





सत्यमेव जयते

PARLIAMENT OF INDIA  
RAJYA SABHA

INFORMATION MANAGEMENT  
FOR LEGISLATORS



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## **PREFACE**

This booklet is part of the series of booklets brought out for the benefit of the newly elected Members of Rajya Sabha. It covers briefly about the Information Management for the Legislators. For detailed information, original sources may be referred to.

It is intended to serve as a handy guide for ready reference. I hope the Members will find this booklet useful.

New Delhi  
July, 2018

**DESH DEEPAK VERMA**  
Secretary-General



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## INTRODUCTION

Knowledge and information have become most crucial resources of our time. It is said that information is power. People's access to information determines the level and extent of their empowerment. Information is of vital importance to Parliament in carrying out its manifold responsibilities of legislation, oversight of the government and ventilation of public grievances. It is rightly said that 'Parliament is an information intensive and information demanding institution'. It generates as well as requires information from a variety of sources such as the government, media, civil society, etc. To be an effective parliamentarian, a Member needs to be well informed about national, regional and international developments in today's rapidly transforming environment. Considering the heavy demand on the precious time of the Member from different quarters, it is not practically feasible for him or her to access all the relevant information directly from diverse sources. It is, therefore, imperative that Members are kept well informed of the various developments by providing them objective, non-partisan and accurate information on a regular basis. With this objective in view, Parliaments, the world over, have developed institutional mechanism for managing the information resources and their timely availability to the Members for meeting their varied information requirements<sup>1</sup>.

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<sup>1</sup> Parliamentary Practices: Secretary-General, Rajya Sabha at Conferences (2002-2011), Rajya Sabha Secretariat, New Delhi, 2011

Access to reliable and timely information is essential for the proper functioning of modern legislatures. Libraries of Legislatures contribute to the effectiveness of Legislature by making available authoritative, independent, non-partisan and relevant information on a continuous and regular basis. The unprecedented developments in Information and Communication Technologies (ICT) over the years have ushered in revolutionary changes in various spheres of life including legislative libraries to assist legislatures in dealing with management of information and its availability to Members for discharging their responsibilities.

## **INFORMATION NEEDS OF PARLIAMENTS AND PARLIAMENTARIANS**

Information is vital to a legislator's job, more so in the context of the widening scope and complexity of public administration, the unprecedented technological revolution and information explosion. Also, it is not a question of lack of information; there is perhaps too much of it on too many subjects from a wide variety of sources. An average legislator has neither the time nor the patience to look into the staggering amount of paper with which he is flooded. What a legislator today wants is only the relevant or the right kind of information supplied to him in good time and in precise form. Each legislator has varying information needs<sup>2</sup>.

Information is crucial to Parliament. As the supreme deliberative and law-making bodies for their respective countries, Parliaments must have unrestrained access to information. They have an inalienable right to be informed. To debate, discuss and decide, Parliaments need information that is timely, authentic and complete.

If Governments are answerable to their Parliaments and must provide them the information they require or ask for, Parliaments themselves are answerable to the people they represent, and cannot hope to survive for long if the latter are not kept informed by them, for people have a right to be kept informed by their Parliament. The communication

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<sup>2</sup> Subhash C. Kashyap, Information Management for Members of Parliament, *Journal of Constitutional and Parliamentary Studies*, Vol. VII, No. 2, p. 107.

technology has radically transformed many things but not the central position of Parliament itself as a powerful medium for information dissemination. Situated between the people and the Government, as they are, the Parliament and the Parliamentarians constitute the best communication linkage between them.

Faced with myriad common problems, Parliaments have much to share and learn from each other's experience and knowledge. To discuss possible solutions to their problems, Parliamentarians wish to know how similar problems are handled in other countries or by other Parliaments. There is, therefore, a growing need in Parliaments for information regarding other countries and for comparative analysis as the basis for decision-making. Exchange of information between Parliaments assumes considerable importance in this context<sup>3</sup>.

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<sup>3</sup> T. Bystrom and E. Spicer, International Co-operation on Information for Parliament, *Inter-Parliamentary Bulletin*, 3rd Quarter, 1974, pp. 117-24.

## **NEED FOR AN INSTITUTIONALISED SOURCE OF INFORMATION DISSEMINATION**

The sources of a Parliamentarian's information are many but, in as much as a modern government is the greatest single monopolist of information, most legislatures and legislators—more particularly in the developing nations—have to rely heavily on the executive departments for their information requirements. Even though efficiently collected and processed, this information may, consciously or unconsciously, very often get slanted or biased in favour of the ends of government and may not always be considered factual or objective. Information from other sources like the mass media, interest groups or lobbyists, etc., would be even less so. Hence the need for the legislature developing its own institutionalised sources of information, an independent information reservoir and specialised dissemination procedures. This is sought to be achieved through the Legislative Library and Research and Reference Services and through the enquiries conducted by Parliamentary committees. For dissemination of objective and unbiased information, the best mechanism thus far developed anywhere is that of Library and Research, Documentation and Information Services (LARRDIS)—with whatever name called—set up and controlled by the concerned Parliaments themselves. The LARRDIS is known by different names in several Parliaments. Historically, as also conceptually, LARRDIS may be viewed as an outgrowth and an integral and inseparable part of library and committee functions. Even organisationally, LARRDIS has been, and in

most of the legislatures still is, a part of the Parliament Library and functions under the same general authority as the library itself<sup>4</sup>.

Not all Parliaments, however, can afford to have a well equipped LARRDIS suitably manned by high quality and well trained professionals, librarians, information scientists, subject and area specialists, etc. The problem is particularly acute in several of the new and developing countries. It is now generally recognised that information is the most vital resource for development and the information needs of legislators in developing countries are the most urgent and vital to their effective functioning<sup>5</sup>.

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<sup>4</sup> Subhash C. Kashyap, *op. cit.*, pp. 107-08.

<sup>5</sup> Subhash C. Kashyap, Parliaments and Information Dissemination, Monograph Series No. 4, *Journal of Parliamentary Information*, Vol. XXXI, No. 1, March, 1985.

## **SCOPE AND AMBIT OF LARRDIS FUNCTIONS**

The role of research and information service is concerned with arranging information through available techniques and tools—mechanised or manual—and managing the flow of information on a chosen field in a manner designed to help the user get relevant information, as and when required. In Legislatures, this can be done by a collective, non-partisan and independent LARRDIS which offers its facilities, skills and amount of information and knowledge freely to any and every Member. As a source of information, LARRDIS is essentially different from other sources in as much as it is strictly non-partisan and objective. Legislators can turn to LARRDIS and hope to receive ‘balanced, unbiased and fair presentation of all the relevant facts’. Also the LARRDIS’ approach to retrieval, analysis, organisation and dissemination of information has to be specifically oriented to achieving its distinct objective of tackling the information problem of Parliamentarians. Since present day legislators are hard-pressed for time, information has to be supplied to them in readily usable form. LARRDIS has to provide relevant information within the minimum time and with minimum volume with the objective of enhancing Parliamentary efficiency and effectiveness. Objectivity, accuracy, authenticity, precision and promptitude are the five cardinal norms for all research and reference work done by LARRDIS.

It is often found functionally convenient to divide the LARRDIS into broad subject divisions, with a view to

developing the necessary subject specialisation and expertise in the staff. Thus, there may be separate divisions or units devoted to Constitution and Law, Economics and Finance, Foreign Affairs, Education, Science, etc. Another possible set-up may be on the pattern of executive agencies or government departments, *i.e.* for each department or group of departments there may be a corresponding unit in the LARRDIS.

## **NATURE OF ENQUIRIES RECEIVED BY LARRDIS—ITS TOOLS AND SERVICES**

The information requirements of Parliamentarians are too many and their demands on the LARRDIS too numerous. Most of the references are either topical, House- business related or constituency-oriented. The demands on the LARRDIS keep on oscillating caused by the varying constituency pulls, sociopolitical factors and predilection of Members.

Enquiries received in the LARRDIS may be divided into various categories, from the point of view of the degree and extent of work involved in each case. Some of the references can be disposed of on the telephone or orally on the spot; some others may be satisfactorily attended to with the help of the reference works or library collections, but there may be others which require somewhat deeper research which includes examination of pros and cons of a proposal, comprehensive study of a problem of national importance, analysis of a Bill or interpretation of constitutional provisions.

This leads to the question of LARRDIS tools and services directed to information organisation, storage, retrieval and dissemination. One set of tools consists of the existing library collections and catalogues, and information and materials available from government departments and agencies. While the other and the more important set of tools consists of the various LARRDIS Services themselves. These include the documentation materials and equipment;

press clipping folders; reference or subject files; specialised (annotated) bibliographies; abstracts, annotations and indices of reports and articles; digests of important books, Acts and Court Judgements; fact-sheets; information bulletins; statistical memoranda; news-digests; analysis of proposed legislation, monographs and documentary studies on current problems, reference notes, etc. [For a summary of the services rendered by the Parliament Library and Reference, Research, Documentation and Information Service (LARRDIS). *See* '**Annexure**'].

## **DUTIES AND FUNCTIONS OF LARRDIS STAFF— ITS PARAMETERS AND CONSTRAINTS**

LARRDIS staff has to perform a delicate and arduous task. They have to observe strict neutrality between the issues involved and between possible opinions. They have to work most confidentially and always remain anonymous and behind the scene, and they have to suppress their urge to express opinions. Some of the most crucial decisions of national importance may be based on their background work, but they have to exercise the fullest self-restraint and never try to claim any credit for themselves. They also have to remain mentally alert all the time and stay up-to-date in knowledge and techniques in their respective spheres. Besides, the LARRDIS staff works under tremendous and continuous pressure as information has often to be supplied at short notice within the specified time-limit to the Members. Serving the supreme representatives of the people and trying to meet their information requirements is a matter of great responsibility. It requires the maximum of honesty, integrity, ability, discipline, institutional loyalty and tact.

The LARRDIS users are generally the individual Members of Parliament, the Committees, Secretariats and the officers of the Legislature. More often than not, there is a wide divergence between what LARRDIS can do and what the expectations of Members of Parliament are. On the one hand, very few Members really make use of the existing Research and Reference facilities while, on the other, some of the Members may be more demanding. The most ticklish

question is that of providing more personalised research and reference service to the Members, which would mean that LARRDIS should try to anticipate the need of each individual Member and provide information accordingly. Sometimes, demands may even be made for preparing specialised research studies and notes on specific topics for the exclusive use of individual Parliamentarians, for attending to constituent's queries and correspondence, for helping the Member in writing books and articles, for advising him on legal, political and other - proposals. It is, therefore, considered most advisable to confine LARRDIS to the prompt supply of available factual information in the best possible and easily usable form. LARRDIS, however efficient, could never become a full substitute for a Member's own thinking or judgement or for his homework<sup>6</sup>.

It goes without saying that the LARRDIS ought to be used as the most acceptable source for institutionalised flow of information. To that end, the LARRDIS have to be suitably equipped for dissemination of relevant information to Members. Apart from its traditional functions of catering to the legislators' reference needs, an ideal LARRDIS should *inter alia*:

- (a) Meet the orientation and training needs of new Members by organising Parliamentary courses or orientation seminars;
- (b) Impart necessary training to all new Parliamentary officials; and

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<sup>6</sup> Subhash C. Kashyap, Information Management for Members of Parliament, *Journal of Constitutional and Parliamentary Studies*, Vol. VII., No. 2, pp. 113-14.

- (c) Organise Parliamentary courses for officers from the executive and academics from universities during inter-session periods<sup>7</sup>.

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<sup>7</sup> It may be stated here that the Bureau of Parliamentary Studies and Training (BPST) functioning under the control of the Lok Sabha Secretariat is already taking care of the above functional extensions of the LARRDIS.

## INTERNATIONAL RECOGNITION OF THE PROBLEM

In January, 1973, the Inter-Parliamentary Union's (IPU) Symposium on Information Requirements of Members was organised by the International Centre for Parliamentary Documentation (CIDP), Geneva. This was the IPU's third symposium on a major theme of the political situation of the world's legislators. It was said to have provided to parliamentary libraries and librarians the 'international recognition'<sup>8</sup> and was considered 'the watershed' in inter-parliamentary cooperation in so far as it recognised the Parliamentarians' need for more and more comparative information<sup>9</sup>. According to a survey of the symposium it was to be 'seen in the context of a virtually universal challenge to transmit, share and use each other's knowledge'<sup>10</sup>.

An indirect outcome of this very CIDP symposium was the decision of the IPU to commission a special enquiry into the needs and practical steps to ensure effective cooperation between Parliaments in the field of external information, *i.e.* facts, data, documents and analysis concerning and originating in one country and required in another. The results of the enquiry recognised that the

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<sup>8</sup> D. Englefield, *Survey of Parliamentary Libraries, Documentation and Information Services*, European Centre for Parliamentary Research and Documentation, Luxembourg, 1983.

<sup>9</sup> A.S. Reid, Information for the Members of Parliament, *The Information Scientist*, Vol. II, No. 2, June, 1977, pp. 43-51.

<sup>10</sup> A. Barker, Information for the Parliamentarians: A Technical and Political Challenge, *The Parliamentarian*, Vol. LIV, No. 2, April, 1973, pp. 87-92.

challenge was ‘to locate and then to transmit rapidly and accurately, pertinent, existing information from one country to another in an useful form’, so that Parliamentarians had ‘an increasingly needed comparative basis for their decision-making’.

The recommendations made in the results of the enquiry, *inter alia* included:

- (i) organised collection and exchange of documents of central importance obtained during tours by Parliamentarians and parliamentary staff as members of parliamentary delegations or otherwise;
- (ii) establishment of communication links between Parliaments and international organisations;
- (iii) developing a comprehensive cooperative network of Parliamentary Libraries, Documentation and Research Services with each Parliamentary Library having close links with the counterparts in other national Parliaments; and
- (iv) use of diplomatic pouches and the most modern means of operational communication for prompt transfer of needed information and exchange of important publications, bibliographies, indexes, legislative calendars, etc.<sup>11</sup>

The rapid strides in communication and information technologies and their convergence have opened up newer vistas of information sharing. Sharing and exchange of information, ideas, experiences, etc. by legislature library and research services would certainly enable them to cope

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<sup>11</sup> T. Bystrom and E. Spicer, *op. cit.*, pp. 122-23.

with the challenges which the legislatures and their Members have come to face in the wake of globalisation. Faster communication especially through the Internet has heralded an era of global information-networking, which has cut down heavily on the cost, time and distance. The new technologies, in fact, have changed conventional methods of information storage, retrieval and dissemination. Networking facilitates communication through electronic mail, computer/audio/video conferencing in more quick and effective exchange of views and information. The aim of these technologies is to avoid duplication of efforts in acquiring information from various sources and making these available to the legislators through a well articulated information networking of the legislature libraries. It has made access to data easier and enabled legislators to remain better informed. At the same time, the information explosion makes the process of information management for legislators more challenging given the fact that they need objective, up-to-date and authentic information.

## **HARNESSING INFORMATION AND COMMUNICATION TECHNOLOGIES IN THE WORKING OF PARLIAMENTS**

Parliaments have made concerted efforts to harness Information and Communication Technologies (ICT) in their day-to-day functioning as a part of their modernization efforts for the benefit of Members and the public. This aspect has been emphasized by the World e-Parliament Report 2010, which *inter alia* states: “Parliaments have always been information intensive institutions. E-parliament has created even greater demand for information and has raised the bar by requiring that information be more current, more complete, and more tailored to the individual needs of Members and Committees”. The Report further states: “A solid ICT infrastructure combined with skilled library and research staff can greatly enhance Members’ access to key information resources whether the resources are from inside the legislature, from other part of the government or from a variety of outside sources”.

It is well acknowledged that there is a strong co-relation between interconnectivity and democratisation. It means that freedom is promoted when the benefits of ICT are maximised in the working of the democratic institutions. Citizens equipped with knowledge and appropriate information can adequately exercise their rights or make informed choices and, therefore, can fulfil their duties towards society and the nation. It is, therefore, important to ensure that parliamentary infrastructure is well equipped to meet the demands of citizens and parliamentarians and informational

sources are objective, non-partisan, up-to-date and accessible. Harnessing this new technology in a parliamentary democracy will help to enhance the contact between Parliaments and citizens and promote the development of participatory democratic culture. It will also help to reduce the democratic deficit and enhance public trust in the institutions of democracy. It is, therefore, important for Parliaments to focus on making maximum use of the ICT in their functioning with the objective of strengthening and enriching democracy across the world.

Considering the enormous potential of Information and Communication Technologies (ICT) in diverse areas of human life, our Parliament too has been quite proactive in adopting these technologies to enable Members to utilize them effectively in their parliamentary work. For example, Members have been provided computer facilities enabling them to access parliamentary and other relevant information electronically and reducing their dependence on paper use. Both Houses of Parliament have their separate well designed comprehensive websites which contain information on different aspects of their functioning. Information about Members and their participation in the House proceedings has also been provided on their respective Home Pages with their contact details and e-mail addresses. Besides, each House has its own 24x7 television channel which telecasts live proceedings and other important programmes of national and international importance. These major steps have contributed significantly in greater availability of parliamentary information in the public domain thereby ensuring transparency and openness in the functioning of parliamentary institutions and bringing them closer to the ordinary citizens of the country. The detailed information on these aspects is contained in Annexure.

## CONCLUSION

Parliament is a repository of information which is of seminal significance for the people, polity and society. Information is a critical input for effective decision making. It has assumed greater significance in the context of the right to information given to the people, which serve the larger cause of promoting transparency and accountability in the functioning of public authorities and institutions including parliamentary institutions. As representative institutions, legislatures have to work in a setting where there is a free flow of information for arriving at decisions and assessing policies which aim at fulfilling the hopes and aspirations of the people. Success of parliamentary democracy therefore, largely depends upon multi-directional flow of information. Application of information, communication and digital technologies would be of immense help for dissemination of information between legislature and other institutions, media and people which will go a long way in bringing the parliamentary institutions closer to people thereby serving the cause of participatory democracy.

As the LARRDIS is entrusted with the mandate to meet library, research and reference requirements of the Members of both Houses of Parliament, it has to remain well equipped to provide non-partisan, objective, accurate and relevant information while keeping pace with the increasing needs of Members and their onerous responsibilities in a democratic polity.

**LIBRARY AND REFERENCE, RESEARCH,  
DOCUMENTATION AND INFORMATION SERVICE\***

**Objective of the Service**

The primary objective of the Parliament Library and Reference, Research, Documentation and Information Service, (LARRDIS) is to cater to the information needs of Members of Parliament by providing, *inter alia*, research and reference material on legislative and other important matters coming up for discussion before the two House—the Lok Sabha and the Rajya Sabha. To achieve this objective, the Service, consisting of professional and non-professional staff is divided into the following functional divisions: (i) Library Division; (ii) Reference Division; (iii) Research Division; (v) Computer Division; and (vi) Press and Public Relations Division. The team of officers in each Division is led by an Additional Director/ Joint Director. The Six Divisions function under the overall charge of Directors. Nomenclature and the allocation of work to these Divisions is subject to change, depending upon the functional exigencies.

**Parliament Library**

Parliament Library, with the present holdings of around 1.40 million volumes of printed books, reports, Governmental publications, U.N. reports, debates, gazettes, other documents, including periodicals and publications

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\* Compiled by LARRDIS, Lok Sabha Secretariat.

brought out by the Lok Sabha Secretariat, is one of the finest and richest repositories in the country. The Library is currently subscribing to 86 Indian /and foreign newspapers and 393 periodicals in English, Hindi and a few other Indian languages.

The Parliament Library acquires processes, preserves, displays and issues books, periodicals, reports and other published material received from various sources.

Books and publications are also received for addition to the Library on complimentary basis, or in the form of donations from Members of Parliament or other individuals and Institutions. Also books are added on the suggestions from Members of Parliament and others. The Acquisition Section of the Library gives due consideration to the readers' initiative, past demands forthcoming international, national and local events and occurrences, while selecting the books.

Books and publications for the Library are selected from the entire field of human activity relating to almost all subjects with special emphasis on legislative requirement of members, the only exception being books on advanced technical, pure science and light fiction.

### **Rare and Art Books**

The Parliament Library possesses a rich collection of over a thousand rare books on history, art, painting, sculpture and architecture. Books on Indian art cover a broad canvas of Indian history depicting different stages in its evolution. These include the paintings of the Mughal, Rajput, Kangra, Garhwal and other schools of art. Among the books on foreign art include the creations of celebrated artists like Michealangelo, Leonardo Da Vinci and Raphael as also works

on Chinese and Japanese art and Russian, German, French, American and Arabian paintings. An important rare document in the possession of Parliament Library is the original calligraphed Constitution of India (in Hindi and English). This document is of great value as it contains the signatures of the founding fathers of the Constitution.

### **Literature on Indian Languages**

The Parliament Library has been laying great emphasis on developing its language collection. A separate wing containing books on various Indian languages has been carved out in the Library. The languages covered, apart from Hindi and Sanskrit are: (i) Assamese; (ii) Bengali; (iii) Bodo; (iv) Dogri; (v) Gujarati; (vi) Kannada; (vii) Kashmiri; (viii) Konkani; (ix) Malayalam; (x) Manipuri; (xi) Marathi; (xii) Maithili; (xiii) Nepali; (xiv) Odia; (xv) Punjabi; (xvi) Rajasthani; (xvii) Sindhi; (xviii) Tamil; (xix) Telugu; and (xx) Urdu. Concerted efforts are under way to enrich this collection by adding more and more basic standard works in each of these and other Indian languages.

The Parliament Library is at present receiving 325 periodicals in English; 40 periodicals in Hindi and 28 periodicals in other Indian languages. Prominent periodicals are displayed on a separate Reading Table in the Library Hall, Parliament House and display racks in Parliament Library Building.

### **Location of the Library**

At present, the Parliament Library is located in the 'A' Block of centrally air-conditioned Parliament Library Building (*Sansadiya Gyanpeeth*).

## **Working Hours**

Parliament Library remains open on all working days from 1000hrs. However, during the session period, Library functions from 0900 hrs. to 1900 hrs. or till both the Houses rise for the day, whichever is later. Library also remains open from 1000 hrs. to 1400 hrs. on all Saturdays/Sundays and Gazetted holidays (except National Holidays and Holi), during session period.

## **Stacking Arrangements**

- (i) Books on a wide range of subjects are stacked in the First Basement and First Floor of Parliament Library Building. All the Books by and on Mahatma Gandhi and Jawaharlal Nehru have been stacked at Ground Floor, as separate sections, viz. *The 'Gandhiana' and 'Nehruana'*.
- (ii) Newspapers, Reports of Parliamentary Committees, Law Reports, Periodicals, Union/ State and foreign government reports, publications of United Nations and its allied agencies, literature regarding public undertakings and other autonomous and semi-autonomous bodies have been stacked in the Second Basement of the Parliament Library Building (PLB).
- (iii) Reading Rooms are provided in both Ground Floor and First Floor of the Parliament Library.

## **Issue and Return of Publications**

The issue of books from the Library is regulated by Library Rules, copies of which, printed both in English and Hindi, can be obtained on request from the Library. The

rules can also be accessed through the website of the Lok Sabha.

### **Library Rules**

1. Parliament Library is intended for the exclusive use of Members of Parliament and other Officers of the Secretariats of both Lok Sabha and Rajya Sabha. With a view to facilitate optimum use of collection, the Library is also open to media persons accredited to press gallery, *bona-fide* research scholars from India and abroad, officers of the Government of India, State Governments Public Undertakings and Statutory Bodies for official purpose.
2. The use of Parliament Library for the purpose of study by personal staff of Members of Lok Sabha or *bona-fide* research scholars requires special permission in writing from the Secretary-General, Lok Sabha or an officer designated by him for the purpose. In the case of Members of Rajya Sabha, Secretary-General, Rajya Sabha may grant such permission. The Secretary-General, Lok Sabha or Secretary-General, Rajya Sabha, as the case may be, may grant permission if he is satisfied that a particular person is actually required to assist a member for collecting information which may help him in the efficient discharge of his duties as a member. The pass may however be issued for a limited period not exceeding three months, depending upon the nature of project undertaken.
3. Library facility is extended to PAs/PSs to Members of Parliament for a period of one week only,

subject to its renewal for one more week during session period. However, during inter-session period the Library passes may be issued for a month. PAs/PSs to members are issued General Entry Passes by Parliamentary Notice Office (PNO) and in order to ensure that only genuine PAs/PSs to members make use of the Library, the facilities may be extended to only those PAs/PSs to members, who are holding General Entry Passes issued by the PNO.

4. In case of Research Scholars, the application form for seeking permission to study in the Library should be submitted alongwith the letter of introduction from respective University/Guide/Organization and a valid identity proof. In the first instance the pass will be issued for one month after obtaining the Police Clearance Certificate from nearby Police Station for security point of view. The facility can be extended up to 3 month on monthly basis, after a written request is received from the user for the same, provided the Library in-charge certifies that the Library is extensively being used by him/her, failing which extension can be denied.
5. Research scholars who are granted fellowships by the Lok Sabha Secretariat on subjects of Parliamentary interest may be given access to the parliament Library during session as well as inter session period on a specific request by Bureau of Parliamentary Studies and Training (BPST) to have access to the Parliament Library for consulting

the Parliamentary debates and other relevant documents pertaining to their fellowships.

Permission for the use of Library in cases mentioned at (4) and (5) shall be subject to the following conditions:

- (i) No books, periodicals or other documents shall be taken out of the Library and no person shall handle books etc., in stack room, or in almirahs, racks and book cases etc. The books required shall be supplied by the Library staff and these shall be returned before leaving the Parliament Library;
  - (ii) The issue or withholding of any book, report, record etc. of the Parliament Library even for consultation shall be at the discretion of the Additional Director/Joint Director in-charge of the Library;
  - (iii) No clerical or typing assistance shall be provided; and
  - (iv) Timings for study shall be decided by the concerned Additional Director/Joint Director.
6. Library facilities may also be provided to the Press Correspondents accredited to the Press Correspondents accredited to the Press Gallery subject to similar conditions as are applicable to the personal staff of members and research scholars under Rule 2 above.
  7. Former Members of Parliament may borrow books from the Library on depositing a security of Rs. 2500/- with the Bills and Payment Branch of the Lok Sabha Secretariat.

8. The Library shall remain open from 1000 hours to 1800 hours on all working days during the inter-session period. During the session period, the library will remain open from 0900 hours to 1900 hours or till half-an-hour after the rising/adjournment of both the Houses, whichever is later. During session period, Library will also remain open from 1000 hours to 1400 hours on Saturdays, Sundays and other closed holidays except on three National Holidays and Holi.
9. All requisitions for the issue of books and other publications shall be made on the prescribed form. Not more than one book/publication shall be entered on each form.
10. Ordinarily, not more than two books and two other publications (including volumes of a book or other publication) shall be issued on loan at a time to a member.
11. (a) On the termination of a session, books and other publications borrowed by a member shall be returned to Parliament Library before he leaves the station. Members staying in Delhi shall be able to make use of the Parliament Library, as usual.  
(b) No book or other publication loaned to a member shall be taken out of Delhi.
12. (a) During the sessions of Parliament, books and other publications borrowed from Parliament Library shall be retained for not more than fifteen days but this period may be extended by seven days if the request for renewal is made in advance and provided these are not in demand.

(b) During the non-session period, books and other publications shall be retained for a period not exceeding 30 days.

13. In the event of a book/publication on loan being required for any important or urgent purpose, the same may be recalled at any time and such a book/publication shall be returned by the member within 24 hours.
14. Any member requiring a book or other publication which is issued out, may get it reserved for him at the Circulation Counter and such a book/publication shall be issued to the member in the order of priority, as soon as it is received back.
15. (a) In no case, shall a member keep any book or other publication for more than 15 days during session period or 30 days during non-session period. No additional book or any other publication may be issued to a defaulting member till the outstanding book/publication is returned to Parliament Library. Books may be got reissued, if there is no demand from other users of the Parliament Library for those books. For this purpose, the books shall be returned physically at the books Circulation Counter and got reissued after a week.  
  
(b) Books/reports/publications that are required by members are kept for them at the Circulation Counter for a period of two weeks only. At the expiry of the two-week period, these books/reports/publications shall be restored to the shelves, if no further extension is asked for.

16. If a book or other publication is not returned to the Parliament Library after the expiry of its due date, it will be presumed lost and steps taken to recover the cost from the member concerned as indicated below:

Sl. No.	Publication	Cost to be recovered
(i)	Indian book/publication printed during the last five years.	Double the original price.
(ii)	Indian book/publication printed more than five years back.	Three times the original price.
(iii)	Foreign publication printed during the last five years.	Double the original price
(iv)	Foreign publication printed more than five years back.	Three times the original price.
(v)	Foreign publication which is 'Out of Print'.	Five times the original price
(vi)	Indian book/publication which is 'Out of Print'.	Five times the original price.
(vii)	Indian or Foreign publication for which price is not available.	1 rupee per page.

17. Encyclopedias, dictionaries, directories, year books, atlases, periodicals (current as well as old issues), books on art, painting and other illustrated books, rare books, books which are out of print, reference books, newspapers (current and back

numbers), press clipping folders (current and old ones), serials, reports and books in damaged and brittle condition shall not be issued out. Such books/publications/folders shall be made available for consultation in Parliament Library premises only.

18. No new book or other publication shall be issued to members till after a week of their having been displayed in a separate shelf marked 'Latest Arrivals'. Each new addition shall bear the date up to which it would remain on display.
19. Marking of any kind, underlining and writing on books or other publications is strictly forbidden.
20. Publications pertaining to a Bill or Resolution or any other matter which is either under discussion or is to come up before either House immediately shall not be issued so long as the matter is pending for consideration before Parliament.
21. From the time books or other publications are issued and until responsible for their proper maintenance and in the event of any damage or loss, the borrower shall be required either to replace the book/publication or to pay up their replacement cost at the rates prescribed in these Rules.
22. Pass Books shall be maintained at the Circulation Counter of Parliament Library in respect of members of Parliament Library for the issue and receipt of books/publications. When a book/publication is issued, the member shall sign in the relevant column of the Pass Book in token of

having received the book/publication. While returning the books/publications, the Library staff on duty at the Circulation Counter shall sign the Pass Book in token of having received back the book/publication.

23. In case a member is unable to come to the Parliament Library himself, he may obtain books on loan through his Private Secretary/Personal Assistant subject to his furnishing a letter of authority, in the prescribed form. The members shall, however, be personally responsible for the safe custody of the books and their return.
24. Users of Parliament Library shall observe strict silence, while in the Library premises.
25. Smoking in any part of Parliament Library and taking of meals and/refreshments in the Reading Rooms are strictly prohibited.
26. No stranger shall be admitted into any sector of the Parliament Library unless accompanied by a member or an officer of Parliament.
27. Suggestions for the purchase of new books, periodicals and newspapers shall be made on the prescribed form available at the Circulation Counter.
28. Regulation of entry to Parliament Library premises shall be subject to such orders and instructions as may be laid down from time to time.

### **Display of Books/Periodicals**

New books added to the Library are on display for a period of one week in the Library (Ground Floor), PLB.

Jackets of some of the books both in Hindi and English are displayed on board at Members' Reference Desk, Parliament House. During this period, the books are not issued. However, Members can get these books reserved, by filling in a prescribed form available at the Counter, for issue on the expiry of the period of display. Besides, newspapers, journals and periodicals are also displayed in Library.

### **Legislative Papers from the States**

In addition, arrangements have been made with the State Legislatures for the supply of their Legislative papers like the List of Business, List of Question, Bills etc. These papers are available in the Library for perusal by the members.

### **Reading Room Facilities**

For those Members of Parliament Reading facilities are provided in Members Reading Room for the Members who desire to study in the Parliament Library. Members may also reserve books to facilitate reference. Research scholars and others may also use the Library for study for specified periods only.

### **Catalogue**

The activities of Parliament Library have been automated by using Library Management Software package 'LIBSYS' during the year 1992. The LIBSYS is an integrated Library application web enabled software package covering almost all the functions of Library such as acquisition, processing, circulation of books and articles etc. In 2016, upgraded version of LIBSYS Software, *i.e.* LIBSYS 7 has been adopted.

The complete bibliographical details of books and reports are fed on to the Computer in the LIBSYS Software. The

Library Catalogue can be accessed through Parliament of India Homepage *i.e.* <http://loksabha.nic.in>→*Parliament Library*→*Search*→*Catalogue Search*.

Apart from computerized catalogue, Shelf List Cards are also being prepared for manual search of Catalogue.

**Parliament Library Bulletin (Monthly):** It is brought out by the Processing Section, LARRDIS, Lok Sabha Secretariat. The main objective of the publication is to keep abreast the Members of Parliament and other readers about the new additions to the Parliament Library holdings during a month. It contains bibliographical details of new additions *i.e.* Books (English, Hindi and Regional languages), Reports (Central and State Government), United Nations and Foreign Publications, alongwith General News relating to visitors to Parliament Library, Parliament Museum, Children's Corner and latest issues of publications, Occasional Papers prepared/ Reference Notes/Information Bulletins etc.

Printed copies of the Bulletin are being sent to Library Committee Members through 'D' Branch. One copy is also being displayed on the display stand alongwith other LARRDIS publications.

The electronic version of the bulletin is also e-mailed to Speaker, Deputy Speaker, Secretary-General, Members of Parliament and Senior Officials of Lok Sabha Secretariat and Chairman, Deputy Chairman and Secretary-General of Rajya Sabha. This can also be accessed through Parliament of India Home Page *i.e.* <http://loksabha.nic.in>→*Parliament Library*→*New Additions*.

### **Gazettes and Debates Section**

The Section located at First Basement in Hall No. FB 25 of 'G' Block of the Parliament Library Building maintains

the debates of the Central Legislative Assembly, Constituent Assembly, Provisional Parliament, Lok Sabha, Rajya Sabha, State Legislatures and foreign Parliaments (Australia, Canada, New Zealand, Pakistan, U.K. and U.S.A.) and indices of Lok Sabha and Rajya Sabha debates for reference and research by Members of Parliament and their PSs/PAs, Officers of both the Secretariats of Parliament, media persons, research scholars and others engaged in the working of the Parliamentary institutions. The Section also maintains the Gazette Notifications of Union and State Governments and Union territories. Original Verbatim reporting of the proceedings of Lok Sabha and bound volumes of Papers Laid on the Table are maintained in the Section. The synopsis of the proceedings of Lok Sabha and Rajya Sabha is also maintained. These documents have been stacked in Basement I and Basement II of 'G' Block of Parliament Library Building.

### **Administration and Preservation Section**

The Administration and Preservation Section deals with general administration of the Library, maintenance and preservation of Library holdings, grant of Library facilities to research scholars (Indian and foreign) and personal staff of Members of Parliament, Members and staff of Legislative Assemblies and Foreign Legislators, Officers and Central/ State Government/Public Undertaking and Statutory Bodies, Indian and Foreign Press Correspondents etc. Visits of Indian and Foreign delegations for show round of Parliament Library Building.

### **Acts and Bills Section**

The Acts and Bills Section located in Room No. FB 060, 'I' Block, Parliament Library Building preserves and maintains

the record of Central and State Acts, Ordinances, Government and Private Members' Bills, Central and State Government Rules, Joint Select Committee Reports, Constitution of India, Government of India (Allocation of Business Rules), 1961, Foreign Acts, etc. In addition, the Section also carries out corrections in Central Acts, Constitution of India and Government of India (Allocation of Business Rules), 1961 to keep them up-to-date.

Ten copies of all Government as well as Private Members' Bills as introduced in the Lok Sabha/Rajya Sabha are also received and maintained by the Section to meet the demands of the Members. At the end of the year, five sets of Central Acts and Ordinances, Government/Private Members' Bills as introduced/passed in the Lok Sabha/Rajya Sabha, together with lists are got bound and kept in the Library for permanent retention and to meet the future references. Bound volumes of these Bills since 1921 are available in the Parliament Library.

The copies of the Reports of Joint Select Committee (constituted from time to time to review Bills) as presented to the Lok Sabha/Rajya Sabha since 1921 are also maintained in the Section. The copies of all the Central Acts since 1836 are preserved in the Section and necessary corrections are carried out regularly as per provisions made in the amending Acts passed by the Parliament and assented to by the President.

### **Members' Reference Service**

The Members' Reference Service organises the dissemination of factual, objective and latest information to the Members of Parliament within the time stipulated by

them. The subjects on which information is provided are usually varied and have a wide compass covering both their national and international dimensions. The subjects usually cover issues taken up for discussion/deliberation in the Parliament through the parliamentary device of Questions and/or through legislative measures like Government Bills or Private Members' Bills and Resolutions. The information requirement of a Member is in keeping with his/her multiple functional role as a legislator, *viz.* as a Member of a Parliamentary Committee or of a Parliamentary Delegation visiting abroad or as a delegate to any International Parliamentary Conference/Seminar, etc. Apart from the Session period, the Service caters to information needs of Members during inter-Session period as well.

### **(i) Organisation**

In order to ensure supply of the latest and most authentic information to Members within the stipulated time, the Members' Reference Service is presently divided into various subject desks *viz.* the Agriculture and Consumer Affairs Desk; Economic and Financial Affairs Desk; Environment, SDGs and Science and Technology Desk; Human Resource Development Desk; Industry and Investment Desk; Infrastructure and Energy Desk; International Affairs, Defence, Communication and IT Desk; Legal and Constitutional Affairs Desk; Political and Parliamentary Affairs Desk; Rural Development, Labour, Employment and Information and Broadcasting Desk; Social Affairs Desk and Social Welfare Desk. The officer in-charge of each Desk collects and collates information pertaining to the subjects allocated to him/her and make available the same to the Members in the form of Reference Notes, Background

Notes, Information Bulletins, Fact Sheets, Bibliographical Series, Compilations, Statistical Statements, etc. The work of the Service is planned in such a way as to ensure timely disposal of the Members' reference requests.

## **(ii) Facilities**

The facilities provided by the Members' Reference Service fall broadly under the following categories:

- (i) Supply of on-the-spot information to members from published documents;
- (ii) Collection and dissemination of latest information, factual data, statistics, etc. in response to members' written reference requisitions;
- (iii) Preparation of Reference Notes/Legislative Notes on important topics and Bills coming up/pending before the Parliament respectively;
- (iv) Preparation of bibliographies on important subjects; Preparation of Background Notes, Information Bulletins, Fact Sheets and Information Folders on topical issues;
- (v) Preparation of bibliographies on important subjects; Preparation of Background Notes, Information Bulletins, Fact Sheets and Information Folders on topical issues; and
- (vi) Updating and printing of various regular publication from time to time.

## **(iii) Processing of Requests**

The scope of material to be collected in response to Members' reference requisitions is normally limited to

subjects connected with the immediate business before the two Houses of Parliament. Members may hand over the written requisitions either at the Members' Assistance Desk located in the Parliament House or the one located inside the Members' Reading Room in Parliament Library Building, indicating clearly and precisely the specific points on which information is desired by them. They also have the option to convey their requirements over telephone or direct to the officers in the Reference Division. One officer is available at each of the Members' Assistance Desks to attend to the on-the-spot information requirements of Members and to assist them in filling up the reference requisitions.

The Members' Reference Service caters to the information needs of Members both in English and Hindi as per their choice. The information required by the Members is culled out from authentic sources, arranged and edited in the form of notes or tables, as the case may be, and passed on to the Members concerned.

#### **(iv) Analysis of the work handled**

- (a) The popularity and usefulness of Members' Reference Service can be gauged from the marked increase in the number of reference requisitions received and handled during the past few years. As against 150 references handled in 1950, 425 references were attended in 1960, 700 in 1970, 3627 references in 1980, 5167 in 1990, 6508 in 2000, 6681 in 2010, 4900 in 2012, 5425 in 2014, 5596 in 2015, 5291 in 2016 and 5595 in 2017.
- (b) A Session-wise resume of work done by the Service reveals that on an average, 44 references

were received and handled per day during the session periods of the Eleventh Lok Sabha, 53 references during the Twelfth, 57 references during the Thirteenth, 67 references during Fourteenth and 55 References during Fifteenth Lok Sabha. As against this, as many as 76 references on an average were received and handled per day during the Sixteenth Lok Sabha.

- (c) A time and motion analysis of references received during the Fifteenth Lok Sabha reveals that as many as 81 per cent of the references were for the same day, 17 per cent were required within 2-3 days, 2 per cent within 4-7 days and only 1 per cent were for more than seven days. So far as the Sixteenth Lok Sabha is concerned, an analysis of data shows that, on an average, 91 per cent of references were to be disposed of on the same day, 8 per cent were required within 2-3 days and 1 per cent were required within 4-7 days.
- (d) An analysis of subject-wise classification of references received during the Sixteenth Lok Sabha reveals that 42 per cent of the total references were on economic and financial matters, closely followed by 41 per cent on political and social matters. The remaining 17 per cent consisted of references on subjects like Legal, Constitutional and Parliamentary matters (10 per cent), Science and Technology and Defence (5 per cent) and International Affairs (2 per cent).

## **(v) Publications**

The following publications of reference value are also compiled, updated and revised from time to time:

- President's Rules in States and Union Territories (Updated and revised up to 2011);
- Council of Ministers (1947 to 2015);
- Parliament of India: Fifteenth Lok Sabha (2009-2014) (brought out at the end of the term of each Lok Sabha);
- Presidential Ordinance (1950-2014);
- India Some Facts; and
- Time spent on various kinds of Business in Lok Sabha.

## **(vi) Online Reference Service through Members' e-portal**

As an initiative towards e-Parliament and Paperless Secretariat, a Members' e-Portal for the benefit of Members has been launched on 17 July 2016. In addition to the signed requisitions, Members can send their queries online through Members' e-portal and get the desired information through e-resources in the inbox of e-portal.

About 429 references were received online from Members during the year 2017.

A large number of occasional papers are now made available on Library website and on Intranet in digital format for on-line retrieval by Members of Parliament and for use in the Secretariat. Electronic version of the Reference Notes are also e-mailed to Members of both the Houses of Parliament.

## **(vii) Reference Desks**

In addition, the Reference Division, in close association with the Parliament Library, sets up a Reference Desk during Parliamentary Conferences and Seminars to meet the information requirements of the Delegates. Selected Parliamentary publications and reference books, year books, etc. are usually kept on display during such Conferences.

## **Research and Information Division**

The Research and Information (R & I) Division of LARRDIS caters to the research and information requirements of the Presiding Officers and Members of Parliament. The Division is categorised into the following specialised functional Wings or Sections, identified by the subjects handled by each.

- Economic and Financial Affairs Wing
- Educational and Scientific Affairs Wing
- Legal and Constitutional Affairs Wing
- Parliamentary Affairs Wing
- Political Affairs Wing
- Social Affairs Wing
- Journal of Parliamentary Information Section
- Practice and Procedure Unit
- Who's Who Cell

## **(a) Briefs, Background Notes, Speeches, etc.**

From time to time, Indian Parliamentary Delegations attend various International Parliamentary Conferences/Seminars/Workshops/Regional Conferences held under the

auspices of the Inter-Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA), the World Conferences of Speakers of Parliament, the Association of SAARC Speakers and Parliamentarians, the Meetings of Women Speakers of Parliament, the Conferences of Speakers and Presiding Officers of the Commonwealth (CSPOC), Parliamentary Conferences on specific subjects such as WTO, Cyber-Security, Climate Change, etc. Parliamentary Delegations from and to India also constitute the core of parliamentary exchange in India. In connection with these events, the Division prepares well-researched Briefs, Background Notes, Speeches, Talking Points, etc. on various subjects of discussion for use during these occasions. Besides, draft Resolutions, Memoranda and Declarations on general as well as specific themes discussed/adopted at these fora are examined and amended as per the declared policy of the Government of India. The Division also provides factual information on various aspects of parliamentary data base maintained by the IPU.

Briefs, Background Notes, Speeches and Talking Points are also prepared for use at the Annual Conferences of Presiding Officers of Legislative Bodies in India, the India Region Commonwealth Parliamentary Association Conferences, Conferences of Chairpersons, programmes organised by the Indian Parliamentary Group (IPG) and the Bureau of Parliamentary Studies and Training (BPST). On the occasion of various Conferences by the Parliament of India, Daily Bulletin Desks are set up by the Division in order to prepare and circulate daily bulletins about the Conference related news, proceedings, schedules, etc. to keep the delegates and participants informed/updated. Reports on important Conferences carrying select photographs and

highlights of such conferences are also brought about by the Division.

### **(b) Information Bulletins**

The Division prepares Information Bulletins for circulation among the Members of Parliament after identifying subjects of Parliamentary interest or on which Parliament is likely to undertake discussions. These Information Bulletins are uploaded on the webpage of Lok Sabha at <http://www.loksabha.nic.in>.

### **(c) Publications/Periodicals**

The Division brings out a number of books, booklets, brochures, monographs, pamphlets, etc. from time to time on various aspects of parliamentary functioning, practices and procedures, and other relevant subjects. The Division periodically revises and updates several important publications such as Kaul and Shakhder's *Practice and Procedure of Parliament*, *Members of Lok Sabha: A Brief introduction* and Who's Who containing biographical information about the Members of Lok Sabha when a new Lok Sabha is constituted after general elections. The Division maintains and updates in coordination with Computer (Software) Unit/ NIC the Members Homepage on the website ([www.parliamentofindia.nic.in/www.loksabha.nic.in](http://www.parliamentofindia.nic.in/www.loksabha.nic.in)).

With a view to reviving the memory of eminent parliamentarians who played a distinguished role in country's freedom struggle and/or contributed substantially for the development of our parliamentary democratic system publications are brought out under the Eminent Parliamentarians Monograph Series/Commemorative Volumes. Besides, brief profiles of national leaders including

former Speakers of Lok Sabha are also brought out by the Division for distribution among dignitaries during functions held to so far floral tributes to them in the Central Hall of Parliament.

*The Journal of parliamentary Information* is also published by the division (Quarterly) containing the developments in practices and procedures, parliamentary and constitutional developments, sessional review, and important parliamentary events and activities that have taken place in India and foreign Legislatures. The journal also includes articles on issues of parliamentary importance from Members of Parliament and experts. The Secretary-General's sessional D.O. Letter covering important rulings from the Chair, significant events and developments of constitutional and procedural importance, important business transacted in Lok Sabha during the session, etc. for circulation to the Secretaries of State Legislatures and others, is also brought out by the Division at the conclusion of each session. *The IPG Newsletter (Quarterly)* is brought out as a source of information about various events and activities of the Indian Parliamentary Group (IPG) such as exchange of Parliamentary Delegations, IPU, CPA and the Association of SAARC Speakers and Parliamentarians Conferences, Seminars, Symposia, Meetings, etc.

Copies of the periodicals brought out by LARRDIS are made available to members free of cost on request. Other priced publications, including books brought out by the Lok Sabha Secretariat, can be purchased by Members of Parliament at a special discount of 50 per cent of the sale price of the publication.

## Digitisation Unit

Parliament Library is one of the richest repositories of books and parliamentary documents in India. Although the Lok Sabha website launched in 1996, provides various databases, including database of Debates and Committee Reports from 12th Lok Sabha (1997) and 13th Lok Sabha (1998) onwards respectively, but a large volume of Debates (1st to 11th Lok Sabha), Parliamentary Committee Reports (1st to 12th Lok Sabha) and other important parliamentary publications are available in physical form only in the Parliament Library. Realising the archival as well as reference value of all such parliamentary documents, a step was taken to digitise and provide online access of such rich repository to the parliamentarians, researchers, media, and other users.

The main aim of the project of digitisation is to create a single window for all information needs on parliamentary documents. The project was initiated in July 2012. A web portal of Parliament Digital Library has been developed at <http://eparlib.india.nic.in>.

The major component of the project is to digitise Lok Sabha Debates from 1st to 11th Lok Sabha covering the 45 year period (1952-1997). The second component of the project is to digitise Reports of all Parliamentary Committees from 1952 to 1998. The third phase involves digitisation of the important publications of Lok Sabha Secretariat and historical debates of: (i) Provisional Parliament (1950-1952); (ii) Constituent Assembly of India (Legislative) (1947-1949); (iii) Central Legislative Assembly (1921-1947); (iv) Council of State (1921-1946) and (v) Indian Legislative Council (1858-1920). In addition, Presidential Addresses to Parliament, Budget Speeches and

Select Lok Sabha Secretariat publications are also part of the project.

The project has been undertaken by the Lok Sabha Secretariat in collaboration with Centre for Development of Advanced Computing (C-DAC) for scanning purposes/back up of scanned data and, with NIC officials for development of Parliament Digital Library (PDL) Website.

When launched, the PDL website will give open access to all parliamentary documents to the users from 1st to 16th Lok Sabha. The twin objective of digitisation are to provide archival debates *anytime anywhere* to the users and to *preserve* the physical copies of debates. Not only this process is eco-friendly, it is also a step towards a paperless Secretariat besides being cost effective.

### **Computer facilities for Members of Parliament**

Keeping in view the immediate information requirements of the parliamentarians and to automate their offices, computer equipments are made available to the Members through a 'Scheme of Financial Entitlement of Members of Lok Sabha for Purchase of Computer Equipment'. Under the Scheme Members are entitled to purchase any or all of the items of computer equipment [Desktop Computer, Laptop Computer, Pen drive, Printer (DeskJet/LaserJet/Multi-function/portable), Scanner, UPS (with desktop only), Handheld Communicator/ Computer Data Internet Cards, MS Office Suite]. This helps the Members to get instant and up-to-date information on a wide range of activities through Internet; to organise their office work; receive/send electronic mail; have a quick and accurate information on legislative and parliamentary matters, etc. on their desk.

A Digital Library has been set up in the Computer Centre, Lok Sabha Secretariat to cater to the needs of Members of Parliament. The collection of DVDs, CDs, tapes and floppies is being developed keeping in view the core area of interest of Members of Parliament and the latest technological advancements. A CD containing Constitution of India, Constituent Assembly Debates was released by the Hon'ble President of India on 15 March 1996. A Member is entitled to borrow two DVDs/CDs at a time for his/ her own reference for a period of one week.

### **Documentation Service**

The Documentation Service is located in Room No. G-59, Ground Floor, "I" Block of the Parliament Library Building. It was set up in 1975 and presently responsible for indexing the articles published in various national and international periodicals being received in the Parliament Library that may be of interest to the Members of Parliament, Officers of both the Secretariats, researchers and other users. The articles selected during a particular fortnight are suitably indexed, annotated, assigned subject headings and fed into 'LIBSYS 7 Software'. The text of all the articles are also linked with indexing since January, 2017. The indexed articles are retrievable author-wise, title-wise and subject-wise through the *website* <http://parliamentlibraryindia.nic.in/> under the icons: 'Parliamentary Documentation' in English and '*Sansadiya Pralekhan*' in Hindi.

The electronic version of 'Parliamentary Documentation' and '*Sansadiya Pralekhan*' is e-mailed to the Members of Parliament, Journalists, Researchers Officers of the Lok Sabha and the Rajya Sabha Secretariats who opted for

the service. Earlier this information was published in a fortnightly publication titled 'Documentation Fortnightly' (from January 1975 till December 1988). From January 1989 onwards, it is being published as 'Parliamentary Documentation' and '*Sansadiya Pralekhan*' in Hindi from August, 2008 onwards. Since the Documentation Service is available on the Parliament of India Home page, only a limited number of computer generated copies of both publications are brought out for the use of Members of Parliament. Bound volumes of the publications are available for reference in the Parliamentary Library.

### **Reprography Service**

The Reprography Service of Parliament Library, set up in 1975, caters to the urgent official photocopying needs of Members of Parliament, ex-Members of Parliament, research scholars, media persons accredited to the Lok Sabha, Rajya Sabha Galleries and officers and Branches of the Secretariat for photocopying of the important press clippings, Parliamentary questions and debates, articles from newspapers, periodicals, extracts from books and other documents.

### **The Service has three distinct Units:**

- (a) Members' Reprography and Typing Unit, Parliament House Located at 045, Ground Floor in Library Reading Hall, Parliament House provides facilities of photocopying (Rs. 1/- per page) and typing in Hindi and English (Rs. 6/- per page for single space, (Rs. 5/- per page) for double space and additional copy (Rs. 1/- per page) of personal correspondence/documents of Members of

Parliament and media persons accredited to Press Galleries of Lok Sabha and Rajya Sabha.

- (b) Members' Reprography Unit, Parliament Library Building (PLB) Located at Room No. G-037 in the Ground Floor, PLB provides the photocopy service to Members of Parliament, ex-Members of Parliament, Press Correspondents and researchers against payment.
- (c) Research/Reference Reprography Unit, Parliament Library Building Located at Room No. FB 54 and 54 A, PLB, the Unit exclusively meets the photocopying needs of Officers, Branches of the Secretariat and Offices of the Chairmen of Committees.

### **Microfilming Unit**

The Unit, set up in 1987, maintains documents in micrographic form for archival preservation and usage. The Unit has prepared microfilm rolls of Debates of Central Legislature (1858 onwards); Reports of various Parliamentary Committees; Reports of Department-related Parliamentary Standing Committees; Papers Laid on the Table; Presiding Officers' Conferences (Agenda, Proceedings, Resolutions, Minutes); Constitution of India (Hindi and English calligraphed copy of the original); Decisions from the Chair; Observations from the Chair; Directions by the Speaker; Souvenirs of 'Parliament of India'; Library Records; select rare books and several historical documents; important publications of Lok Sabha and Rajya Sabha Secretariats; private papers of eminent parliamentarians, etc. At present, work in the Microfilming Unit has been stopped by the orders of the Competent

Authority. Duplicate copies of the microfilm rolls of the above-mentioned documents are available in the Microfilming Unit (FB 157 'E' Block, First Basement, PLB) for viewing on the microfilm reader by Members.

### **Press Clipping Service**

The Press Clipping Service was started on a modest scale in the year 1956 with the objective of speedy disposal of references on current topics received from Members of Parliament and others. The scope of the Service has considerably increased over the years. It collects all important, relevant and up-to-date news items, editorial comments and articles on developments in the legislative, political, economic, socio-cultural, scientific and technological fields. The clippings are taken from 11 Hindi and 18 English Newspapers published from various parts of the country. Hindi newspapers are – Business Standard, Dainik Jagran, Economic Times, Hindustan, Jan Satta, Nav Bharat Times, Rashtriya Sahara, (all from New Delhi), Aaj (Varanasi), Lokmat Samachar (Nagpur), Punjab Kesari (Panipat), Rajasthan Patrika (Jaipur). English newspapers include— Asian Age, Business Standard, Economic Times, Financial Express, Hindu Business Line, Hindustan Times, Indian Express, Pioneer, Statesman, The Hindu, Times of India, Tribune (all from New Delhi), Assam Tribune (Guwahati), Deccan Herald (Bengaluru), Free Press Journal (Mumbai), Kashmir Times (Jammu), Telegraph (Kolkata), The Hindu (Chennai).

Press clippings are used extensively by Members, Research and Reference staff as also by different Branches of both the Lok Sabha and the Rajya Sabha Secretariats, research scholars visiting the Parliament Library and accredited press correspondents.

Press clippings are maintained chronologically in subject folders and stacked in a proper sequence according to a specially devised classification scheme based on the Dewey Decimal Classification System. These folders are not issued out but can be consulted in the Reading Rooms of the Parliament Library and the Press Clipping Section. At present, the Press Clipping Section is housed in the first basement 'K' Block of the Parliament Library Building.

The scrutiny of old press clippings is carried out regularly. Most of the press clippings are retained for five years. Important clippings of archival value and those having a bearing on constitutional, parliamentary and legal developments are retained permanently after scrutiny.

In line with the on-going process of computerisation of various activities of the Parliament Library, the digitisation of the Press Clipping Service has been initiated from June, 2011. Selected Images of important press clippings on topical interest both in Hindi and English taken from e-Newspapers are being prepared/scanned and uploaded on the Lok Sabha Intranet using "e- News Clippings Service" Software designed and developed by NIC. Since January, 2017 the Service is fully computerised and all the important press clippings are saved in PDF format from e-newspapers. These clippings can be retrieved through classification number, subject and keywords, newspapers and date-wise from the computers connected in Local Area Network (LAN) in the Parliament House Complex.

### **Audio-Visual and Telecasting Unit**

In the light of advancement made in the electronics media and need to make the citizens aware of the deliberations in

Parliament, Rajya Sabha and Lok Sabha Secretariats have taken several steps to record and telecast/broadcast proceedings of the Parliament. A beginning was made in this direction, when for the first time, the President's Address to Members of both Houses of Parliament was telecast 'live' on 20 December, 1989. Subsequently, an Audio-Visual Library was set up in 1992 for viewing and keeping the available records of the proceedings.

The proceedings of the Lok Sabha were recorded in U-matic cassettes/Betacam tapes till 22 March, 2006. However, after that, the Lok Sabha proceedings are being recorded on DVC Pro cassettes. Members can obtain copies of the video DVDs containing recordings of proceedings of Lok Sabha, Parliamentary events and programmes of Lok Sabha Television Channel by contacting the Audio Visual and Telecasting Unit, which processes such requests. Members may, however, utilise these recordings strictly for personal use.

The Unit with a viewing room was set up in 1992 in Parliament Library, Parliament House. With the shifting of Parliament Library in the year 2002, Audio-Visual and telecasting Unit is now functioning in Room No. G-140 (Ground Floor) with a 'Viewing Room' and an 'Editing Room' in Parliament Library Building. This Unit looks after the work of collection of material, accessioning, preservation and preparation of computerised database for quick retrieval of cassettes of the parliamentary proceedings and other events like Conferences, Seminars, Symposia, Workshops, Telefilms on different aspects of parliamentary practices and procedures and Lok Sabha Television Channel (LSTV) Programmes. Facilities for viewing/listening to video records

and language courses are available to Members of Parliament. Arrangements have also been made for supplying copies of speeches of Members of Lok Sabha into DVDs for use by them. The Unit also provides blank cassettes/DVDs/VCDs to Channel for recording the programmes and also keeps the recorded cassettes for preservation.

Audio-Video Library is preserving selected recordings of Lok Sabha proceedings since 1992 and entire recordings since 1994 in video cassettes of broadcasting quality. The Unit also preserves recordings of Rajya Sabha proceedings in VCD/DVD format since 1992.

### **Language Courses for MPs**

The language courses (audio and video cassettes) available in the Unit include the following:

#### **Audio-Cassettes**

- (i) Linguaphone courses in Kannada, Malayalam, Tamil and Telugu through English;
- (ii) Hindi language courses through commentaries in Assamese, Bengali, English, Kannada, Malayalam, Odia, Tamil and Telugu;
- (iii) Linguaphone courses in twenty-three foreign languages, *viz.* Arabic, Chinese, Danish, Dutch, Finnish, French, German, Greek, Hebrew, Icelandic, Indonesian, Italian, Japanese, Korean, Malay, Norwegian, Persian, Polish, Portuguese, Russian, Serbo-Croatian, Spanish and Swedish through English;

- (iv) Linguaphone course in Hindi language through English; and
- (v) Linguaphone courses in English language through Hindi.

### **Video Cassettes**

Linguaphone course in four foreign languages *viz.* French, German, Italian and Spanish through English.

Televising of select parliamentary proceedings was initiated on 20 December, 1989 with the live telecast of the Address by the President to the Members of both Houses of Parliament. Subsequently, President's Address was being telecast/broadcast live on regular basis. With a view to expand the scope of telecasting and in accordance of the recommendations made by the General Purposes Committee, proceedings of Question Hour in both the Houses of Parliament were recorded and telecast the following morning. The Question Hour in Lok Sabha was first time telefilmed on 2 December, 1991 and telecast the following morning *i.e.* 3 December, 1991. Similarly, the Question Hour of the Rajya Sabha was telefilmed for the first time on 9 December, 1991 and the recording was telecast the following morning. Later, the presentation of the Railway and the General Budgets were televised 'live' for the first time on 25 February, 1992 and 29 February, 1992 respectively. Further, important speeches of the Prime Minister, Leader of the Opposition and leaders of various other parties in Lok Sabha during the discussion on the Motion of Thanks to the President's Address, General Debate on the Budget and discussions on the Demands for Grants of various Ministries were telecast in capsule form in order to project the views

of various parties for the benefit of viewers. In the beginning, only selected proceedings of the Lok Sabha were recorded. Since 18 April, 1994, complete proceedings of the Lok Sabha have been telefilmed.

As a major step to telecast the Lok Sabha proceedings 'live', a Low Power Transmitter (LPT) was set up in Parliament House on 25 August, 1994 to make telecast available within a range of 10 to 15 kms. from Parliament House. With the installation of another Low Power Transmitter, the Rajya Sabha proceedings were also telecast live since 7 December, 1994. Since then, the proceedings of the 'Question Hour' of both the Houses had also been telecast live on alternate weeks throughout the country on the National Channel of Doordarshan. All India Radio, too, broadcasts the recording of Question Hour of both the Houses on alternate weeks on their National Channel same day. With the launch of DD-News Channel, Doordarshan has been telecasting 'live' the Question Hours in both the Lok Sabha and the Rajya Sabha simultaneously on national Channel and DD-News Channel of Doordarshan on alternate weeks since the Winter Session of Parliament in 2003.

Two separate dedicated satellite channels were set up on 14 December, 2004 by the Doordarshan in coordination with Audio-Visual Unit for telecasting 'Live' the proceedings of the Rajya Sabha and the Lok Sabha. Since 24 July, 2006, LSTV Channel has been telecasting 'live' the proceedings of the Lok Sabha. The 24 - hour channel is being run, serviced and financed by the Lok Sabha Secretariat. Besides telecasting the proceedings of the Lok Sabha live during session period, channel also produces and telecast several programmes on subjects of topical interest which have concern for the masses of the country.

The guidelines for recording, telecasting, webcasting and broadcasting of the proceedings of the Lok Sabha and other parliamentary events and activities and supply of cassettes or discs thereof to Members of Parliament, Media and others was published in order to ensure that such telecast/broadcast is as per established norms and standards. The guidelines are updated periodically as per requirement.

Audio-Visual and Telecasting Unit coordinates with Doordarshan/ All India Radio for telecasting/broadcasting of proceedings of national and international conferences/seminars besides other important parliamentary functions held in the Parliament precincts and elsewhere. The Unit makes all necessary arrangements for effective and uninterrupted telecast/broadcast by providing infrastructural and other assistance to all concerned agencies. The Unit also coordinates with Doordarshan/All India Radio for live telecast/broadcast of proceedings of the ‘Question Hour’, in both the Lok Sabha and the Rajya Sabha.

As an extension of telefilming and televising of parliamentary proceedings, video films were prepared on different parliamentary practices and procedures and other related topics for use of Members of Parliament, and others. Six Parliamentary films have so far been prepared, viz , “Private Members’ Bills”; “Parliamentary Questions”; “Parliamentary Etiquette and Manners”; “Financial Committees”; “Enriching the Debates in Legislatures”; and “How to be an Effective Parliamentarian”.

### **Press and Public Relations Wing**

The Press and Public Relations (PPR) Wing of the Lok Sabha Secretariat was set up in April 1956 to provide

facilities to the media persons to enable them to cover the proceeding of the Lok Sabha, and to establish liaison with parliamentary correspondents and various Government organisations for publicity of parliamentary and other activities of the Lok Sabha. The Wing also deals with matters relating to the Press Gallery of the Lok Sabha (with a seating capacity of 123), including the issue of Press Gallery passes and provision of functional facilities to correspondents covering the proceedings of the House.

The facilities provided include supply of parliamentary papers, daily agendas, Committee reports, other Papers laid on the Table of the House etc. to all accredited correspondents of Parliament who are provided photo laminated passes for a year by the Lok Sabha Secretariat. Photocopying and local fax facilities are extended to them free of cost on request. They can also consult books, periodicals, reports and other literature available in Parliament Library. Facilities available to MPs for viewing recordings of parliamentary proceedings in the Audio-Visual Unit and to take footage of debates, etc. have also been extended to media persons.

Simultaneous interpretation of proceedings of Parliament are available to the media persons in the Press Gallery. Large screen television sets are kept in Press Gallery as well as in the Press Rooms to enable them to watch proceedings of the House. Canteen facilities are provided in Room Nos. 54 and 73, Parliament House. Three well-furnished Press Rooms have been provided to representatives of media in Parliament House near the Lok Sabha Press Gallery. There is a Media workstation with television, telephone and 10 computers with internet facility in the Parliament Library Building to

enable media persons to file stories to their respective media organisations.

A Press Advisory Committee of the Lok Sabha, comprising 27 members, is appointed every year by the Speaker, Lok Sabha, from amongst senior representatives of the Media accredited to the Lok Sabha Press Gallery. The main functions of the Committee are (i) to recommend the issuance of temporary passes to the representatives of the Newspapers/News Agencies/Media intending to attend and cover the proceedings of the House from the Gallery and/ or any other Parliamentary event or activity; (ii) to recommend the issuance of permanent passes to the representatives of the Newspapers/News Agencies/Media intending to report the proceedings of the House; (iii) to examine the complaints made against the representatives of the Newspapers/News Agencies/Media and to recommend to the Speaker, Lok Sabha for appropriate action; (iv) to recommend to the Speaker, Lok Sabha, the kind of facilities that may be given to them to discharge their duties; and (v) to do such other things which are related to their functions.

Press Releases on all matters connected with the sessions of the Lok Sabha and meetings of Parliamentary Committees, visits of foreign Parliamentary Delegations to India and of Indian Delegations to other countries and national and international parliamentary functions taking place in Parliament House/Parliament House Annexe, are issued by the Press and Public Relations Wing. Special arrangements are made for wider coverage of important Parliamentary Conferences by setting up media centres to cater to the needs of the print as well as electronic media.

All Press Conferences of Speaker/Deputy Speaker/Chairmen of Parliamentary Committees are arranged by the PPR Wing. Meetings of Speaker/Deputy Speaker/Secretary-General, Lok Sabha, with correspondents accredited to the Press Gallery are also arranged by this Wing.

Photographs for inclusion in the Lok Sabha 'Who's Who' containing biographical sketches of Members are collected by this Wing soon after the constitution of new Lok Sabha. For this purpose, a temporary studio is set up to take photographs of newly elected members.

For an easy identification of a Member in the House by the Speaker, a Chart showing Members' photograph and their names, Party affiliation and Division number is prepared by this Wing which is placed on the Table of the Speaker in the Chamber. This is also made available for use by Officers of the House.

A set of handy Information Folders on various aspects of parliamentary practice and procedure and other activities is brought out in Hindi and English for distribution amongst Members of Parliament and other dignitaries, Press correspondents and visitors to the Parliament, with the objective of wider dissemination of knowledge about the working of parliamentary institutions.

Thematic Calendars of various facets of Indian Parliament and parliamentary functions/events are brought out every year for distribution amongst Members of Parliament, dignitaries, Presiding Officers of State Legislatures in India, Officers and staff of the Lok Sabha Secretariat, media persons and others.

In order to keep Members informed on the latest developments in the country and abroad, particularly during the Sessions of Parliament, English, Hindi and Urdu teleprinters, serviced by national news agencies, have been installed in Parliament House/Parliament Library Building. Important news items received on these teleprinters are collected, scanned and brought to the notice of the Speaker and the Secretary-General, Lok Sabha immediately. Such news items are also displayed on a News Display Board located near the Reading Hall in Parliament House at regular intervals during the session.

The Wing also acts as a Nodal Agency for all advertisements issued by different Branches of the Lok Sabha Secretariat for publication in newspapers. In its efforts to reach out the media persons and others instantaneously, the Branch issues press releases, photographs, etc. through social media platforms, such as Twitter and Facebook.

### **Who's Who Cell and Ad-hoc Publications Unit**

The Who's Who Cell and Ad-hoc Publications Unit is entrusted with the task of collecting the biographical information about the newly elected Members after every General Election and the constitution of a new Lok Sabha. The information furnished by Members or obtained from official sources is edited to prepare bioprofiles and bring out biographical publications. The Cell brings out three publications on a regular basis. They are:- (i) a bilingual publication containing brief biographical sketches of the Members of the new Lok Sabha with permanent address; (ii) Revised edition of the same publication with Delhi Addresses and Division Numbers in Lok Sabha; and (iii) 'Who's Who' of the Lok Sabha, (Hindi and English)

versions) with detailed bio-data of Members along with the election results, in each Constituency, and category-wise information, such as Women Members, State-wise, Party-wise, Terms-wise list of Members and other statistical information. The Cell edits the information published by the Members, cross-checks it from authentic sources and gets it authenticated from the concerned Members.

The Cell also brings out 'Profiles Handbook', as assigned from time to time, during the National and International Conferences and Seminars for the use of the Delegates. In addition, the Cell examines various requests received under the RTI Act, 2005 and furnishes information concerning Members of the Lok Sabha, from the first Lok Sabha to the latest, with regard to, their bio-profiles and statistical data as sought by the applicants. The Cell also brings out such other publications/and attends to ad-hoc items, as assigned from time to time, the last such publication was bringing out the updated Hindi and English versions of the Constitution of India in both Hard bound Deluxe and Pocket size editions.

### **Children's Corner**

Children's Corner in the Parliament Library is a unique arrangement in so far as legislature Libraries is concerned. Such kind of arrangement for children exists only in the National Diet Library of Japan, it is housed in Room No. G-131, Ground Floor, 'E' Block, PLB.

The Children's Corner was inaugurated by the Hon'ble Speaker, Lok Sabha, Shri Somnath Chatterjee on 21 August 2007. His concept to establish a 'Children's Corner' in Parliament Library is an initiative towards easy access of

knowledge to the children, especially children of under privileged sections of society who do not have access to good and resourceful library. It has been designed to inculcate reading habits among the children and to enable them in sharing the vast resources of Parliament Library.

Decorated in a befitting manner, the Children's Corner has in its holdings about 2400 books in English, 1700 books in Hindi and 100 books in Regional languages besides a number of CDs and DVDs pertaining to different subjects. Eleven periodicals/newsletters of children's interest in Hindi as well as in English are being regularly subscribed for the Children's Corner. The documents/CDs/DVDs available in the Corner are for consultation/use in the Library only and are not issued. The Children's Corner also has a well-developed Multimedia Centre equipped with computers with internet facility. Children are encouraged to make use of the computers as an educational tool.

Special events like drawing and essay writing competitions are being organised from time to time to make the Children's Corner an interactive hub of activities. The Children's Corner has been established as a branch library of the main Parliament Library. Small groups of children sponsored by the recognised schools and registered NGOs are making regular use of the Children's Corner.

The Children in the age group of 8 to 17 are eligible to be the members of the Children's Corner. Membership of the Children's Corner may be extended to (a) Children/grand children of Members of Parliament and ex-MPs who have obtained membership of the Parliament Library; (b) Children of the permanent employees of Lok Sabha/Rajya Sabha Secretariats and Ministry of Parliamentary Affairs;

(c) Children of the Journalists accredited to the Press Gallery of Lok Sabha and Rajya Sabha; (d) Children sponsored by the registered NGOs; (e) Children sponsored by recognised schools; and (f) Children recommended by sitting Members of Parliament. Membership form can be obtained from Children’s Corner and can also be downloaded from Lok Sabha intranet at <http://164.100.47.193/intranet/home.htm> in “Download Office Forms”.

## **LOK SABHA WEBSITE**

In an effort to increase Information availability to Members and also to the public, the Lok Sabha Website provides comprehensive and up-to-date information on different aspects of the functioning of the House and its Committees.

Further, to use the internet for research purposes and to access the information lying in the World Wide Web, the Lok Sabha Webpage provides links to several important search engines. Other useful links on the Lok Sabha Webpage allow users to get access to the websites of different newspapers, Election Commission of India, States and U.T.s, State Legislatures, Parliaments of other countries, Inter-Parliamentary Union and other such bodies.

The overall emphasis has been to use the Internet for disseminating essential information about the Lok Sabha to the world at large and at the same time provide easy access to Members to all the Information available on the World Wide Web.

A portal specially dedicated to Members has also been provided on the website. Moreover, the details about the officers and sections of the Lok Sabha Secretariat with their respective responsibilities and address and contact number are also available on the web page for direct sharing of information, quicker contact and effective response.

Archival photos of Parliament House with important information are put in the photo album giving the viewer a

sense of history. The statues, busts and paintings of noted freedom fighters, which adorn the Parliament House and its precincts, have been made available on the website. The corridors of Parliament House boast several panels of mural paintings by noted artists. These have been incorporated in the Lok Sabha Webpage in the form of a Photo Gallery. Virtual visit to Parliament House at the click of a mouse has thus become more informative.

### **Speaker's Research Initiative (SRI)**

Speaker's Research Initiative (SRI) is the brainchild of the Hon'ble Speaker, Smt. Sumitra Mahajan, which was inaugurated by Hon'ble Prime Minister, Shri Narendra Modi on 23 July, 2015. It seeks to assist Members of Parliament in playing a more effective role in law-making, parliamentary debates, oversight of governance and to respond to the ever increasing, ever more complex issues of national and international importance. It is an organ of the Lok Sabha that works under the guidance and supervision of the Hon'ble Speaker. At present, SRI has nine members, with each being an acknowledged expert in his or her field.

### **The objectives of the SRI are as follows:**

1. To identify major areas/issues of long term, strategic policy significance as well as of topical importance;
2. To generate high quality research inputs and make available latest critical knowledge and expertise

to Members of both Houses of Parliament for information dissemination, knowledge sharing and capacity building;

3. To devise interactive, participatory mechanisms for effective knowledge sharing amongst the Members and the experts.

**SRI covers the following four broad areas of work:**

1. Organises workshops for Members of Parliament on issues of national and topical importance;
2. Organises events like National Conference of Women Legislators;
3. Conducts an internship programme for young scholars in the country; and
4. Conducts a fellowship scheme for scholars with outstanding academic record or for experts in their respective domains.

SRI focuses its attention on eight domains/fields, *viz.* Agriculture, Education, Health, Climate Change, Constitution of India, Parliamentary Procedures, Infrastructure and Housing and Finance.

Besides, SRI brings out various publications and backgrounders on important issues from time to time.

SRI Cell is located in Room No. 121, First Floor, Parliament Library Building, Lok Sabha Secretariat.

## Position in Rajya Sabha<sup>+</sup>

In keeping with the need for computerisation of various services of the Rajya Sabha Secretariat, action was initiated in December, 1987 to automate various activities of the Secretariat, viz. Questions, Members' Salary and Allowances, Pay and Accounts, etc. Almost all the activities of the Secretariat have been automated. IT Sections and NIC Computer Centres, one each in Parliament House (PH) and Parliament House Annexe (PHA) have been set up to provide necessary hardware and software support to various branches of the Secretariat and to the Members of the Rajya Sabha.

### (a) Parliamentary Information available on the Rajya Sabha Website

Websites of the Rajya Sabha are available on Internet with the NIC support in English and Hindi and the same can be accessed at the website address <http://rajyasabha.nic.in> and <http://rajyasabhahindi.nic.in>. These are two separate websites exclusively dedicated to the Rajya Sabha and can also be accessed through Parliament of India website (<http://parliamentofindia.nic.in>). The Rajya Sabha websites, at present, contain information regarding various aspects of the functioning of the House and its Committees including Questions, Bills, Assurances, Debates, Committee matters, Members' bio-data etc. Most of the information is supported by online databases. The website includes the following information

**Rajya Sabha:** An introduction to the Upper House of Indian Parliament (Council of States), its Presiding Officers—Chairman and Deputy Chairman and information about Leader of the House, Leader of Opposition and Secretary- General has been provided.

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<sup>+</sup> Compiled by LARRDIS, Rajya Sabha Secretariat.

**Business:** This link contains the List of Business (Agenda), Papers to be laid on the Table, Bulletin Part-I & II, Synopsis of daily proceedings, Business Transacted by the Parliament, Special Mention, Sessions' Journal, etc. Database of Bills (Legislation) with extensive search facility and Sessional information on the progress of Bills is available.

**Questions:** The link stores the database of Parliamentary Questions with Answers. Questions could be searched on the basis of various parameters *viz.* Member-wise, date-wise, session- wise etc.

**Debates:** The debates of the Rajya Sabha are available in two versions on the Debates Portal of Rajya Sabha Website— Verbatim Proceedings and Official Debates. The Verbatim Proceedings consist of floor version or uncorrected version of the debates which are uploaded on the website on daily basis during session days. The Official Debates consists of the digitised version of edited debates of the Rajya Sabha. At present the Debates Portal contains degitised official debates from 1st to 234th Session. The portal provides advanced search for easy retrieval of information from Debates.

**Members:** Databases about Members contain information about sitting, nominated and former Members. Their Home pages provide information about their Parliamentary activities, MPLADS fund usage, etc. Extensive search facility on various parameters has also been provided.

**Committees:** Database of meetings, engagements, recommendations and membership of various Committees of the Rajya Sabha, as well as complete Committee Reports

in highly presentable formats enabling viewers to get specific queries answered easily have been made available.

**Procedures:** Rules, procedures and precedents in easily accessible formats are available under this. Also, rulings, directions and observations of Chairman can be readily accessed here.

**Secretariat:** Information about organisational set up of the Secretariat, its services and officers/ sections responsible, Recruitment Rules, Office Manual, Annual Reports, etc. can be accessed.

**Audio-visuals:** Archival photographs, photographs of the Parliament House Complex as well as a photo album providing visuals of the functions held by the Secretariat are made available. Video footage and Live Webcasting of the Rajya Sabha Proceedings during the Session are also made available on the website.

**General Information:** Frequently Asked Questions (FAQ), Information and documents on practice and procedures of Parliament, publications of Rajya Sabha Secretariat and souvenir items, Rajya Sabha TV, Live Webcast, Rajya Sabha (Only during Session period) etc. can be accessed. Also a link to all the required information under the Right to Information is provided.

**Useful Links:** Links to other legislative sites, official sites of the Government of India, Parliament Library etc. are also provided.

**Site Map:** Comprehensive site map with links to all the website pages has also been made available.

At present the following information is available at the Rajya Sabha Website:

Item	English	Hindi
List of Business	From 186th Session to till date	From 188th Session to till date
Parliamentary Bulletin Part-II	From October, 1998 to till date	From 1999 to till date
Synopsis of Debate	From 188th Session to till date	From 188th Session to till date
Verbatim Debates	From 189th Session to till date	From 189th Session to till date
Parliament Questions	From 174th Session to till date	From 197th Session to till date
Session-wise statement of Bills passed by the Houses of Parliament	From 188th Session to till date	From 188th Session to till date
Bills pending at the end of Session	From 188th Session to till date	From 188th Session to till date
Session's Journals	From 174th Session to till date	From 174th Session to till date
Papers to be laid on the Table	From 192nd Session to till date	From 192nd Session to till date
Daily Questions List Starred/Unstarred	From 194th Session to till date	From 206th Session to till date

The following publications in Electronic form are also available on the Website:

- \* Humour in the House: A glimpse into the enlivening moods of Rajya Sabha, 2003 edition
- \* Second Chambers: Bicameralism Today, 2002 edition

- \* Emergence of Second Chamber in India, 2002 edition
- \* Rajya Sabha Mein Rashtrakavi Maithilisharan Gupt, 2005 edition
- \* Bharatiya Sansad: Ek Parichaya, 2007 edition
- \* Lighter Moments in the Rajya Sabha, 1985 edition and Lighter Moments in the Rajya Sabha-A Supplement, 1986 edition
- \* The House Laughs-An Anthology of Wit and Humour in the Rajya Sabha 1989 edition
- \* Welcome Mr. Chairman Sir, 1997 edition [Felicitating Shri Krishan Kant in the House on becoming the Tenth Chairman of the Rajya Sabha]
- \* Welcome Mr. Chairman Sir, 2007 & 2012 (Hamid Ansari)
- \* Welcome Mr. Chairman Sir, 2017 (Shri M. Venkaiah Naidu)
- \* Welcome Mr. Chairman Sir, 2003 edition [Speeches delivered by Members, Rajya Sabha welcoming Shri Bhairon Singh Shekhawat on occupying the Chair of the Presiding Officer, Rajya Sabha on 20 November, 2002]
- \* Felicitations Hon'ble Chairman Sir, 2006 edition [Congratulatory remarks made in the House on the Completion of four years of Shri Bhairon Singh Shekhawat as the Chairman of Rajya Sabha on 18 August, 2006]
- \* Role and Relevance of Rajya Sabha in Indian Polity, 2004 edition

- \* Women Members of Rajya Sabha, 2003 edition
- \* Socio-economic Profile of Members of Rajya Sabha (1952-2002), 2003 edition
- \* The Second Chamber: Its Role in Modern Legislatures—The Twenty-Five Years of Rajya Sabha, 1977 edition
- \* Dr. Sarvepalli Radhakrishnan: A Commemorative Volume, 1988 edition
- \* Education and Social Change, 1988 edition
- \* Jawaharlal Nehru and Rajya Sabha, 1989 edition
- \* Dr. B.R. Ambedkar—The Man and His Message: A Commemorative Volume, 1991 edition
- \* Rajya Sabha Pays Homage to Rajiv Gandhi, 1991 edition
- \* Private Members' Legislation
- \* Rajya Sabha Statistical Information 1952-2013 (English-Hindi)
- \* Scheme for Dr. S. Radhakrishnan Chair & Rajya Sabha Fellowships (English-Hindi)
- \* Performance Profile—Rajya Sabha (English-Hindi)
- \* Secretary-General—A Work Profile
- \* Praxis of Indian Parliament: Notes on Procedures of the Council Secretariat
- \* Praxis of Indian Parliament: Notes on Procedures of the Council of States
- \* Parliamentary Practices: Secretary-General, Rajya Sabha at Conferences (2002-2011)

- \* Summary of Work Done
- \* E-Waste in India
- \* Initiating Discussion on various types of Debates in Rajya Sabha
- \* Selected Speeches of Women Members of the Constituent Assembly
- \* Welcome Hon'ble Chairman
- \* Sixty Years of Rajya Sabha (1952-2012)
- \* Nominated Members of Rajya Sabha
- \* Computerisation in Rajya Sabha: An Overview, 2012
- \* Secretary-General, Rajya Sabha: A Profile and a work study of activities
- \* Report of the Inquiry Committee Constituted by the Chairman, Rajya Sabha under the Judges (Inquiry) Act, 1968
- \* Praxis of Parliamentary Committees: Recommendations of Committee on Rules of Rajya Sabha
- \* Structure and functions of Rajya Sabha Secretariat, 2009
- \* Second Chamber in Indian Parliament: Role and Status of Rajya Sabha, 2009
- \* Reservation of Seats for Women in Legislative Bodies: Perspective, 2008
- \* Global Economic Crisis and its Impact on India, 2009

- \* Climate Change: Challenges to Sustainable Development in India, 2008
- \* Parliamentary Procedures : Problems and Perspectives, 2009
- \* Demystifying Question Hour : Budget Session, 2008
- \* Sansadiya Shabdavali, 2009 (Bilingual)
- \* Handbook of Publications, 2009
- \* Genetically Modified Crops: Issues and Challenges in the Context of India
- \* Frequently Asked Questions on Parliament 2016
- \* Committees of Rajya Sabha and other Parliamentary Committees and Bodies on which Rajya Sabha is represented (2017-18)
- \* Report of the group constituted by the Chairman to go into the question of issues pertaining to State subject/Legislatures which can be raised and discussed in the House
- \* Chairman's Reply to the Felicitations in Rajya Sabha (26.08.1997)
- \* Manual for Handling Parliamentary Work in Ministries
- \* Discipline, Decorum and Dignity of Parliament
- \* Fifty Years of Rajya Sabha (1952-2002)
- \* Nominated Members of Rajya Sabha (1952-2012)
- \* Computerisation in Rajya Sabha—An Overview, 2002

- \* Committee System in Rajya Sabha (1952-2002)
- \* Ethics Committee of Rajya Sabha, 2003
- \* Salary, Allowances & Pension of MPs Act, 1954
- \* Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha)
- \* Directions from the Chair
- \* Rajya Sabha At Work, 2006, 2017 (Hindi, English)
- \* Rajya Sabha—List of Members
- \* Handbook for Members of Rajya Sabha
- \* Rulings and Observations from the Chair, 1952-2008
- \* Privilege Digest
- \* Office Manual
- \* Annual Reports
- \* An Introduction to Parliament of India

As members and ex-members are quite keen to know details of the record about the issues raised by them in the House from time to time and in order to provide the necessary service to them, the LARRDIS as well as the Rajya Sabha Secretariat often have to search manually through old records. Since much of the information is now available in databases, a comprehensive Member's homepage in the Rajya Sabha website has been developed wherein on selecting the name of the Member, information regarding any of the following aspects can be displayed:

- Questions put by the Member
- Assurances given to the Member

- Special Mentions made by the Member
- Bills introduced by the Member
- Membership in various Committees
- Bio-data
- MPLADS information relating to the Member

The information has been made available on Internet so that the Member can directly access the information if he desires.

In the process of computerisation of Parliamentary services to Members of the Rajya Sabha, some of the Notice forms have been made computer compatible and made available on the website. At present, the following notice forms are available in computer compatible format:

- (i) Zero Hour
- (ii) Short Notice Question
- (iii) Half-an-Hour Discussion
- (iv) Calling Attention
- (v) Short Duration Discussion
- (vi) Notice of Motion
- (vii) Special Mention
- (viii) Private Members' Resolution
- (ix) Form for Declaration of Interests by Members
- (x) Form for Declaration of Assets and Liabilities by Members
- (xi) Biographical Sketch Form

## **(b) Publications and Who's Who Unit**

A major task is to bring out various publications on behalf of the Secretariat, including the Who's Who of the Rajya Sabha, containing the biographical sketches of Members, after every biennial election to the Rajya Sabha. Publications and Who's Who Unit brings out on behalf of the Secretariat all routine and other publications from time to time and also undertakes the task of their circulation and distribution as per the mailing list. While some of these publications are one-time, others are regularly updated.

### **Who's Who, Rajya Sabha**

The Unit attends to the work relating to compilation of the Who's Who, Rajya Sabha. It is brought out every two years after new Members are elected in the biennial elections. Standard Biographical Sketch Forms are sent to the newly elected Members for collecting their biographical details, along with their photographs, for inclusion in the Who's Who, Rajya Sabha. Similarly, tear-off sheets of the biographical sketches published in the previous edition of the publication are sent to the continuing Members and to those Members who have retired but are re-elected, for updating. The Biographical Sketch Forms duly completed by the Members are received, processed and compiled as per the approved format. In case of a query/clarification, the Member is contacted either in the Rajya Sabha Lobby (during session) or through written communication (during inter-session). The biographical sketches as prepared in the approved format are sent to the Member for vetting and return by a specified date, after which the manuscript is sent to the Printing Section for printing.

In addition to the biennial publication Who's Who, Rajya Sabha, a consolidated Who's Who giving brief bio-data of all Members of the Rajya Sabha since inception is also compiled by the Unit.

### **(c) Digitisation of Debates**

Parliamentary debates are repository of information, discussion and deliberation held on the floor of the House. These debates are of paramount importance in understanding the role played by the House in shaping the destiny of our nation. These documents are of immense national importance and provide documentary record of the history and legacy of our Parliamentary process.

All the official debates in printed format are available since the inception of the Rajya Sabha *i.e.* 1952. Copies of these debates are often required by Members, research scholars, policy makers, journalists and even ordinary citizens. A need was felt to digitise the debates and make them available electronically for quick access and reference. One can easily locate the desired and relevant portion from the parliamentary debates as per his/her convenience by just visiting the Parliament Debate Portal of the Rajya Sabha (<http://rsdebate.nic.in>).

At present, the Debate portal in the Rajya Sabha website contains digitised form of the official debates from the 1st Session to the 244<sup>th</sup> Session. Availability of debates in electronic form, with a very advanced search engine, on the internet, is enabling people to easily explore the treasure of information contained in them. Archiving of digital assets in democratic institutions and its availability in public domain has assumed critical importance for reaching out to the people.

#### **(d) Audio-Visual and Telecasting**

The proceedings of Rajya Sabha were recorded live on U-matic cassettes till 29 July, 1998. With the commencement of TV coverage through the robotic camera from 30 July, 1998, the proceedings are being recorded on Betacam cassettes. The proceedings recorded on Betacam cassettes are transferred to Video CDs for supply to Members on demand on payment basis. Members can obtain copies of the Video CDs containing their speeches, by contacting the Lobby Office which processes such requests from Members. However, copy of the video film should be utilised strictly by the members.

#### **(e) Media, Education and Audio-Visual Unit**

The Press and Media Unit was created on 17 November, 2003 to facilitate better coverage of the Rajya Sabha proceedings by the media. This Unit was renamed as 'Media, Education and Audio-Visual Unit' on 19 September, 2008, as part of the restructuring of Library, Reference, Research, Documentation and Information Service (LARRDIS), Rajya Sabha. The Unit acts as the nodal Section to liaise with press persons and other media agencies to ensure that the proceedings of the Rajya Sabha are reported adequately. For facilitating this, a Media Advisory Committee, consisting of accredited press persons, was constituted in 2008 to advise the Rajya Sabha Secretariat regarding admission of various media persons and organisations to the Press Gallery of the Rajya Sabha.

For admitting media persons to the Press Gallery of the Rajya Sabha, three types of passes *viz.*, permanent, sessional and temporary are issued. Permanent passes having one year

validity are issued to the journalists against the quota of newspapers/news agencies/electronic media admitted to the Press Gallery of the Rajya Sabha, whereas permanent passes, having two years validity, are issued to the journalists individually who come under Long and Distinguished Service category. Sessional passes are issued to journalists against the sanctioned quota of admitted newspapers/news agencies and are valid for a Session. Temporary passes are issued weekly on the recommendation of one member of Media Advisory Committee and one journalist having permanent Rajya Sabha Press Gallery pass. Besides, Central Hall facility is also extended to the senior journalists. To avail this facility, a journalist has to bring a letter from the Editor/Chief of Bureau recommending his/her name.

For obtaining these passes to the Press Gallery, the Editor/Chief of Bureau of a newspaper is required to send a formal request to the Media Unit on the official letterhead enclosing (i) a Circulation Certificate issued either by the Registrar of Newspapers for India (RNI) or Audit Bureau of Circulation (ABC); and (ii) a letter from the Directorate of Information of the State in which the paper has its principal office. The quota of a newspaper is fixed on the basis of its daily circulation. A similar procedure is followed in case of magazines also.

Official media agencies, namely, Doordarshan, All India Radio and Press Information Bureau (PIB), have a fixed quota of passes for their representatives to cover the proceedings of the House. However, a formal request is received by the Unit from the competent authority of these agencies recommending the names of representatives for covering the Rajya Sabha proceedings.

Similarly, the Unit also issues passes to the non-governmental Indian electronic media telecasting 24-hour news and current affairs programmes, including comprehensive parliamentary coverage for at least three years prior to the date of application for admission.

The Unit also manages a Press Counter near the Press Gallery of Rajya Sabha. This Press Counter makes available Parliamentary papers such as Bills, List of Business, Lists of Starred and Unstarred Questions, Statements made by the Ministers, Reports of the various Parliamentary Committees, Special Mentions, etc. to the media persons covering the proceedings of the Rajya Sabha. This Counter works during the Session periods. Press Releases are also supplied to the media persons issued by the Rajya Sabha Secretariat through this Counter.

Media Unit also arranges interaction of Chairman and the Deputy Chairman, Rajya Sabha with the senior journalists from time to time. It also organises Press Conferences for the Chairmen of the Department-related and other Parliamentary Committees on requests received from respective Committee Sections. It issues Press Releases relating to the Committee Reports both in Hindi and English to Print and Electronic Media for wider publicity. The Unit prepares and issues Press Releases for a number of events/programmes such as Call on of the Hon'ble Chairman and Deputy Chairman by Foreign Parliamentary Delegations, Oath-taking Ceremonies of elected/ nominated Members of the Rajya Sabha in the Chamber of Hon'ble Chairman, Orientation Programmes for newly elected/nominated Members, farewell function of retiring Members of the Rajya Sabha and several other functions held from time to time.

Unit also organises Orientation Programmes for the media persons admitted to the Press Gallery of the Rajya Sabha with a view to equipping them with procedural and other aspects of the functioning of the Rajya Sabha.

#### **(f) Rajya Sabha Television (RSTV)**

Rajya Sabha Television (RSTV) has come into being as a 24x7 parliamentary TV channel fully owned and operated by the Upper House of Parliament of India *i.e.* Rajya Sabha. The channel is aimed at providing in-depth coverage and analysis of parliamentary affairs especially the functioning of and developments related to the Rajya Sabha. During sessions of Parliament, apart from telecasting live coverage of the proceedings of Rajya Sabha, RSTV presents incisive analysis of the proceedings of the House as well as other day-to-day parliamentary events and developments. While focusing its attention on current national and international affairs, RSTV also provides a platform for telecasting information and knowledge based programmes for its discernible viewers. Simultaneous webcast of the channel is available on the homepage of the Rajya Sabha ([www.rajyasabha.nic.in](http://www.rajyasabha.nic.in)), RSTV ([www.rstv.nic.in](http://www.rstv.nic.in)) as well as You Tube.

The channel has endeavored, for the first time in India, to offer deeper insights into the functioning of Parliamentary Committees to the general public. Moreover, it focuses special attention on the legislative Bills, upcoming as well as the ones under consideration of the Parliament. RSTV intends to cover several other aspects of the functioning of Parliament of India with special focus on the Rajya Sabha for the benefit of its viewers as it evolves in the days to come.

Conscious of its role as a responsible and responsive public broadcaster, RSTV has conceptualized its programmes and shows on the basis of a vibrant relationship between the Parliament and the people that exists in the largest democracy of the world. As a matter of fact, it seeks to act as a bridge between the elected and the electors. Simultaneously, it is also aimed at providing an objective perspective on national and international affairs to the people. On the one hand, it tries to touch upon almost all the aspects of political, economic, social and cultural life of the people and on the other it makes a sincere attempt at projecting the diversity and vibrancy of Indian society through its programmes and shows based on art and culture.

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