



RAJYA SABHA AND ITS SECRETARIAT

A PERFORMANCE PROFILE — 2008



RAJYA SABHA SECRETARIAT

NEW DELHI

MAY 2009



Rajya Sabha and its Secretariat: A Performance Profile — 2008



RAJYA SABHA SECRETARIAT
NEW DELHI
MAY 2009

© 2009 Rajya Sabha Secretariat, New Delhi

Rajya Sabha Website:

<http://parliamentofindia.nic.in>

<http://rajyasabha.nic.in>

Price : Rs. 49.00

Published by Secretary-General, Rajya Sabha and printed by General Manager, Government of India Press,
Minto Road, New Delhi - 110002

P R E F A C E

This publication seeks to present in a nutshell, information about the work transacted by Rajya Sabha, its Committees and the Rajya Sabha Secretariat during the year 2008, with a view to familiarize the readers with different aspects of the functioning of the Rajya Sabha.

I hope Members of Parliament and those interested in knowing about the working of Parliament will find this publication informative and useful.

Any suggestions for improvement in future publications from Members and others would be welcome.

NEW DELHI;
May, 2009

DR. V. K. AGNIHOTRI
*Secretary-General,
Rajya Sabha.*

CONTENTS

	PAGES
1. House at work	
(i) Question Hour	2
(ii) Legislation	2
(iii) Significant legislative developments during the year 2008	2—8
(iv) Discussion on matters of urgent public importance	8
(v) Private Members' Resolutions	8-9
(vi) Discussion on the working of the Ministries	9
(vii) Privilege cases	9
(viii) Committee on Rules	9
(ix) Time taken by Rajya Sabha on various items during the 213 th and 214 th Sessions	9-10
2. Committees — Mini legislatures	11—15
3. Parliament and the people	16
4. New initiatives	
(i) Initiatives by the Hon'ble Chairman, Rajya Sabha	17-18
(ii) Installation of Software for sending SMSes	18
(iii) Watch and Ward Service : Capacity building	18
(iv) Computerization	18-19
(v) New Initiatives taken by O & M Section for process improvement and monitoring	19-20
(vi) Creation of Recruitment Cell	20
5. International cooperation and inter-parliamentary dialogue	
(i) Visits of Indian Parliamentary Delegations Abroad	21-22
(ii) Visits of Foreign Parliamentary Delegations to India	22-23
6. Secretariat	
(i) O&M : Efficiency, transparency, order and method	27-28
(ii) Dispatch and distribution work	28
(iii) Printing work	28
(iv) Training and capacity building of officers and staff	29-30
(v) Research notes/interventions/speeches/messages, etc., for use of Presiding Officers & Secretary-General	30-31
(vi) Press and media work	31-32
(vii) Committee Coordination Section	33-34
(viii) Simultaneous Interpretation Service	34
(ix) Formation of Rajya Sabha Secretariat Employees Association	34
(x) Main responsibilities of the officers of the Rajya Sabha Secretariat . .	35—43

Shri Mohammad Hamid Ansari, Vice-President of India and
Chairman, Rajya Sabha

Shri K. Rahman Khan, Deputy Chairman, Rajya Sabha

Dr. V.K. Agnihotri, Secretary-General, Rajya Sabha

Shri N.C. Joshi, Secretary, Rajya Sabha Secretariat



House at work

During the year 2008, the Rajya Sabha sat for 46 days—30 days during the 213th Session and 16 days during the 214th Session. The 213th Session (Budget Session) was the longest, from 25 February to 6 May 2008, with a break from 21 March to 14 April 2008, with a view to enabling the Department-related Parliamentary Standing Committees to examine Demands for Grants of various Ministries/ Departments. As per the original schedule, the House was to reassemble on 15 April 2008 and adjourn on 9 May 2008. However, the House was adjourned *sine die* on 6 May 2008. During the year 2008, the House sat for 211 hours and 45 minutes. The House sat longer than the normal 5 hours on 25 days and without lunch break on 11 days.

Summons for the 213th Session (Budget Session) was issued on 11 February 2008. The 213th Session of the Rajya Sabha that commenced on 25 February 2008, was adjourned *sine die* on 6 May 2008, and the House was prorogued by the President on 10 May 2008. The President addressed Members of both Houses of Parliament assembled together in the Central Hall on 25 February 2008. Summons for the 214th Session was issued on 9 September 2008. The 214th Session that commenced on 17 October 2008, was adjourned *sine die* on 23 December 2008. As per its original schedule, the

214th Session was to be held from 17 October to 21 November 2008. However, due to the Assembly elections in some

Sessions 2008	Date of Commencement	Date of Termination (Adjournment <i>sine die</i>)	Number of Sittings	Actual Hours of Sittings Hrs.—Mts.
213 th	25 Feb.	6 May	30	141 - 08
214 th	17 October	23 December	16	70 - 37

States, the House was adjourned on 24 October 2008 to meet again on 10 December 2008. The 214th Session, therefore, consisted of two parts. While the first part of the Session was from 17 to 24 October, the second part of the Session commenced on 10 December and adjourned *sine die* on 23 December 2008. The House was prorogued by the President on 24 December 2008.

During the year, 147 Lists of Business were issued with regard to the business of the House. In all, 4153 papers were laid on the Table of the House. Four divisions were also held during the 214th Session.

The average attendance of members during the 213th and 214th Sessions was 162 and 157, respectively. The highest attendance on a day during the 213th Session was 178 and it was 171 during the 214th Session.

Simultaneous interpretation of the proceedings of the House and its Committees is done from Hindi to English and *vice-versa*. Arrangements also exist for simultaneous interpretation of speeches made in Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Oriya, Punjabi, Tamil and Urdu. The facility of simultaneous interpretation is also provided on request for conferences, seminars and meetings of Consultative Committees of different Ministries.

Question Hour

The first hour of every sitting is generally devoted to the asking and answering of questions. During this Hour, Members exercise their right to seek information on various issues from the Government on the floor of the House. Questions, in fact, are used by Members as a device to review critically Government's performance in various fields, to assess the impact of the Government programmes and policies as well as to ventilate public grievances on various matters. During the year 2008, a total of 17,669 notices of questions, both starred and unstarred, were received, of which 7682 were admitted. Out of these, 900 questions were listed as starred questions and of these, 138 questions, constituting around 15.33 per cent, were actually taken up for oral answer in the House. Question Hour was dispensed with on one occasion, *i.e.* on 11 December 2008, on the recommendations of the Business Advisory Committee to take up discussion on the terrorist attacks in Mumbai.

During the year, six statements were made/laid by the Ministers correcting replies given by them to the questions, starred and unstarred, in the Rajya Sabha. For short notice questions, ten notices were received, out of which one was admitted and discussed on the floor of the House. Besides, sixteen notices for half-an-hour discussion arising out of the answers given to starred/unstarred questions were received but none was admitted.

Legislation

During the 213th and 214th Sessions of the Rajya Sabha, out of a total of 46 sittings held, the House transacted Government legislative business and Private Members' legislative business in 14 and 12 sittings, respectively. Twenty one (21) Government Bills were introduced during the year and fourteen (14) Bills were referred to the Department-related Parliamentary Standing Committees for examination and report. Thirty nine (39) Private Members' Bills were introduced in the Rajya Sabha. However, none of them was considered during the year 2008.

Significant legislative developments during the year 2008

The sessions held during the year 2008 witnessed significant legislative developments.

(i) The Delimitation (Amendment) Bill, 2008: Parliament enacted the Delimitation Act, 2002, whereby a Delimitation Commission was set up to readjust the territorial constituencies for the purpose of elections to the House of the People (Lok Sabha) and to the State Legislative Assemblies on the basis of 2001 Census. The Delimitation (Amendment) Bill, 2008 passed by both Houses of Parliament in March 2008, sought to provide for deferment of delimitation exercise in certain parts of the country if a situation had arisen whereby the unity and integrity of India was threatened or there was a serious threat to the peace and public order. This was done at the first instance by issuing an Ordinance when Houses were not in session. The Delimitation (Amendment) Bill, 2008, therefore, also sought to replace the Delimitation (Amendment) Ordinance, 2008 promulgated by the President on 14 January 2008. The Bill was assented to by the President on 28 March 2008 and became Act No. 9 of 2008.

(ii) The Representation of the People (Amendment) Bill, 2008:

Consequent upon the enactment of the Delimitation (Amendment) Act, 2008, the President deferred the delimitation exercise in four North-Eastern States and Jharkhand. Except for these States, the delimitation orders issued by the delimitation Commission under the Delimitation Act were to be effective with immediate effect in all the States/ Union territories. To give effect to the Delimitation (Amendment) Act, 2008, corresponding changes in the Representation of the People Act, 1950 were made to reflect the changes notified by the

The following are some of the statistics relating to Bills which came up before Rajya Sabha during the year 2008:

□ Number of sittings during which the Government Bills were introduced, considered and passed in Rajya Sabha	26
□ Number of sittings during which the Private Members' Bills were introduced or considered	01
□ Number of Government Bills introduced	21
□ Number of Private Members' Bills introduced	39
□ Number of Government Bills withdrawn/fallen through during the year	07
□ Number of Government Bills negatived	00
□ Number of Private Members' Bills withdrawn	00
□ Number of Private Members' Bills negatived	00
□ Number of Government Bills transmitted by Lok Sabha	32
□ Number of Government Bills transmitted by Rajya Sabha	16
□ Number of Government Bills introduced in Rajya Sabha and referred to the Department-related Parliamentary Standing Committees	14
□ Number of Bills referred to the Select Committees of Rajya Sabha	00
□ Number of Bills referred to the Joint Committees of the Houses of Parliament	00
□ Number of Government Bills considered	48
□ Number of Government Bills passed/returned	48
□ Number of Government Bills pending at the commencement of the year	38
□ Number of Government Bills pending at the end of the year	42
□ Number of Private Members' Bills pending at the Commencement of the year	137
□ Number of Private Members' Bills pending at the end of the year	172
□ Number of Bills passed by the Houses of Parliament and assented to by the President	*46
□ Number of Bills on which assent of the President was obtained by the Rajya Sabha Secretariat	14

*Out of 46 Bills, 2 Bills are yet to receive the President's assent.

Delimitation Commission. The Representation of the People (Amendment) Bill, 2008 was passed by both Houses of Parliament in March 2008. The Bill, *inter alia*, inserted a new section 8A in the Representation of the People Act to enable the Election Commission to conduct delimitation exercise in the North-Eastern States (where delimitation exercise had been deferred owing to the exigencies of the prevailing conditions) as soon as the conditions in these States became conducive to the conduct of delimitation work. It also sought to enable the Election Commission to consolidate the delimitation orders issued by the Delimitation Commission into a single Order by superseding the existing Delimitation of Parliamentary and Assembly Constituencies Order, 1976 having regard to sections 10A and 10B of the Delimitation Act, 2002. The Bill was assented to by the President on 28 March 2008 and became Act No. 10 of 2008.

(iii) The Salaries and Allowances of Officers of Parliament (Amendment) Bill, 2008: The Bill was passed by the Lok Sabha in October 2008 and the Rajya Sabha in December 2008. It sought to amend the Salaries and Allowances of Officers of Parliament Act, 1953, to enhance the salary of the Chairman of the Council of States (Rajya Sabha) in order to ensure parity with the emoluments likely to be payable to the President of India and those payable to the Governor of a State. The Act was amended by enhancing the salary of Chairman, Rajya Sabha from Rs. 40,000 per month to Rs. 1,25,000 per month effective retrospectively from 1 January 2006. The Bill was assented to by the President on 30 December 2008 and became Act No. 30 of 2008.

(iv) The Vice-President's Pension (Amendment) Bill, 2008: The Bill was passed by the Lok Sabha in October 2008 and by the Rajya Sabha in December 2008. The Bill

sought to amend the Vice-President's Pension Act, 1997 by enhancing the pension of the Vice-President from Rs. 20,000 per month to Rs. 62,500 per month effective retrospectively from 1 January 2006. The Bill was assented to by the President on 30 December 2008 and became Act No. 29 of 2008.

(v) The Maternity Benefit (Amendment) Bill, 2008: The Maternity Benefit Act, 1961 regulates the employment of women in factories, mines, the circus industry, plantations and shops or establishments employing 10 or more persons except the employees who are covered under the Employees' State Insurance (ESI). Section 8 of the Maternity Benefit Act, 1961 provides that every woman entitled to maternity benefit is also entitled to receive from her employer medical bonus of Rs. 250/- if no pre-natal confinement and post-natal care is provided for by the employer free of charge. In the present economic scenario, it was felt that the medical bonus of Rs. 250/- was inadequate. Hence, the Government brought the Maternity Benefit (Amendment) Bill, 2008 which sought to amend Section 8 to raise the medical bonus payable under the Maternity Benefit Act, 1961 from Rs. 250/- to Rs. 1000/- and give powers to the Central Government to revise medical bonus from time to time subject to a maximum of Rs. 20,000/-. The Bill was passed by the Rajya Sabha in February 2008 and the Lok Sabha in March 2008. The Bill was assented to by the President on 1 April 2008 and became Act No. 15 of 2008.

(vi) The Indian Maritime University Bill, 2008: A sizeable number of private institutions are imparting maritime education and training all over the country. The maritime training set up in the country is not having uniform standards, which is required to be upgraded to meet the future growth opportunities. Based on the recommendations of the Committee on Maritime Education and Training, Government brought the Indian Maritime University Bill, 2008 which proposed to establish an Indian Maritime University at Chennai with its campuses at Mumbai, Kolkata, Visakhapatnam and at such other places within its jurisdiction to standardize the quality of maritime education and training through affiliations and academic supervision by a Central University. The Bill was passed by both the Houses of Parliament in October 2008. The Bill was assented to by the President on 11 November 2008 and became Act No. 22 of 2008.

(vii) The Airports Economic Regulatory Authority of India Bill, 2008: The Airports Authority of India, with the approval of the Central Government, fixes the aeronautical charges for the airports under its control and prescribes the performance standards to all airports and monitors the same. Airport Infrastructure Policy formulated in 1997, provides for the private sector participation for improving quality, efficiency and increasing competition. The Airports Authority performs the role of airport operator as well as the regulator, which results in conflict of interest. This situation had often led to complaints of a mismatch between the charges levied by the Airports Authority and the quality of services rendered at airports which are controlled by it. The Naresh Chandra Committee set up by the Central Government to prepare the road map for civil aviation sector recommended the setting up of an independent regulatory authority. With this objective, the Government brought the Airports Economic Regulatory Authority Bill which proposed for the establishment of a Regulatory Authority to regulate tariff and other charges for the aeronautical services rendered at airports and to monitor performance standards of airports and also to establish Appellate Tribunal to adjudicate disputes and dispose of appeals. The Bill was passed by both Houses of Parliament in December 2008 and was assented to by the President on 5 December 2008 and became Act No. 27 of 2008.

(viii) The Unorganised Workers' Social Security Bill, 2008: It is estimated that the unorganised workers constitute more than ninety-four per cent of the total employment in the country. Due to their unorganised nature, these workers do not get adequate social security. Even though certain welfare schemes are being implemented by the Central and State Governments, there is a huge gap in the coverage of the unorganised workers in the matter of labour protection and social security measures ensuring their welfare and well-being. The Unorganized Workers' Social Security Bill, 2008, passed by the Rajya Sabha in October 2008 and by the Lok Sabha in December 2008, sought to enable the Central Government as well as the State Governments to constitute a National Social Security Advisory Board and a State Social Security Advisory Board, respectively to recommend suitable welfare schemes for different sections of unorganised workers. It provides that a duly registered unorganised worker is eligible for social security benefits, who would be issued an identity card, which would be a smart card carrying a unique identification number. The Bill was assented to by the President on 30 December 2008 and became Act No. 33 of 2008.

(ix) The National Investigation Agency Bill, 2008: India has been the victim of large scale terrorism sponsored from across the borders, over the past several years. There had been innumerable incidents of terrorist attacks, not only in the militancy and insurgency affected areas and areas affected by the left wing extremism, but also in the form of terrorist attacks and bomb blasts etc., in various parts of the hinterland and major cities. A large number of such incidents are bound to have complex inter-State and international linkages, and possible connection with other activities like the smuggling of arms and drugs, circulation of fake Indian currency, infiltration from across the borders, etc. Keeping all these aspects in view, it had been felt that there was a need for setting up an agency at the Central level for investigation of offences related to terrorism and certain other acts, which have national ramifications. Several experts and Committees, including the Administrative Reforms Commission, also made recommendations for establishing such an agency. The Government after due consideration and examination of the issues involved, brought the National Investigation Agency Bill, 2008 which provided for the establishment of a National Investigation Agency in a concurrent jurisdiction framework, with provisions for taking up specific cases under specific Acts for investigation, provisions for setting up of Special Courts and for other related matters. The Bill was passed by both the Houses of Parliament in December 2008. The Bill was assented to by the President on 31 December 2008 and became Act No. 34 of 2008.

(x) The Unlawful Activities (Prevention) Amendment Bill, 2008: Terrorist incidents and activities sponsored from across the borders, in various parts of India and elsewhere, continue to be a cause of serious concern. The legal framework for dealing with such activities, including measures related to financing of terrorism, had to be further reviewed. The Administrative Reforms Commission in its report '*Combating Terrorism — Protecting by Righteousness*', also made various recommendations in this regard. Keeping in view that India has been a frontrunner in the global fight against terrorism, its commitment in terms of the United Nations Security Council Resolution (1373) dated 28 September 2001 and its resolve not to allow any compromise in the fight against terrorism, the Government brought the Unlawful Activities (Prevention) Amendment Bill, 2008 which sought to amend the Unlawful Activities (Prevention) Act, 1967 to make provisions to deal with terrorism and terrorist activities including financing of terrorism, which were not fully covered in the existing law. It further made provisions for strengthening the arrangements for speedy investigation, prosecution and trial of terrorism related offences, while at the same time ensuring against

any possible misuse of such provisions. The Bill was passed by both the Houses of Parliament in December 2008. The Bill was assented to by the President on 31 December 2008 and became Act No. 35 of 2008.

(xi) The Constitution (Scheduled Tribes) (Union Territories) Order (Amendment) Bill, 2008: The list of Scheduled Tribes of Lakshadweep is contained in Part I of the Schedule to the Constitution (Scheduled Tribes) (Union Territories) Order, 1951. According to the Order, the inhabitants of the Laccadive, Minicoy and Aminidivi Islands, who and both of whose parents were born in the Union Territory, are deemed to be the Scheduled Tribes. Representations were received from various corners stating that existing provisions contained in Part I of the Schedule to the Constitution (Scheduled Tribes) (Union Territories) Order, 1951 were creating difficulties for certain islanders, who were born on the mainland on account of non-availability of adequate health services in the islands. The said Order provides that the person has necessarily to be born in the islands for being deemed to be a Scheduled Tribe and, therefore, such persons who were born outside the islands were not being accorded the Scheduled Tribe status. It was, therefore, felt that it would not be appropriate to deny the Scheduled Tribe status to such persons who were born on the mainland for medical reasons. In order to make such persons eligible for the Scheduled Tribe status, the Constitution (Scheduled Tribes) (Union Territories) Order (Amendment) Bill, 2003 was withdrawn and a fresh Bill, namely, the Constitution (Scheduled Tribes) (Union Territories) Order (Amendment) Bill, 2007 was brought by the Government. The Bill was passed by both the Houses of Parliament in December 2008. The Bill received the assent of the President on 7 January 2009 and became Act No. 2 of 2009.

(xii) The Gram Nyayalayas Bill, 2008: Article 39A of the Constitution directs the State to secure that the operation of the legal system promotes justice, on the basis of equal opportunity, and shall, in particular, provide free legal aid, by suitable legislation or schemes or in any other way, to ensure that opportunities for securing justice are not denied to any citizen by reason of economic or other disabilities. The Law Commission of India in its 114th Report on Gram Nyayalaya recommended establishment of Gram Nyayalayas so that speedy, inexpensive and substantial justice could be provided to the common man. Accordingly, the Government introduced the Gram Nyayalayas Bill, 2007 in Rajya Sabha on 15 May 2007 to give effect to the said recommendations of the Law Commission. The Bill was referred to the Department-related Standing Committee on Personnel, Public Grievances, Law and Justice. The recommendations made by the Committee were substantive in nature and most of its recommendations were accepted by the Government. Further, the Government had organised a Conference of State Law Ministers, Law Secretaries and Registrar-Generals of High Courts to seek their views. The suggestions made at the Conference were also considered. Giving effect to the recommendations required comprehensive official amendments. Therefore, the Government withdrew the said Bill and introduced a Bill, namely, the Gram Nyayalayas Bill, 2008. The Bill, *inter-alia*, provided that the Gram Nyayalaya shall be a court of Judicial Magistrate of the first class; the Gram Nyayalaya shall be a mobile court and shall exercise the powers of both Criminal and Civil Courts; the Gram Nyayalaya shall try to settle the disputes as far as possible by bringing about conciliation between the parties; and the judgement and order passed by the Gram Nyayalaya shall be deemed to be a decree and to avoid delay in its execution, the Gram Nyayalaya shall follow summary procedure for its execution. The Bill was passed by both the Houses of Parliament in December 2008. The Bill received the assent of the President on 7 January 2009 and became Act No. 4 of 2009.

(xiii) The Limited Liability Partnership Bill, 2008: With the growth of the Indian economy, a need had been felt for a new corporate form that would provide an alternative to the traditional partnership. The Limited Liability Partnership (LLP) is viewed as an alternative corporate business vehicle that provides the benefits of limited liability but allows its members the flexibility of organising their internal structure as a partnership based on a mutually arrived agreement. The Limited Liability Partnership Bill, 2006, introduced in the Rajya Sabha on 15 December 2006, was referred to the Department-related Parliamentary Standing Committee on Finance for examination and report. The Committee made several recommendations, which were examined and considered by the Government. Based on the recommendations of the Committee, extensive changes were required to be made in the Bill. Hence, the Limited Liability Partnership Bill, 2006 was withdrawn and a fresh Bill incorporating the changes was introduced. The Limited Liability Partnership Bill, 2008 was passed by the Rajya Sabha in October 2008 and by the Lok Sabha in December 2008. The Bill received the assent of the President on 7 January 2009 and became Act No. 6 of 2009.

(xiv) The South Asian University Bill, 2008: The vision of establishing the South Asian University was born at the thirteenth SAARC Summit held in Dhaka in November 2005 to provide world class facilities and professional faculty to students and researchers from the Member States of the South Asian Association for Regional Co-operation (SAARC). The Agreement for the establishment of the South Asian University was signed on behalf of the respective Governments of the Member States of the SAARC on 4 April 2007 at the fourteenth SAARC Summit. The Member States also decided that the main campus of the South Asian University shall be located at New Delhi. The South Asian University Bill, 2008 passed by both the Houses of Parliament in December 2008, proposed to establish a world class institution that would attract the brightest and most dedicated students and teachers from across South Asia with a view to (i) disseminating and advancing knowledge, wisdom and understanding by providing instructional and research facilities in various branches of learning; (ii) taking appropriate measures for promoting innovations in teaching-learning process, interdisciplinary studies and application of knowledge to social advancement and human welfare; (iii) imparting education towards capacity building of the South Asian nations in the domain of science, technology and other areas of higher learning vital for improving their quality of life; (iv) promoting regional peace and security by creating a multicultural atmosphere of tolerance and understanding; (v) fostering sound civic sense and to train them to become useful citizens of democratic societies; and (vi) building a South Asian community of learning by strengthening regional consciousness. The University, *inter-alia*, would seek to harmonise the academic standards and accreditation norms in teaching, research and curriculum that are acceptable to all Member States of the SAARC. The Bill received the assent of the President on 11 January 2009 and became Act No. 8 of 2009.

(xv) The Science and Engineering Research Board Bill, 2008: In India, there have been indicative successes in the areas of information and communication technology, biotechnology and drugs and pharmaceutical sectors. India is slated to become a global research and development hub. In order to maintain its pace and edge in the evolving knowledge-based economy. India needs to sustain and increase its strength in basic research in science and engineering. India's relative position in basic research among nations has slowed down in recent times due to a variety of factors which required immediate attention. Therefore, the Government brought the Science and Engineering Research Board Bill, 2008 which proposed for setting up of the Science and Engineering Research Board which would be autonomous with necessary administrative and financial powers and operational flexibility

for promoting basic research in science and engineering in order to achieve higher levels of excellence in internationally competitive basic research. The Board would serve as a premier multi-disciplinary research funding agency for planning, promoting and funding basic research in every emerging area of science and engineering. The functions *hitherto* handled by the Department of Science and Technology under the advise of a Science and Engineering Research Council were proposed to be transferred to this new entity. The Bill was passed by both the Houses of Parliament in December 2008. The Bill was assented to by the President on 17 January 2009 and became Act No. 9 of 2009.

In addition to the above legislative developments, various other Bills were also passed by the Houses of Parliament and assented to by the President during the year 2008. These include: the Sugar Development Fund (Amendment) Bill, 2008; the Prasar Bharati (Broadcasting Corporation of India) (Amendment) Bill, 2008; the Food Safety and Standards (Amendment) Bill, 2008; the Jawaharlal Nehru Institute of Post-Graduate Medical Education and Research, Puducherry Bill, 2008; the Central Universities Laws (Amendment) Bill, 2008; the Drugs and Cosmetics (Amendment) Bill, 2008; the National Waterway (Talcher-Dhamra Stretch of Rivers, Geonkhali-Charbatia Stretch of East Coast Canal, Charbatia-Dhamra Stretch and Matai River and Mahanadi Delta Rivers) Bill, 2008; the National Waterway (Kakinada-Puducherry Stretch of Canals and the Kaluvelly Tank, Bhadrachalam-Rajahmundry Stretch of River Godavari and Wazirabad-Vijayawada Stretch of River Krishna) Bill, 2008; the Governors (Emoluments, Allowances and Privileges) Amendment Bill, 2008; the President's Emoluments and Pension (Amendment) Bill, 2008; the Code of Criminal Procedure (Amendment) Bill, 2008; the Post-Graduate Institute of Medical Education and Research, Chandigarh (Amendment) Bill, 2008; and the Collection of Statistics Bill, 2008, etc.

Discussion on matters of urgent public importance

Procedural devices like 'Special Mention', 'Calling Attention', 'Short Duration Discussion' and 'Private Member's Resolution' were utilised by members to raise matters of urgent public importance on the floor of the House. During the year, in all, 176 matters of public importance were mentioned in the House through **Special Mention**. 127 **Calling Attention** notices on the matters of urgent public importance were received. However, none could be taken up in the House.

During the year, 196 notices of **Short Duration Discussion** were received, out of which notices on the following two matters were admitted and discussed in the House:

- (i) Recent incidents of attacks on North Indians in various parts of Maharashtra (5.3.2008); and
- (ii) Unprecedented price rise of commodities in the country (16.4.2008 and 17.4.2008).

Private Members' Resolutions

During the year 2008, 18 Private Members' Resolutions were received and admitted. In the 213th Session, 13 Private Members' Resolutions were received and admitted. Discussion on the resolution regarding increasing naxal activities in the country moved by Shri B.S. Gnanadesikan was held on 20 March 2008 and the resolution was withdrawn by leave of the House. Shri Vijay J. Darda moved a resolution on deteriorating position of supply of crude oil, LPG and other petroleum products in the country on 17 April 2008 and the resolution was withdrawn by leave of the House. On the same day, Shri D. Raja also moved a resolution on setting up of the Special Economic Zones in the country, discussion on which remained inconclusive.

During 214th Session, five resolutions were received and admitted. Resolution regarding inordinate delay in the delivery of justice to the masses, moved by Shri Vijay J. Darda was discussed on 12 December 2008. An Amendment to his resolution was moved by Shri M. Rama Jois. The discussion on the resolution remained inconclusive.

Discussion on the working of the Ministries

The working of the Ministry of Rural Development (21 April 2008), Ministry of Labour and Employment (23 April 2008), Ministry of Human Resource Development (24 April 2008), Ministry of Agriculture (28 April 2008) and Ministry of Commerce and Industry (29 April 2008) was discussed during the 213th (Budget) Session.

Privilege Cases

During the year, 26 notices of breach of privilege and other receipts relating to matters of privileges were received and processed. Three meetings of the Committee of Privileges were held. The Committee presented to the House its 52nd and 53rd Reports.

Committee on Rules

Memoranda received from Question Branch and I.T. Section for incorporation of some provisions in the Rules were considered by the Committee at its meeting held on 23 October 2008.

TABLE
Time taken by Rajya Sabha on various items of business during the 213th and 214th Sessions

Subject	Time Taken	
	213th Hrs./Mts.	214th Hrs./Mts.
National Anthem/Song	0-02	0-02
Oath or Affirmation	0-54	0-10
Obituary References	0-32	0-34
Questions	20-01	08-50
Short Notice Questions	0-01	-
Introduction of Ministers	0-01	-
Statements by Ministers Correcting Answers to Questions	0-03	0-01
Papers Laid on the Table	0-40	0-30
Reports/Statements of the Committees presented/laid on the Table	1-05	0-45
Statement regarding ordinance	0-01	-
Presentation of Petition	0-02	0-01
Ruling/Reference/Announcement by Chair	0-06	0-11
Disqualification of Members on ground of defection	0-05	0-05
Information to the Houses	0-01	-
Panel of Vice-Chairmen	0-01	0-01
Resignation by Member	0-02	0-01
Leave of Absence	0-03	0-05

Subject	Time Taken	
	213th Hrs./Mts.	214th Hrs./Mts.
Messages from Lok Sabha/Government	0-14	0-13
Bills laid on the Table		
Motions for Elections/Appointments of Members to various Committees/Bodies	0-11	0-12
Recommendations of the Business Advisory Committee	0-07	0-06
Statements regarding Government Business	0-06	0-03
Special Mentions	1-46	1-25
Statements by Ministers	0-32	10-01
Short Duration Discussions (Discussions under Rule 176)	15-33	-
Discussion on the working of the Ministry	19-52	-
Resolution/Government Resolution	-	0-16
Statutory Resolution	0-09	-
Government Legislative Business	17-08	38-05
Private Members' Business		-
-Private Members' Resolutions	5-09	2-30
-Private Members' Bills	-	0-29
President's Address laid on the Table/Message	0-01	-
Motion of Thanks on the President's Address	16-28	-
Budgets laid on the Table	0-04	-
Supplementary Demands for Grants-laid on the Table	0-03	0-04
Budget-General Discussions	27-12	-
Good wishes to the retiring Members of the House	2-04	-
Felicitations to the Chairman/Newly elected Members	0-01	-
Matters raised with permission	6-51	4-07
Valedictory Remarks	-	0-03
Points raised	3-47	1-47
TOTAL :	141-08	70-37



Committees — Mini legislatures

Parliamentary work is transacted not in the House alone, a great deal of it is done in the Committees as well. Parliamentary Committees are, in fact, mini legislatures. There are at present 12 Standing Committees, members of which are nominated by the Chairman of Rajya Sabha. With a view to streamline the committee system and to make the parliamentary scrutiny of the executive wider and effective, the number of Department-related Parliamentary Standing Committees was increased from 17 to 24 in July 2004, out of which 8 function under the control and direction of the Chairman, Rajya Sabha and 16 function under the direction and control of the Speaker, Lok Sabha. The membership of these Committees was also reduced from 45 to 31, out of which 10 members are from Rajya Sabha and 21 members are from Lok Sabha.

During the year 2008, out of a total of 102 reports presented by the Committees of Rajya Sabha, 82 reports were presented by the eight Department-related Parliamentary Standing Committees which are serviced by the Rajya Sabha Secretariat. The details of the reports presented by the Committees are given in the Table below:

TABLE

Reports presented by the Committees of Rajya Sabha during the year 2008

<i>No. of Reports</i>	<i>Subjects</i>	
	<i>Committee on Subordinate Legislation</i>	<i>(Total: 6)</i>
173rd	Laying of Statutory Orders on the Table of Rajya Sabha (212th Session)	
174th	Report on following Rules and Regulations examined by the Committee:—	
	(i) The Determination of the Price of the Forfeited Property Rules, 2005	
	(ii) The Cement (Quality Control) Order, 2003	
	(iii) The Indian Council of World Affairs Rules, 2006	
	(iv) Communication received from Shri Dipankar Mukherjee, MP, Rajya Sabha regarding the Industrial Employment (Standing Orders) Central Rules, 1946	
	(v) The National Council for Teacher Education (Guidelines for regulation of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002	

- 175th Report on following Rules and Regulations examined by the Committee:
- (i) The Central Motor Vehicles Rules, 1989
 - (ii) The Prevention of Cruelty to Animals (Slaughter House) Rules, 2001—Implementation of 138th Report of the Committee on Subordinate Legislation, Rajya Sabha
 - (iii) The Export-Import Bank of India (Employees) Pension Regulations, 2000
 - (iv) UCO Bank/UBI Bank Pension Regulations, 1979
- 176th Report on following Rules and Regulations examined by the Committee:—
- (i) The Airports Authority of India (Lost Property) Regulations 2003—Implementation of 163rd Report of the Committee on Subordinate Legislation, Rajya Sabha
 - (ii) Statutory Investigation into Railway Accident Rules, 1998-Implementation of the 138th Report of the Committee on Subordinate Legislation, Rajya Sabha
 - (iii) The Spices Grading and Marking Rules, 2005
- 177th Laying of Statutory Orders on the Table of Rajya Sabha (213th Session)
- 178th All India Institute of Medical Sciences Regulations, 1999
- Committee on Petitions*** ***(Total: 2)***
- 131st Petition praying for integration and empowerment of leprosy affected persons
- 132nd Petition regarding misuse of Right to Freedom of Speech and Expression by the print and electronic media and the need to restrict it under Article 19(2) of the Constitution
- Committee on Government Assurances*** ***(Total: 1)***
- 62nd Implementation of assurances laid during the 212th and 213th Sessions/Requests for dropping and extension of time, study visits of the Committee, etc.
- Committee on Papers Laid on the Table*** ***(Total: 8)***
- 110th Regarding laying of Annual Reports and Audited Accounts of University of Delhi, Delhi; Maharshi Sandipani Rashtriya Veda Vidya Pratishthan, Ujjain; Sports Authority of India, New Delhi; Central Council for Research in Ayurveda and Siddha, New Delhi
- 111th Government Notifications/Orders and Annual Reports and Audited Accounts of Government Companies/Organisations laid by the various Ministries on the Table of the House during the 210th Session
- 112th Government Notifications/Orders and Annual Reports and Audited Accounts of Government Companies/Organisations laid by the various Ministries on the Table of the House during the 211th Session

- 113th Laying of Annual Reports and Audited Accounts of Indian Council of World Affairs (ICWA), New Delhi; National Culture Fund (NCF), New Delhi and Development Council for Sugar Industry, New Delhi
- 114th Regarding laying of Annual Reports and Audited Accounts of Maharashtra Agro Industries Development Corporation Limited (MAIDC), Mumbai and Goa Meat Complex Limited (GMCL), Panjim, Goa
- 115th Government Notifications/Orders and Annual Reports and Audited Accounts of Government Companies/Organisations laid on the Table of Rajya Sabha during the 212th Session
- 116th Government Notifications/Orders and Annual Reports and Audited Accounts of Government Companies/Organisations laid by the various Ministries/Departments on the Table of the House during the 213th Session of Rajya Sabha
- 117th Regarding laying of the Annual Reports and Audited Accounts of the various State Agro Industries Corporations

Committee on Rules

NIL

Committee of Privileges

(Total: 2)

- 52nd Matter of breach of privilege arising out of communications issued in connection with the 'Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forests Rights) Act, 2006' allegedly in violation of the provisions of the Act by the Secretary, Ministry of Environment and Forests
- 53rd Matter of breach of privilege arising out of publishing of a news item casting reflections on a ruling given by the Chair in a weekly newspaper 'Jadeed Markaz' and referring to expunged proceedings of the Rajya Sabha in that news item

House Committee

NIL

Committee on Member of Parliament Local Area Development Scheme (MPLADS)

(Total: 1)

- 6th Tsunami Rehabilitation Works

Committee on Ethics

NIL

Department-related Parliamentary Standing Committee on Commerce

(Total: 5)

- 84th Trade Marks (Amendment) Bill, 2007
- 85th and Demands for Grants (2008-09)
86th
- 87th Action Taken Report on the Recommendations/Observations contained in its Eighty Third Report on the Functioning of Special Economic Zones (SEZs)
- 88th Patents and Trademarks Systems in India

Department-related Parliamentary Standing Committee on Home Affairs (Total: 8)

129th The Sixth Schedule to the Constitution (Amendment) Bill, 2007

130th and 131st Action Taken Reports on Demands for Grants (2007-08)

132nd and 133rd Demands for Grants (2008-09)

134th The Foreign Contribution (Regulation) Bill, 2006

135th Border Fencing and Floodlighting Projects of Indo-Pak Border

136th Revamping and Revitalization of Civil Defence in the Country

Department-related Parliamentary Standing Committee on Human Resource Development (Total: 7)

206th to 209th Demands for Grants (2008-09)

210th Implementation of Sarva Shiksha Abhiyan, Mid-Day Meal Scheme and Integrated Child Development Services Scheme in the Union Territories

211th The Functioning of AICTE

212th The Central Universities Bill, 2008

Department-related Parliamentary Standing Committee on Industry (Total: 8)

204th to 206th Action Taken Reports on Demands for Grants (2007-08)

207th Action Taken Note on the 199th Report on the Demands for Grants (2007-08)

208th to 210th Demands for Grants (2008-09)

211th The NEPA Ltd. (Disinvestment of Ownership) Bill, 2007

Department-related Parliamentary Standing Committee on Science and Technology, Environment and Forests (Total: 17)

184th Action Taken Report on Demands for Grants (2007-08)

185th to 191st Demands for Grants (2008-09)

192nd Functioning of Central Pollution Control Board

193rd Global Warming and its Impact on India

194th The Compensatory Afforestation Fund Bill, 2008

195th to 200th Action Taken Reports on Demands for Grants (2008-09)

***Department-related Parliamentary Standing Committee on Transport,
Tourism and Culture*** (Total: 21)

127th to 129th	Action Taken Report on Demands for Grants (2007-08)
130th	The National Waterways (Lakhipur-Bhanga Stretch of the Barak River) Bill, 2007
131st	Closure of Bangalore and Hyderabad Airports and matters related thereto
132nd	The Indian Maritime University Bill, 2007
133rd	The Airports Economic Regulatory Authority of India Bill, 2007
134th to 138th	Demands for Grants (2008-09)
139th	The Motor Vehicles Amendment Bill, 2007
140th	Promotion of Tourism in Jammu and Kashmir
141st	Modernization of Airports
142nd	Functioning of Private Airports and the related issues
143rd to 147th	Action Taken Reports on Demands for Grants (2008-09)

***Department-related Parliamentary Standing Committee on Personnel, Public
Grievances, Law and Justice*** (Total: 9)

24th	Working of Central Bureau of Investigation (CBI)
25th and 26th	Demands for Grants (2008-09)
27th	Action Taken Replies on Law's Delays: Arrears in Courts
28th	The Supreme Court (Number of Judges) Amendment Bill, 2008
29th	Public Grievances Redressal Mechanism
30th	Constraints Being Faced by Kendriya Bhandar
31st and 32nd	Action Taken Replies on Demands for Grants (2008-09)

***Department-related Parliamentary Standing Committee on Health and
Family Welfare*** (Total: 7)

27th to 29th	Demands for Grants (2008-09)
30th	The Drugs and Cosmetics (Amendment) Bill, 2007
31st	The Paramedical and Physiotherapy Central Councils Bill, 2007
32nd	The Clinical Establishment (Registration & Regulation) Bill, 2007
33rd	The Post-Graduate Institute of Medical Education & Research Chandigarh (Amendment) Bill, 2008

3



Parliament and the people

There are two Reception Offices located in the Parliament House Complex, one near Parliament House and the other at Parliament House Annexe. These Reception Offices help visitors meet Members of Parliament, Ministers, officers and staff of the Rajya Sabha Secretariat. The Reception Offices also issue entry passes to the officials of the Ministries/ Departments coming to the Parliament House and Parliament House Annexe in connection with their official work. In the year 2008, these Reception Offices issued 32,513 computerized casual entry passes to the visitors of Parliament House Complex.

The requests for the Public Gallery passes, Central Hall passes, General passes, Distinguished Visitors Gallery passes, DVG (Diplomatic) Weekly passes, and the Central Hall Gallery passes for the Joint Sittings are received by the Notice Office. After due processing and approval, the Notice Office forwards these requests to the Centralized Pass Issue Cell (CPIC) for issuance of the Passes, Bar Coded or Radio Frequency (RF) Tags, as the case may be. The work pertaining to the issuance of DVG (Diplomatic) annual passes to high rank Diplomats like Heads of Foreign Missions, Consulates, Honorary Consulates and Heads of the U.N. Organisations is looked after by the Notice Office. The names of such diplomats are sponsored by the Ministry of External Affairs.

During the year, a total number of 3,995 officials of the Ministries, 6,224 Press Correspondents, 201 Distinguished Visitors and 3,977 visitors to the Public Gallery witnessed the proceedings of Rajya Sabha. On the recommendation of Members of Parliament, 5,329 visitors were taken for show-round of the Parliament House by the Watch and Ward staff. In all, the security staff regulated the flow of 54,858 persons/visitors in Parliament House and Parliament House Annexe during the year.

Verification done by Fire and Technical (F&T) Wing

The F&T Wing of the Watch and Ward Service is responsible for verifying the character/antecedents of the individuals who intend to visit the Parliament House Complex. A total number of 2,599 verifications were done during the year, which include 159 journalists, 1,795 visitors (same day) of the Public Gallery (PG) and Distinguished Visitors Gallery (DVG), 490 casual labourers, 90 casual staff members and 65 PSs/PAs of the Members of Parliament.



New initiatives

Initiatives by the Hon'ble Chairman, Rajya Sabha

(i) Regulating Question Hour: No. of Supplementary Questions

In order to accommodate more questions during Question Hour, the Hon'ble Chairman, Rajya Sabha, has ruled in March 2008 that a Member in whose name a starred

question is admitted, will be allowed two supplementaries and if there is another Member whose name is clubbed with the Member for that question, he or she will be allowed one supplementary. Thereafter, only

two more supplementaries will be permitted on that question. Further, the Chairman has stated that Members should ask crisp supplementaries and Ministers ought to give precise replies to the questions/supplementaries asked, as question time is limited to one hour.

Constitution of Media Advisory Committee

Hon'ble Chairman, Rajya Sabha has taken a major initiative by constituting the Media Advisory Committee of Rajya Sabha on 18 March 2008. The Committee consists of 11 members which includes 4 offices bearers. The main function of the Committee is to render advice to the Rajya Sabha Secretariat regarding admission of various media organizations to the Press Gallery of Rajya Sabha to enable them to cover the proceedings of the House. The term of the committee is for one year. It may, however, be dissolved earlier by the Chairman, Rajya Sabha and constituted *de novo*.

The Committee held three meetings during the year 2008 and suggested certain changes in the existing guidelines and also took up cases pertaining to the admission of media persons/agencies to the Press Gallery of Rajya Sabha.

(ii) Regulating Zero Hour: Procedure for raising matters with permission of the Chair

Members raise matters of urgent public interest in the House immediately after the Question Hour. This time has been colloquially termed as 'Zero Hour'. As such, there is no procedure prescribed in the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha) regulating the Zero Hour submissions. However, in order to productively utilise the scarce parliamentary time and give opportunity to the Members to reflect urgent public concerns, the need to regulate Zero Hour submissions had been felt from time to time. These submissions have come to be known as "Matters Raised with Permission of the Chair". As per the existing procedure, a Member who wishes to raise a matter of urgent public importance during this time on a particular day, should give a notice of his or her intention to the Chairman latest by

10 A.M. on that day and should indicate in the notice a synopsis of the matter that he or she wishes to raise justifying therein its urgency and importance. The Chairman, on examination and consideration of all such notices, may admit them to be raised as 'Matters Raised with Permission'. These matters will be raised after the questions and laying of papers, if any, on the Table and before any other item in the List of Business is taken up. For notices admitted by the Chairman, the concerned Member would be given three minutes to raise the matter in brief. The time taken by the Member in making the submission is shown on the Electronic Display Board as a countdown, and when the allotted three minutes is over, the mike is cut off. Not more than one submission as 'matter raised with permission' is permitted on one subject. No Member is allowed to make more than one submission as 'matter raised with permission' in a week. As decided in the Leaders' meeting held on 11 March 2008 not more than ten matters would be permitted to be raised with permission on a particular day.

Installation of Software for sending SMSes

In order to facilitate quick transmission of information regarding summoning of Rajya Sabha and Committee meetings to the Members of Parliament, Secretary-General directed to install a software for the said purpose. Accordingly, a software was installed in the Legislative Section, Committee Sections and Media, Education and Audio-Visual Unit. The software is used by the Legislative Section to inform members about the commencement of the session, the earlier dates of ballots of questions, resolutions, etc. Similarly, Committee Sections are also using the software for informing the members of the Committee about the meetings, their cancellation, etc. The Media, Education and Audio-Visual Unit is also using the software for providing information to the media persons covering the proceedings of Rajya Sabha regarding the commencement of the session, Press Conferences organized by the Chairmen of the Parliamentary Committees and meetings of the Media Advisory Committee of Rajya Sabha.

Watch and Ward Service: Capacity building

For further strengthening the security management, emphasis is being laid on training and grooming of manpower in the Watch and Ward Service. During the year 2008, several steps were taken up to enhance the skill and develop the personality of the security personnel. In this course of action, a Life Saving First Aid Workshop, a Fire Fighting Training Programme, a yoga training course, a Public Awareness Programme on Radiation and two MP Familiarisation courses were conducted. Specialized Security Training Inputs were also provided to the personnel in order to enhance their operational and functional efficiency. "In-House Attachment Training Programme" was another step in this direction, which was taken up with a view to getting the security staff acquainted with the functioning of various Technical Units of the Parliament Security.

Computerization

The Committee on Provision of Computer Equipment to Members of Rajya Sabha approved a Scheme of Financial Entitlement of Members for Purchase of Computer Equipment, which was implemented *w.e.f.* 1 April 2008. Under this Scheme, Members can themselves purchase computer equipment of their own choice, using their entitlements. This Scheme has replaced the earlier system of procuring the computer equipment by the Secretariat through National Informatics Centre Services Inc. (NICSI) for supply to Members of Rajya Sabha.

The Secretariat has also been developing and implementing softwares/databases, in coordination with the National Informatics Centre (NIC), to facilitate and provide various services to Members. The IT Sections while implementing various decisions of the Committee on Provision of Computer Equipment to Members of Rajya Sabha, Computerization Coordination Committee and the Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat, purchased, during the year 2008, 179 desktop computers, 4 laptop computers, 4 multifunction printers, 43 deskjet/laserjet printers, 29 UPS and 80 pen drives for Members and the Secretariat.

In order to give a fillip to the monitoring mechanism of the Rajya Sabha Website, an officer of the Secretariat has been designated as Web Supervisor. The 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 Websites remain updated.

Besides, the following initiatives were taken for widening the scope of computerization in the Secretariat:

- (a) A software module for publishing Supplementary Questions along with Questions answered orally on the Website was developed and implemented;
- (b) 100 desktop computers, 17 printers and 36 UPS, which were declared obsolete by the Obsolete Declaration Committee, were allotted to the employees of the Secretariat, after holding a computerized draw of lots, at depreciated cost, as per the Obsolescence Declaration Policy;
- (c) A Policy for optimum computer density and LAN connectivity in the Secretariat was formulated;
- (d) A File Tracking System (FTS) or Document Management Information System (DMIS) for electronic monitoring of receipts and files was introduced in selected Sections of the Secretariat;
- (e) E-file system was introduced in MA Section which has paved the way for electronic movement of files instead of the manual mode;
- (f) A system of providing information regarding Summons, Committee meetings, etc. through SMS to Members was successfully introduced.

New initiatives taken by O&M Section for process improvement and monitoring

- (a) **Project on Quality Certification of certain processes of Rajya Sabha Secretariat:** A proposal for process improvement and quality certification in respect of 5 sections of the Secretariat viz. Distribution Section, Estt.(G) Section, GA Section, MS&A Section and Table Office, on a pilot basis, was processed and modalities for giving effect to it, are being worked out.
- (b) **Handbook on Monitoring of Receipts and Disposal of Files:** This project is aimed at monitoring disposal of receipts and files. The Secretary-General held meetings with Divisional Heads on 25 March 2008 and 15 July 2008 to workout the details and review the submissions. Information regarding existing and proposed system of monitoring of disposal of receipts and files was accordingly solicited from all Sections. Information received from various Sections was compiled and placed before the Secretary-General.

Another meeting was held by the Secretary-General on 3 December 2008 with the Secretary, Joint Secretaries, CPIO and Director (Security) wherein it was decided that information regarding existing and revised method of monitoring of processing of files and receipts received from various Sections/Branches be standardized as per format decided in the meeting. He also observed that for the purpose of standardization, Sections of the Secretariat may be categorized into five groups, viz., Council Sections, Committee Sections, Member Services Sections, Administration and Establishment Sections and other Sections. It was also decided that O&M Section in consultation with the concerned Divisional Heads would work out monitoring system for various Sections/Branches. The work of preparation of information in the revised format is under progress.

- (c) **Document Management Information System (DMIS) or File Tracking System (FTS):** To facilitate monitoring, a web based application for tracking the movement of files and receipts was introduced in O&M Section with effect from 1 September 2008. All receipts received by the Section are being diarized on the DMIS and file movement also recorded on the system.

Creation of Recruitment Cell

Recruitment of personnel to the Rajya Sabha and Lok Sabha Secretariats was being carried out by the Joint Recruitment Cell. However, consequent upon the bifurcation of the Joint Recruitment Cell, a new Recruitment Cell was created in October 2008 for undertaking various recruitment activities of the Rajya Sabha Secretariat.



International cooperation and inter-parliamentary dialogue

Inter-parliamentary cooperation promotes understanding at the level of people's representatives. In order to promote understanding among parliamentarians of the world and also put forth India's viewpoint at various fora, eight Indian parliamentary delegations attended international conferences/meetings in various countries during the year. During this period, a total of six foreign parliamentary delegations visited India. The details of these visits are given in the Tables (A & B) below:

A. VISITS OF INDIAN PARLIAMENTARY DELEGATIONS ABROAD DURING THE YEAR 2008

1. INDIAN PARLIAMENTARY DELEGATIONS TO INTERNATIONAL CONFERENCES/MEETINGS

COUNTRY	DATE OF VISIT	NO. OF DELEGATES		PURPOSE OF VISIT	NAME OF RS MEMBERS	NAME OF LEADER
		LS	RS			
1. London (UK)	2-6 January 2008	1	—	19th Conference of Speakers and Presiding Officers of the Commonwealth	—	Shri Somnath Chatterjee, Speaker (LS)
2. Cape Town (South Africa)	13-18 April 2008	4	2	118th IPU Assembly	Shri Jesudasu Seelam and Dr. K. Malaisamy	Shri Charnjit Singh Atwal, Deputy Speaker (LS)
3. Jersey	18-26 April 2008	—	1	CPA Mid-Year Executive Committee Meeting in Jersey & CPA interview in London	Shri K. Rahman Khan, Deputy Chairman (RS)	Shri K. Rahman Khan, Deputy Chairman (RS)
4. Bulgaria	8-12 June 2008	2	1	IPD to attend the 6th General Assembly of the IPAIT	Shri S.S. Ahluwalia	Shri S.S. Ahluwalia
5. Malaysia	1-10 August 2008	4	2	54th CPA Conference	Shri K. Rahman Khan, Deputy Chairman (RS) and Dr. (Smt.) Kapila Vatsyayan	Shri Somnath Chatterjee, Speaker (LS)
6. Geneva (Switzerland)	13-15 Oct. 2008	4	2	119th IPU Assembly	Shri B.P. Apte and Shri P. Rashtrapal	Shri Charnjit Singh Atwal, Deputy Speaker (LS)

2. GOODWILL DELEGATIONS

COUNTRY	DATE OF VISIT	NO. OF DELEGATES		NAME OF RS MEMBERS	NAME OF LEADER
		LS	RS		
1. Cuba	6-10 January 2008	4	2	Shri Kanjibhai Patel and Dr. Barun Mukherjee	Shri Somnath Chatterjee, Speaker (LS)
2. Bulgaria	16-20 June 2008	4	2	Shri Silvius Condpan and Shri N.R. Govindarajar	Shri Somnath Chatterjee Speaker (LS)
3. Saudi Arabia	3-13 December 2008	2	1	Shri K. Rahman Khan, Deputy Chairman (RS)	Shri K. Rahman Khan, Deputy Chairman (RS)

B. VISITS OF FOREIGN PARLIAMENTARY DELEGATIONS TO INDIA DURING THE YEAR 2008

	COUNTRY	DATE OF VISIT	NO. OF DELEGATES	NAME OF LEADER
1.	Sweden	24-29 February 2008	10	H.E. Mr. Per Westerberg, Speaker of the Swedish Parliament (Riksdag). The Delegation called on the Vice-President of India/ Chairman, RS on 25 February, 2008 at Vice-President's House, 6, Maulana Azad Road, New Delhi
2.	Slovakia	10-14 March 2008	11	H.E. Mr. Pavol Paska, Speaker of the National Council of the Republic of Slovakia. The delegation called on the Vice-President of India/ Chairman, RS on 10 March, 2008 at Parliament House, New Delhi
3.	Russia	28-29 April 2008	5	H.E. Mr. Nikolai Tulaev, Chairman of the Commission on Parliamentary Procedure & Organisation of Parliamentary Activity. The Delegation called on the Deputy Chairman, RS on 29 April, 2008 at Parliament House, New Delhi
4.	Sudan	2-6 June 2008	2	H.E. Mr. Mark Nyikang Yamoun, Secretary-General of the Southern Sudan Legislative Assembly (SSLA). The Delegation called on the Secretary-General, RS on 2 June, 2008 at Parliament House, New Delhi
5.	Singapore	12-17 June 2008	1	H.E. Mr. Ramon Molina, Director in Charge of People-to-People Exchanges of Asia Europe Foundation (ASEF). The Delegation called on the Secretary-General, RS on 16 June, 2008 at Parliament House, New Delhi

	COUNTRY	DATE OF VISIT	NO. OF DELEGATES	NAME OF LEADER
6.	Japan	1-3 July 2008	8	H.E. Mr. Satsuki Eda, President of House of Councillors of Japan. The Delegation called on the Vice-President of India/Chairman, RS on 2 July, 2008 at Hyderabad House, New Delhi
7.	Switzerland	10-17 August 2008	7	H.E. Mr. Christoffel Brandil, Speaker of the Upper House of the Swiss Parliament. The Delegation called on the Vice-President of India/Chairman, RS on 13 August, 2008 at Hyderabad House
8.	Bhutan	25 August-4 September 2008	16	H.E. Lyonpo Jigme Tshuyltim, Speaker of the National Assembly. The Delegation called on the Vice-President of India/Chairman, RS on 26 August, 2008 at Parliament House, New Delhi
9.	France	14-21 September 2008	7	H.E. Mr. Pierre Fauchon, President of the Indo-French Senatorial Friendship Group. The Delegation met Department-related Parliamentary Standing Committee on Home Affairs on 15 September, 2008 at Parliament Library Building (PLB), Parliament House, New Delhi
10.	Nepal	1-2 September 2008	3	Mr. Manohar Prasad Bhattarai, Acting Secretary-General, Constituent Assembly of Nepal. The Delegation called on the Secretary-General, RS on 2 September, 2008 at PLB, Parliament House, New Delhi
11.	Pakistan	17-21 November 2008	12	H.E. Ms. Farzana Raja, MNA, Federal Minister & Chairperson, Benazir Income Support Programme. The Delegation called on the Deputy Chairman, RS on 19 November, 2008 at PLB, Parliament House, New Delhi
12.	Turkey	21-24 November 2008	6	H.E. Mr. Mehmet Hanifi Alir, Chairman of Turkey-India Parliamentary Friendship Group. The Delegation called on the Deputy Chairman, RS on 21 November, 2008 at Parliament House, New Delhi



Shri Mohammad Hamid Ansari, Vice-President of India and Chairman, Rajya Sabha, Shri K. Rahman Khan, Deputy Chairman, Rajya Sabha, Dr. V.K. Agnihotri, Secretary-General, Rajya Sabha, Shri N.C. Joshi, Secretary, Rajya Sabha Secretariat during the Orientation Programme organized for the newly elected/nominated Members of Rajya Sabha on 26 and 27 July 2008.



(From Left to Right) Shri N.C. Joshi, Secretary, Rajya Sabha, Shri P.D.T. Achary, Secretary-General, Lok Sabha, Shri K. Rahman Khan, Deputy Chairman, Rajya Sabha, Shri Mohammad Hamid Ansari, Vice-President of India and Chairman, Rajya Sabha, Dr. V.K. Agnihotri, Secretary-General, Rajya Sabha and Shri Ravi Kant Chopra, the then Joint Secretary and Financial Advisor, Rajya Sabha Secretariat during the Orientation Programme organized for the mediapersons in January 2008



Officials of Rajya Sabha Secretariat with Members of the Parliamentary Delegation from Thailand

A delegation from Touro College, Law Center, USA who visited the Rajya Sabha Secretariat in 2008.

6



Secretariat

The total staff strength of the Rajya Sabha Secretariat during the year 2008 stood at 1489 (1488 + 1 ex-cadre), out of which 408 persons were holding Group 'A' posts. On attaining the age of superannuation, 21 employees retired from service in the Secretariat. Besides, two employees took voluntary/compulsory retirement and two employees expired during the year.

The Secretariat consists of the following Services:

- (i) Legislative, Financial, Executive and Administrative Service;
- (ii) Library, Reference, Research, Documentation and Information Service;
- (iii) Verbatim Reporting Service;
- (iv) Private Secretaries & Stenographic Service;
- (v) Simultaneous Interpretation Service;
- (vi) Printing & Publications Service;
- (vii) Editorial and Translation Service;
- (viii) Parliament Security Service;
- (ix) Drivers and Despatch Riders Service; and
- (x) Messenger Service.

A brief description of the mandate of the Secretary-General, Secretary, Additional Secretary, Joint Secretaries, Directors and Joint Directors in charge of different divisions/services is given in the table at the end of the chapter.

O&M: Efficiency, transparency, order and method

The primary responsibility of the O&M Section is to bring out efficiency and transparency in the working of the Secretariat through improvement in the organizational structure and simplification of procedures, etc.

With a view to achieve target oriented performance with greater accountability, Annual Action Plans for the year 2008 setting goals/targets for all Sections were formulated after due consultation with concerned Sections. Subsequently, at the end of the year, concerned Divisional Heads reviewed achievements *vis-a-vis* targets set out in Action Plans of Sections under their charge and submitted a status report. Status Reports of various Sections were examined by O&M Section. Steps to draft Annual Action Plan for the year 2009 were also initiated in December 2008 by issuing a circular to all Sections to furnish their draft plan.

The O&M Section compiled and circulated Annual Report for the year 2007 of the Secretariat. The Report was put on the Internet at the website of the Rajya Sabha. Action has also been taken for preparation of Annual Report for the year 2008.

During the year, the O&M Section also coordinated the conduct of inspection of 35 Sections of the Secretariat. The observations of the Inspecting Officers were conveyed to the concerned Sections for furnishing Action Taken Reports. Action Taken Reports from 13 Sections were received and examined by the O&M Section.

Action has also been initiated to conduct inspection of 57 Sections of the Secretariat for the year 2008. A briefing meeting of all Inspecting Officers detailed for inspecting various Sections/Branches was held on 23 December 2008 by the Divisional Head of the O&M Section, wherein it was emphasized that Inspecting Officers should make constructive and innovative suggestions to bring improvement in the procedure.

This year, a review of the Manual of Office Procedure was undertaken and it was decided that the first eight chapters of the Manual of Office Procedure (2002) common for the Rajya Sabha Secretariat would be brought out by O&M Section as a separate publication and the rest of the Section specific chapters would be brought out by the concerned Sections as Sectional Manual of Procedure (SMOP). The revision work of the first eight chapters is in progress, out of which five have been revised. The revision of the remaining three chapters would be done after implementation of the recommendations of the Parliamentary Pay Committee.

The O&M Section is also bestowed with the responsibility of conducting the workload assessment and manpower requirements of Sections in the Secretariat. After submission of the Cadre Review Report by the Indian Institute of Management (IIM), Ahmedabad, which took into account the workload of all the Sections, it was decided to put the entire workload measurement studies on hold till further orders.

Dispatch and Distribution Work

Distribution Section, which functions round the clock, is the nodal Section for receiving the communications for and on behalf of the Secretariat, its officers and sections. It also distributes/circulates papers, reports, notices, letters and other documents to the Presiding Officers, Members/Ministers/Ministries. Within the Secretariat, the distribution of papers amongst different sections and officers is also done by this Section. During the year 2008, the Distribution Section received 50,600 communications for and on behalf of the Secretariat, officers and sections. It also dispatched 6,47,350 papers from the Secretariat to different addressees.

Printing Work

The Printing and Publications Service is responsible for all work connected with the printing of parliamentary papers such as Bulletins, List of Business, List of Members, Bills, reports and evidence of Committees, Who's Who of Members of Rajya Sabha, Debates and their indices, etc. and other publications of the Secretariat brought out from time to time. It also looks after all the preparatory and co-ordination work with the Government of India Press including proof reading, technical advice, monitoring of progress, etc. Printing and Publications Service handled a total of 2,97,429 pages during the year 2008.

Training and Capacity Building of Officers and Staff

Training Cell conducts various training programmes for the Members of Parliament, officers and staff of the Secretariat. Training programmes include both in-house trainings and trainings at outside institutions. Officers are also nominated for various foreign training programmes.

During the year 2008, Training Cell organized various in-house training programmes on subjects such as Office Procedure and Parliamentary Practice & Procedure.

Ten officials were nominated to attend different training programmes organized by the Institute of Secretariat Training and Management (ISTM), namely, Training Programme on Cash & Accounts, Training Programme on MS Excel, Workshop on Noting and Drafting, Training Programme on Records Management—Right to Information and Workshop on Fixation of Pay Rules. One officer was nominated to attend the training programme on Direct Trainer Skills under the Department of Personnel and Training (DoPT) at Administrative Training Institute, Government of West Bengal, Kolkata.

Besides, sixteen officials were nominated to attend different training programmes conducted by the Bureau of Parliamentary Studies and Training (BPST), Lok Sabha Secretariat such as 23rd International Training Programme on Legislative Drafting; Training Course for the Officers/Assistants of the Lok Sabha, Rajya Sabha and the State Legislature Secretariats dealing with Questions, Legislative and Budgetary Process, Training Course for the officials of Lok Sabha, Rajya Sabha and the State Legislature Secretariats working in the Financial Committees; Training Programme for newly recruited Senior/Junior Library Assistants of Parliament; Training Course for Reporters of Lok Sabha, Rajya Sabha and the State Legislature Secretariats; Training Course for the Hindi Assistants/Translators and Editors of Lok Sabha, Rajya Sabha and the State Legislature Secretariats.

On request from the BPST, five students under an Internship Programme had interaction with all Joint Secretaries in the Secretariat from 18 to 22 August 2008. The basic objective of this Programme was to provide an opportunity to the interns to understand the working of our Parliamentary system.

Ten officials from Pay and Accounts Office were nominated to attend a training programme on COMPACT PAO 2000 Software at the Institute of Government Accounts and Finance (INGAF), New Delhi.

Nineteen officials were nominated to attend the Customized Computer Training Programme on E-Governance at the National Informatics Centre (NIC), CGO Complex, New Delhi. Nineteen officials were also nominated to attend the Customized Training Programme on Financial Management at the International Centre for Information Systems and Audit (ICISA), Noida. Twenty officials were nominated to attend a training programme on Management Development at the National Institute of Administrative Research (NIAR), Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie (Uttarakhand).

Forty-one personnel of the Watch & Ward Service attended different training programmes such as Refresher Training Course, Training Programme on Power Fence at the IBEX Gallagher Pvt. Ltd., Bangalore, Training Programme on Yoga organized by Morarji Desai Institute of Yoga, New Delhi. Nine officials attended the training programme at the National Industrial Security Academy (NISA), Hyderabad. Besides, some officers attended a workshop on Life Saving First Aid organized by the St. Johns Ambulance Brigade, Delhi.

During the year 2008, fourteen officers of the Rajya Sabha Secretariat were nominated to attend various training programmes/conferences abroad. One officer attended the Parliamentary Officers' Study Programme at Canberra, Australia. One officer from the LARRDIS was nominated to attend the 24th Pre-Conference for Research and Library Services for Parliaments in Ottawa (Canada) and the 73rd International Federation of Library Associations (IFLA), General Conference and Council held in Quebec (Canada) in August 2008. A group of twelve officers were nominated to attend a tailor-made training programme on "Parliamentary Administration" held at the Royal Institute of Public Administration (RIPA), London.

The Training Cell received delegates from abroad for interaction with the officers of the Secretariat. A delegation from House of Representatives of Thailand visited twice. A 17 member delegation visited in the month of May 2008 and again a 3-member delegation in the month of September 2008. A 21 member delegation from Touro College, Law Centre, USA and a 3-member high-level delegation from Royal Government of Bhutan also visited the Secretariat.

An Orientation Programme for the newly elected/nominated Members of Rajya Sabha was organised for two days on 26 and 27 July 2008. An exhibition on the working of Rajya Sabha was also set up on this occasion. Forty four Members attended the Programme.

Training Cell also organised a Computer Clinic for Members and their personal staff in collaboration with the National Informatics Centre (NIC).

An Orientation Programme for Media Persons was organized from 15 to 18 January 2008. Seventy seven media persons on the first day, forty seven each on second and third day and fifty four on the fourth day attended the Programme. A Website Familiarization Programme for Media Persons was also organized on 28 February 2008.

A two-day Workshop on Windows Vista for the officials, who were provided with new machines loaded with the software, and were facing problems in operating the same, was organized on 13 and 14 May 2008. Thirty nine officials attended the Workshop on the first day and thirty two officials on the second day of the Programme.

For the first time, a Workshop on Right to Information (RTI) was organized on 20 November 2008. Nearly 125 officers attended the programme, which provided a platform for free exchange of views on the Right to Information as well as the implementation of the RTI Act.

Research Notes/Interventions/Speeches/Messages, etc., for use of Presiding Officers and Secretary-General

During the year 2008, the Library, Reference, Research, Documentation and Information Service (LARRDIS) was restructured into 8 Units namely: General Research Unit (Unit 1), Publications and Who's Who Unit (Unit 2), Library and Reference Unit (Unit 3), Media, Education and Audio-Visual Unit (Unit 4), Research Unit-I (Unit 5), Research Unit-II (Unit 6), Research Unit-III (Unit 7) and Research Unit-IV (Unit 8). With the restructuring of the LARRDIS, the existing Research & Library Section and Press and Media Unit have been merged with the aforesaid Units.

During the year 2008, Research and Library Section prepared a number of research notes/speeches on various items of agenda for use of the Deputy Chairman and Secretary-

General for various Parliamentary Conferences such as the Association for Secretaries General of Parliaments (ASGP) Conference held in Cape Town, South Africa in April 2008; 11th Annual Conference of North-East Region Commonwealth Parliamentary Association (NERCPA) held in Aizawl, Mizoram in May 2008; Conference of Presiding Officers/ Secretaries held in Chandigarh in September 2008; and ASGP Conference held in Geneva (Switzerland) in October 2008.

Besides, 17 speeches, 7 messages, 2 briefs and 1 article for the use of Chairman, Deputy Chairman and Secretary-General including draft addresses at the Orientation Programme for Media Persons held from 15-18 January at Parliament House Annexe; addresses at a farewell function in honour of retired/retiring Members of Rajya Sabha on 12 March 2008 in Parliament Library Building; addresses at the Orientation Programme for the newly elected/nominated Members of Rajya Sabha on 26 and 27 July 2008, Parliament House Annexe; 11th Annual Conference of NERCPA held from 27-30 May 2008 at Aizawl, Mizoram; speech at Hiren Mukherjee Memorial Lecture on 11th August 2008 in Central Hall, Parliament House; addresses at the launch of 'e-file software' for M.A. Section on 14 October 2008 at Parliament House; speeches for use of Vice-President during his visit to Turkmenistan and Kazakhstan; an article on 'Impeachment of Judges'; and briefs on 'Rajya Sabha and Lok Sabha covering salient and special features alongwith statistical information' and 'Informing Democracy: Building Capacity to meet Parliamentarian's information and knowledge needs' were also prepared.

In addition, notes on Parliaments of Sweden, Slovakia, Ireland, Sudan, Japan, Switzerland, Bhutan, Nepal, Afghanistan and a comparative statement about the Parliament of India, Turkmenistan and Kazakhstan were prepared for use of the Chairman and the Secretary-General during the visits of Parliamentary delegations from these countries. Apart from it, the Section also brought out four publications namely 'Rajya Sabha and its Secretariat: A Performance Profile 2007'; 'Welcome Mr. Chairman, Sir' and two occasional papers titled 'Reservation of Seats for Women in Legislative Bodies: Perspectives' and 'Climate Change: Challenges to Sustainable Development of India'.

In addition, 6 research notes on issues likely to be raised during the 213th & 214th sessions were prepared for perusal of the Hon'ble Chairman. These included 'The NREGA: the draft report of the Comptroller and Auditor-General of India on the Leakages in the NREGA'; 'The SEZs: Issue of Land Acquisition by the Government and the Farmer's Rights'; 'SEZs Issue in Goa'; 'National Urban Housing and Habitat Policy-2007'; 'The Unorganized Sector Workers' Social Security Bill-2007: Amendments'; 'Land Acquisition issue in Singur and other related developments' and 'Floods in Bihar'.

The Research and Library Section also maintains a small library for use of officers and staff of the Secretariat, who are permitted to borrow books for official use. During the year 2008, 198 books and journals were added to the Library and 311 books/magazines were issued to the officers and staff of the Secretariat. Besides, 181 reference books were purchased and supplied to officers/sections.

Press and Media Work

The erstwhile Press & Media Unit created on 17 November 2003 was rechristened as the Media, Education and Audio-Visual Unit as part of the restructuring of LARRDIS *w.e.f.* 19 September 2008. The Unit continues to function as the nodal Section for the work relating to liaison with press and media agencies, correspondents and journalists.

During the year 2008, Media, Education and Audio-Visual Unit issued 26 passes to the journalists under Long and Distinguished Service category. The Unit also issued 252 permanent photo passes to the correspondents to newspapers/news agencies/electronic media having a sanctioned quota for Rajya Sabha Press Gallery for one-year duration. During the year, two newspapers, a news channel and a magazine were admitted to the Rajya Sabha Press Gallery. Names of 452 journalists eligible for Temporary and Sessional cards were recommended to the Centralized Pass Issue Cell (CPIC) for issuance of bar coded passes. One journalist was also given Central Hall facility during the year. Besides, names of 231 journalists having permanent Rajya Sabha Press Gallery passes were sent to the CPIC for issue of R.F. Tags.

The Unit also handles the work relating to the issuance of Parking Labels to press correspondents to enable them to have access to the Parliament House Complex. During the year 2008, 105 Annual Parking Labels and 58 Sessional Parking Labels were issued to the media persons.

The Unit manages a Press Counter near the Press Gallery of Rajya Sabha. During the session period, one person is deputed to the Press Counter to provide Parliamentary papers to the correspondents of both print and electronic media covering the proceedings of Rajya Sabha. Copies of Parliamentary papers such as Bills, List of Business, List of Starred/Unstarred Questions, Statements made by the Ministers, Reports of the various Parliamentary Committees, Special Mentions, etc. were supplied/made available at the Press Counter during the sessions. This apart, various press releases and notices were also supplied to media persons through the Press Counter.

The Unit also did a large amount of liaison work with different news agencies, newspapers, correspondents of electronic and print media for giving wide publicity to the activities and events that took place during the year. Some of these included Orientation Programme for Media Persons held at Parliament House Annexe from 15 to 18 January 2008; Visits of foreign parliamentary delegations from Finland, Switzerland and Bhutan; Press Conferences held at Parliament House/Parliament House Annexe, addressed by the Chairman, Committee on Transport, Tourism and Culture on 5 March 2008, Chairman, Committee on Personnel, Public Grievances, Law and Justice on 11 March 2008, Chairman, Committee on Transport, Tourism and Culture on 18 April and 20 August, 2008, Chairman, Committee on Personnel, Public Grievances, Law and Justice on 22 and 23 October 2008, Chairman, Joint Parliamentary Committee on Wakf on 23 October 2008 and Chairman, Committee on Transport, Tourism and Culture on 23 October 2008; Farewell function for retired/retiring Members of Rajya Sabha held on 18 March 2008; Oath taking ceremonies of the newly elected/nominated Members of Rajya Sabha held on 4 June, 4 July, 24 July, 11 August, 18 August, 9 September and 20 November 2008; Orientation Programme for the newly elected/re-elected/nominated Members of Rajya Sabha held from 26 to 27 July 2008; Launching of a software for electronic movement of files of the Rajya Sabha Secretariat pertaining to Members Amenities on 14 October 2008; A day long workshop on the Right to Information Act held at Parliament House Annexe on 20 November 2008; Conference organized to discuss the recommendations of the Joint Parliamentary Committee on Wakf held on 20 December 2008; and Valedictory Remarks by the Chairman, Rajya Sabha at the end of 213th and 214th Sessions.

The Unit also prepared Press Releases both in English and Hindi to ensure adequate publicity to a number of important events as mentioned above. The Unit prepared briefs and notes relating to its mandate as and when required.

Committee Coordination Section

The Committee Coordination Section was created in 2003 after the bifurcation of Committee Section II to act as the nodal Section for all the Committees. During the year 2008, the Committee Coordination Section dealt with a total number of 21 cases of elections and 14 cases of nominations of Members of Rajya Sabha to the various Statutory Bodies/ Joint Parliamentary Committees. The Section also initiated timely action for the reconstitution of the Department-related Parliamentary Standing Committees (DRSCs). The twenty-four DRSCs were reconstituted *w.e.f.* 5 August 2008 and while eight Standing Committees of Rajya Sabha (House related Committees) were re-constituted *w.e.f.* 28 May 2008, two Standing Committees of the Rajya Sabha (House related Committees) *viz.* Committee on Member of Parliament Local Areas Development Scheme and General Purposes Committee were re-constituted *w.e.f.* 29 May 2008 and 18 June 2008, respectively. Besides, notices of Motions for election/requests for nomination of Members of Rajya Sabha to the various Joint Parliamentary Committees/Parliamentary Fora were processed and the specified number of members got elected/nominated thereto. These included Committee on Public Accounts; Committee on Public Undertakings; Committee on the welfare of Scheduled Castes and Scheduled Tribes; Joint Parliamentary Committee on Offices of Profit; Joint Parliamentary Committee on the Salary, Allowances and Pension of Members of Parliament; Committee on Empowerment of Women; Library Committee; Railway Convention Committee; Committee on Food Management in Parliament House Complex; Joint Parliamentary Committee on Installation of Portraits/Statues of National Leaders and Parliamentarians in the Parliament House Complex; Joint Parliamentary Committee on Wakf; Parliamentary Forum on Water Conservation and Management; Parliamentary Forum on Youth; Parliamentary Forum on Children; Parliamentary Forum on Population and Public Health and Parliamentary Forum on Global Warming and Climate Change. In addition, the proposals received from the Lok Sabha Secretariat regarding extension of the tenure of Joint Parliamentary Committee on Security Matters in Parliament House Complex and the Committee on Food Management in Parliament House Complex were also processed for the approval of Hon'ble Chairman, Rajya Sabha by the Section, and the tenure of these two Committees was extended for one year each. Another request from the Chairman of Joint Parliamentary Committee on Wakf on behalf of the Committee seeking extension of the tenure of the Committee was processed and the Chairman, Rajya Sabha, with the concurrence of the Speaker, Lok Sabha granted extension of the term of the Committee from 2 January to 31 March 2008, 1 April to 30 June 2008, 1 July to 31 December 2008 and finally till the end of the term of the 14th Lok Sabha.

Requests from various Central Government agencies and State Governments seeking approval of Hon'ble Chairman, Rajya Sabha to the nomination of Members of Rajya Sabha to various Committees/Bodies constituted by them were received, examined and processed in the Section in accordance with the provisions contained in the Parliament (Prevention of Disqualification) Act, 1959 and, wherever considered necessary, references were made to the Joint Parliamentary Committee on Offices of Profit for its opinion/recommendation in the light of which the cases were thereafter placed before the Chairman, Rajya Sabha for his consideration/orders. During the year 2008, 12 requests seeking approval of Hon'ble Chairman, Rajya Sabha to the nomination of Members to various bodies were processed in the Section.

In addition, the Section compiled, published and distributed to the Members two publications titled "Rajya Sabha Committees—A Profile (2007)" and "Committees of Rajya Sabha and Other Parliamentary Committees and bodies on which Rajya Sabha is

Represented (2008-09)". A total of 106 Reports/Statements of various Committees received from the Lok Sabha Secretariat were also laid on the Table of Rajya Sabha.

Simultaneous Interpretation Service

During the year 2008, the Interpretation Service provided simultaneous interpretation in roughly 200-225 meetings of the Department-related Parliamentary Standing Committees. In addition, the Service also covered around 20 meetings of the Consultative Committees attached to various Ministries/Departments. The Biannual Conference of Governors was also held in the year 2008 and Interpreters from the Rajya Sabha Secretariat were requested by the Rashtrapati Bhawan to cover the same.

Simultaneous interpretation was also provided for the benefit of the members of Selection Boards set up by the Union Public Service Commission (UPSC) to facilitate candidates appearing in interviews and opting for languages other than English.

Similarly, interpretation services were provided in the Orientation Programme organized for newly elected/nominated Members of Rajya Sabha held in July 2008 and the Orientation Programme for Media Persons held in January 2008.

Formation of Rajya Sabha Secretariat Employees Association

In April 2008, the Hon'ble Chairman, Rajya Sabha approved the formation of the Rajya Sabha Secretariat Employees Association. The Association, *inter alia*, aims to safeguard and promote the legitimate interests of employees of the Rajya Sabha Secretariat in service matters and to secure redressal of their grievances.

RAJYA SABHA SECRETARIAT

(As on 20.05.2009)

Main responsibilities of the officers of the Rajya Sabha Secretariat

Name, Designation & Official Telephone Nos.	Main responsibility
Dr. V. K. Agnihotri Secretary-General 2303-4695 2301-7355 2301-8676 2379-2940 (Fax) 2303-4142 (PHA) 2301-5557 (PHA)	<i>Parliamentary Adviser to the Hon'ble Chairman, Rajya Sabha and through him to the House.</i> <i>Administrative Head of the Secretariat of Rajya Sabha and overall in-charge of all administrative and executive functions on behalf of and in the name of the Chairman.</i>
Shri N. C. Joshi Secretary 2303-4604 2301-1328 (Tele-fax)	<i>Printing & Publications Service; Table Office; Notice Office; Lobby Office; Legislative Section; Bill Office; Parliament Security Service; Files relating to policy matters of all Standing Committees and Department-related Committees except House Committee; Any other work assigned</i>
Shri P. Gopalakrishnan Additional Secretary (AS&FA) 2303-4204 2301-4948 (Tele-fax) 2301-4948	<i>Pay & Accounts Office; Estt. (Accounts) & Budget Section; All files dealing with financial matters involving expenditure beyond the delegated powers to JS and below; M.A. Section including House Committee; Training Cell; IT Section and Committee on Provision of Computers to Members of Rajya Sabha; Committee Section (Commerce); Any other work assigned</i>
Smt. Vandana Garg Joint Secretary (G) 2303-4212 2379-3412 2301-8708 (Fax)	<i>Questions Branch; Committee Section (H&FW); Committee Section (HRD); Committee Section (COPLOT); Any other work assigned</i>
Shri Tapan Chatterjee Joint Secretary (C) 2303-4530 2301-0718 2301-2007 (Fax)	<i>Committee Section (HA); Conference & Protocol Section; Committee Section (Petitions); Any other work assigned</i>
Shri Sham Sher Singh Joint Secretary (S) 2303-4057 2379-4328 (Tele-fax)	<i>Committee Section (Industry); Committee Section (PPG); Committee Section (Govt. Assurances); MS & A Branch; Any other work assigned</i>

Name, Designation & Official Telephone Nos.	Main responsibility
Shri S. K. Kathuria Joint Secretary (K) 2303-4239 2301-6431 2301-2522 (Tele-fax)	<i>Editorial & Translation Service; Simultaneous Interpretation Service; Any other work assigned</i>
Shri S. N. Sahu Joint Secretary	<i>On deputation</i>
Shri G. C. Miglani Joint Secretary (M) 2303-4557 2301-2550 2379-2812 (Fax)	<i>Committee Co-ordination Section; Sales & Archives Section; Committee Section (Ethics); Any other work assigned</i>
Smt. Agnes Momin George Joint Secretary (AM) 2303-4202 2301-1805 2301-1245	<i>Committee Section (S&T); G. A. Section; Stores Section; Welfare Unit; Any other work assigned</i>
Shri N. K. Singh Joint Secretary (N) 2303-4733 2379-3377 (Tele-fax)	<i>Library, Reference, Research, Documentation & Information Service; Press & Media; Printing & Publications Service; Committee Section (T&T); Committee Section (Subordinate Legislation); Committee Section (JPC on Wakf); Any other work assigned</i>
Shri Gobind Lal Joint Secretary (R) 2303-4137 2379-3419 2301-6805 (Fax)	<i>Verbatim Reporting Service; Any other work assigned</i>
Dr. D. B. Singh Joint Secretary (D) 2303-4206 2301-2592 2301-5585 (Fax)	<i>Personnel Section; Estt. (General) Section; O & M Section; Committee Section (MPLADS); Distribution Branch; Any other work assigned</i>
Shri S. K. Watts Director (Comm.) 2303-4240 2301-3158	<i>Committee Section (Commerce); Questions Branch (One Group)</i>
Shri S. K. Ganguli Director (T) 2303-4668 2301-2083	<i>Table Office; Notice Office; Lobby Office; Committee Section (Govt. Assurances)</i>

Name, Designation & Official Telephone Nos.	Main responsibility
Shri Deepak Goyal Director (Q) & Central Public Information Officer (CPIO) 2303-4201 2301-6014	<i>Question Branch (One Group); RTI Cell</i>
Shri Sanjay Singh Director (Security) 2303-5054 2303-5215 2301-1218 (Fax)	<i>Parliament Security Service</i>
Kum. Bharti Tiwari Director (Media)	<i>On deputation</i>
Shri L. B. Shinde Director (Interpretation) 2303-4456 2301-3927	<i>Simultaneous Interpretation Service</i>
Shri P. P. K. Ramacharyulu Director (Home) 2303-4256 2301-3747	<i>Committee Section (HA); Committee Section (JPC on Wakf)</i>
Shri Mukul Pande Director (L) 2303-4693 2301-8044	<i>IT Section and Committee on Provision of Computers to Members of Rajya Sabha; Bill Office; Legislative Section</i>
Smt. Kamlesh Verma Director (PSS) 2303-4124 2301-1973	<i>Private Secretaries & Stenographic Service</i>
Smt. Usha Sharma Director (E&T) 2303-4558 2379-2816	<i>Editorial and Translation Service</i>
Shri A. K. Singh Director (M.A.) 2303-4543 2379-2819	<i>M.A. Section; Committee Section (Industry)</i>
Shri S. D. Nautiyal Director (LARRDIS) 2303-4216 2301-6806	<i>Library, Reference, Research, Documentation & Information Service</i>

Name, Designation & Official Telephone Nos.	Main responsibility
Shri A. K. Chatterjee Director (Stores) 2303-4597 2379-3564	<i>Stores Section; Committee Co-ordination Section</i>
Shri R. C. Virwani Director (Reporting) 2303-4275 2379-2848 2301-6805 (Fax)	<i>Verbatim Reporting Service</i>
Shri M. K. Khan Director (HRD) 2303-4047 2309-3715	<i>Committee Section (HRD)</i>
Shri N. S. Walia Director (C&P) 2303-4187 2379-3563	<i>Conference & Protocol Section; Questions Branch (One Group)</i>
Shri R. B. Gupta Director (H&F) & Welfare Officer 2303-4056 2379-2852	<i>Committee Section (H&FW); Welfare Unit</i>
Choudhury Ramakant Das Director (Interpretation) 2303-4191 2309-2871	<i>Simultaneous Interpretation Service</i>
Shri Raghav P. Dash Director (LARRDIS) 2303-5426 2301-4957	<i>Library, Reference, Research, Documentation & Information Service</i>
Shri J. G. Negi Director 2303-4261 2309-3194	<i>Estt. (Accounts) & Budget Section</i>
Shri C. B. Rai Director (P) 2303-4162 2309-3714	<i>Personnel Section</i>
Shri Sarjit Singh Lakra Joint Director (Security) 2303-4780 2301-7827	<i>Parliament Security Service</i>

Name, Designation & Official Telephone Nos.	Main responsibility
Smt. Usha Dhingra Joint Director (PSS) 2303-4123 2301-1991 (Tele-fax)	<i>Private Secretaries & Stenographic Service</i>
Shri B.K. Pant Joint Director (PSS) 2303-4127 2301-2006	<i>Private Secretaries & Stenographic Service</i>
Smt. Suman Ahuja Joint Director (PSS) 2303-4699 2301-7048	<i>Private Secretaries and Stenographic Service</i>
Shri Jagjit Singh Joint Director (E&T) 2303-4211	<i>Editorial and Translation Service</i>
Kum. L. Lakshmi Joint Director (LARRDIS)	<i>On deputation</i>
Shri K.P. Singh Joint Director (P&L) 2303-4292	<i>Committee Section (PPG)</i>
Shri Jagdish Kumar Joint Director (T&T) 2303-4061	<i>Committee Section (T&T); Committee Section (MPLADS)</i>
Shri Rohtas Joint Director (Q-I) 2303-4252	<i>Questions Branch (One Group); Distribution Branch; O & M Section</i>
Shri Jagmohan Sundriyal Joint Director (Com-II) 2303-4541	<i>Committee Section (Petitions); Committee Section (HRD)</i>
Shri Mom Raj Singh Joint Director (S&A) 2303-4093	<i>Sales & Archives Section</i>
Smt. Sunita Sekaran Pay & Accounts Officer 2303-4063	<i>Pay & Accounts Office</i>
Shri S. K. Tripathi Joint Director (L) 2303-4967	<i>Bill Office; Legislative Section; Committee Section (Govt. Assurances)</i>
Shri A. K. Gandhi Joint Director (Co-ord) 2303-4539	<i>Committee Co-ordination Section; Committee Section (S&T)</i>

Name, Designation & Official Telephone Nos.	Main responsibility
Smt. Vanjula G. Rajan Joint Director (G.A.) 2303-5400	<i>G. A. Section</i>
Shri Pradeep Chaturvedi Joint Director	<i>On deputation</i>
Shri S. K. Chhugani Joint Director (G) 2303-5257	<i>Estt. (G) Section (all matters pertaining to leave)</i>
Shri Pawan Kumar Joint Director (LARRDIS) 2303-4532 2301-4850 (Tele-fax)	<i>Library, Reference, Research, Documentation & Information Service</i>
Shri Ajay Ghosh Joint Director (Reporting) 2303-5454	<i>Verbatim Reporting Service</i>
Shri K. Ravinder Joint Director (Reporting) 2303-5222	<i>Verbatim Reporting Service</i>
Shri Hari Mohan Saxena Joint Director (Reporting) 2303-4080	<i>Verbatim Reporting Service</i>
Shri K. L. Gandhi Joint Director (Reporting) 2303-4080	<i>Verbatim Reporting Service</i>
Shri S. Sundararaman Joint Director (Reporting) 2303-5222	<i>Verbatim Reporting Service</i>
Shri Radhe Shiam Sharma Joint Director (Reporting) 2303-4080	<i>Verbatim Reporting Service</i>
Shri Ashok Kumar Anand Joint Director (Reporting) 2303-4731	<i>Verbatim Reporting Service</i>
Smt. Nirmala Bhatt Joint Director (Reporting) 2303-4068	<i>Verbatim Reporting Service</i>
Smt. Parvathy Venkitachalam Joint Director (PSS) 2303-4121 2301-2009	<i>Private Secretaries & Stenographic Service</i>

Name, Designation & Official Telephone Nos.	Main responsibility
Smt. Suman Mala Thakur Joint Director (Interpretation) 2303-4618 2303-4725	<i>Simultaneous Interpretation Service</i>
Shri H.C.D. Sharma Joint Director (Security) 2303-4129	<i>Parliament Security Service</i>
Shri Ashis Chakravarty Joint Director (Security) 2303-4085	<i>Parliament Security Service</i>
Shri K. S. Mani Joint Director (Security) 2303-4685 2301-1485 (Tele-fax)	<i>Parliament Security Service</i>
Shri Raj Kumar Verma Joint Director (Security) 2303-4483	<i>Parliament Security Service</i>
Smt. Anita Chugh Joint Director (PSS) 2303-4842	<i>Private Secretaries & Stenographic Service</i>
Shri Vimal Kumar Joint Director (Trg.) 2303-5109	<i>Training Cell, Committee Section (Industry)</i>
Smt. Santosh Dhingra Joint Director (MS&A) 2303-5254	<i>MS & A Branch</i>
Shri M. C. Tiwari Joint Director (Com-I) & Central Assistant Public Information Officer (CAPIO) 2303-4353	<i>Committee Section (Subordinate Legislation); RTI Cell</i>
Shri S. Jason Joint Director (Rectt.) 2303-4327	<i>Recruitment Cell</i>
Dr. Jayantimala Devi Joint Director (Interpretation) 2303-4565 2303-4572	<i>Simultaneous Interpretation Service</i>
Smt. Saroj Bala Rikh Joint Director (PSS) 2303-4066 2301-8620	<i>Private Secretaries & Stenographic Service</i>

Name, Designation & Official Telephone Nos.	Main responsibility
Smt. Saroj Sharma Joint Director (P&P) 2303-5364	<i>Printing and Publications Service</i>
Ms. Manjeet Kaur Sethi Joint Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Shri D. S. Prasanna Kumar Joint Director (LARRDIS)	<i>Assigned work in the Office of the Hon'ble Chairman, Rajya Sabha</i>
Shri Chandra Shekhar Mishra Joint Director (E&T) 2303-4031	<i>Editorial & Translation Service</i>
Shri Birendra Kumar Joint Director (E&T) 2303-5342	<i>Editorial & Translation Service</i>
Shri Rajendra Singh Chauhan Joint Director (Interpretation) 2303-4725 2303-4618	<i>Simultaneous Interpretation Service</i>
Smt. Nishi Chadha Joint Director (Interpretation) 2303-4725 2303-4618	<i>Simultaneous Interpretation Service</i>
Shri Bhupinderjeet Singh Joint Director (PSS) 2303-4842	<i>Private Secretaries & Stenographic Service</i>
Smt. Neelam Chugh Joint Director (P&P) 2303-5365	<i>Printing and Publications Service</i>
Shri Arun Sharma Joint Director (Ethics) 2303-5368	<i>Questions Branch (One Group); Committee Section (Ethics)</i>
Smt. M. Sasilekha Nair Joint Director (G-II) 2303-5308	<i>Estt. (General) Section (all matters except leave)</i>
Shri Joe Mathew Joint Director (Interpretation) 2303-4725 2303-4618	<i>Simultaneous Interpretation Service</i>

Name, Designation & Official Telephone Nos.	Main responsibility
Shri M. R. Verma Joint Director (E) 2303-5253	<i>Estt. (Accounts) & Budget Section</i>
Shri K. S. Somashekhar Joint Director (Interpretation)	<i>On deputation</i>
Shri Mahinder Singh Joint Director (Security) 2303-4608	<i>Parliament Security Service</i>
Smt. Shefali Gupta Joint Director (PSS)	<i>Private Secretaries & Stenographic Service</i>
Shri Gurnam Singh Joint Director (C&P) 2303-5367	<i>Conference & Protocol Section; Question Branch (One Group)</i>
Shri M. C. Mangal Joint Director (Reporting) 2303-4731 2303-4080	<i>Verbatim Reporting Service</i>

Do you want more information on Rajya Sabha?

For more information readers may like to refer to the following publications:

1. Rules of Procedure and Conduct of Business in the Council of States
2. Rajya Sabha At Work
3. Rajya Sabha Practice & Procedure Series (1-21)
4. An Introduction to Parliament of India

These publications can be purchased from the Sales Counter (Rajya Sabha Secretariat), Parliament House Reception Office, New Delhi (Tel. : 23034360) and also from the Executive Officer, Sales & Archives Section, Rajya Sabha Secretariat, Room No. 002, Parliament House Annexe, New Delhi-110001 (Tel.: 23034160).

Information regarding Rajya Sabha is also available on the Internet at <http://parliamentofindia.nic.in> and <http://rajyasabha.nic.in>