any problem, he will check with the concerned Section and also discuss the matter for rectification with NIC/NICSI officials available in Room No. 64-G, Parliament House.

Website Quality Manual of Rajya Sabha websites which *inter alia* delineates the responsibilities of various Sections and officers of the Secretariat regarding updating, monitoring and archiving of various data/items placed on the websites of Rajya Sabha (<http://rajyasabha.nic.in> and <http://rajyasabhahindi.nic.in>) has been placed on the Rajya Sabha Secretariat Internet Site (<http://164.100.47.5>) and all officers and Sections of the Secretariat are expected to comply with the Manual.

Procedure to be followed by the various Sections of Rajya Sabha Secretariat for uploading the data on the websites has been outlined in *Annexure-IV*.

Also an officer of the level of Joint Director/Deputy Director has been designated as Web Supervisor in order to strengthen the monitoring mechanism for the Rajya Sabha Website. Web Supervisor monitors the status of updation of the English and Hindi websites of Rajya Sabha and coordinates with various Sections/officers to ensure that the website remained updated. This mechanism keeps individual Sections alert with regard to their respective responsibility of updating the website. Also based on the feedback received from the Web Supervisor and various Section/officers of the Secretariat in respect of websites, review meetings are held from time to time.

## CHAPTER - 5

### MAINTENANCE AND UPKEEP OF COMPUTER EQUIPMENT

**5.1 Maintenance of Secretariat's Computers:** The Secretariat's computers have been networked to enable electronic transfer of data to the extent required. The maintenance of the network is the responsibility of the NIC. The maintenance of the client machines is coordinated by the I.T. Sections. All complaints to the vendors/maintenance contractors will be routed through I.T. Sections, which maintains data of all the complaints in CMIS software. The I.T. Sections will also enter into an Annual Maintenance Contract (AMC) through sealed tender for maintenance of computer equipment which are out of warranty.

**5.2 Site requirements for locating computers for the Secretariat:** Each Section/Officer, must ensure the following and report problems, if any, to the I.T. Sections and to their own senior officer in-charge:—

- (i) The electricity supply is properly regulated either through a Uninterrupted Power Supply (UPS) equipment of the appropriate capacity so that constant voltage is supplied.
- (ii) The atmosphere, where the computer is kept should be dust free as dust on a floppy, distette, CD/DVD can cause the read/write head of the disk drive to "crash". Windows, if any, should be well closed in case the atomsphere outside is likely to be dusty and humidity and temperature should be controlled within the limits specified by the manufacturer, if necessary, using air conditioners. The room should be regularly cleaned with a vacuum cleaner.
- (iii) Proper planning of sitting on computers should be done keeping in view the convenience of the personnel using them and electric sockets (with fuse or MCB) provided near the computers to avoid long leads on the floor which may be an impediment, and may be pulled accidentally, causing damage to hardware. Where there are many wires conducting work has also to be done for the purpose.
- (iv) Good quality furniture should be provided to staff especially where a person spends considerable time at the computer, and action initiated to replace defective furniture. The computer table should be at the right height so that the Visual Display Unit/Screen is at eye level. The chair should have arms so that there is support for the elbows. This will avoid strain on neck, shoulders and wrists. A good chair with reinforced support for the lumber region of the back and a footrest should be provided to avoid strain to the back. The room lighting should also be properly controlled to reduce the eyestrain of computer operators who need to view the computer screen for long periods.

**5.3 Responsibility of Section in-Charge:** The responsibility for ensuring that the manual processes are replaced by the computerized processes, is squarely that of the officer in-charge of a Section who must ensure the following:

- (i) That the required data is being regularly received and immediately fed into the computer;
- (ii) That the requisite reports are being generated and used;
- (iii) That the manual system of maintaining data is quickly discontinued so that firstly the extra work is cut out and secondly by being dependent on the computerized system, the process becomes irreversible.

Any difficulty in this regard must be reported immediately to the senior officer in-charge and to the I.T. Section/NIC.

**5.4 Administration of the computer operation:** For systematic and trouble free operation of the computer system, attention has to be paid by all Sections to the following aspects:

- (i) **Access:** Access to computers should be controlled to ensure that the system is not tampered with or mishandled. For this purpose User codes and passwords should be given to the regular operators by NIC and the software should incorporate checks to prevent unauthorized access to data and to prevent unauthorized change in date.

(ii) **Data Security:**

- (a) While restriction on access is one of the essentials to ensure security, protection against accidental loss of data has to be ensured. In order to ensure this, "backup" copies of all important computer files should be taken out periodically (weekly or daily depending on the nature of data and frequency of its updation) so that in case data in the main system is accidentally lost, backup data is at least available;
- (b) Where a large number of computer files exist and many users use computers, files should be stored in different 'folders' and a Register maintained to keep track of file names and their contents;
- (c) To reduce the possibility of accidental loss of data due to virus, suitable software to detect and deactivate viruses should be installed and used on a regular basis. This software would be periodically upgraded by NIC to be able to deal with the newly evolving viruses;
- (d) All floppies, CDs, Pen drives and e-mail attachments received from other Sections/Officers should be checked for virus before the files are opened or downloaded onto the hard disk.

(iii) **Protection against fire:** All electrical wiring in the computer rooms should be secure and Magnetic Circuit Breakers (MCB) provided to prevent electrical fires due to short circuiting etc.

(iv) **Use of Computers for bonafide purposes only:** Using the computer to play games etc. or surf the internet or download material not required for official purposes is a violation of the Conduct rules and officers in-charge of the Section must strictly enforce the rules. It is also in the interest of staff, since such unauthorized activity is often the source of viruses which may destroy data or programmes leading to duplication of work, delay etc. I.T. Sections will enforce a calendar for Section-wise scanning of computer disks by NIC to update antivirus software and schedule it, check e-mail, internet setting for better connectivity, carry out preventive maintenance, defragment the hard disk, remove files and programmes likely to disrupt the system, and report serious breaches for disciplinary action.

**5.5 Complaint regulation and attendance:** The I.T. Sections will register all complaints in respect of non-functioning of computers of the Secretariat. The following procedure has been adopted in this regard:—

- (i) In case a computer is not functioning for any reason, it should be reported to I.T. Section promptly, indicating the specific problem to the extent possible. The I.T. Sections will register the complaints in the complaint monitoring software CMIS. The complaint should be got registered and complaint number obtained by the Section;
- (ii) I.T. Section will endeavor to set the problem right the same day or before the forenoon of the next day subject to availability of the vendor or AMC contractor (during warranty/AMC period of hardware) or NICS/NIC (in case of other matters). In case the problem is not set right within this period Officers/Sections are advised to either send a written complaint or E-mail (referring to the complaint number) to the I.T. Section so that the complaint is followed up on priority. This may be supplemented by telephonic reminder at higher level in case the problem persists;
- (iii) In case the requirement for repair is urgent, the matter should simultaneously be reported at a higher level to ensure prompt attendance of complaints. In case the problem remains unattended, the Joint Director/Deputy Director concerned should bring the matter to the notice of the Director/Joint Director in charge of I.T. Section telephonically;
- (iv) While responsibility for failure to attend to complaints will be that of the I.T. Section, responsibility for failure to report or follow-up the non-attending of complaints continues to remain with the concerned Officers/Section, and they must therefore ensure follow up;
- (v) Deputy Director level officers must ascertain each week from their Committee/Executive Officers whether Section computer hardware, LAN connectivity and various softwares are functioning satisfactorily or not and inform the Director/Deputy Director of I.T. Sections of all pending complaints or serious problems.

**5.6 Record Keeping:** The I.T. Sections will maintain following Registers for keeping record:

- (i) CMIS Register for monitoring of complaints in Electronic form;
- (ii) Register of Financial Entitlement of Members for keeping record of the status of financial entitlement of Members;
- (iii) Inventory Register for computer equipment of the Secretariat;
- (iv) Expenditure control and Sanctions Register;
- (v) Software Register.

**5.7 Procedure in respect of movement of store and stock items:** All movement of stock and store items from one building to another or out of the complex will be regulated through the issue of Gate Passes as follows:—

- (i) In respect of items issued by I.T. Sections etc. out of stock, the AD/EO in-charge will issue the gate pass, specifying the item with complete description, the stock item no. or make and serial no., its destination, name of persons (and organization) authorized to carry the item and the date and time period fixed for the purpose, and mode of transport if any;
- (ii) In respect of items already issued to Sections/Officers, where movement of the item is on account of temporary deployment, repair or return to store etc., the AD/EO or PA/PS of the office/Officer concerned will issue the gate pass on above lines;
- (iii) In respect of items brought in from outside for repair or demonstration (*e.g.* sample items brought by Vendors), separate inward and outward gate pass will be issued by the AD/EO, PA/PS concerned;
- (iv) Whenever an item is taken in or out of a building, the gate pass will be checked by Watch and Ward against the item, and the gate pass will be cancelled/endorsed giving date and time of the movement through the gate, and the gate number;
- (v) All cases of unauthorized movement of stock/stores will be brought to the notice of Deputy Director, Watch and Ward, PH/PHA, by the Watch and Ward staff, who will institute necessary inquiries if necessary and also inform the officer/section concerned immediately.

**5.8 Action in cases of Loss, Theft or deliberate damage to stores issued or in stock:** All cases of loss, theft or damage to valuable consumable stores or to non-consumable stores must be reported to the Deputy Director in charge of I.T. Sections, and to Watch & Ward in case investigation is necessary to recover property or identify the culprit. All information to Deputy Director (I.T. Sections) and Watch & Ward should be sent in writing over the signature of the AD/EO in-charge of the Section or PA/PS of the offices of Committee Chairman concerned, specifying the date and time of occurrence and detection of the event, the normal location and description of the item stolen/damaged (including make, stock item number and part/serial number if any) etc.

**5.8.1** In case of recovery of the item, information should again be communicated to all concerned. In respect of cases of recovery of unaccounted stores by Watch & Ward etc., the issuing Section, *i.e.* I.T. Section etc. should be informed in writing of the details (description, Part/serial no., place and mode of discovery etc.), and the Section will enquire into the matter and submit a report of the Deputy Director in charge of I.T. Section etc., who in turn will intimate Watch & Ward at the earliest.

**5.9 Filing System:** A separate file will be opened for financial entitlement of each Member, of Rajya Sabha and will contain the details of the computer equipment purchased by the Member under the scheme. Similarly, a separate file will also be opened for each officer of the Secretariat (Deputy Director and above) and all the Sections of the Secretariat containing the details of the equipment issued to that officer/Section and all correspondence relating to them.

**5.10 Tender File:** A separate file will be opened for tender for Annual Maintenance Contract (AMC). The tender file will contain the comparative statement and approval of tender and sanction letter.

**5.11 Contract File:** As soon as a tender is finalized, a separate file will be opened in respect of the item/service in name of the contractor on the basis of the sanction letter. All subsequent correspondence should be done from this file and the tender file should be closed and stitched.

**5.12 Weeding out records:** The weeding out of the various records of the I.T. Sections will be carried out as per the weeding out policy of the Section. The policy has been outlined in *Annexure-V*.

**5.13 Infrastructure:** A Central Data Centre/Network Monitoring Centre has been set up in Room No. 110, Parliament House. All the servers have been installed in the Central Data Centre.

**5.13.1** Also I.T. Sections has stores at 75, North Avenue and 98A, First Floor, Parliament House where old computer equipment are stored.

OBSOLESCENCE DECLARATION POLICY IN RAJYA SABHA SECRETARIAT

- The Obsolescence Declaration Committee (ODC) will meet at least once every year, and more often if necessary, to evaluate the obsolescence status of the computer equipment held by the Secretariat.
- While declaring a computer equipment obsolete, the ODC will be guided by (a) the date of its procurement, (b) the configuration of the equipment, and (c) the feasibility of its continued use in the Secretariat.
- The life of a computer equipment procured for the Secretariat will normally be six years. As such, all computer equipment procured for use in the Rajya Sabha Secretariat, except servers, software or any item specifically mentioned, which has completed six years of use will be considered by the ODC for declaration as obsolete.
- The recommendations made by the Obsolescence Declaration Committee, from time to time, will be implemented only after those have been approved by the Secretary-General.
- Once computer equipment has been declared obsolete by the ODC, with the approval of the Secretary-General, the matter relating to its replacement will be placed before the Committee of Officers for Procurement of Computer Equipment (COOPCE).
- Any computer equipment declared obsolete, but in use in the Secretariat, would continue to be so used till it is replaced with new equipment selected by the COOPCE.
- Any computer equipment procured for Members of Rajya Sabha and returned by the Member after expiry of his/her term will be treated like any other equipment of the Secretariat and will be considered for declaration as obsolete by the ODC, in case that equipment meets the criteria fixed for obsolescence.
- The obsolete equipment will be offered in the first instance, to the employees of the Rajya Sabha Secretariat at a depreciated cost, and the remaining equipment will be disposed of through an open auction as per the procedure outlined in the General Financial Rules.
- The terms and conditions of offering the computer equipment to the employees of the Secretariat last fixed by the ODC are as follows:
  - The equipment will be offered on "as is where is" basis.
  - The ballot will be held in respect of names of the applicants; computer equipment (computer, printer and UPS) will then be allotted to the employees/officers, as per their seniority in the ballot and their preferences.
  - Only one set of computer equipment (one desktop or laptop computer, one DeskJet or LaserJet printer and one UPS) will be allotted to an employee in a particular offer.
  - The depreciated cost fixed for any equipment would be paid through a Bank Draft drawn in favour of the Deputy Director, Rajya Sabha Secretariat within three days of the notification of the results of the draw of lots.
  - In case an employee fails to deposit the Bank Draft towards the depreciated cost within the stipulated period, he will forfeit his claim for that equipment and the wait-listed employees will be eligible for that item in the order of their position in the draw of lots.
  - The equipment once taken by an employee cannot be returned to the Secretariat.

THE PROVISION OF COMPUTER EQUIPMENT (MEMBERS OF RAJYA SABHA AND OFFICERS) RULES, 2008

**1. Short Title, Extent and Commencement**

- (i) These rules may be called the Provision of Computer Equipment (Members of Rajya Sabha and Officers) Rules, 2008.
- (ii) They extend to Members of Rajya Sabha and Officers of Rajya Sabha Secretariat.
- (iii) They shall come into force on the 1st April, 2008.

**2. Definitions**

*In these rules and procedures unless the context otherwise requires:—*

- (i) "Annexure" means an Annexure to these rules.
- (ii) "Committee" means the Committee on Provision of Computer Equipment to Members of Rajya Sabha.
- (iii) "Computer equipment" means all electronic gadgets capable of storing, retrieving, processing, scanning, transferring and printing of data by whatever name called, and includes all equipment specified in the Annexure.
- (iv) "Member" for the purpose of these rules means a sitting Member of Rajya Sabha.
- (v) "NIC" means the National Informatics Centre of the Department of Information Technology, Government of India.
- (vi) "NICSI" means the National Informatics Centre Services Incorporated set up as a company under the National Informatics Centre, Ministry of Communication & Information Technology, Government of India, to provide total IT solution to the Government organizations.
- (vii) "Officer" means an officer not below the rank of Joint Secretary in Rajya Sabha Secretariat.
- (viii) "Scheme" means the Scheme of Financial Entitlement of Members of Rajya Sabha for Computer Equipment, as delineated in Rules 4, 5 and 6.
- (ix) "Secretariat" means the Rajya Sabha Secretariat.
- (x) "Software" means a programme or a set of programmes used to operate a computer, and includes a system software.
- (xi) "STAC" means the Standing Technical Advisory Committee constituted under Rule 8.

**3. Provision of Computer Equipment**

Computer equipment shall be made available to the Members and Officers to enable them to discharge their functions/duties.

**4. Scheme of Financial Entitlement of Members of Rajya Sabha for Computer Equipment**

- (i) The computer equipment shall be made available to the Members through a Scheme of financial entitlement.
- (ii) The financial entitlement of a Member for purchasing computer equipment and software under the Scheme shall be as follows:
  - (a) Rs. 1,50,000/- if he is elected/nominated to Rajya Sabha on or after 1st April, 2008.
  - (b) Rs. 1,50,000/- if he was elected/nominated to Rajya Sabha before 1st April, 2008 but has not been supplied any computer equipment by the Secretariat.
  - (c) Rs. 1,50,000/- minus the depreciated cost of the handheld communicator (Rs. 4,800/- in the case of Nokia 9500 and Rs. 4400 in the case of Nokia 9300i) if he was elected/nominated to Rajya Sabha before

1st April, 2008 but has not been supplied any computer equipment by the Secretariat except Nokia handheld communicator.

- (d) Rs. 1,00,000/- if he is elected/nominated to Rajya Sabha on or after 1st April, 2008 on a casual vacancy for a term of three years or less.
- (e) Rs. 75,000/- if he was elected/nominated to Rajya Sabha before 1st April, 2008 and has been supplied computer equipment by the Secretariat.
- (iii) Notwithstanding what has been stated in Sub-rule (ii)(c) and (ii)(e) above, a Member who was elected/nominated to Rajya Sabha before 1st April, 2008 shall not be eligible to avail of the benefits of the Scheme from the date he is left with a term of one year or less.
- (iv) The adequacy of the amounts specified in Sub-rule (ii) shall be reviewed by the Committee annually and revision, if any, shall take effect prospectively.
- (v) Under the Scheme, Members shall be entitled to purchase any or all of the items of computer equipment specified in the Annexure. The Committee shall review every year, at the time of reviewing financial entitlement, if any items should be added to or deleted from the specified list.
- (vi) The Members shall be free to purchase any model of the computer equipment and software, specified in the Annexure, at any time during their term. The Members shall be equally free to purchase any mix of computer equipment specified in the Annexure subject to the condition that the amount of reimbursement/payment shall not exceed the "entitlement" as fixed by the Committee:  
  
Provided that in case the cost of equipment purchased by the Member exceeds his financial entitlement, the difference between the said cost and the said entitlement shall be borne by the Member himself.
- (vii) The Committee shall notify, from time to time, the procedure regulating the purchase of computer equipment by the Members, including restrictions, if any, to be imposed in this regard.
- (viii) The financial entitlement of a Member shall be the amount last fixed by the Committee before his election/nomination to the Rajya Sabha. His entitlement shall not be affected by modifications made by the Committee in the amount, subsequent to his election/nomination. Unless specified by the Committee, all modifications to the amount of entitlement shall be with prospective effect.
- (ix) The computer equipment purchased by a Member under the Scheme shall remain with him even after he ceases to be a Member.
- (x) Subject to proviso of Sub-rule (ii)(c), computer equipment supplied to a Member before 1st April, 2008 shall remain with him without payment of any depreciation cost.

#### **5. Reimbursement/Payment towards the Purchase of Computer Equipment**

- (i) Subject to provisions of Sub-rules (ii) and (vi) of Rule 4, a Member shall be able to avail of the Scheme by adopting one of the following two procedures:
  - (a) He may purchase the computer equipment and pass on the proof of payment to the I.T. Section for reimbursement. On certification by the I.T. Section, the MS&A Section shall make the reimbursement to the Member; or
  - (b) He may bring a Proforma Invoice for the computer equipment to be procured. On certification by the I.T. Section, the MS&A Section shall make the payment directly to the vendor.
- (ii) The Member shall make available the proof of purchase, within 30 days from the date of release of payment, to the Secretariat for the purpose of record and audit.

#### **6. Maintenance and Insurance of Computer Equipment**

- (i) It shall be for the Member to decide if he wishes to get the computer equipment purchased under the Scheme insured, and he shall do so himself. Similarly, the arrangement for the maintenance of the computer equipment shall be made by the Member himself.



- (ii) The provisions of Sub-rule (i) shall apply equally to the computer equipment supplied to Members before 1st April, 2008, from the date of his joining the Scheme.

### **7. Provision of Computer Equipment for Officers**

- (i) Officers shall be provided computer equipment at their residences, as approved by the Chairman of the Committee from time to time, after procuring the same through NICS. The maintenance for such equipment shall be provided by the Secretariat.
- (ii) No officer shall be permitted to purchase the computer before his retirement/leaving the Secretariat on completion of tenure. An officer may however request for upgrading the computer after three years of supply. In case it is not technically feasible to upgrade the computer, it shall be replaced by a new one.
- (iii) The cost to be charged from officers for purchase of computer equipment shall be calculated @ 60% depreciation per year on the written down value. The cost of software and maintenance shall not be taken into account while calculating depreciation.

### **8. Standing Technical Advisory Committee (STAC)**

- (i) The Committee shall constitute a Standing Technical Advisory Committee (STAC) comprising officers of the Secretariat and the NIC. The Committee shall be free to vary the composition of STAC as it deems fit.
- (ii) STAC shall advise the Committee regarding:
- (a) annual review of the Scheme, particularly with regard to revision of financial entitlement of Members and additions/deletions/modifications in the list of computer equipment at Annexure;
  - (b) any other matter that the Committee may refer to it.

### **9. Training**

The Secretariat may organize, from time to time, training programmes for the Members and Officers, in collaboration with the NIC, to familiarize them with the use of computer equipment and software.

### **10. Provision for Relaxation of Rules**

Notwithstanding anything contained in these Rules, the Chairman, Rajya Sabha may relax any rule in its application, if so, recommended by the Committee.

### **11. Provision and Amendment**

These rules may be amended with the approval of the Hon'ble Chairman, Rajya Sabha.

### **12. Repeal**

The Provision of Computers to Members of Parliament and Officers-Rules and Procedures, 1995 are hereby repealed without prejudice to anything done under those rules before the coming into force of these rules.

#### **Items of Computer Equipment and Software [sub-rule (vi) of Rule 4 refers]**

1. Desktop computer
2. Laptop Computer
3. Pen drive
4. Printer (DeskJet/LaserJet/Multi-function/portable)
5. Scanner
6. UPS (with desktop only)
7. Handheld communicator/computer
8. Data internet cards
9. MS Office suite
10. Language softwares and Speech recognition softwares

PROCEDURE TO REGULATE THE PURCHASE OF COMPUTER EQUIPMENT UNDER THE PROVISION OF  
COMPUTER EQUIPMENT (MEMBERS OF RAJYA SABHA AND OFFICERS) RULES, 2008

**I. Admissible Hardware/Software**

1. The following computer equipment and software can be purchased by the Members under the Rules:

- (i) Desktop computer
- (ii) Laptop Computer
- (iii) Pen drive
- (iv) Printer (DeskJet/LaserJet/Multi-function/portable)
- (v) Scanner
- (vi) UPS (with desktop only)
- (vii) Handheld communicator/computer
- (viii) Data internet card
- (ix) MS Office suite
- (x) Language softwares and Speech recognition softwares

**II. Desktop Computers/Printers**

2. The list of Computer Manufacturers approved by the Committee for the purpose of purchase of desktop computers and printers is as follows:

- (i) M/s Acer India Ltd.
- (ii) M/s HP India Ltd.
- (iii) Lenovo India Ltd.
- (iv) M/s Dell Ltd.
- (v) M/s Wipro Ltd.
- (vi) M/s PCS Ltd.

3. In case a Member purchases a desktop and/or printer of a reputed brand, which is not one of the approved brands mentioned in para 2 above, the bill/claim for the same will be admitted subject to the approval of the same by the Chairman of the Committee on Provision of Computer Equipment to Members of Rajya Sabha.

4. In case a multifunction product, which *inter alia* functions as a printer is purchased by a Member, it shall be allowed under the definition of Multifunction Printers. However, if a Member buys a multifunction printer of a reputed brand, other than brands approved by the Committee, the bill/claim for the same will be admitted subject to the approval of the same by the Chairman of the Committee on Provision of Computer Equipment of Members of Rajya Sabha.

5. Members should, ideally purchase desktop computers/printers from the approved manufacturers or their authorized vendors. They may also purchase desktop computers and printers from a vendor of their choice; however, in that case, they should satisfy themselves about the genuineness of the products, warranty cover and the quality of after-sales service support.

**III. Laptop/Handheld Computers**

6. Members will have complete freedom of choice in respect of Laptop computer and Handheld communicator/computer and may purchase any mode/brand thereof, from any vendor. However, they should satisfy themselves about the genuineness of the products, warranty cover and the quality of after-sales service support.

**IV. Other Equipment/Software**

7. In case of purchase of a Data Internet Card by a Member, reimbursement towards such tariff plans, in which the cost of Data Internet card was inbuilt, shall be allowed.

8. Members should purchase licensed software for use in the computers procured under the Scheme specified in the Rules.

**V. Proof of Purchase**

9. The Rules require a Member to produce a proof of purchase within 30 days of making the purchase of computer equipment. A bill/invoice/any other document, issued by the vendor, would constitute an admissible proof of purchase provided it contains/reflects:

- (i) the serial number of each equipment sold;
- (ii) the fact that the goods have been delivered; and
- (iii) the fact that the payment has been received in full.

**VI. Removal of Difficulties**

10. If any difficulty arises in giving effect to this procedure, the Chairman of the Committee on Provision of Computer Equipment to Members of Rajya Sabha may make such provisions, not inconsistent with the provisions of the Rules, as appear to be necessary or expedient for removing that difficulty.

ITEMS OF DATA AND THE RESPONSIBILITY OF VARIOUS SECTIONS AND THE PROCEDURE TO BE FOLLOWED BY THEM FOR UPLOADING THE SAME ON THE RAJYA SABHA WEBSITE

- (i) **Table Office:** New data for items such as **List of Business, Papers to be laid** and **Bulletin Part-I** for a day will be prepared and uploaded on the website in the PDF format using the web based application (<http://164.100.47.5/newlob/main.aspx>). Also word document will be send as attachment in e-mail to the Government Press with copy to all Senior officers of the Secretariat. The copy of the E-mail will also be sent to the Translation section for preparing the Hindi version of these documents. A copy of Bulletin-I will also be marked (Email) to Lobby office for preparation of Session wise Journal.

For Bulletin Part-II, a separate data base application has been provided to the Table Office, the Table office is required to upload the Part-II Bulletin in the Database through this application. Also CRC copy of the Part-II Bulletin is required to be send to the Govt. of India Press as well as to the Senior officers of the Secretariat. A copy will also be mailed to Translation Section for preparation of Hindi version.

Following file Naming convention shall be followed in preparing these items:

\*LOBE<date>for English List of Business

\*LOBH<date> for Hindi List of Business

'R' or 'S' and 'SS' will be prefixed for Revised or Supplementary List.

\*PE<date> for English Paper to be laid on the Table

\*PH<date> for Hindi Paper to be laid on the Table

\*B1E<date> for English Bulletin Part-I

\*B1H<date> for Hindi Bulletin Part-I

\*B2E (no.-no.) for English Part-II Bulletin's giving the first and last item nos.

\*B2H (no.-no.) for Hindi Part-II Bulletin's giving the first and last item nos.

**Note:** The 'date' in each case is the date referred to in the document and not the date of transmission.

With regard to addresses, telephone nos., E-mail addresses and Party-wise and State-wise alphabetical lists, where the data is partly maintained by Table Office and partly by MA section, and the publications are coordinated by Table Office, the efforts should be to place the initial data onto the Internet once and update it from time to time so that whenever the document has to be published in printed form, the text available on the Internet is downloaded and formatted into its CRC form. For this purpose, changes in data taking place in MA Section or elsewhere will have to be periodically obtained by Table Office and all changes made in the Internet in the Table Office itself. The Table Office will thus maintain the Master List of Members and Member related information. Accordingly, in future only CRC copies of these documents will be produced for printing and no fresh inputting of data will be required and instead updating of data already available on Internet will be the only method used. The Table Office is required to check that output being generated from the database are correct and up-to-date. In case of any discrepancy/shortcoming, it should immediately be brought to the notice of NIC.

- (ii) **Research & Library:** Since 'Biographical Sketches' is brought out by R&L Section, all changes will be coordinated by R&L Section and as and when changes take place, the R&L Section will make the changes in the data on the Internet using the database application developed by NIC. Whenever a fresh edition of the sketches to be printed, it will be based on the updated and corrected version already available on the Internet and no fresh data inputting will be required. After updating the Members Bio-data, it should be checked on the website, that the information is appearing on the website.
- (iii) **Lobby Office:** Session-wise Journal will be published by Lobby Office in English and in single column. For this purpose they will use the Bulletins Part-I available on Internet or obtain copies thereof through E-mail from Table Office, edit it to produce the CRC. The Electronic version will then be sent as E-mail to all senior officers and to NIC at [nic64G@sansad.nic.in](mailto:nic64G@sansad.nic.in)

Publishing of Members Attendance: The Lobby Office will enter the Members attendance using the web based database application (<http://164.100.47.4/members-attendance/loginform.aspx>). The output reports will be published on the website automatically. The Lobby Office is required to check the report to see that data is entered correctly.

- (iv) **Synopsis Section:** Daily synopsis in English and Hindi version will be transmitted by E-mail by synopsis section itself to all senior officers of the Secretariat and to the Govt. of India Press. The PDF version of the Synopsis will be published on the Internet through the web based application (<http://164.100.47.5/synopsis/login.aspx>). As in the case of list of Business and Bulletins, the section concerned will browse the relevant Web page to ensure that the material has been properly uploaded and presented. The E-mail will be given subject heading as SYNE (date) and SYNH (date) for the English and Hindi versions. In case there are supplementary synopses, they will be all put together in one mail and titled 'SSYN' with appropriate suffixes.
- (v) **Reporters Branch:** Uncorrected Debates prepared by Reporters will be put onto Intranet the same day after merging hourly debates in separate files. The hourly files are required to be uploaded in the PDF format on the Internet using the web publishing application (<http://164.100.47.5/8080/debatenew>). This will be put onto Internet after the correction received from Members are incorporated (by noon the 3rd day). After uploading, the output should be checked on the website by the section head. The word file of the days' verbatim debate will be sent to the Editorial Section through Email for preparation of the Official Debate.
- (vi) **Editorial Branch:** The verbatim debate will be received by the Branch through Email for making editorial changes in order to produce the edited Debates (floor version). This work may proceed during session period itself, but will be completed by the end of the succeeding inter session. As soon as a day's debate is fully edited on the computer and contents page etc. added and document completed, It will be sent to the Printing Section. Simultaneously the electronic file will be processed by the section to make electronic index and publishing in the searchable database using the client application developed by NIC. Once the data is processed through the client application, its output should be checked on the website to see that index are generated properly and results are consistent.
- (vii) **Committee Sections:** Details regarding Committees, their composition, meetings, tours and Committee recommendations will be put on to the database under the Committee software by the Committee Section concerned from the computers available in the Section. Notices for meetings and tours will be generated only out of the software and membership details fully updated, since it has a web-enabled interface and the data is simultaneously available on Internet. Committee Section must view the data regularly to ensure that it is correctly represented on the Internet.

The respective Committee Section will upload the Committee reports (both English and Hindi version) using the Web Based Publishing System (<http://164.100.24.167:8080/committeereports/login.aspx>). The output should be checked on the Rajya Sabha website after uploading the report.

- (viii) **Question Branch:** Answers to Questions received by E-mail from the Ministries will be downloaded in a designated machine in the Questions Branch.

Questions to which answers are not received by E-mail will be scanned or directly inputted, and data added to the day's answers. The Questions and Answers will be processed through the Questions software loaded on to the Questions Branch machines and the processed questions and answers will be put on to the LAN from Questions Branch itself. The detailed procedure is given in para 11.29 of this Manual. Electronic files of Questions received by E-mail will be put into date-wise, Department-wise, folders and processed through software which will extract the data regarding name of Ministry, Starred/Unstarred question no., date of answer, name of questioner, subject, name of Minister answering etc. and store it in a data base. The search software is web enabled and the data will be available on the Internet as soon as it is published in the database by the Question Branch.

Question Branch will also publish the Questions list (in PDF format) as received from the Govt. of India Press using the Web Application (<http://164.100.47.5/dailyquestions/login.aspx>). After uploading the file, the branch should check on the website, the output is coming properly in the website.

- (ix) **Committee-III (Assurances):** This web-enabled software will be jointly operated by the Ministry of Parliamentary Affairs and Committee-III Section. While the Ministry will input the initial data of culled out assurances, subsequent updating of status till finalization (fulfillment, dropping etc) will be done by the Committee Section, which will be responsible to ensure completeness and accuracy of the data.
- (x) **Notice Office:** All Notices received in Notice Office (for Special Mentions, Questions etc.) will be entered using the Notice Office software. Daily printouts will be taken and filed for record. Notice Office must ensure that all data is entered since the same data is used by Legislative, Questions and other Sections for processing the papers forwarded to them.
- (xi) **Legislative Section:** Data regarding special mentions admitted will be updated in the Legislative Section into the database of Notices.
- (xii) **Bills Section:** Details of Bills as soon as they are introduced in either House of Parliament will be entered by Bills Section. Since the data will be automatically available on Internet it must be ensured that progress of Bills is updated daily.
- (xiii) **Personnel Section:** Data regarding Secretariat staff, their personal details, postings, transfers promotions etc. will be entered in the PAMS software jointly by Personnel, Establishment (G) and Establishment (A/c) Sections as per their responsibilities. Overall coordination will be with Personnel Section.

The data relating to the Organization chart shall be updated by the personnel section through the Web Module (<http://164.100.47.4/rssorgchart/login.aspx>). The organization chart output should be checked by the section concerned at (<http://164.100.47.4/rssorgchart/showallrecord.aspx>) and see that it is updated. Any error in the data should be brought in the notice of the Personnel section for updation.

- (xiv) **Other items:** Changes in all other documents/publications available on Internet will be carried out by the section concerned by copying the internet document onto their computer, making the changes, taking CRC copies if required, and sending back a copy of the updated electronic text (by LAN or floppy) to NIC to replace the old text. In all such cases a line will be added on the contents page giving the date up to which the updating has been done.

## RETENTION PERIODS FOR RECORDS OF IT SECTION BEFORE WEEDING OUT

Note: Time period for retention of the file indicated against each item is the period of time after last action is taken on the file and all matters are settled (i.e. the file is closed).

Sl. No.	Description of Record/File	Retention period given for similar kind of files in Annexure 8.3 of Office Manual	Classification of file as per para 8.2 of Office Manual	Retention period as per the Classification	Retention period Proposed/ Remarks
1	2	3	4	5	6
<b>Registers</b>					
1.	File Opening Register	15 years	IV	Up to 15 years	15 years
2.	Leave Register	2 years	II	3 years	3 years
3.	Attendance Register	2 years	II	3 years	3 years
4.	Stock Register	Permanent	V	Permanent	Permanent
5.	Section Diary	5 years	III	Up to 8 years	5 years
6.	Assistant's Diary	2 years	II	3 years	3 years
7.	Reminder Diary	1 year	I	1 year	1 year
8.	Register for Communications received from Members	2 years	II	3 years	3 years
9.	Messenger Book	2 years	II	3 years	3 years
10.	Financial Entitlement of Members Register	-	V	Permanent	
<b>General Files</b>					
11.	OTA/Honorarium File	2 years	II	3 years	3 years
12.	Circular (Misc.) File	1 year	I	1 year	1 year* (*Circulars of permanent or long term applicability are to be kept in separate files.)
13.	Work allocation of staff file	5 years	III	Up to 8 years	5 years
14.	Recording of files/ records review & weeding out files	Permanent	V	Permanent	Permanent
15.	Member-wise file regarding purchase of computer equipment by him under scheme of financial entitlement.	-	III	Up to 8 years	5 years (after retirement of the Member)

1	2	3	4	5	6
16.	Procurement of Hardware and Software	-	IV	Up to 15 years	10 Years
17.	Sections Files-regarding supply of computer equipment	-	V	Permanent	Permanent
18.	Officers Files-regarding supply of computer equipment to Deputy Director and above	-	II	3 years	3 years* (*after retirement of the Officer)
19.	Preparation of Annual Action Plan/Annual Reports	-	II	3 years	3 years
20.	Recovery of dues from Ex-MPs file	5 years	III	Up to 8 years	5 years
21.	AMC files	-	III	Up to 8 years	5 years
22.	Insurance of computer equipment files (old)	-	II	3 years	3 years
23.	Supply of computer equipment to HC/HDC/ LOP	-	V	Permanent	Permanent
24.	Project/Software development files	-	V	Permanent	Permanent
25.	Other miscellaneous files such as communication from various organizations, assemblies, companies etc.	-	III	Up to 8 years	5 years
<b><i>Files related to Committees of IT Section</i></b>					
26.	Meetings of the Committee on Provision of Computer Equipment to Members of Rajya Sabha (Notice, Agenda, Minutes and action on decisions taken etc.)	-	V	Permanent	Permanent
27.	Meetings of the Computerization Coordination Committee (CCC) (Notice, Agenda, Minutes and action on decisions taken etc.)	-	III	Up to 8 years	5 years
28.	Meetings of the Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE) (Notice, Agenda, Minutes and action on decisions taken etc.)	-	III	Up to 8 years	5 years
29.	Meetings of the Obsolescence Declaration Committee (ODC) (Notice, Agenda, Minutes and action on decisions taken etc.)	-	III	Up to 8 years	5 years



1	2	3	4	5	6
30.	Meetings of the Committee on Provision of Computer Equipment to Officers (Retired) of the Rajya Sabha Secretariat (Notice, Agenda, Minutes and action on decisions taken etc.)	-	III	Up to 8 years	5 years
31.	Meetings of the Committee for Re-designing the Rajya Sabha Website (Notice, Agenda, Minutes and action on decisions taken etc.)	-	III	Up to 8 years	5 years
32.	Meetings of the Committee to review the Plan for Information Security (Notice, Agenda, Minutes and action on decisions taken etc.)	-	III	Up to 8 years	5 years
33.	Meetings of the Standing Technical Advisory Committee (STAC) (Notice, Agenda, Minutes and action on decisions taken etc.)	-	III	Up to 8 years	5 years
<b>Guard Files</b>					
34.	Files relating to Guidelines/ Policy in IT Section/Files on policy matters on which orders of Hon'ble Chairman/ HDC/SG have been obtained	Permanent	V	Permanent	Permanent
35.	Guard File of Annual Action Plans/Annual Reports of IT Section	-	V	Permanent	Permanent
36.	Guard File relating to Constitution of the various Committees serviced by IT Section Committees viz. Committee on Provision of Computer Equipment to Members of Rajya Sabha, Computerization Coordination Committee (CCC), Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE), Obsolescence Declaration Committee (ODC), Committee for Re-designing the Rajya Sabha Website, Committee on Provision of Computer Equipment to Officers (Retired) of the Rajya Sabha Secretariat, Standing Technical Advisory Committee (STAC), Committee to review the Plan for Information Security.	-	V	Permanent	Permanent

1	2	3	4	5	6
37.	Guard File/Compiled Minutes of the various Committees serviced by IT Section Committees viz. Committee on Provision of Computer Equipment to Members of Rajya Sabha, Computerization Coordination Committee (CCC), Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE), Obsolescence Declaration Committee (ODC), Committee for Re-designing the Rajya Sabha Website, Committee on Provision of Computer Equipment to Officers (Retired) of the Rajya Sabha Secretariat, Standing Technical Advisory Committee (STAC), Committee to review the Plan for Information Security.	-	V	Permanent	Permanent

PART-II

TRAINING CELL



## CHAPTER - 1

### PROGRAMME FOR MEMBERS OF RAJYA SABHA

**1.1 Introduction:** The Training Cell of the Rajya Sabha Secretariat is a compact 6-member Unit, which was set up in 1993. This Cell organizes orientation programmes for the newly elected/nominated Members of Rajya Sabha as well as for the Media, and also caters to the training needs of officers and staff of the Secretariat.

#### **Programme for Members of Rajya Sabha**

#### **1.2 Orientation Programme for the newly elected/nominated Members of Rajya Sabha:**

**1.2.1 Periodicity and duration:** The orientation programme for the newly elected/nominated Members of Rajya Sabha was started in the year 1984 and is held once every two years. One-third Members of Rajya Sabha retire every two years. Biennial elections are held to elect an equal number of Members to Rajya Sabha. After the results are announced and the Members have taken oath, the Training Cell procures a copy of the list of the newly elected Members from the Table Office. This list is screened and Members, who are elected for the first time, are identified for the Orientation/Familiarization Programme. In addition, Members elected to Rajya Sabha for the first time during the period, intervening between two biennial elections, are also invited to attend the Orientation Programme. The duration of the programme is two days and it is held sometime during May-August. Consent of senior Members of the House is sought for interaction/structured discussion with the newly elected Members. Officers are also nominated to remain in attendance for the various sessions in order to assist the deliberations.

Generally, Hon'ble Chairman inaugurates the programme and Hon'ble Deputy Chairman chairs the valedictory session.

**1.2.2 Contents of the Orientation Programme:** The following subjects are generally covered in the orientation programme:

- (i) Rajya Sabha—It's role and contribution to Indian polity
- (ii) Role of the Leader of the House, Leader of the Opposition
- (iii) Law Making Process
- (iv) Raising of Matters of Public Importance through Questions and other devices
- (v) Parliamentary Privileges
- (vi) Ethics in Politics: Dos & Don'ts for Members
- (vii) Committee System
- (viii) Members of Parliament Local Area Development Scheme
- (ix) Role of Rajya Sabha Secretariat
- (x) Computerization in Rajya Sabha
- (xi) Question Hour

**1.2.3 Procedure for organizing the Orientation Programme:** After the Budget Session is over file is moved from the Section to obtain orders of Secretary-General for finalizing the dates for organizing the orientation programme. Once the orders of Secretary-General are obtained for organizing the orientation programme on specified date(s), invitation letters are sent to newly elected/nominated Members for making themselves available to attend the programme on the said dates. In the meantime, the schedule of the programme is also chalked out and the possible topics of lectures are identified. Thereafter, the guest lecturers for all the topics are also identified and invitation letters are sent/faxed to the guest faculty for their participation. Liaisoning is also maintained with the staff members of the guest faculty to ensure that in case of last minute cancellation, alternate arrangements can be made sufficiently in time.

#### **1.2.4 Arrangements to be made:**

- (i) Main Committee Room is booked;

- (ii) An exhibition is organized in collaboration with the DAVP wherein various photographs and statistical information are put up for information of Hon'ble Members;
- (iii) Arrangements such as are made with the assistance of CPWD;
- (iv) Since the programme is meant for newly elected/nominated Members, assistance of various other Sections is taken for logistics and resources;
- (v) The programme is widely covered by the Print & Electronic Media through the assistance of Media, Audio & Visual Unit of LARRDI Service;
- (vi) LARRDI Service prepares the speech for the Hon'ble Chairman, Rajya Sabha and Hon'ble Deputy Chairman, Rajya Sabha and Secretary-General;
- (vii) The Reporters of the Verbatim Reporting Service prepare a verbatim record of the proceedings;
- (viii) Arrangement are made for Lunch/Tea by placing orders to the Northern Railway Catering Service situated in the Parliament Complex;
- (ix) Adequate security arrangements are made; and
- (x) Provision is made for still photography and video recording of the orientation programme; and
- (xi) A feedback form has also been prepared which is circulated among the Members to seek their valuable comments and suggestions.

**1.2.5 Counters to be set-up:** In order to familiarize the Members with various services provided by the Secretariat, different counters are set up at the venue of the programme. Sales and Archives Section puts up for sale, the priced publications of the Secretariat along with gift items and souvenirs. M.S.&A. Section facilitates the processing of the TA/DA claims of the Members and the faculty and P&AO gives cheques to them. Officials of the NIC will be available to provide assistance to the Members on computer-related matters, particularly with regard to information on Rajya Sabha Website.

**1.2.6 Checklist:** A checklist containing various items of works to be done in organizing the programme has been prepared and is referred to, prior to the start and during the course of the orientation programme. The checklist is at *(Annexure-I)*.

**1.2.7 Training/Reading Material:** The following training material for the Orientation Programme is circulated to the Members (in Hindi and English versions as preferred by the Member):

- (i) Constitution of India
- (ii) Rules of Procedure and Conduct of Business
- (iii) Rajya Sabha at a Glance
- (iv) Rajya Sabha Practice and Procedure Series
- (v) Rajya Sabha at Work
- (vi) Handbook for Members
- (vii) Rajya Sabha Performance Profile of the House and its Secretariat
- (viii) Salary, Allowances and Pensions Act & Rules pertaining to Members of Parliament.

**1.2.8 Booklets:** A 10 booklet series is also published by the Training Cell for the benefit of the Members. These booklets are updated every alternate year prior to the commencement of the orientation programme. The inputs of the booklets are updated with the assistance of various Sections of the Secretariat. Once the updates are available, the same is got printed through Printing Section and is finally distributed among the Members who attend the programme. These booklets are published in English and Hindi languages.

**1.2.9 Synopsis of Proceedings:** Verbatim record of the proceedings of the programme is done by the Reporters Branch. A Synopsis (in floor language) is prepared and circulated to all new Members and others interested. After the conclusion of the programme, proceedings are published in the form of DVDs and provided to all the Members who have participated in the programme.

### 1.3 Computer Clinics for the Members:

**1.3.1 Course contents:** Training Cell, with the help of the NIC, arranges Computer Clinics for the Members of Rajya Sabha as well as their personal staff. The content of the training programme is prepared by the NIC which is as follows:

- Introduction to Computers
- Windows Fundamentals
- Introduction to MS Office Suite, MS-Word—Main features
- MS Word-Advanced features
- Introduction to Excel
- Introduction to Power Point
- Power Point-Advanced features
- Introduction to Internet & Rajya Sabha Website
- Working of E-mail

**1.3.2 Policy Decision:** A Computer Clinic was earlier being used to be organized during each Session of Parliament for benefit of Members and their personal staff. However, the Committee on Provision of Computer Equipment to Members of Rajya Sabha decided, in its meeting held on 15 December, 2008 that, henceforth, the Computer Clinic should be held:

- (i) after every biennial election to Rajya Sabha; and
- (ii) during the Budget Session every year, provided a sufficient number of Members show interest in attending the Clinic.

**1.3.3** The Computer Clinic is organized in the Computer Lab situated in the Parliament Library Building which is booked through BPST, Lok Sabha Secretariat. Provision of Snacks/Tea is also made during the programme. Honorarium is paid to the faculty members of the NIC and hands-on staff.

## CHAPTER - 2

### TRAINING PROGRAMMES FOR OFFICIALS OF RAJYA SABHA SECRETARIAT

**2.1 Three-Tier Training Approach:** Training is organized for the entire range of officials, covering all levels from the lowest to the highest. For the purpose of appropriate training design, the Secretariat's services have been divided into the following three levels:

- (i) Senior Executive Levels (Joint Secretary, Director, Joint Director);
- (ii) Executive levels (Deputy Director, Assistant Director and Committee/Executive Officer); and
- (iii) Functional levels (Sr. Executive Assistant, Executive Assistant, Senior Clerk & Junior Clerk).

**2.2 Objectives of Training:** The basic objectives of staff training are:

- (i) To familiarize new recruits with the functioning of Rajya Sabha and its Secretariat;
- (ii) To impart basic training to new recruits about rules, regulations, procedures and guidelines governing the working of Rajya Sabha and its Secretariat;
- (iii) To install in every new entrant a core value system comprising discipline, diligence, hard work, promptness, commitment to duty, courtesy and integrity;
- (iv) To update and enhance periodically the domain knowledge and related skills of serving officials and sharpen their decision making capacity; and
- (v) To help each serving official in understanding the importance of being a learner throughout life.

**2.3 Framework of Training:** All categories of officers receive induction training, as early as possible after their entry into service and in-service training at suitable intervals in their career in the nature of orientation courses and refresher courses. For training purposes:

- (i) Training programmes are specifically designed to meet the requirements of the Secretariat. This is done in consultation with institutions/experts already in the field.
- (ii) An Annual Action Plan is drawn up during the last month of preceding year covering all the groups of employees and aspects of training which is implemented during that year.
- (iii) The performance level of individuals is largely dependent on the right attitude. Training programmes aimed at modernization, and creating awareness, team building, and leadership within the organization are given utmost importance.

**2.4 Contents of Training Programme:** The general content of training programmes for different levels is as follows:

- (i) *For Senior Executive Level:*
  - Management Development Programme.



- General overview of Rules and Office Procedure.
- Information Technology and e-Governance programmes.

(ii) *For Executive Levels:*

- Office Management.
- Application of Rules relevant to different branches.
- Information technology and computer awareness programmes.
- Training in administrative and financial procedures.

(iii) *For Functional Levels:*

- Office procedure.
- Rules relevant to the domain of work.
- Computer operations and application softwares including customized softwares.
- Training in administrative and financial procedures.

**2.5 Types of Training:** The Training Cell organizes the following three types of trainings:

- (i) In-house training
- (ii) Training outside Parliament Complex
- (iii) Foreign training

**(i) In-house Training:** For organizing in-house training programme, the first step is to identify the officials to whom the training is to be imparted. For this, Personnel Section is requested to forward the list of all those employees who have either been newly appointed or newly promoted to a higher grade. Then in-house faculty is also identified. After that, approval of Secretary-General is obtained for conducting the training programme. The training is imparted on Parliamentary Practice & Procedure and Office Procedure. As per the direction of Secretary-General, all the participants are provided with a bag and stationery material during the programme. Arrangement is made for Snacks/Tea on all the days of the training programme and lunch is also served to all the participants and faculty members on the last day of the training programme. Feedback is also obtained from the participants to make the training programme all the more relevant so as to update it according to the needs of the participants.

**(ii) Training outside Parliament Complex:** The Training Cell organizes training programmes generally from the following institutes outside Parliament Complex:

- (i) NIAR, LBSNAA, Mussoorie: A training programme on Management Development is organized for Senior Executive level officers *i.e.*, Assistant Director and above. The officers of all the services are sent in this programme.
- (ii) ISTM, New Delhi: Various training programmes on Conduct Rules, Role of IOs & POs, Establishment Rules, Noting and Drafting, MS Excel etc. for officials/officers are organized by ISTM.

- (iii) ICISA, Noida: A training programme on Financial Management is organized for staff officers of LAFEA Service up to the level of Deputy Director.
- (iv) National Informatics Centre (NIC), New Delhi: NIC organizes Computer Training Programmes for the staff and officers of the Secretariat, from time to time, whenever required.
- (v) Bureau of Parliamentary Studies (BPST), Lok Sabha Secretariat.
- (vi) NISA, Hyderabad: NISA organizes a Security Training Programme for officials of Parliamentary Security Service whenever such requirement is received from that Service.
- (vii) National Civil Defence College, Nagpur.
- (viii) Indo-Tibet Border Police (ITBP), Mussoorie.
- (ix) Morarji Desai National Institute of Yoga, New Delhi.
- (x) DRDO, Jodhpur, Rajasthan/Gwalior, MP.
- (xi) National Security Guard (NSG), Manesar, Gurgaon.
- (xii) Delhi Police Security Wing Training Centre, New Delhi.

Officers in the Senior Executive/Executive Levels are sent for Management Development Programme from time to time. Various institutes including Indian Institutes of Management (IIMs) have been contacted to explore the feasibility of holding customized programme for the officers of Rajya Sabha Secretariat. The Lal Bahadur Shastri National Academy of Administration, Mussoorie has devised such a programme and officers are being sent to attend this programme annually. Training Cell, from time to time, also get in touch with other training institutions to work out appropriate training programmes for the officers/staff.

#### **Other Arrangements:**

Correspondence is initiated with the institute to provide slots in the existing programme or for organizing a tailor made training programme. The course contents, course fee and other requirements are negotiated to give the programme a final shape. Depending on the requirement, the institute then provides us a slot during which our officers attend the training programme. MDP is residential in nature. So arrangements for travel to the destination are made by the participants themselves. The institute provides pick up and drop facility from the airport/railway station/bus stand. The participants are then required to submit the feedback on their return from the training programme within one month.

**(iii) Foreign Training Programme:** On the direction of the Secretary-General, the foreign training programme of the Secretariat was revamped.

It was envisaged that the foreign training should be of two types:

#### **(i) Familiarization/Study Visits and**

#### **(ii) Subject-centric training**

The Study visits should be open to all officers who fulfil the guidelines for foreign training as prevalent in the Secretariat. However, for subject-centric training, only those officers should be sent who really need training and also deserve to attend such programme. Selection to such programmes should be made, not on seniority but on the basis of merit. Under the reciprocal study visit, an exchange programme with the Australian Parliament was established in which six officers of the Secretariat visited Australia from 19-30 October, 2009. Such exchange programmes with Parliament of various countries like South Africa will be established. Various international training institutes will also be identified (including RIPA, London) in some of the English speaking countries for Subject-centric training for the officers of the Rajya Sabha Secretariat. It was also decided to discontinue the customized training programme at RIPA International, London from 2010, after the reciprocal study visit/exchange programmes get established with at least one country.

**2.5.1 Parliamentary Officer's Study Programme:** After an invitation is received from the Parliament of Canada, an officer from the Secretariat is nominated to attend the Parliamentary Officers' Study Program at Ottawa, Canada. Earlier this invitation used to come in alternate years. Now Canadian Parliament have agreed to send the invitation every year.

**2.5.2 Inter-Parliamentary Study Programme:** As and when an invitation is received from the Parliament of Australia, an officer from the Secretariat is nominated to attend the Inter-Parliamentary Study Programme at Canberra, Australia.

**2.5.3 IFLA Conference:** LARRDI Service processes the file for sending a person from that service to IFLA Conference. On receipt of approval of the name of the officer nominated to attend the IFLA Conference, from Research and Library Section, necessary arrangements are made by the Training Cell for smooth participation in the Conference.

**2.6 Arrangements for Foreign Training Programme:** As the foreign training programme was revamped in the year 2009, Ministry of External Affairs was contacted to approach the missions abroad to negotiate with the Parliaments of respective Countries to work out the exchange programme/study visit. A letter is sent to the concerned division of the Ministry of External Affairs for seeking political clearance. Once the programme is cleared from the political angle, then Conference & Protocol Section is entrusted with the arrangement of official passport and visa. The High Commission of India/Embassy of India in the concerned country is then contacted for making suitable arrangements *i.e.* hotel accommodation, payment of DA, transport etc. for the participants. The participants then meet with the Secretary-General prior to their departure where they are briefed about the Dos & Don'ts in an alien country. A comprehensive file is moved to seek administrative and financial sanction of the Secretary-General for organizing the foreign training programme. A sanction order is issued to various Sections and a copy is also forwarded to the High Commission/Embassy of India concerned. It is also mandatory for the participants to go in for a mediclaim facility. On their return, the TA/DA claim of the officers is routed through Training Cell to Estt. A/cs & Budget Section for settlement. The expenditure incurred in these foreign training programmes is settled after the receipt of Debit Claim from Ministry of External Affairs. Besides exchange programme/study visits, similar procedure is adopted for organizing any Parliamentary Officers' Study Programme and training programmes in institutes such as RIPA etc.

**2.7 Training of Trainers:** Training of Trainers programmes are organized in collaboration with ISTM, New Delhi. There are two programmes:

- (i) **Direct Trainer Skills (DTS)**— The aim of DTS course programme is to provide the participants an opportunity to develop basic instructional skills. Acquisition of these skills enables trainers to make an effective contribution to their institution's courses as well as individual development.
- (ii) **Design of Training (DoT)**— The aim of the DoT course is to provide further advise and development opportunities to enable the trainers to undertake the responsibilities of training design. For nominations to the DoT course, completion of the DTS course is a pre-requisite as DoT course builds upon concepts and skills introduced in the DTS course.

**2.7.1** The ISTM invites nomination for the DTS course. Approval of Secretary-General is obtained for nominating the required number of participants and the nomination is then forwarded to ISTM. ISTM does not charge any fee. Participants are then required to submit a feedback for the training programme attended.

**2.8 Hindi Sammelan for the officers and staff of the Editorial and Translation Service:** As per the orders of the Secretary-General, officers are sent for attending Hindi Sammelan/Workshop at Rashtriya Hindi Academy, Rubampara, Kolkata, Raj Bhasha Sansthan, New Delhi, Kendriya Hindi Prashikshan Sansthan, New Delhi and Rajbhasha Evam Prabandhan Vikas Sansthan, New Delhi.

**Other arrangements:**

**2.8.1** Once the request for nominating officers to any of the Conferences/Workshop is received from these institutes, orders of Secretary-General are obtained for nominating the participants. Financial sanction is also obtained for payment of course fee, TA/DA, transport etc. The participants are then informed about their nomination. The participants are also directed to submit the feedback form on their return from the Conference/workshop. A database of all the officers and staff who attend the training programme is also maintained and updated periodically.

**2.9 Liaison with various Training-related Organizations:** Liaison is kept with the following organizations with a view to draw up the faculty for imparting training and also to send the officials to these institutions for required training:

- (a) Institute of Secretariat Training and Management (ISTM), New Delhi.
- (b) National Institute of Administrative Research (NIAR), Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie.
- (c) National Institute of Financial Management (NIFM), Faridabad.
- (d) Bureau of Parliamentary Studies and Training (BPST), Lok Sabha Secretariat.
- (e) Institute of Government Accounts and Finance (INGAF), New Delhi.
- (f) International Centre for Information Systems & Audit (ICISA), Noida.
- (g) National Informatics Centre (NIC), New Delhi.
- (h) Department of Personnel and Training (DoPT), New Delhi.
- (i) Royal Institute of Parliamentary Administration (RIPA), London.
- (j) Indian Institutes of Management (IIMs).

Regular correspondence is maintained with some of the above-mentioned institutes for identifying various training programmes suitable to our specific requirements.

**2.10 Training Programme during inter-session only:** All the training programmes/conferences except Orientation Programme for newly elected/nominated Members of Rajya Sabha, are organized during inter-session period only. However, if the officer(s) nominated for any overseas training programme is not directly dealing with the House related work, Secretary-General may at his discretion nominate him/her for the said training programme during the currency of Session of Rajya Sabha.

## CHAPTER - 3

### ORIENTATION PROGRAMME FOR MEDIA PERSONS

**3.1 Programme and their periodicity:** This Cell has been organizing a two day Orientation Programme for Journalists/ Reporters once every two years since August, 2003. Earlier it was a lecture based programme. However, after gaining experience from first two programmes, it was decided to divide the programme into lectures and panel discussions and 4 half days are assigned to it.

#### **3.2 Contents of the Orientation Programme in 2008:**

**(i) The Programme comprised three lectures and three panel discussions.**

**(ii) The following topics were covered as lectures:**

- (a) Rajya Sabha and its functioning: An Overview.
- (b) Parliamentary Committees: Their role and increasing relevance.
- (c) Utilization of IT in Rajya Sabha.

**(iii) The following topics were covered through panel discussion:**

- (a) Role of Media in strengthening Parliamentary Democracy.
- (b) Impact of live coverage of Parliamentary Proceedings on their news value.
- (c) Media and Parliamentary Privileges.

In 2009, the title of the programme was changed to 'Workshop on Parliament & Media' to make it more interactive and lively. The duration of the programme was also reduced to 3 days from 4 days. Instead of three lectures and three panel discussions, the workshop consisted of one panel discussion and five lectures as following:

**(i) Panel Discussion:**

- (a) Parliament-Reflection in Media.

**(ii) Lectures:**

- (a) Parliamentary Practice and Procedures
- (b) Parliamentary Privileges and Media
- (c) Parliament, Media and Market
- (d) Parliament, Media and Farm Sector
- (e) Committee System.

**3.3 Procedure for organizing the Programme:** The procedure for organizing the orientation programme for media persons/workshop is more or less the same as is for the Orientation programme for newly elected/nominated members of Rajya Sabha. However, one major departure is that Media Cell of the LARRDI Service plays a major role in extending invitation to the media persons. The Media Cell also liaises with all the Print & Electronic Media persons to ensure their presence during the programme. Since the last programme in November, 2009, the Media Advisory Committee set up by Hon'ble Chairman, Rajya Sabha has also been associated with the programme related to Media persons.

#### **3.4 Checklist:**

A checklist for various works to be done in organizing the programme has also been prepared and is referred to, prior to the start of the programme, a copy of which is at *Annexure-II*.

## CHAPTER - 4

### FEEDBACK

**4.1 Feedback:** After completing training programmes, officers are required to submit their report which is put up to the Secretary-General. Thereafter, an interactive session with other Officers of the Secretariat is held for participants of foreign training/exchange programme to enable others to get a better understanding of the programme so attended. Training Cell coordinates the process, and also acts as a catalyst to identify, formulate in the local context and transplant new ideas and procedures developed as a result of foreign training.

**4.2 Information System:** The Training Cell maintains a Computerized Information System (CIS) with regard to the officials who have undergone training at different points of time. The Training Cell also informs the Personnel Section about the training programmes attended by various officers for the purpose of record and also for use in making transfers/postings. This Cell has also introduced Document Management Information System (DMIS) for tracking of movement of files and receipts.

## CHAPTER - 5

### VISIT BY FOREIGN DELEGATES

**Visit by Foreign Delegates:** The Training Cell also receives various foreign delegates and make arrangements for their interaction with the Secretary-General and other Senior Officials and also for a show round of the Parliament Complex.

ORIENTATION PROGRAMME FOR NEWLY ELECTED/NOMINATED MEMBERS OF RAJYA SABHA  
CHECKLIST

1. Booking of Main Committee Room and Banquet Hall for four days
2. Getting list of newly elected Members from Table Office
3. Getting various booklets updated and printed
4. Letters inviting speakers to share their experiences
5. Letters inviting new Members for attending Orientation Programme
6. Graphical presentation on the following:—
  - (a) allocation of seats in Rajya Sabha
  - (b) statistical information regarding disposal of question
  - (c) short notice questions
  - (d) half-an-hour discussions
  - (e) sitting of the Rajya Sabha
  - (f) age group composition of members
  - (g) analytical chart regarding bills
  - (h) representation of women in Rajya Sabha
  - (i) educational and occupations at background of members
  - (j) display of famous quotations
  - (k) charts showing the evolution of Rajya Sabha over the years
  - (l) display of the photographs with tenure of the Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-Generals
7. DAVP to be requested to provide panels and other assistance
8. Entry passes for DAVP officials-Note to Parliament Security Service Office
9. Opening of following counters:—
  - (i) Sale-cum-display counter - Note to Sales Section
  - (ii) One counter each of MA/MSA-Note to MA/MS&A Section
  - (iii) Two counters to be manned by personnel of IT Section and NIC - Notes thereof
  - (iv) Press Counter - Note to Press and Media Unit
  - (v) Pay and Accounts Office - Note to P&AO
  - (vi) Reference Desk for R & L Section
10. Still photography and video coverage
11. CPWD (Horticulture) to be requested for floral arrangements
12. Note to CPWD (Elect.) for two power extension boards and services of two electricians and carpenter



13. General note to CPWD for dusting, cleaning etc., of Main Committee Room
14. R&L Section to be requested to prepare speeches for:
  - (i) Inaugural address by Hon'ble Chairman
  - (ii) Welcome/Valedictory speech by Hon'ble Deputy Chairman
  - (iii) Vote of thanks by Secretary-General
15. Note to Joint Secretary (Reporting) for making arrangements for reporting the programme
16. Note to Joint Secretary (Interpretation) for making arrangements for interpreting the programme
17. Letter to M/o Health and Family Welfare to depute two doctors on emergency services
18. Note to Director (S), PSS Office, Rajya Sabha and JD (S), Lok Sabha for security arrangements, seating arrangements etc.
19. Note to WG Branch, Lok Sabha Secretariat
20. Bags for distribution - Note to GA Section
21. To write to Press and Media Unit for press release and Visual and Print media coverage
22. Note to MSA Section to make arrangements for making payment of TA and honorarium to speakers on the spot
23. Lobby Office to be requested for providing CD/cassettes, containing debates.
24. Request to Stores Section for stationery items, 20 audio cassettes, supply of furniture for the counters, brass thali, candles, lamp etc. and butter paper and name plates.
25. G.A. Section to be requested to arrange telephone lines (EPABX) alongwith instruments
26. Stores Section to be requested for two staff cars
27. Personnel Section to be requested to prepare brief for Secretary-General on the topic "Role of Rajya Sabha Secretariat"
28. Personnel Section to be requested to put the services of 5 messengers at the disposal of Training Cell.
29. Request to R & L Section for providing the following books:—
  - (a) Arranging for books like Kaul and Shakhthar, Constitution of India, etc., for keeping in Main Committee Room
  - (b) Booklets on Practice and Procedure series, Rajya Sabha at Work, Rules of Procedure, Handbook for Members
  - (c) 80 copies of Constitution of India to be procured
  - (d) 80 copies of Computerization in Rajya Sabha
  - (e) 80 copies of Discipline, Decorum and Dignity of Parliament
  - (f) 80 copies of Parliament of India—an introduction
30. Legislative Section to be requested to supply 70 copies of Rules of Procedure and Conduct of Business and Handbook for Members
31. M.A. Section to be requested for supply of 80 nos. of booklets titled "Accommodation and other amenities for MPs of Rajya Sabha"
32. MSA Section to be requested to supply 80 nos. of pamphlet on "Entitlement of Salary, Allowances and other facilities to Members of Parliament".
33. Officer in attendance/Deputing officers on duty.

34. Provision of Tea, High Tea and Snacks on forenoon and afternoon Lunch on both days to write to Manager, Railway Canteen after obtaining approval
35. Invitation to officers of the rank of Director and Joint Director to attend the programme and also join for lunch
36. Packing paper, ribbon rolls, backdrop panel in Main Committee Room etc. to be done by training unit
37. Para in Bulletin Part-II one week in advance to be followed on succeeding dates
38. Hon'ble Chairman's Office/Hon'ble Deputy Chairman's Office to be informed about Minute to Minute programme.
39. Invitations to Secretary-General, Lok Sabha/Secretary, Ministry of Parliamentary Affairs
40. Attendance Roll of Members
41. Gifts to be given to the Speakers
42. Meeting with officers who have been requested to make arrangements or to arrange supplies
43. Meeting(s) with officers who have been given duties connected with the Orientation Programme
44. Meeting(s) with the allied services
45. Feedback forms of Members to be put up
46. Feedback to be distributed to Members and obtain back
47. Nameplates

WORKSHOP ON PARLIAMENT AND MEDIA FOR MEDIA PERSONS

**Checklist**

1. Booking of Main Committee Room and Banquet Hall for four days.
2. Getting list of Media persons from Press & Media Unit.
3. Letters inviting speakers to share their experiences.
4. Letters inviting Media persons for attending Orientation Programme.
5. Opening of following counters:—
  - (i) Sale-cum-display counter—Note to Sales Section
  - (ii) Two counters to be manned by personnel of IT Section and NIC—Notes thereof
  - (iii) Press Counter—Note to Press and Media Unit
  - (iv) Pay and Accounts Office—Note to P&AO
  - (v) Reference Desk for R & L Section.
6. Still photography and video coverage.
7. CPWD (Horticulture) to be requested for floral arrangements.
8. Note to CPWD (Elect.) for two power extension boards and services of two electricians and carpenter.
9. General note to CPWD for dusting, cleaning etc., of Main Committee Room.
10. R & L Section to be requested to prepare speeches for:—
  - (i) Inaugural address by Hon'ble Chairman
  - (ii) Welcome/Valedictory speech by Hon'ble Deputy Chairman
  - (iii) Vote of thanks by Secretary-General
11. Note to Joint Secretary (Reporting) for making arrangements for reporting the programme.
12. Note to Joint Secretary (Interpretation) for making arrangements for interpreting the programme.
13. Note to Director(S), P.S.S., Rajya Sabha and JD(S), Lok Sabha for security arrangements, seating arrangements etc.
14. Note to WG Branch, Lok Sabha Secretariat.
15. Bags for distribution—Note to GA Section.
16. To write to Press and Media Unit for press release and visual and print media coverage.
17. Note to MSA Section to make arrangements for making payment of TA and honorarium to speakers on the spot.
18. Lobby Office to be requested for providing CD/cassettes, containing debates.
19. GA Section to be requested to arrange telephone lines (EPABX) along with instruments.
20. Stores Section to be requested for two staff cars.
21. Personnel Section to be requested to put the services of 5 messengers at the disposal of Training Cell.
22. Request to R & L Section for providing the following books:—
  - (a) Arranging for books like Kaul and Shakhthar, Constitution etc, for keeping in Main Committee Room

23. Officer in attendance/Deputing officers on duty.
24. Provision of Tea, High Tea, and snacks on forenoon and afternoon Lunch on all days-to write to Manager, Railway Canteen after obtaining approval.
25. Invitation to officers of the rank of Director and Joint Director to attend the programme and also join for lunch.
26. Packing paper, ribbon rolls, backdrop panel in Main Committee Room etc. to be done by Training Cell.
27. Hon'ble Chairman's Office/Hon'ble Deputy Chairman' Office to be informed about Minute to Minute programme.
28. Attendance roll of Media persons.
29. Gifts to be given to the Speakers.
30. Meeting with officers who have been requested to make arrangements or to arrange supplies.
31. Meeting(s) with officers who have given duties connected with the Orientation Programme
32. Meeting(s) with the allied services.
33. Feedback forms of Media persons to be put up.
34. Feedback to be distributed to Media persons
35. Nameplates.

PART-III

SALES & ARCHIVES  
SECTION



## CHAPTER - 1

### RESPONSIBILITIES OF THE SECTIONS

- Procurement and sale of Souvenir items etc.;
- Procurement and sale of M.P.'s D.O. Stationery;
- Procurement and sale of New Year's Greeting Cards;
- Sale of Parliamentary Papers;
- Sale of Rajya Sabha Secretariat Publications;
- Sale Procedure;
- Appointment of Agents for selling Rajya Sabha Parliamentary Publications;
- Publicity;
- Appointment of binders for binding of Rajya Sabha Debates and binding work of Rajya Sabha Secretariat;
- Maintenance of Stock and Accounts Register;
- Budget estimate;
- Payment of Bills;
- Distribution of Debates for Members of Rajya Sabha; and
- Receipts and maintenance of Records, Record Room and Archives.

**1.2 Procurement & Sale of Souvenir Items etc.**—The Section is responsible for procurement & sale of Souvenir items for sale to Hon'ble Members, Staff of both the Secretariats and general public.

The Section invites quotations for Procurement of Souvenir items from the approved list of suppliers/firms as given at *Annexure-I* in sealed cover addressed to the Executive Officer (by name) so as to reach in Room No. 002, basement, Sales and Archives Section, Rajya Sabha Secretariat, Parliament House Annexe, New Delhi by the stipulated date. The samples of aforesaid Souvenir items can be seen by the suppliers/manufacture in the Sales and Archives Section, Room No. 002, Basement, Parliament House Annexe, on any working day between 11.00 AM to 05.00 PM. No form has been prescribed for submission of quotations. The quotationers should quote the amount, both in words and figures including VAT and they should also submit samples alongwith quotation letters. The quotations notice is also put on the Website of the Rajya Sabha alongwith their terms and conditions. The Secretariat do not bear any cost of the samples in case of rejections. In case the supplier agrees to supply Souvenir items on the previous rate, then order is placed with the same supplier after following the due procedure and no quotation are called for.

The specification, quantity and quality of items are mentioned in the quotation notice along with name and address of officer to whom quotation letter should be addressed. The closing date of the quotation is mentioned by normally giving a period of 20 days.

The quotations are not accepted after the closing date. The quotations are opened in presence of at least 3 or 4 Officers of the Secretariat, and these officers sign on the quotation letters and envelopes. After opening the quotations, a memorandum is prepared for the approval of Joint Secretary of the Sales & Archives Section. Then a meeting of the Purchase Committee is fixed with concurrence of Chairman of the Committee and a note is issued to the members of the Committee as given in *Annexure-II*.

There exists a Purchase Committee for procurement of Souvenir items and D.O. Stationery. The composition of the Purchase Committee shall be as follows:—

- (i) There shall be a Chairman of the Purchase Committee of the Joint Secretary Level Officer.

- (ii) The Purchase Committee consists of three members. The members are the Branch Officers of G.A. Section, Stores Section and Drawing & Disbursing Officer.
- (iii) The Branch Officer of the Sales and Archives Section shall be the Ex-Officio Member-Secretary of the Committee. The Purchase Committee is reconstituted wherever there is any change in the work allocation of the above mentioned branch officer.

The Purchase Committee consider the memorandum for the Procurement of Souvenir items and recommend for the procurement of souvenir items keeping in view the L-1, rates, quality and finishing of the samples. The Committee is also empowered to recommend the L-2 if the quality, finishing & durability of the sample of L-1 is not up to the required standard. The minutes of the meeting of Purchase Committee are approved by the Chairman of the said Committee. The recommendation of Committee placed before the Secretary-General for obtaining the administrative/financial sanction for the procurement of Souvenir items. The rate of Souvenir items are fixed with a nominal profit with the approval of Secretary-General. After the administrative/financial sanction is obtained the Purchase Order is placed with the suppliers wherein the quantity, rates including VAT and target date of delivery are indicated. The supplier is asked strictly to supply the souvenir items with Parliament logo thereon. When the items are received from the supplier, the consignment is checked by the Assistant in the presence of E.O. and kept in the Storeroom and their entries made in the Stock Register as given in *Annexure-III*. The Souvenir items are issued against the Voucher for Sale at both the Counters as given in *Annexure-IV*.

Souvenir items are available for sale at both Sale Counters, one at Reception Office of Parliament House and other in publication counter, Parliament House as well as in the Sales & Archives Section between 10.00 AM to 5.00 PM on all working days against cash payment. These items are not sent by post under any circumstances. The Sale proceeds of souvenir items up to 03.00 PM are deposited with the Cashier of the Secretariat on the same day. The list of souvenir items is revised from time to time, if there is any addition/deletion of the souvenir items takes place as per the orders of the competent Authority. The Stock Register is checked by the Executive Officer, from time to time. When the stock is likely to be exhausted, action is initiated to replenish the stock.

Sales & Archives Section is also responsible for procurement of mementoes for presenting to retiring officials of Secretariat in their farewell functions. As and when the request is received from Welfare Unit/G.A. Section for supply of mementoes, action is initiated. The due procurement procedure is followed as given in the para 2.2 to 2.7(6). The mementoes after receiving from the suppliers are handed over to Welfare Unit/G.A. Section.

This Section has also been made responsible for preparation of a set of mementoes for presenting to retiring members of Rajya Sabha and various dignitaries from foreign countries. From this year, for this purpose, work of designing of mementoes has been awarded to NID, Ahmedabad.

**1.3 Procurement & Sale of M.Ps. D.O. Stationery Items:** The Sales & Archives Section is responsible for procurement of the following D.O. Stationery items which in printed forms are sold to the Hon'ble Members of Rajya Sabha:—

- (i) Writing Pads; Small, Medium and Large.
- (ii) Envelopes; Small, Medium and Large.

The stationery consists of the following:—

- (i) 50 loose sheets in one packet
- (ii) Letters head are printed in English and Hindi
- (iii) 25 Envelopes in one packet and 10 packets in one box
- (iv) Envelopes printed in bilingual

The quantity of D.O. stationery to be printed/stocked for sale is determined with reference to the actual consumption/sale during the last one year. Before commencement of each Session of Rajya Sabha, the stock position of D.O. stationery for sale to Members is reviewed by E.O. and if necessary, an action is initiated to replenish the stock after adopting the due procedure for procurement of D.O. Stationery items as per procedure laid down in para 2.2. to 2.7(6). D.O. stationery



items are sold only at Publication Counter, Parliament House between 10.00 AM to 6.00 PM on all working days, against cash payment. The quality of paper of letter head and envelopes is got checked from the Government of India Press through Printing Section. A stock register is maintained as given in *Annexure-V*.

**1.4 Procurement & Sale of New Year's Greeting Cards:**— Printed Greeting Cards are sold by the Section for sale to Members of Parliament, staff of both the Secretariats and general public on the occasion of New Year. For this purpose the quotations are invited to select a designer for designing of the greeting cards. The work of design of New Year Greeting Cards is assigned to the lowest bidder after the approval of financial/administrative sanction of Secretary-General. The few designs of cards are received from the designer and placed before Secretary-General for selection. The Secretary-General normally approves two/three designs of cards. After approval of the designs of cards, quotations are invited from the Printer for the printing work/cards by adopting the procedure as laid down in para 2.2. to 2.7(6). The work of printing is awarded to the printer, who quotes the lowest rates-after seeking the administrative and financial approval of Secretary-General. After receiving the Cards, rates are fixed with nominal profit with the approval of Secretary-General.

A para in Parliamentary Bulletin Part-II for information of Members and a circular for information of staff of the Secretariat regarding the availability of greeting cards for sale are issued. A register as given in *Annexure-VI* is maintained for showing the stock and sale position of these cards.

Sales & Archives Section issues greeting cards free of cost to the following:—

(i) Hon'ble Chairman & Hon'ble Deputy Chairman	no limit
(ii) Secretary-General & Secretary	300 cards
(iii) Officers rank of Joint Secretary	100 cards

A copy of note is given in *Annexure-XVI*.

**1.5 Sale of Parliamentary Papers:** The Sales & Archives Section is responsible for sale of the Parliamentary papers, to Hon'ble Members of Parliament, Media persons and general public.

The prices of the following Parliamentary papers are fixed as shown against each:—

Rajya Sabha List of questions — starred and unstarred	Rs. 10/- per set
Rajya Sabha Parliamentary Bulletin Part-I	Rs. 3/- per copy
Rajya Sabha Parliamentary Bulletin Part-II	Rs. 3/- per copy
Synopsis of Rajya Sabha proceedings	Rs. 5/- per copy
Rajya Sabha List of Business	Rs. 2/- per copy
Rajya Sabha Debate Part-I	Rs. 2/- per page and Rs. 4/- if in tabular form
Rajya Sabha Debate Part-II	-do-
Committee Reports	Minimum Rs. 25/- for 25 pages, Rs. 1/- for every additional pages
Copy of Bill	-do-

The price of various Parliamentary Papers is assessed according to the above rates, a fraction above 50 paise is rounded off to next rupee and the fraction of less than 50 paise is ignored.

All requests from MPs or members of public including private bodies for supply of copies of uncorrected proceedings, Members speeches made in the Rajya Sabha or questions asked and answers given in Rajya Sabha are received and dealt with in the Sales and Archives Section.

Distribution Branch provides two sets of each day's (uncorrected) proceedings to this Section for this purpose. This Section breaks up these sets where necessary in order to sell copies of the Speeches etc. If the demand cannot be met by these two sets, Distribution Branch is asked to supply more copies of a particular speech for which there is a

specific request, or photocopies are got made. Copies of uncorrected proceedings are sold on 'not for publication' basis.

Copies of Rajya Sabha Questions and Answers are sold to public @ Rs. 2 per page; if it is in tabular form, the rate is Rs. 4 per page. A Member of Parliament can purchase copies of Questions and Answers at a concessional rate of 50 paise per page, irrespective of whether they pertain to him or any other Member.

Copies of Bills and Statement laid on the Table of the House are obtained from Bill Office and Table Office respectively on demand and sold at the rate specified above.

The Sales & Archives Section maintains a Register showing a complete records of all copies of Debate etc. supplied and sold in the form as given in *Annexure-VII*.

After the Session is over weeding out of Parliamentary Papers *i.e.* (i) Question List, (ii) uncorrected Parliamentary Debate Part-I & II, (iii) Bulletin Part-I & II, (iv) Synopsis, and (v) List of Business take place with the approval of Competent Authority.

**1.6 Sale of Rajya Sabha Secretariat Publications:** The Sales & Archives Section is responsible for sale of publications brought out by the Rajya Sabha Secretariat to Hon'ble Members of Parliament, staff of both the Secretariats and general public. No other Section shall undertake sale of Publication. The List of Publications is placed at *Annexure-VIII*.

The publications received from various Sections are sold as detailed below:—

#### **I. Research & Library Section**

- (i) Women Members of Rajya Sabha
- (ii) Welcome, Honourable Chairman
- (iii) Who's Who Rajya Sabha
- (iv) Socio-economic Profile of Members of Rajya Sabha (1952—2002)
- (v) Second Chambers - Bicameralism Today
- (vi) Rulings and Observations from the Chair (1952-2008)
- (vii) Role and Relevance of Rajya Sabha in Indian Polity
- (viii) Rajya Sabha Practice and Procedure Series (2005 edition)
- (ix) Rajya Sabha pays homage to Rajiv Gandhi
- (x) Rajya Sabha Mein Rashtrakavi Maithilisharan Gupt (Hindi only)
- (xi) Rajya Sabha at Work
- (xii) Rajya Sabha and its Secretariat: A Performance Profile
- (xiii) An Introduction to Parliament of India
- (xiv) Humour in the House: A Glimpse into Enlivening Moods of Rajya Sabha
- (xv) Emergence of Second Chamber in India
- (xvi) Discipline, Decorum and Dignity of Parliament
- (xvii) Computerisation in Rajya Sabha: An overview
- (xviii) Committee System in Rajya Sabha: An Introduction
- (xix) Fifty Years of Rajya Sabha (1952-2002)
- (xx) Nominated Members of Rajya Sabha
- (xxi) Ethics Committee of Rajya Sabha
- (xxii) Celebrating Rajya Sabha - The 200th Session

**II. Table Office**

- (i) Parliament of India, Rajya Sabha - List of Members
- (ii) Rajya Sabha Members - Biographical Sketches (1952 - 2003)

**III. Legislative Section**

- (i) Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha)
- (ii) Handbook for Members of Rajya Sabha

**IV. Bill Office**

- (i) Private Members' Legislation

**V. Sales & Archives Section**

- (i) Rajya Sabha Debates

**VI. Committee (Coordination) Section**

- (i) Rajya Sabha Committees-A Profile
- (ii) Committees of Rajya Sabha and Other Parliamentary Committees and Bodies on which Rajya Sabha is represented

**VII. Committee Sections Concerned**

- (i) Committee Report

A Stock Register is maintained for each publication as given in *Annexure-IX*.

**1.7** The Publications, Parliamentary papers and D.O. stationery items are sold against cash payment. All sales to local customers are conducted on cash payment across the sale counters/Section and a cash receipt, thereof is issued. A discount of 25% is allowed on publications for sale to sitting Members of Parliament.

**1.8** The outstation customers are asked to send the cost of publications and postal expenditure to be incurred in sending these publications in advance by money order in favour of the Executive Officer of the Section or through a cheque/bank draft drawn in favour of the Deputy Director, Rajya Sabha Secretariat, New Delhi. On receipt of the money order/cheque, bank draft, a receipt of the payment is prepared for the publications asked for and publications alongwith cash receipt is sent to the customer by registered post. The money order/cheque/bank drafts are deposited with Cashier through cash register. The same procedure is also followed in case of abroad customers.

**1.9** The Sales and Archives Section makes arrangements for packing and despatching Parliamentary debates to the Members of Rajya Sabha. On receipt of requests, the Section also undertakes despatch of Parliamentary Publications directly to the customers outside Delhi on payment of sums of money equivalent to the cost of publications plus postal charges to be incurred thereon.

## CHAPTER - 2

### SALES PROCEDURE

**2. Sales Procedure:** The Souvenir items, Publications, Parliamentary papers, Members' D.O. stationery items and Greeting Cards etc. are sold against cash payment. All sales to local customers are conducted on cash payment across the sales counters and cash receipts thereof issued in the prescribed form as given in *Annexure-X*.

The entire sale proceeds of the day up to 3.00 P.M. is deposited with the Cashier of the Secretariat the same day, after making all entries in Cash Register from receipts as given in *Annexure-XI*. The Sale proceeds received after 3.00 P.M. are deposited with the Cashier next day. If on any day, due to unvoidable reasons, the sale proceeds of the day are not deposited with the Cashier, the money is kept in the Section under lock and key and deposited with the Cashier the next day. Money received through money order is deposited with the Cashier the same day.

The requests for the adjustment against sale of any publications is not entertained in any case. At the end of each day the cash is counted and entered in the Cash Register. All entries are made in the Cash Register and signed by the Executive Officer of the Section after verification and cash receipt numbers. If the Sales Counters are opened on any holiday with the approval of Competent Authority the sales proceeds shall be deposited with Cashier on the next working day.

**2.2 Appointment of Agents for Selling Rajya Sabha Parliamentary Publications:** Rajya Sabha Secretariat appoints its own agents at various places throughout India for selling Rajya Sabha Publications.

As soon as any application is received from A Book-Seller for appointing him as an agent, the application is processed in the Section and following procedure is adopted:

- (i) A letter is sent to Book - Seller, stating terms and conditions of Rajya Sabha Secretariat as given in *Annexure-XII* regarding sale of publications.
- (ii) After receiving his acceptance, the approval from Secretary-General for his appointment is obtained.
- (iii) An Agency Number is allotted to him and information is being sent to him accordingly.
- (iv) As soon as request is received from any agent the required publications are supplied to him by allowing 25% discount on the publication. In the case of out station agencies, the required publications is sent by post after receiving the Money Order/Draft/Cheque as cost of publications. The postal charges are also paid by the Agent.
- (v) A list of Authorised Agents for selling Rajya Sabha publications as given in *Annexure-XIII* is also displayed on the Website of Rajya Sabha and updated from time to time.
- (vi) On receipt of sale proceeds in the form of cash/cheque/draft in Sales & Archives Section from any Agency is deposited with Cashier of Rajya Sabha Secretariat.

**2.3 Publicity:** This Section asks various Sections of the Secretariat to send a list of their publications which can be made available for sale and therefore prepares a consolidate list of such publications mentioning their prices. Important publications are displayed in the show cases placed at prominent places in Parliament House and Parliament House Annexe. The publications are checked from time to time with a view to remove the old editions for which there is no demand and also by displaying new publications added to the stock of the Section.

**2.3.1** Training Unit organize orientation programme from time to time wherein this Section, put up a sale-cum-display counter of Rajya Sabha Publications and Souvenir Items during the orientation programme as a matter of awareness and publicity.

**2.3.2** The price list of Rajya Sabha Publications, list of Authorised Agents for selling Rajya Sabha Publications, List of souvenir items is displayed on Rajya Sabha Website and updated from time to time.

## CHAPTER - 3

### APPOINTMENT OF BINDERS FOR BINDING OF RAJYA SABHA DEBATES AND BINDING WORK OF RAJYA SABHA SECRETARIAT

#### **3. Appointment of Binders for Binding of Rajya Sabha Debates and binding work of Rajya Sabha Secretariat:**

The Section appoints the binder for binding of Rajya Sabha debates, registers, reports various parliamentary and general/administration papers etc. of the Secretariat.

**3.1** In order to the binder the quotations are invited from various binders and for that the due process is followed. The letters are sent to various parties, who are asked to quote the rates for various items of binding. The quotations notice is also put up on the website. A notice period of 25 days is normally given for the purpose.

**3.2** After the last date is over the quotation are opened in the presence of 3-4 Officers of the Secretariat. Thereafter a memorandum is prepared & lowest quotations is awarded contract for binding of various types of binding items of the Secretariat for a period of three financial year.

**3.3** In the month of January of the calendar year when the contact is likely to come to an end. The contact binder is asked if he continue with the existing rate. If he replies in positive, the contract is extended further for a period of three financial year, otherwise fresh quotations are called for.

The approved rates for the binding of following items are circulated for the information of all Sections/Officers of Secretariat:—

- (i) Full Leather with Gold printing of Name etc. in block letters;
- (ii) Half Leather with Gold printing of Name etc. in block letters;
- (iii) Full Rexine with Gold printing of Name etc. in block letters; and
- (iv) Half cloth and ink printing charges for numbering @ Rs. 3/- each register.

## CHAPTER - 4

### MAINTENANCE OF STOCK AND ACCOUNTS REGISTER

**4. Maintenance of Stock and Accounts Register:** In order to ensure proper stocking and accounting of Souvenir Items/D.O. Stationery items/Greeting Cards, Publications received from various section of the Secretariat are entered in the Stock Register. The dealing Assistant reviews the stock position of Souvenir items/Publications/D.O. Stationery items/Greeting Cards etc. received for sale and stocked in the Section, from time to time.

**4.1 Main registers in the Section:** The following Registers are maintained by the Section:—

- (i) Stock Register of Souvenir items.
- (ii) Stock Register of MPs D.O. Stationery items.
- (iii) Stock Register of Publications.
- (iv) Stock Register of Greeting Cards.
- (v) Sale Register.
- (vi) Sale Register of Parliamentary Papers.

The following procedure is followed for proper maintenance of stock:—

- (i) All items are kept in Almirah and store room under the lock and key. There is system of duplicate keys. One key is with the dealing Assistant and the other remains with the Executive Officer of the Section.
- (ii) To protect the Stores room from fire, pests etc.; the various safety measures are adopted like fire fighting managements and periodical dusting is carried out.

**4.2** All accounts maintained by the Sales and Archives Section in respect of stock and sales of different categories of Souvenir items/Rajya Sabha Publications/Papers/D.O. Stationery etc. are audited by the local audit party of the office of DGACR only. The audit report submitted by the audit party is examined as soon as possible after it is received. After taking appropriate action with regard to the objections raised, replies are prepared and submitted to them. If any new suggestions are made by the audit party, these are also examined and implemented to the extent possible.

The retention period of cash book, cash receipt book and stock registers, is as under:—

— Cash book	:	20 years
— Receipt book	:	3 years
— Sales registers/stock registers	:	5 years

Where an audit action is outstanding, such records are not destroyed till the audit objection is finally settled even though the period fixed for retention of records has actually been over. No account books or records for any period is weeded out without obtaining the prior permission in writing of the Branch Officer.

**4.3 Budget estimate:** The Section prepares Budget Estimate and Revised Budget Estimate for budgetary allocation. The Estt. A/cs. & Budget Section informs the Sales & Archives Section about the Budget provision which are allocated for the Section. The Sales & Archives Section incurs the Budgetary amount on the following items:—

- (i) M.P.'s D.O. Stationery.
- (ii) Payment for purchase of copies of Gazette of India notifications.
- (iii) New Year's Greeting Cards.
- (iv) Electricity & Water Charges, for the room under the charges of Sales & Archives Section.
- (v) Gift Item.
- (vi) Bindery Charges for binding of debates.

Every month item wise budgetary statement is prepared and sent to Estt. A/cs. & Budget Section.

**4.4 Payment of Bills:** The bills received against procurement of Souvenir Items, M.P.'s D.O. Stationery, Greeting Cards etc. from the suppliers, binder for binding of Rajya Sabha Debates, Department of Publications, Civil Lines, New Delhi for supply of copies of Gazette of India notifications, N.D.M.C. for electricity & water charges, refreshment bills to serve refreshment in the meeting of Purchase Committee etc. are processed by this Section for payment.

All the bills are normally disposed of within a week from the date of their receipt. The bills are scrutinized keeping in view of the following points:—

- (i) The bill is according to the order placed;
- (ii) The rates given in the bill are in accordance with the contract;
- (iii) VAT charged is correct;
- (iv) Total amount of the bill is correct and is written in words as well as in figures;
- (v) Whether the bill is pre-receipted and signed by the supplier;
- (vi) The bill has not been paid earlier.

**4.5** After the bill is found in order, it is submitted to Executive Officer for signing the certificates stating that the items were received in good condition and bill is in order. The pay order is given on the bill. The Sanction order is also prepared for the signature of DDO. A copy of the Sanction order is sent to all concerned sections for taking necessary action. The bill is then sent to Cashier for arranging payment after entering in the Budget Expenditure Register. When the cheque is received from the Cashier it is handed over to the party and signature obtained and photocopy of cheque is placed in the file for records.

## CHAPTER - 5

### DISTRIBUTION OF DEBATES TO MEMBERS OF RAJYA SABHA

**5. Distribution of Debates to Members of Rajya Sabha:** Printed Debates are received from Govt. of India Press for distribution to Members of Rajya Sabha by the Sales and Archives Section. Printed Debates (in Floor language and Hindi) are entered date wise in a Debate Register as per format in (*Annexure-XIV*). Sets are made date wise and sent to Distribution Branch for transmission to Members of Rajya Sabha, State Legislatures and others as per circulation list as given in (*Annexure-XV*). As far as possible debates are circulated to Members during session periods when Members are available in Delhi.

After each biennial election, option is taken from new Members as to whether they wish to obtain their debates in the Floor language or in Hindi. The Circulation List, separately for Members showing preferences for Hindi/English and others are updated by Sales & Archives before the start of each session. The list of Members who desire to have bound copies of the debates on payment is maintained separately and updated. As and when bound volumes are received, these are sent to Distribution Branch separately for onward transmission to Members concerned.

The binder supplies the debates in bound volume indicating the name of the Member and the period to which the debate pertains in golden letters on the hard cover. The cost of binding is recovered from monthly salary of the concerned Member.

The fine copies of each debates (floor & Hindi version) session wise are kept in record room.

**5.1 Receipt and Maintenance of Records/Record Room and Archives:** Sales and Archives Section is responsible for maintenance of record room, printed Debates and registers and files received from various Sections of the Secretariat. The copies of only those Bills, reports and files which are required to be preserved permanently or for longer period received in this Section. The copies of Bills/Reports which are required for day-to-day use are kept by the Sections themselves.

The concerned Sections send their files to this section duly classified, etc. along with a list of files of each category as per procedure prescribed in Chapter-VIII of Manual of Office Procedure-2002. The files are examined and accepted into the Record Room as per procedure detailed in that Chapter.

On receipt of copies of Bills, Reports etc. the dealing Assistant in the Section scrutinizes the list of such documents sent by the originating Section and instructions if any. Keeping in view the shortage of space as also the need to preserve only minimum number of documents, the dealing Assistant checks whether the Section has sent abnormally large number of copies and large number of records and in case it is found that the number of items is large, the matter is brought to the notice of the concerned Section. After the records have been received and accepted in the Section, the dealing Assistant makes entries regarding details of the publications, number of copies received in the Stock Registers.

Bills/publications, etc. which are received in the Record Room are properly placed between two hard covers and securely tied. The contents of the bundle is maintained on the outer side of the hard cover. The bundles are kept in a methodical and systematic manner in the racks. Periodic inspection is done by the Executive Officer to ensure that the bundles are maintained in proper and clean condition.

Copies of Bills and other documents sent for record and archives are accompanied by a list (challan) specifying the number of copies and special instructions regarding retention period etc.

This Section generally receives 'inactive' files, which are to be preserved for more than 3 years. The dealing Assistant in the Section makes entries regarding file numbers, subject of file, etc. in the Register for Recorded Files maintained in the record room.

The S. No., date and category are then entered against the file no. in the duplicate copy of the challan and returned to the originating Section for completing their record, and to enable the Section to send a requisition slip on a particular entry in future.

The files are thereafter arranged in bundles of convenient sizes, year-wise and placed in serial order in the racks earmarked for each branch. Whenever a Branch requires its records from the record room they sent a requisition. On receipt of requisition, necessary entries are made in the Requisition Register and the Requisition slip is placed into the folders as described in para 8.9 of Manual of Office Procedure 2002.

Thereafter, the requisitioned files are handed over to the concerned Section. As soon as the requisitioned files are returned to the record room, the files are checked to ensure that they are intact and in good condition. Thereafter, the date of return is noted in the register, and the office copy of the forwarding note of the requisitioning Section is signed in token of receipt in good condition.



## APPROVED LIST OF SUPPLIERS/MANUFACTURERS

<b>M/s. Amin Handicrafts,</b> 1569, Gali Pepal Wali Paharibhojla Turkman Gate, New Delhi-110006	<b>M/s. Hukum Chand Chunni Lal Jain &amp; Company,</b> 63, Khazanchi Gali, Dariba Kalan, New Delhi-110006	<b>M/s. Raj International</b> Shop No.8, Backside Basement, F-229/C, A-Block Mansarover Garden, New Delhi.
<b>M/s. Anjali Creations,</b> 3, Bhargave Lane, Civil Lines, New Delhi-110054	<b>M/s. Idea Afresh Inc.</b> WZ-100/4, Titarpur, Tagore Garden, New Delhi-110015	<b>M/s. Shiv Ashish Enterprises</b> 4B/27, Rang Rasayan Apartment, Sector-13, Rohini, Delhi-110085
<b>M/s. Bharat Leather Works,</b> T-565, Idgah Circle, Chamelian Road, Delhi-110006	<b>M/s. Ilaza Art Pvt. Ltd.</b> C-90, South Extension Part-II, New Delhi-110001	<b>M/s. Laser Craft India,</b> F-10, Hastal Vihar, Uttam Nagar (West), New Delhi-110059
<b>M/s. Approva Exports Sun Mall,</b> 4/66, 3rd Floor, W.E.A. Karol Bagh, New Delhi-110005	<b>M/s. Jagdamba Sales Corporation,</b> 3809, Ram Nath Patwa Street, Pahar Ganj, New Delhi-110055	<b>M/s. Kashmir Handicrafts,</b> 5225, Ballimaran, Chandni Chowk, Delhi-110006
<b>M/s. Aruna Impex,</b> H-7/A, Hauz Khas, New Delhi-110016	<b>M/s. Jaishree Trading Co.,</b> 25, North West Avenue, Club Road, Punjabi Bagh Extension, New Delhi-110026	<b>M/s. Curiosity,</b> A-44, Allahabad Bank Apartments, Mayur Vihar, Phase-I, New Delhi-110092
<b>M/s. Shabnam Enterprises,</b> 3380, Baghichi Achherji, Bara Hindu Rao, Delhi-110006	<b>M/s. Jasmine Handicrafts,</b> Tobacco Street, Moradabad-244001	<b>M/s. Sita Ram Anant Ram Tayal,</b> C/o. M/s. Ram Avtar Gupta & Sons, 3527-A, Qutab Road, Sadar Bazar. Delhi-110006
<b>M/s. Bombay Bag Factory,</b> 3377, Bagichi Achheji, Bara Hindu Rao, Delhi-110006	<b>M/s. Florence Industries,</b> A-102/4, Wazirpur Industrial Area, Delhi-110052	<b>M/s. Decent Plastic,</b> 37A, Nawada, Uttam Nagar, New Delhi-110059
<b>M/s. N. R. International,</b> 873, Gali Beri Wali, Kucha Pati Ram, Bazar Sita Ram, Delhi-110006	<b>M/s. Kabra Hand Made Paper Industries,</b> B-47, United India Apartments, Mayur Vihar-I, Delhi-110091	<b>M/s. Rail Mantralay Employee Consumer Co-op. Store Ltd.,</b> Rail Bhawan, Raisina Road, New Delhi-110001
<b>M/s. Ceremonials and Awards,</b> B-191, Naraina Industrial Area, Phase-I, New Delhi-110028	<b>M/s. L. J. Enterprises,</b> 6086/3, Pocket 0/6, Vasant Kunj, New Delhi-110070	<b>M/s. Fashion Zaphyr,</b> 5047, Rehman Street, Chandni Chowk, New Delhi-110006

**M/s. Chokhor Tibtan Handicraft Export (P) Ltd.,**  
K-2097, Basement, C.R. Park,  
New Delhi-110019

**M/s. Customized Tibtan Handicraft Export (P) Ltd.,**  
K-2097, Basement, C.R. Park,  
New Delhi-110019

**M/s. Mittal File Mft. Co. 2220**  
Gali Hanuman Prashad, Masjid  
Khazoor, Chawri Bazar,  
Delhi-110006

**M/s. Dine Time Marketing**  
19, Pusa Road,  
New Delhi-110005

**M/s. D-Raj International,**  
1911/143, Ganesh Pura,  
Tri Nagar,  
New Delhi-110035

**M/s. Ess Kay Enterprises,**  
2061/38, Naiwala,  
Gurudwara Road,  
Karol Bagh,  
New Delhi-110005

**M/s. G.K. Works,**  
23/2A, First Floor,  
Lane No. 11, Anand Parbat  
Industrial Area,  
New Delhi-110005

**M/s. Golden Enterprises,**  
44, New Lajpat Rai Market,  
Delhi-110006

**M/s. Military Metal Crafts,**  
A-111, West Azad Nagar,  
Street No. 3,  
Krishna Nagar,  
New Delhi-110051

**M/s. Market Movers Exports (India) Pvt. Ltd.,**  
C-4/10, Safdarjung Development  
Area,  
New Delhi-110016

**M/s. R. K. Traders,**  
3933, Gali Sattee Wali,  
Nai Sarak  
Delhi-110006

**M/s. Paul Plastics & Brass House**  
32, Ram Nagar Market,  
Near New Delhi Railway Station,  
New Delhi-110055

**M/s. Pearl Marketing,**  
254, Dayanand Vihar,  
Vikash Marg Extension,  
New Delhi

**M/s. Royal Heritage,**  
B-1, Extn., A-39, Mohan  
Cooperative, Industrial Estate,  
Mathura Road,  
New Delhi

**M/s. Arts and Crafts Valley,**  
B-20, Sector-8,  
Noida-201301

**M/s. West Delhi Marketing,**  
FA-367, Back Lane,  
Mansarovar Garden,  
New Delhi

**M/s. Grandway International Pvt. Ltd.,**  
202, Vikas Chambers,  
Jwalaheri,  
Paschim Vihar,  
New Delhi-110063

**M/s. J.P. Enterprises**  
RZ-87, Durga Park, Street  
No. 8, Near Dabri Village  
New Delhi-110045

**M/s. Student Copy House,**  
725/1A, Jheel Kurenja,  
Delhi

**M/s. Popular Agencies,**  
D-67, Shakkarpur,  
Delhi-92

**M/s. Star Book Point,**  
Main Road, Block No. 6,  
Geeta Colony,  
Delhi-31

**M/s. Naresh Pen Company,**  
9, 10, Kaushalya Bhawan,  
Sadar Bazar,  
Delhi-110006

**M/s. Luxor Writing Instruments Pvt. Ltd.,**  
229, Okhla Industrial  
Estate, Phase-III,  
New Delhi-110020

**M/s. Flair Pens Limited,**  
65, Ground Floor,  
Rani Jhansi Road,  
New Delhi-110055

NOTICE FOR PURCHASE COMMITTEE

RAJYA SABHA SECRETARIAT  
(Sales & Archives Section)

No. RS/ /09-S&A

Dated the.....

**NOTICE**

The Members are informed that the meeting of Purchase Committee will be held at..... on ..... in **Room No.** ..... in Parliament House Annexe/ House, New Delhi to consider the procurement of Souvenir items.

2. A copy each of the Memoranda Nos. from ..... to ..... are enclosed.
3. You are requested to attend the meeting.

**D.D./J.D.**

**To**  
**All the members of the Purchase Committee.**

STOCK REGISTER OF SOUVENIR ITEMS

Name of Souvenir items———Sale Price———

Received from———Dated———

Date	Stock in hand	Purchased	Issued to P.H. Counter	Issue to P.H. Reception Counter	Sold in the Section	Balance	Signature of D.A.	Signature of E.O.	Remarks

## RAJYA SABHA SECRETARIAT

(Sales &amp; Archives Section)

## Requisition Voucher

Voucher No. \_\_\_\_\_

Dated \_\_\_\_\_

Sales & Archives Section may please supply the following Publications/Souvenirs for sale at the Sales Counter/Parliament House (Reception Office)/Exhibitions/Book Fairs at various places:—

Sl. No.	Name of Publications/Souvenirs	No. of copies/items required	No. of copies/items supplied
1.			
2.			
3.			
4.			

Received the number of copies of the publications/items of Souvenirs as mentioned in “supplied column”.

Signature of E.O.

Signature of Issuer

Signature of Recipient

ANNEXURE-IVA

## LIST OF SOUVENIR ITEMS

S. No.	Name of the Item	Sale Price
1.	Badge Lapel	Rs. 55/-
2.	Book Paper Weight	Rs. 20/-
3.	Flag Paper Weight	Rs. 25/-
4.	Brass Bowl (Oval)	Rs. 180/-
5.	Brass Bowl (Round)	Rs. 160/-
6.	Brass Plate Wall Hanging	Rs. 230/-
7.	Kangoora Salai Plate	Rs. 200/-
8.	Key Chain (Small Size)	Rs. 8/-
9.	Key Chain (Big Size)	Rs. 10/-
10.	Pen Stand (Silver)	Rs. 40/-
11.	Silver Plaque (Round)	Rs. 325/-
12.	Plate Aathpale	Rs. 190/-
13.	Table Alarm Clock	Rs. 75/-
14.	Wall Clock Model No. 317	Rs. 160/-
15.	Wall Clock Model No. 347	Rs. 130/-
16.	Wall Clock Model No. 997	Rs. 70/-
17.	Wall Clock Model No. 511	Rs. 150/-
18.	Wooden Pen Stand With Clock	Rs. 380/-
19.	Wooden Ball Pen	Rs. 21/-
20.	Silver Coated Plate	Rs. 250/-
21.	Silver Plaque (Oval) with Wooden Stand	Rs. 390/-
22.	Concept Ball Pen	Rs. 60/-
23.	Life Time Ball Pen	Rs. 90/-
24.	Pen/Pen Sets namely Neptune	Rs. 130/-
25.	Parker Belta Roller Ball Pen	Rs. 95/-
26.	Elite Roller Pen	Rs. 60/-

STOCK REGISTER OF MPS. D.O. STATIONERY

Date	Receipt					Balance		Sign. of D.A.	Sign. of E.O.	Remarks
	Voucher		No. of Envelopes (Packets)	No. of Pads	Issue to whom for sale	Sale to the Member/P.A.	No. of Enve- lopes (Packets)			
	N.	Date								

STOCK REGISTER OF GREETING CARDS

Name of items \_\_\_\_\_ Sale Price \_\_\_\_\_

Received from \_\_\_\_\_ Dated \_\_\_\_\_

Date	Stock in hand	Purchased	Issued to P.H. Counter	Issued to P.H. Reception Counter	Sold in the Section	Balance	Signature of D.A.	Signature of E.O.	Remarks

RAJYA SABHA SECRETARIAT  
(Sales & Archives Section)  
STOCK AND SALE REGISTER OF PARLIAMENTARY PAPERS

RECEIPT						ISSUES				Balance	Remarks	
Sl. No.	Particulars	No. of Pages if printed and No. of words if cylostyled	Rate		No. of copies received	Date on which received	No. of copies sold	Receipt	Amount			To whom sold
			Rs.	P.				No.	Date	Rs.	P.	



## PUBLICATIONS OF THE RAJYA SABHA SECRETARIAT

S.No.	Publications	Price
1.	Rajya Sabha Pays Homage to Rajiv Gandhi	Rs. 10/-
2.	Welcome Honourable Chairman	Rs. 100/-
3.	Rulings and Observations from the Chair (1952-2008)	Rs. 600/-
4.	Second Chambers-Bicameralism Today	Rs.300/-
5.	Emergence of Second Chamber in India	Rs. 550/-
6.	Nominated Members of Rajya Sabha	Rs. 20/-
7.	Fifty Years of Rajya Sabha (1952-2002)	Rs. 35/-
8.	Discipline Decorum and Dignity of Parliament	Rs. 30/-
9.	Computerisation in Rajya Sabha: An overview	Rs. 20/-
10.	Committee System in Rajya Sabha: An Introduction	Rs. 20/-
11.	Ethics Committee of Rajya Sabha	Rs. 40/-
12.	Socio-economic Profile of Members of Rajya Sabha (1952-2002)	Rs. 85/-
13.	Humour in the House: A Glimpse into enlivening Moods of Rajya Sabha	Rs. 270/-
14.	Women Member of Rajya Sabha	Rs. 185/-
15.	Private Members' Legislation	Rs. 150/-
16.	Role and Relevance of Rajya Sabha in Indian Polity	Rs. 75/-
17.	Celebrating Rajya Sabha-The 200th Session	Rs. 150/-
18.	Rajya Sabha Mein Rashtrakavi Maithilisharan Gupt (Hindi Only)	Rs. 32/-
19.	Rajya Sabha Practice and Procedure Series (2005 edition)	Rs. 100/-
20.	Rajya Sabha at Work (2006 edition)	Rs. 950/-
21.	Who's Who Rajya Sabha	Rs. 300/-
22.	An Introduction to Parliament of India	Rs. 75/-
23.	Rajya Sabha and its Secretariat: A Performance Profile	Rs. 25/-
24.	Rajya Sabha Members-Biographical Sketches (1952-2003)	Rs. 150/-
25.	Rajya Sabha Committees-A Profile	Rs. 25/-
26.	Committees of Rajya Sabha and Other Parliamentary Committees and Bodies on which Rajya Sabha is Represented	Rs. 20/-
27.	Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha)	Rs. 60/-
28.	Parliament of India, Rajya Sabha-List of Members	Rs. 100/-
29.	Handbook for Members of Rajya Sabha	Rs. 30/-
30.	Rajya Sabha Debates	Rs. 50/-
		(per volume)
31.	Committee Reports	Minimum Rs. 25/-for 25 pages, Re. 1/- for every additional pages

RAJYA SABHA SECRETARIAT  
(Sales Section)

STOCK REGISTER OF PARLIAMENTARY PUBLICATIONS

Name of Publications ..... Sale Price .....

Received from ..... Dated .....

Date	Stock in hand	Purchased	Issued to P.H. Counter	Issued to P.H. Reception Counter	Sold in the Section	Balance	Signature of D.A.	Signature of E.O.	Remarks

## RAJYA SABHA SECRETARIAT

Receipt No. ....

Parliament House Annexe,

New Delhi

Dated .....

Received with thanks from .....

the sum of Rupees .....

On account of .....

Sl. No.	Description	Rate		Amount	
		Rs.	P.	Rs.	P.
		Total			

EXECUTIVE OFFICER

RAJYA SABHA SECRETARIAT  
(Sales & Archives Section)

CASH SALE REGISTER

Date	Receipt No.	Amount of sale proceeds of				Parliamentary Papers of Rajya Sabha	Total Amount	Initials of S.O.
		Govt. publications of		M.P.'s D.O. stationery from				
		Publication Divn.	Publications Branch	Govt. of India Stationery Office, Calcutta	Rajya Sabha Sectt.			
1	2	3	4	5	6	7	8	9

Amount paid to Cashier	Initials of Cashier	Initials of D.D.O.	Balance in hand	Initials of S.O.	Amount deposited in R.B.I.		Remarks
					Amount	No. and date of Challan	
10	11	12	13	14	15	16	17

RAJYA SABHA SECRETARIAT  
(Sales & Archives Section)

PARLIAMENT HOUSE ANNEXE,  
NEW DELHI-110 001

**Terms and conditions for grant of agency for the sale of  
Rajya Sabha Secretariat Publications**

1. The appointment as an agent shall be for a period of five years initially. The agency period may be extended further, on the basis of Agent's performance.
2. Agents appointed shall purchase the publications of the Rajya Sabha Secretariat against cash payment.
3. Rajya Sabha Secretariat has the right to amend/modify terms of the agency after giving 15 days' notice, and to terminate the agency, without assigning any reason therefor.
4. The agency is liable to be terminated if the purchases effected by any agent fall below Rs. 1000/- per annum.
5. A discount of 25% will be allowed on all the Rajya Sabha Secretariat Publications.
6. The publications required out-station by agents will be sent by Registered Book Post. The postal charges shall be borne by the agent.
7. The agent will be required to sell the publications at the price fixed by the Rajya Sabha Secretariat. He will not be entitled to recover any extra charges over and above the fixed price of publications sold across the country. In the case of publications sold by post, packing and actual postage charges incurred by the agent can be charged.
8. The agent shall have to make his own arrangements for display, advertisement, etc. of the Rajya Sabha Secretariat Publications.
9. The publications will be supplied as and when released for sale and subject to availability thereof.
10. Any dispute regarding supply of Publications shall be settled in Delhi/New Delhi.

## LIST OF AGENTS, WHO ARE AUTHORISED FOR SALE OF RAJYA SABHA PUBLICATIONS

Name of Agency with Address	Telephone No.
1. M/s. Jayna Book Depot, Chowk Chhapparwala, Bank Street, Karol Bagh, New Delhi-110005	011-25752183, 25711741
2. M/s. Dhanwantra Medical & Law Book House, 592, Lajpat Rai Market, Delhi-110006	011-23865746, 23866768
3. M/s Rajindra Book Agency, IV/D-50, Old Double Storey, Lajpat Nagar, New Delhi-110024	011-26425050, 26412362
4. M/s. Jain Book Agency (South End), 1, Aurobindo Place Market, Hauz Khas, New Delhi-110016	011-26567066
5. M/s. C. Sitaraman & Co. 73/37, Royapettah High Road, Chennai-600014	044-28111516, 28116113
6. M/s Jain Book Agency, C-9, Connaught Place, Post Box No.-113, New Delhi-110001	011-23416390/91/92
7. M/s. Central News Agency Pvt. Ltd., P-23, Connaught Circus, New Delhi-110001	011-23364448, 23364478
8. M/s. Sangam Book Depot, Akarshan Bhawan, 23, Ansari Road, Daryaganj, New Delhi-110002	011-23272106, 23289417
9. M/s. Ram Advani Bookseller, Hazrat Ganj, GPO Box No. 154, Lucknow-226001	0522-22623511
10. M/s. Seth & Co., Shop No. 5 & 6, New 54 Lawyers Chamber Block, Delhi High Court, Sher Shah Road, New Delhi-110003	011-23387578, 23387579
11. Jain Book Depot, C-5, Connaught Place, New Delhi-110001	011-23416395/96/97

- |     |   |                             |
|-----|---|-----------------------------|
| 12. | Bankura News Paper Agency,<br>Machantola,<br>Bankura-722101   | —                           |
| 13. | Usha Book Depot,<br>585/A, Chira Bazar,<br>Girgaum Road,<br>Khan House,<br>P.O. Box No. 26,<br>Mumbai-400002  | 022-2057863                 |
| 14. | Marathwada Book Distributors,<br>Parimal,<br>Khadkeshwar,<br>Aurangabad-431001                                | —                           |
| 15. | Ashok Book Centre,<br>Opp. Maris Stella College,<br>Vijayawada-520008   | 0866-2476966, 2472096       |
| 16. | International Publicity Service,<br>C-27/279, 2nd Floor,<br>Nirmal Complex,<br>Maidahiya,<br>Varanasi-221 002 | 0542-2207778                |
| 17. | M/s. Law Publishers,<br>Sardar Patel Marg,<br>P.B. No. 70, Allahabad,<br>U.P.                                 | —                           |
| 18. | M/s Bookwell,<br>2/72, Nirankari Colony,<br>Delhi-110009  | 011-27251283                |
| 19. | Vijay Book Service,<br>WZ-1750, Ist Floor,<br>Rani Bagh,<br>New Delhi-110034                                  | 011-27015309,<br>9818264205 |
| 20. | D.K. Agencies (P) Ltd.<br>A/15-17, D.K. Avenue,<br>Mohan Garden, Najafgarh,<br>New Delhi-110059               | 011-25357104, 25357105      |

## REGISTER OF PARLIAMENTARY DEBATES

Session No. \_\_\_\_\_

Date of Debate	Vol. No.	Language	Date of Receipt from Press/Printing Section	No. of copies received	Date of forwarding to Distribution Branch for issue & No. of copies to Members/to others	Stock in hand



## STANDARD CIRCULATION LIST

Sl. No.	Name	State
1.	Abdul Wahab Peevee, Shri	Kerala
2.	Achuthan, Shri M.P.	Kerala
3.	Adeeb, Shri Mohammed	Uttar Pradesh
4.	Adik, Shri Govindrao Wamanrao	Maharashtra
5.	Agarwal, Shri Ramdas	Rajasthan
6.	Ahluwalia, Shri S.S.	Jharkhand
7.	Akhtar, Shri Kamal	Uttar Pradesh
8.	Ali, Dr. Ejaz	Bihar
9.	Ali, Shri Munquad	Uttar Pradesh
10.	Ali, Shri Sabir	Bihar
11.	Alvi, Shri Raashid	Andhra Pradesh
12.	Amin, Shri Mohammed	West Bengal
13.	Anand Sharma, Shri	Himachal Pradesh
14.	Anbalagan, Shri S.	Tamil Nadu
15.	Ansari, Shri Ali Anwar	Bihar
16.	Antony, Shri A.K.	Kerala
17.	Apte, Shri Balavant <i>alias</i> Bal	Maharashtra
18.	Ashwani Kumar, Shri	Punjab
19.	Azad, Shri Ghulam Nabi	Jammu & Kashmir
20.	Bachchan, Smt. Jaya	Uttar Pradesh
21.	Bagrodia, Shri Santosh	Rajasthan
22.	Baishya, Shri Birendra Prasad	Assam
23.	Bajaj, Shri Rahul	Maharashtra
24.	Bajwa, Shri Varinder Singh	Punjab
25.	Balaganga, Shri N.	Tamil Nadu
26.	Balmiki, Shri Krishan Lal	Rajasthan
27.	Batra, Shri Shadi Lal	Haryana
28.	Benegal, Shri Shyam	Nominated
29.	Bhartia, Smt. Shobhana	Nominated
30.	Bhatia, Shri Virendra	Uttar Pradesh
31.	Bose, Shri Swapan Sadhan	West Bengal
32.	Budania, Shri Narendra	Rajasthan
33.	Chakraborty, Shri Shyamal	West Bengal
34.	Chandrasekhar, Shri Rajeev	Karnataka
35.	Chatterjee, Shri Prasanta	West Bengal
36.	Chaturvedi, Shri Lalit Kishore	Rajasthan
37.	Chaturvedi, Shri Satyavrat	Uttarakhand
38.	Chavan, Shri Prithviraj	Maharashtra
39.	Condpan, Shri Silvius	Assam

Sl. No.	Name	State
40.	Daimary, Shri Biswajit	Assam
41.	Darda, Shri Vijay Jawaharlal	Maharashtra
42.	Das, Shri Kumar Deepak	Assam
43.	Dave, Shri Anil Madhav	Madhya Pradesh
44.	Deora, Shri Murli	Maharashtra
45.	Deshmukh, Shri Vilasrao Dagadojirao	Maharashtra
46.	Dhawan, Shri R.K.	Bihar
47.	Dhinakaran, Shri T.T.V.	Tamil Nadu
48.	Dhoot, Shri Rajkumar	Maharashtra
49.	Dua, Shri H.K.	Nominated
50.	Dwivedi, Shri Janardan	National Capital Territory of Delhi
51.	Elavarasan, Shri A.	Tamil Nadu
52.	Fernandes, Shri George	Bihar
53.	Fernandes, Shri Oscar	Karnataka
54.	Ganga Charan, Shri	Uttar Pradesh
55.	Ganguly, Dr. Ashok S.	Nominated
56.	Gill, Dr. M.S.	Punjab
57.	Gnanadesikan, Shri B.S.	Tamil Nadu
58.	Govindarajar, Shri N.R.	Tamil Nadu
59.	Gujral, Shri Naresh	Punjab
60.	Gupta, Dr. Akhilesh Das	Uttar Pradesh
61.	Gupta, Shri Prem Chand	Bihar
62.	Hariprasad, Shri B.K.	Karnataka
63.	Hasmi, Shri Parvez	National Capital Territory of Delhi
64.	Heptulla, Dr. (Smt.) Najma A.	Rajasthan
65.	Husain, Shri Jabir	Bihar
66.	Ismail, Shri K.E.	Kerala
67.	Jai Prakash, Shri	Uttar Pradesh
68.	Jaitley, Shri Arun	Gujarat
69.	Javadekar, Shri Prakash	Maharashtra
70.	Jha, Shri Prabhat	Madhya Pradesh
71.	Jinnah, Shri A.A.	Tamil Nadu
72.	Jois, Shri M. Rama	Karnataka
73.	Joshi, Shri Manohar	Maharashtra

Sl. No.	Name	State
74.	Joshi, Shri Sharad Anantrao	Maharashtra
75.	Kalita, Shri Bhubaneswar	Assam
76.	Kanimozhi, Smt.	Tamil Nadu
77.	Kannan, Shri P.	Puducherry
78.	Karan Singh, Dr.	National Capital Territory of Delhi
79.	Karat, Smt. Brinda	West Bengal
80.	Karimpuri, Shri Avtar Singh	Uttar Pradesh
81.	Katiyar, Shri Vinay	Uttar Pradesh
82.	Keishing, Shri Rishang	Manipur
83.	Kesari, Shri Narayan Singh	Madhya Pradesh
84.	Khabri, Shri Brijlal	Uttar Pradesh
85.	Khan, Shri Amir Alam	Uttar Pradesh
86.	Khan, Shri K. Rahman	Karnataka
87.	Khan, Shri Mohd. Ali	Andhra Pradesh
88.	Khuntia, Shri Rama Chandra	Orissa
89.	Kidwai, Smt. Mohsina	Chhattisgarh
90.	Kore, Dr. Prabhakar	Karnataka
91.	Koshyari, Shri Bhagat Singh	Uttarakhand
92.	Krishna, Shri S.M.	Karnataka
93.	Kshatriya, Prof. Alka Balram	Gujarat
94.	Kurien, Prof. P.J.	Kerala
95.	Lad, Shri Anil H.	Karnataka
96.	Lalming Liana, Shri	Mizoram
97.	Lepcha, Shri O.T.	Sikkim
98.	Madani, Shri Mahmood A.	Uttar Pradesh
99.	Madhu, Shri Penumalli	Andhra Pradesh
100.	Mahendra Mohan, Shri	Uttar Pradesh
101.	Mahendra Prasad, Dr.	Bihar
102.	Maitreyan, Dr. V.	Tamil Nadu
103.	Majhi, Shri Bhagirathi	Orissa
104.	Majitha, Shri Raj Mohinder Singh	Punjab
105.	Malaisamy, Dr. K.	Tamil Nadu
106.	Malihabadi, Shri Ahmad Saeed	West Bengal
107.	Mangala Kisan, Shri	Orissa
108.	Mathur, Shri Om Prakash	Rajasthan

Sl. No.	Name	State
109.	Mishra, Shri Kalraj	Uttar Pradesh
110.	Misra, Shri Satish Chandra	Uttar Pradesh
111.	Mohanty, Shri Kishore Kumar	Orissa
112.	Mohapatra, Shri Pyarimohan	Orissa
113.	Mohite-Patil, Shri Ranjitsinh Vijaysinh	Maharashtra
114.	Moinul Hassan, Shri	West Bengal
115.	Mukherji, Dr. Barun	West Bengal
116.	Mukut Mithi, Shri	Arunachal Pradesh
117.	Murthy, Shri M. Rajasekara	Karnataka
118.	Naidu, Shri M. Venkaiah	Karnataka
119.	Naik, Shri Pravinchandra Rughnathji	Gujarat
120.	Naik, Shri Shantaram Laxman	Goa
121.	Nandamuri Harikrishna, Shri	Andhra Pradesh
122.	Nandi, Yellaiah Shri	Andhra Pradesh
123.	Natarajan, Smt. Jayanthi	Tamil Nadu
124.	Natchiappan, Dr. E.M. Sudarsana	Tamil Nadu
125.	Nathwani, Shri Parimal	Jharkhand
126.	Nayak, Dr. Radhakant	Orissa
127.	Pal, Shri Shriram	Uttar Pradesh
128.	Pany, Shri Rudra Narayan	Orissa
129.	Parmar, Shri Bharatsinh Prabhatsinh	Gujarat
130.	Pasha, Shri Syed Azeez	Andhra Pradesh
131.	Patel, Shri Ahmed	Gujarat
132.	Patel, Shri Kanjibhai	Gujarat
133.	Patel, Shri Surendra Motilal	Gujarat
134.	Pathak, Shri Brijesh	Uttar Pradesh
135.	Pathak, Shri Saman	West Bengal
136.	Pilania, Dr. Gyan Prakash	Rajasthan
137.	Pradhan, Smt. Renubala	Orissa
138.	Prasad, Shri Rajniti	Bihar
139.	Prasad, Shri Ravi Shankar	Bihar
140.	Punj, Shri Balbir	Orissa
141.	Rai, Smt. Kusum	Uttar Pradesh
142.	Raja, Shri D.	Tamil Nadu
143.	Rajan, Shri Ambeth	Uttar Pradesh

Sl. No.	Name	State
144.	Rajan, Shri P.R.	Kerala
145.	Rajaram, Shri	Uttar Pradesh
146.	Rajeeve, Shri P.	Kerala
147.	Ram Prakash, Dr.	Haryana
148.	Ramadoss, Dr. Anbumani	Tamil Nadu
149.	Ramaswamy, Dr. M.A.M.	Karnataka
150.	Ramesh, Shri Jairam	Andhra Pradesh
151.	Rangarajan, Shri T.K.	Tamil Nadu
152.	Rao, Dr. Dasari Narayana	Andhra Pradesh
153.	Rao, Dr. K. Keshava	Andhra Pradesh
154.	Rao, Shri K.V.P. Ramachandra	Andhra Pradesh
155.	Rao, Shri V. Hanumantha	Andhra Pradesh
156.	Rashtrapal, Shri Praveen	Gujarat
157.	Ratanpuri, Shri G.N.	Jammu & Kashmir
158.	Ratna Bai, Smt. T.	Andhra Pradesh
159.	Raut, Shri Bharatkumar	Maharashtra
160.	Raut Shri, Sanjay	Maharashtra
161.	Ravi, Shri Vayalar	Kerala
162.	Rebello, Ms. Mabel	Jharkhand
163.	Reddy, Shri G. Sanjeeva	Andhra Pradesh
164.	Reddy, Shri M.V. Mysura	Andhra Pradesh
165.	Reddy, Dr. N. Janaradhana	Andhra Pradesh
166.	Reddy, Dr. T. Subbarami	Andhra Pradesh
167.	Roy, Shri Abani	West Bengal
168.	Roy, Shri Mukul	West Bengal
169.	Roy, Shri Tarini Kanta	West Bengal
170.	Rudy, Shri Rajiv Pratap	Bihar
171.	Rupala, Shri Parshottam Khodabhai	Gujarat
172.	Rupani, Shri Vijaykumar	Gujarat
173.	Sabharwal, Shri Dharam Pal	Punjab
174.	Sahani, Prof. Anil Kumar	Bihar
175.	Sahu, Shri Dhiraj Prasad	Jharkhand
176.	Sahu, Shri Ram Narayan	Uttar Pradesh
177.	Sai, Shri Nand Kumar	Chhattisgarh
178.	Sanghi, Shri Gireesh Kumar	Andhra Pradesh

Sl. No.	Name	State
179.	Sangma, Shri Thomas	Meghalaya
180.	Sarkar, Shri Matilal	Tripura
181.	Seelam, Shri Jesudasu	Andhra Pradesh
182.	Sen, Shri Tapan Kumar	West Bengal
183.	Sengupta, Shri Arjun Kumar	West Bengal
184.	Shafi, Shri Mohammad	Jammu & Kashmir
185.	Shanappa, Shri K.B.	Karnataka
186.	Shanta Kumar, Shri	Himachal Pradesh
187.	Sharma, Shri Raghunandan	Madhya Pradesh
188.	Sharma, Shri Satish Kumar	Uttarakhand
189.	Shourie, Shri Arun	Uttar Pradesh
190.	Shukla, Shri Rajeev	Maharashtra
191.	Singh, Shri Amar	Uttar Pradesh
192.	Singh, Shri Arjun	Madhya Pradesh
193.	Singh, Shri Bhagwati	Uttar Pradesh
194.	Singh, Shri Ishwar	Haryana
195.	Singh, Shri Jai Prakash Narayan	Jharkhand
196.	Singh, Dr. Manmohan	Assam
197.	Singh, Smt. Maya	Madhya Pradesh
198.	Singh, Shri N.K.	Bihar
199.	Singh, Shri R.C.	West Bengal
200.	Singh, Shri Shivpratap	Chhattisgarh
201.	Singh, Sardar Tarlochan	Haryana
202.	Singh, Shri Veer	Uttar Pradesh
203.	Singhvi, Dr. Abhishek Manu	Rajasthan
204.	Siva, Shri Tiruchi	Tamil Nadu
205.	Solanki, Shri Kaptan Singh	Madhya Pradesh
206.	Soni, Smt. Ambika	Punjab
207.	Soz, Prof. Saif-ud-Din	Jammu & Kashmir
208.	Stanley, Smt. Vasanthi	Tamil Nadu
209.	Swaminathan, Prof. M.S.	Nominated
210.	Taimur, Smt. Syeda Anwara	Assam
211.	Tariq Anwar, Shri	Maharashtra
212.	Thakor, Shri Natuji Halaji	Gujarat
213.	Thakur, Dr. C.P.	Bihar
214.	Thakur, Dr. Prabha	Rajasthan

Sl. No.	Name	State
215.	Thakur, Smt. Viplove	Himachal Pradesh
216.	Tiriya, Ms. Sushila	Orissa
217.	Tiwari, Shri Brij Bhushan	Uttar Pradesh
218.	Tiwari, Shri Shivanand	Bihar
219.	Trivedi, Shri Y.P.	Maharashtra
220.	Uikey, Miss Anusuiya	Madhya Pradesh
221.	Vasan, Shri G.K.	Tamil Nadu
222.	Vatsyayan, Dr. (Smt.) Kapila	Nominated
223.	Verma, Shri Vikram	Madhya Pradesh
224.	Vijayaraghavan, Shri A.	Kerala
225.	Vora, Shri Motilal	Chhattisgarh
226.	Vyas, Shri Shreegopal	Chhattisgarh
227.	Waghmare, Dr. Janardhan	Maharashtra
228.	Yadav, Shri Nand Kishore	Uttar Pradesh
229.	Yadav, Prof. Ram Gopal	Uttar Pradesh
230.	Yadav, Shri Subhash Prasad	Bihar
231.	Yadav, Shri Veer Pal Singh	Uttar Pradesh
232.	Yechury, Shri Sitaram	West Bengal
233.	Zhimomi, Shri Khekiho	Nagaland

RAJYA SABHA SECRETARIAT  
(Sales and Archives Section)

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Old Secretariat,  
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Naharlagun-791110
3. The Secretary,  
Assam Legislative Assembly, Dispur,  
Guwahati-781006
4. The Secretary,  
Bihar Vidhan Parishad, Bihar Legislative Council,  
Patna-800015
5. The Secretary,  
Bihar Vidhan Sabha,  
Patna-800015
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Goa Legislature Secretariat,  
Panaji, Goa-403001
7. The Secretary,  
Gujarat Legislative Assembly,  
Vithalbai Patel Bhawan,  
Sector No. 10, Gandhinagar-382010 (Gujarat)
8. The Secretary,  
Haryana Vidhan Sabha,  
Vidhan Bhawan,  
Sector-1, Chandigarh-160001
9. The Secretary,  
Himachal Pradesh Vidhan Sabha, Council  
Chamber, Shimla-171004
10. The Secretary,  
Jammu and Kashmir  
Legislative Council Secretariat, Jammu/  
Srinagar.



11. The Secretary,  
Jammu and Kashmir  
Legislative Assembly Secretariat,  
Jammu/Srinagar.
12. The Secretary,  
Karnataka Legislative Council,  
P.B. No. 5074, 1st Floor,  
Vidhan Soudha, Bangalore.
13. The Secretary,  
Karnataka Legislative Assembly  
P.O. No. 5074, 1st Floor  
Vidhan Soudha, Bangalore-560001
14. The Secretary,  
Kerala Legislative Assembly  
Thiruvananthapuram.
15. The Secretary,  
Madhya Pradesh Vidhan Sabha,  
Vidhan Sabha Bhawan  
Bhopal-462003
16. The Secretary,  
Maharashtra Legislative Council,  
Maharashtra Legislative Secretariat,  
Vidhan Bhawan, Mumbai-400032
17. The Secretary,  
Maharashtra Legislative Assembly,  
Maharashtra Legislature Sectt.  
Vidhan Bhawan, Mumbai-400032
18. The Secretary,  
Manipur Legislative Assembly  
Secretariat, Imphal-795001
19. The Secretary,  
Meghalaya Legislative Assembly,  
Assembly House, Mahatma Gandhi Road,  
Shillong-793001
20. The Secretary,  
Mizoram Legislative Assembly,  
Aizawl.
21. The Secretary,  
Nagaland Legislative Assembly,  
Secretariat,  
Kohima.
22. The Secretary,  
Orissa Legislative Assembly,  
Bhubaneswar.

23. The Secretary,  
Punjab Vidhan Sabha,  
Chandigarh-160001
24. The Secretary,  
Rajasthan Vidhan Sabha,  
Rajasthan Legislative Assembly,  
Jaipur-302002
25. The Secretary,  
Sikkim Legislative  
Assembly, Nam Nam  
Gangtok,  
Sikkim.
26. The Secretary  
Tamil Nadu Legislative Assembly,  
Secretariat,  
Chennai-600009
27. The Secretary,  
Tripura Legislative Assembly,  
Secretariat, Agartala-799001  
Tripura.
28. The Secretary,  
Uttar Pradesh Vidhan  
Parishad, Vidhan Bhawan,  
Lucknow-226001
29. The Secretary,  
Uttar Pradesh Vidhan Sabha,  
Vidhan Bhawan, Lucknow.
30. The Secretary,  
West Bengal Legislative Assembly,  
Assembly House, Kolkata-700001
31. The Secretary,  
Pondicherry Legislative  
Assembly,  
Secretariat, Pondicherry.

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(Sales and Archives Section)

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Tamil Nadu Archives, Egmore,  
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Kariavattom P.O.,  
Thiruvanthapuram-695 581  
(Kerala)
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Nagpur-440 010
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University of Kashmir,  
Hazratbal, Srinagar-190 006
9. Gokhale Institute of Public Affairs,  
Bull Temple Road, N.R. Colony,  
Bangalore-560 019
10. Directorate General of Commercial  
Intelligence & Statistics,  
1, Council House Street,  
Kolkata-700 001
11. Harold Laski Institute of Political Science,  
Pragati 'Out House', Maharashtra Society,  
Ellis Bridge, Ahmedabad-380 006

12. Servants of India Society's Library,  
Pune-411 004
13. The Indian Institute of Economics,  
17-6-841, Red Hills,  
Hyderabad-500 004
14. The Office of Governor  
Uttar Pradesh,  
Lucknow-227 182
15. The Librarian,  
Institute of Public Administration,  
Patna University,  
Patna
16. The Secretary,  
The Institute of Cost and Works  
Accountant of India,  
12-Sudder Street, Kolkata (W.B.)

NOTE REGARDING INSTRUCTION ISSUED BY SECRETARY-GENERAL TO ISSUE  
GREETING CARDS FREE OF COST

This year we have received 12,000 New Year's Greeting Cards for sale to the Hon'ble Members of Parliament, Officers and Staff Members @ Rs.5/- per card. Last year, this Section had supplied 100 New Year's Greeting Cards free of cost to the officers of the rank of Joint Secretary and Additional Secretary and unlimited number of cards for the office of Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General as per the then Secretary-General's Order dated 14.12.2006. As the request was received in this regard from Sh. Sham Sher Singh, Joint Secretary.

We may, if approved, supply this year also 100 New Year's Greeting Cards free of cost to officers of the rank of Joint Secretary and Additional Secretary and unlimited number of cards for the office of Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General.

Sd./-  
Assistant  
11.12.07

Sd./-  
Executive Officer  
11.12.07

JD(S&A)

Sd./-  
JD(S&A)  
11.12.07

JS(A&M)

Sd./-  
JS(AM)  
11.12.07

Secretary-General

- (i) Upto 100 cards to Joint Secretary and Additional Secretary
- (ii) Upto 250 to Secretary and Secretary-General
- (iii) Unlimited to Hon'ble Chairman & Hon'ble Deputy Chairman

Sd./-  
Secretary-General

PART - IV

RTI CELL







## **RTI CELL**

**1.1 Introduction:** It has been decided with the approval of Hon'ble Chairman, Rajya Sabha to implement the provisions of the Right to Information (RTI) Act, 2005 in the Rajya Sabha Secretariat from the 30th September, 2005. In pursuance of this decision, a Central Public Information Officer and an Appellate Authority were appointed in terms of the provisions of Sections 5 and 19 of the RTI Act, 2005 *vide* notifications dated the 30th September and the 7th October, 2005, respectively. Subsequently, a Central Assistant Public Information Officer was also appointed *vide* notification dated the 21st December, 2006. The Competent Authority notified the Rajya Sabha Secretariat Right to Information (Regulation of Fee and Cost) Rules, 2005 *vide* Notification No. GSR 748 (E) dated the 27th December, 2005. These rules were amended *vide* Notification No. GSR 665(E) dated the 25th October, 2006.

**1.2. Implementation of the RTI Act:** The implementation of the RTI Act began in the Secretariat with the appointment of the CPIO/Appellate Authority. The RTI Cell, however, came into existence in May, 2007. Before that the work under the RTI Act was being handled directly in the office of the CPIO.

### **1.3. Responsibilities of the RTI Cell:**

- (i) All work relating to the applications received under Section 6(1) of the RTI Act, 2005.
- (ii) All work connected with the transfer of application under section 6(3) of the RTI Act, 2005.
- (iii) All work relating to appeals received under section 19(1) of the RTI Act, 2005.
- (iv) All work relating to second appeals received under section 19(3) of the RTI Act, 2005.
- (v) All work relating to complaint received by the CIC under Section 18 of the RTI Act, 2005.
- (vi) All work relating to discharge of other responsibilities cast upon the Public Authority under the RTI Act.

**1.4 Applications:** As and when any application is received under the RTI Act either directly from the applicant or upon transfer from another Public Authority under Section 6(3) of the Act, the same is diarised electronically (a software has been developed for the purpose) entering details like Receipt No., File No., Type, Applicant, Subject, Final date and Interim reply, etc. The applications so received are examined with reference to the information asked for therein. To the extent the information sought concerns the Rajya Sabha Secretariat, action is taken to collect the updated information sought concerns the Rajya Sabha Secretariat, action is taken to collect the updated information from the concerned Sections/Branches of the Secretariat. In this process, the website of the Secretariat is also scrutinized in the first place to see if it contains the desired information fully. In case it is found that the website contains complete and updated information, no assistance is sought from the concerned Branch/Section and the applicant is replied directly by the CPIO. In such cases attention of the applicant is drawn to the relevant links in the website where the information is downloadable. Alongside, information in hard format is also offered.

**1.4.1** Where assistance of any Section/Branch is sought, it is ensured that the information is received from the Sections/Branches and sent to the applicant on time. In case the application partially or fully concerns another Public Authority, action is taken to transfer the same, accordingly, under Section 6(3) of the Act requesting the transferee to furnish information to the applicant directly, under intimation to this Secretariat. Similarly, action is taken on applications received in this Secretariat on transfer from other Public Authorities under Section 6(3) of the Act. The Secretariat follows the guidelines issued by the Ministry of Personnel in the matter of implementation of the RTI Act, 2005.

**1.5 Appeals/Complaints:** The applicant has a right to appeal under the RTI Act in case he does not get the information asked for or is not satisfied with the information provided to him. Such appeals are examined/processed in the RTI Cell to facilitate the Appellate Authority to take appropriate decision thereon within the prescribed time-schedule. The Cell also processes cases that come up before the Central Information Commission (CIC) in the second appeal. All second appeal that come up before the CIC are attended to by the CPIO/RTI Cell in terms of notice of hearing received from the CIC. This is followed by necessary follow up action in terms of the decision/order of the CIC.

**1.5.1** Section 18 of the RTI Act empowers the CIC to receive and enquire into complaints from any person under certain specified circumstances. Such complaints are also attended to by the CPIO/RTI Cell on receipt of notice of hearing from the CIC. Like second appeals, the order of CIC on such complaints are also followed up in terms of the decision/order of the CIC.

**1.6 Other Actions:** The RTI Cell takes care of other obligations cast upon the Public Authority under the RTI Act. For example, the Act provides for (i) notification of the names and contact details of the CPIO/CAPIO/Appellate Authority for the convenience of the applicant; (ii) publication of a "Information Booklet" under Right to Information Act, 2005; (iii) publication of Statements under Section 25(3) of the Act; (iv) providing information to the public *suo motu* by the Public Authority so that resort to the RTI Act for getting information is minimum. The RTI Cell is nodal unit for all these activities under the Act.

**1.7 Maintenance of Records:** In the RTI Cell, the records are kept applicant-wise as, quite often, there are requests for information on an ongoing basis from the same applicant. The Cell is, however, following the normal guidelines for retention of its records/files.

## RETENTION PERIODS FOR RECORDS

## RTI Cell Records

S. No.	Description of Records	Retention Period (After Year Current Year)	Remarks
1.	Policy Matters files	Permanent	
2.	Applications under RTI Act, files	3 years	
3.	Appeals under RTI Act, files	5 years	
4.	Action Plans files	3 years	
5.	Administrative Report files	2 years	
6.	Annual Inspection files	2 years	

RAJYA SABHA SECRETARIAT

TO BE PUBLISHED  
IN THE GAZETTE  
OF INDIA PART I  
SECTION 2.

PARLIAMENT HOUSE ANNEXE  
NEW DELHI

Dated the 30th September, 2005

NOTIFICATION

**No.RS/36/2005/51-Perl.** — In terms of Section 5(1) of the Right to Information Act, 2005, Chairman, Rajya Sabha has appointed Shri Deepak Goyal, Deputy Secretary in the Secretariat as the Central Public Information Officer of the Rajya Sabha Secretariat with immediate effect, until further orders.

Sd/-  
(P. R. GUHA ROY)  
DIRECTOR

To

The Manager  
Government of India Press,  
Faridabad.

No.RS/36/2005/51-Perl.

Dated the 30th September, 2005

Copy to:—

1. The Pay & Accounts Office, Rajya Sabha
2. Shri Deepak Goyal, Deputy Secretary
3. P.S. to OSD (S)
4. Gradation List File
5. Notification Book
6. All Officers/Sections/P.Ss/PAs

(P. R. GUHA ROY)  
DIRECTOR

RAJYA SABHA SECRETARIAT

TO BE PUBLISHED  
IN THE GAZETTE  
OF INDIA PART I  
SECTION 2

PARLIAMENT HOUSE ANNEXE  
NEW DELHI

Dated the 7th October, 2005

NOTIFICATION

**No. RS/36/2005/52-Perl.** — In terms of Section 19(1) of the Right to Information Act, 2005, Chairman, Rajya Sabha has appointed Shri Naresh Chandra Joshi, Additional Secretary in the Secretariat as the Appellate Authority in the Rajya Sabha Secretariat with immediate effect, until further orders.

Sd/-  
(P. R. GUHA ROY)  
DIRECTOR

To

The Manager,  
Government of India Press,  
Faridabad.

No. RS/36/2005/52-Perl.

Dated the 7th October, 2005

Copy to:—

1. The Pay & Accounts Office, Rajya Sabha
2. Shri Naresh Chandra Joshi, Additional Secretary
3. Shri Deepak Goyal, Deputy Secretary and Central Public Information Officer of the Rajya Sabha Secretariat.
4. P.S. to OSD (S)
5. Gradation List File
6. Notification Book
7. All Officers/Sections/P.Ss/PAs

(P. R. GUHA ROY)  
DIRECTOR

RAJYA SABHA SECRETARIAT

TO BE PUBLISHED  
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OF INDIA PART I  
SECTION 2

PARLIAMENT HOUSE ANNEXE  
NEW DELHI

Dated the 21st December, 2006

NOTIFICATION

**No. RS/1/2006/83-Perl.**-In terms of Section 5(2) of the Right to Information Act, 2005, Chairman, Rajya Sabha has appointed Shri Mahesh Chandra Tiwari, Under Secretary in the Secretariat as the Central Assistant Public Information Officer of the Rajya Sabha Secretariat with immediate effect, until further orders.

Sd/-  
(P. R. GUHA ROY)  
DIRECTOR

To

The Manager,  
Government of India Press,  
Faridabad.

No. RS/1/2006/83-Perl.

Dated the 21st December, 2006

Copy to:—

1. The Pay & Accounts Office, Rajya Sabha
2. Shri Deepak Goyal, Director & CPIO
3. Shri Mahesh Chandra Tiwari, Under Secretary
4. P.S. to Secretary-General
5. P.S. to Additional Secretary
6. P.S. to OSD (S)
7. Gradation List File
8. Notification Book
9. All Officers/Sections/P.Ss/PAs

(P. R. GUHA ROY)  
DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE  
NEW DELHI

Dated the 21st May 2007

OFFICE ORDER PART-II NO. 99/2007-PERSONNEL

The following transfers in the grades of Executive/Committee/Legislative/Protocol Assistant and Senior Clerk have been ordered with immediate effect, until further orders:—

S.N.	Name & Designation	From	To	New Design.
1.	Shri D. S. Rawat, Committee Assistant	MPLADS Committee	Office of the Central Public Information Officer (CPIO)	Executive Assistant
2.	Shri Raghubir Singh, Senior Clerk	Committee on Science & Technology, Environment & Forests	Office of Central Public Information Officer (CPIO)	Sr. Clerk

(SMT. AGNES MOMIN GEORGE)  
DIRECTOR

No. RS/16(i)/2007-Perl.

Copy to:—

1. All Officers/Sections/PSs/PAs and Pay & Accounts Office, Rajya Sabha
2. P.S. to Secretary-General
3. P.S. to Additional Secretary
4. P.S. to OSD (S)
5. Central Public Information Officer (Shri Deepak Goyal)
6. Central Assistant Public Information Officer (Shri Mahesh Chandra Tiwari)
7. Sections concerned
8. Individuals concerned
9. Office Order Book

## RAJYA SABHA SECRETARIAT

## NOTIFICATION

New Delhi the 27th December, 2005

G.S.R. 748(E).—In exercise of the powers conferred by Sub-section (2)(i), (ii) and (iii) of Section 28 of the Right to Information Act, 2005 (22 of 2005), the Chairman, Rajya Sabha hereby makes the following rules, namely—

1. **Short title and commencement:**— (1) These rules may be called the Rajya Sabha Secretariat Right to Information (Regulation of Fee and Cost) Rules, 2005.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions:**— In the rules, unless the context otherwise requires—

(a) 'Act' means the Right to Information Act, 2005.

(b) 'section' means section of the Act, and

(c) all other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.

3. A request for obtaining information under Sub-section (1) of Section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Drawing and Disbursing Officer, Rajya Sabha Secretariat.

4. For providing the information under Sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Drawing and Disbursing Officer, Rajya Sabha Secretariat at the following rates—

(a) rupees two for each page (in A-1 or A-3 size paper) created or copied.

(b) actual charge or cost price of a copy in larger size paper.

(c) actual cost or price of samples or models, and

(d) for inspection of records, no fee for the first hour, and a fee of rupees five for each subsequent hour (or fraction thereof).

5. For providing the information under Sub-sections (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Drawing and Disbursing Officer of the Rajya Sabha Secretariat at the following rates:—

(a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and

(b) for information provided in printed form at the price fixed for such Publications or rupees two per page of photocopy for extracts from the publication.

[F. No. RS/CPIO/1/2005]  
TAPAN CHATTERJEE, Jt. Secy.



THE GAZETTEE OF INDIA: EXTRAORDINARY [PART II SEC 3 (I)]

RAJYA SABHA SECRETARIAT

NOTIFICATION

New Delhi, the 25th October, 2006

G.S.R. 665(E).—In exercise of the powers conferred by clauses (ii) and (iii) of Sub-section (2) of Section 28 of the Right to Information Act, 2005 (22 of 2005), the Chairman, Rajya Sabha hereby makes the following rules further to amend the Rajya Sabha Secretariat Right to Information (Regulation of Fee and Cost) Rules, 2005, namely:—

1. **Short title and commencement.**—(1) These rules may be called the Rajya Sabha Secretariat Right to Information (Regulation of Fee and Cost) Rules, 2006.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Rajya Sabha Secretariat Right to Information (Regulation of Fee and Cost) Rules, 2005,—

- (a) In rule 3, after the words “proper receipt”, the words “or by Money Order or Indian Postal Order” shall be inserted;
- (b) in rule 4, after the words “proper receipt”, the words “or by Money Order or Indian Postal Order” shall be inserted;
- (c) In rule 5, after the words “proper receipt”, the words “or by Money Order or Indian Postal Order” shall be inserted.

[F.No. RS/CPIO/1/2006]  
TAPAN CHATTERJEE, Jt. Secy.

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Note: The principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i) dated 27-12-2005 *vide* number G.S.R. 748(E) dated 27-12-2005.

FORMAT FOR SEEKING ASSISTANCE WITHIN SECRETARIAT  
FOR RESPONDING TO APPLICATIONS UNDER THE RTI ACT

File No. \_\_\_\_\_

**RTI Cell**

An application has been received under the RTI Act the details of which are follows:

Name of Applicant

Date of receipt

Date by which information to be  
provided to the applicant

2. Keeping in view the contents of the application assistance in terms of Section 5(4) of the RTI Act is sought as under:

**Section/Branch      Concern**

Section

3. Attention in the context is invited to Section 5(5) of the RTI Act which read as follows:

“Any Officer, whose assistance has been sought under sub-section(4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer (from whom assistance has been sought) shall be treated as a Central Public Information Officer:”

4. The information may be furnished at the earliest latest by \_\_\_\_\_ so as to enable the compliance of the provisions of the RTI Act.

**5. The information may be provided in the language of the application.**

DIRECTOR & CPIO

Dated \_\_\_\_\_

FORMAT FOR REPLYING TO APPLICANT

No. RS. 2/2010-RTI

Dated \_\_\_\_\_ 2010

From

Deepak Goyal,  
Director & CPIO.

To

Shri \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subject: Request for Information under RTI Act.**

Sir,

With reference to your application dated \_\_\_\_\_ under the RTI Act, 2005 wherein you had desired some information about the \_\_\_\_\_. I am enclosing herewith \_\_\_\_\_.

Yours faithfully,

(DEEPAK GOYAL)

Tel. 23034201

FORMAT FOR REMINDER WITHIN SECRETARIAT

REMINDER

**RTI Cell**

No. R.S. \_\_\_\_\_

**Subject: Request for information under the RTI Act.**

Kind attention is invited to CPIO's note of even number dated \_\_\_\_\_ seeking assistance in the matter of RTI application dated \_\_\_\_\_ received from \_\_\_\_\_. It is requested that the information/comments on the RTI application enclosed therewith may be furnished urgently, latest by \_\_\_\_\_.

2. The statutory 30 day period for replying to an RTI application expires on \_\_\_\_\_.

( )

ASSISTANT DIRECTOR

(Section)

FORMAT FOR TRANSFER OF APPLICATIONS TO OTHER PUBLIC AUTHORITIES

NO. RS./2 2010-RTI

Dated \_\_\_\_\_, 2010

From

Deepak Goyal,  
Director & CPIO.

To

Shri \_\_\_\_\_  
(Designation)/CPIO/PIO,  
Ministry of \_\_\_\_\_,  
New Delhi \_\_\_\_\_.

**Subject: Transfer of application of Shri \_\_\_\_\_ under Section 6(3) of the Right to Information Act, 2005.**

Sir,

This Secretariat has received an application dated \_\_\_\_\_ from Shri \_\_\_\_\_, filed under the RTI Act, 2005. Point nos. \_\_\_\_\_ of the application seem to concern the Ministry of \_\_\_\_\_, Accordingly, the application is being transferred to you in accordance with the provisions of Section 6(3) of the Right to Information Act, 2005 with the request to provide information of the application under intimation to this Secretariat on the said points. A copy of the application is enclosed herewith.

A copy of the letter is being endorsed to the applicant to indicate that a reply in the matter will be furnished by you.

Application fee of Rs. 10/- has been paid by the applicant.

Yours faithfully,  
(Deepak Goyal)

NO.RS./2/2010-RTI

Dated \_\_\_\_\_, 2010

Copy to:— Shri \_\_\_\_\_.

(Deepak Goyal)  
Tel. No. 23034201