

## CHAPTER—27

### Servicing Rajya Sabha

#### Rajya Sabha Secretariat

**P**rior to the Independence on 15 August 1947, there were two Houses of the Central Legislature, viz., the Legislative Assembly and the Council of State. From 15 August 1947, these two Houses were replaced by a single House, that is, the Constituent Assembly of India (Legislative). On the commencement of the Constitution of India on 26 January 1950, the Constituent Assembly became the Provisional Parliament and began to exercise all the powers and perform all the duties conferred by the Constitution on the two Houses of Parliament and continued to do so until the two Houses were duly constituted after the first general elections held in 1952. The Provisional Parliament was succeeded by the two Houses, namely, the House of the People and the Council of States and a continuity was thus maintained in the line of succession of the House or Houses of the Central Legislature since the establishment of the Central Legislative Assembly under the Government of India Act, 1919.

Parliament being the legislative organ of the State, it is essential that it should have a separate Secretariat of its own, independent of the Executive Government and that the Secretariat of each of the Houses should function directly under the guidance and administrative control of its Presiding Officer.<sup>1</sup> This idea dates back to the period when late Shri Vithalbhai Patel was the President of the Central Legislative Assembly and who safeguarded the independence of the legislature secretariat from the interference of the Executive Government of the day. In the Constituent Assembly, Dr. B.R. Ambedkar stated that Article 98 was introduced in the Constitution in the immediate context of the resolution by the Conference of the Speakers which among others demanded a separate secretarial staff for the legislature. Therefore, Article 98 became part of the Constitution.<sup>2</sup> It states:

- (1) Each House of Parliament shall have a separate secretarial staff: Provided that nothing in this clause shall be construed as preventing the creation of posts common to both Houses of Parliament.
- (2) Parliament may by law regulate the recruitment, and the conditions of service of persons appointed, to the secretarial staff of either House of Parliament.

- (3) Until provision is made by Parliament under clause (2), the President may, after consultation with the Speaker of the House of the People or the Chairman of the Council of States, as the case may be, make rules regulating the recruitment, and the conditions of service of persons appointed, to the secretarial staff of the House of the People or the Council of States, and any rules so made shall have effect subject to the provisions of any law made under the said clause.

Accordingly, with the commencement of the Constitution and setting up of the Council of States, a separate and independent Secretariat, designated as “Council of States Secretariat”, came into existence in May 1952. The name of the Secretariat was changed to “Rajya Sabha Secretariat” in 1954.<sup>3</sup> Till November 1973, the Secretariat was headed by the Secretary. In that month the post was redesignated as the Secretary-General, by an announcement made in the House by the Chairman.<sup>4</sup>

### **Recruitment and Conditions of Service Rules**

The special provisions in the Constitution in respect of the secretarial staff of the two Houses of Parliament obviously are made not only to safeguard the independence of Parliament and the Presiding Officers of its Houses but also to ensure that the persons of calibre, intellect and appropriate educational background are recruited to carry out the specialised nature of work required to be handled by these Secretariats. This objective is achieved by the provisions contained in clause (3) of article 98 of the Constitution which enables the Presiding Officers to have a say in the matter of framing of rules for recruitment and conditions of service of the persons to be appointed in the respective Secretariats. Upto March 1957, when it was at its formative stage, the Rajya Sabha Secretariat had no rules of its own governing the recruitment and other conditions of service of its employees. They continued to be governed by the Legislative Assembly Department (Conditions of Service) Rules, 1929, as amended from time to time. The Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, were framed and promulgated with effect from 15 March 1957, by the President of India, in consultation with the Chairman, Rajya Sabha, under article 98(3) of the Constitution.

The same considerations have actuated the Government of India and the Union Public Service Commission to agree that there is no need to consult the Commission in regard to matters relating to the officers of the Secretariats of Parliament and a provision to this effect is accordingly made in the Union Public Service Commission (Exemption from Consultation) Regulations, 1958. The Commission is, therefore, not consulted in the matter

of recruitment of officers and the two Secretariats directly recruit them under the orders of their respective Presiding Officers whenever necessity for such a recruitment arises.<sup>5</sup> The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959,<sup>6</sup> does not apply to vacancies in any employment connected with the staff of Parliament, nor does the Administrative Tribunals Act, 1985, is applicable to any person appointed to the secretarial staff of either House of Parliament.<sup>7</sup> The Secretariat thus makes its own recruitment and functions as an independent entity under the ultimate guidance and control of the Chairman.

There has been some discussion in the Houses in the past through a private member's resolution suggesting that as visualised in clause (3) of article 98, Parliament should enact legislation for regulating the recruitment and the conditions of service of persons appointed to the secretarial staff of either House of Parliament. The Government's stand in the matter has been that where the Constitution provides for two alternatives, namely, law of Parliament and rules by the President it does not necessarily mean that one alternative is superior to the other. The Government has also held the view that the present recruitment rules framed by the President, in consultation with the Chairman of the Rajya Sabha, as provided for under clause (3), have been working satisfactorily and there is no need to take recourse to clause (2). The resolution was, however, withdrawn by leave of the House.<sup>8</sup>

A private member's Bill, namely, the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Bill, 1968, had also been discussed in the Rajya Sabha. The Government's stand in this respect had been that a law of this nature was not necessary; at the same time the Government was not against any law as contemplated in the Constitution, but the initiative for that and the necessity for that should come from and be felt by the Presiding Officers of the two Houses. The Bill was withdrawn by leave of the House.<sup>9</sup>

According to the well-established convention, the orders issued by the Government to the Ministries and Departments of the Government of India do not automatically apply to the officers and staff of the Secretariat. Every order issued is examined in the Secretariat and if it is decided to make it applicable to the employees of the Secretariat, an adaptation order is issued for the purpose. This applies to orders of financial nature also.

In view of the special position assigned to the Secretariats of the two Houses of Parliament under the Constitution, the recommendations of the Second Central Pay Commission (1957-59) were not made automatically

applicable to the staff. However, the pay scales of the employees of the Rajya Sabha Secretariat were revised broadly on the basis of the scales recommended by the said Pay Commission under orders issued by the Chairman after consultation with the Ministry of Finance. The Third Central Pay Commission stated in its report that the employees of the Secretariats of Parliament were excluded from its purview in view of the provisions of article 98 of the Constitution. In view of this position, the Presiding Officers of the two Houses appointed a Committee of Parliament to report on the structure of pay, allowances, leave and pensionary benefits for the officers and staff of the Rajya Sabha and Lok Sabha Secretariats.<sup>10</sup>

Pursuant to the acceptance of the recommendations of the Committee by the Chairman, Rajya Sabha and the Speaker, Lok Sabha, the officers and staff of the two Secretariats were from 1 January 1973, allowed the same pay scales as recommended by the Pay Commission for corresponding posts in the Central Secretariat. The various posts in the Secretariats of Parliament were redesignated with effect from 1 December 1974 with the scales of pay as recommended for those posts by the Committee. Among the notable changes made in the context of the recommendations of the Committee were reorganisation of the Secretariat on functional basis whereby the Secretariat was divided into ten services and the nomenclatures of various posts were altered so as to indicate the nature of functions entrusted to them. Subsequently, some of the Services were reorganised with effect from 13 June 1980.

The Presiding Officers of both Houses appointed another Pay Committee in 1986, after the Fourth Pay Commission's report applicable to the Central Government employees was presented.<sup>11</sup> The composition of this Committee was also similar to that of the previous one and it was headed by the Chairman of the Estimates Committee with members drawn from both Houses and with the Minister of Finance as one of its members. Apart from recommending pay scales, etc. the Committee recommended that designations of various posts in the two Secretariats might be the same as in the Government of India. Accordingly, the designations and pay scales of posts were revised with effect from 1 January 1986.

In the context of the decisions of the Government of India on the recommendation of the Fifth Central Pay Commission, a Parliamentary Pay Committee was constituted in 1997.<sup>12</sup> The Committee could not complete the task of making their final recommendations owing to the dissolution of eleventh Lok Sabha. After the formation of Twelfth Lok Sabha, the Pay Committee was reconstituted in 1998.<sup>13</sup> The Committee concluded its deliberations in April 1999 and presented the First Report on the scales of

the pay to the Chairman, Rajya Sabha and Speaker, Lok Sabha on 26 April 1999. Consequent on the acceptance of the recommendation contained in the report, the pay scales of all categories of posts and designations of certain posts were revised with effect from 1 January 1996. The Parliamentary Pay Committee was again reconstituted in Thirteenth Lok Sabha to consider the unfinished items of work.<sup>14</sup> The Second Report of the Committee on Allowances, Amenities, Facilities, etc. and other issues in respect of employees of Rajya Sabha and Lok Sabha Secretariats was presented to the Chairman, Rajya Sabha and Speaker, Lok Sabha on 13 August 2001. The recommendations contained therein were accepted by the Chairman and Speaker and implemented in the Secretariat. Subsequent to the implementation of the recommendations of the Sixth Central Pay Commission, a Parliamentary Pay Committee was constituted in 2008. The Committee presented its report to the Chairman, Rajya Sabha and Speaker, Lok Sabha in February 2009. The recommendations contained in the report, as accepted by the Presiding Officers of both the Houses, were implemented. The pay scales of all categories of posts were revised with effect from 1 January 2006.

Under the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, an order called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 1958, was issued and came into effect from 1 August 1958, wherein qualifications, etc. required for appointment to the various categories of posts and also the methods of recruitment for filling up those posts were prescribed. This Order was superseded by a subsequent Order of 1969 which was further superseded by the Order of 1 December 1974, which was amended from time to time.<sup>15</sup> The Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 1974 and its subsequent amendments were consolidated and updated by issuing the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009 dated 25 August 2009, which superseded earlier Orders. This Order has since been amended from time to time. Under these rules the appointing authority and the disciplinary authority in respect of the employees of the Secretariat is the Chairman of the Rajya Sabha. There is, however, a provision that the Chairman may delegate his powers in these matters to the Secretary-General or any other officer of the Secretariat in regard to posts other than Class I (now known as Group 'A'). In terms of this proviso the Chairman has delegated his powers in the matter of making appointments and dealing with disciplinary matters in regard to posts in Groups 'B' and 'C' to the Secretary-General. These rules authorise the Chairman to create posts up to the level of Joint Secretary on his own, and posts above the rank of Joint Secretary in consultation with the Ministry of Finance. The Chairman

is also authorised to make changes in the pay scales after consultation with the Ministry of Finance. The rule 10 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 also provides that in respect of matters regulating the conditions of service of officers for which no provision or insufficient provision has been made in the rules, the officers will be governed by such rules as are applicable to the officers holding corresponding posts in the Central Secretariat. But here also the Chairman may adapt these rules with modifications, variations or exceptions after consulting the Ministry of Finance.

### **Recruitment process**

All appointments to Group 'A' posts in the Rajya Sabha Secretariat are made by the Chairman. A Joint Recruitment Cell under the administrative control of the Lok Sabha Secretariat was set up in 1974 to make recruitment to various posts in the Secretariats of Parliament. This Cell was manned by officers and staff drawn from both the Secretariats. It undertakes the entire work of advertising, screening of applications, conducting the written examinations as well as interviews and making the final selection of candidates. A Recruitment Cell for undertaking recruitment to various posts in the Rajya Sabha Secretariat was separately created in October 2008. The Cell makes recruitment to various services and posts in the Secretariat through conduct of competitive examinations and/or interviews. Till the establishment of Recruitment Cell in 2008, all recruitments to the Rajya Sabha Secretariat were made by the aforementioned Joint Recruitment Cell.

### **Reservation for SC/ST/OBC candidates**

The Government instructions in the matter of reservation for Scheduled Caste/Tribe/Other Backward Classes employees are followed in the Secretariat both in respect of direct recruitment and promotion. Special relaxation, wherever applicable is given in the matter of age, educational qualification and performance at the written test/interview with a view to ensuring adequate representation for these categories in various grades.

### **Broad organisational set-up**

The Secretariat is headed by the Secretary-General who holds the rank equivalent to that of the Cabinet Secretary to the Government of India. The Secretariat is presently organised on functional basis into ten services. Amongst each service there are a number of Sections which handle various matters to provide efficient service to the House. These are briefly described below:

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(1) ***The Legislative, Financial, Executive and Administrative Service***

This Service deals with the work connected with the business of the House such as legislation, questions, preparation of lists of business, etc. The various Sections which come under this service are:

- (i) Legislative Section – This Section deals with all the work relating to the summoning and the prorogation of the House, its sittings and President's Address, processing of notices for calling attention, short duration discussion, resolutions, motions, special mentions and zero hour submission, if any etc. The Section also deals with the Committee on Rules and Committee of Privileges.
- (ii) Bill Office – This Section deals with all legislative work, *i.e.* Bills.
- (iii) Table Office – This Section has the main responsibility of preparation of lists of business, parliamentary bulletins, making arrangements for oath/affirmation, preparing obituary and other references, election of the President/Vice-President and the Deputy Chairman, matters pertaining to election of members to Rajya Sabha, etc.
- (iv) Lobby Office – This Section deals with attendance of members, applications for leave of absence to them and general upkeep of the Rajya Sabha Chamber.
- (v) Notice Office – This Section receives all notices and papers from members in connection with the business of the House, applications for visitors' passes, issue of car park labels.
- (vi) Questions Branch – This Branch deals with all matters relating to questions and half-an-hour discussions.
- (vii) Committee Sections – These Sections deal with various Standing Committees/Department-related Committees/Select Committees on Bills.
- (viii) Committee Coordination Section – Committee Coordination Section was created after bifurcation of Committee Section-II in October 2003 to act as the nodal Section for all the Committees. This Section mainly deals with the work such as, processing of notices of Motions received from the Ministers for election of members of Rajya Sabha to various Statutory Bodies; election/nomination of members to the Joint Parliamentary Committees; constitution of Standing Committees of Rajya Sabha and Department-related Parliamentary Standing Committees

including filling of casual vacancies on Committees on which members of Rajya Sabha are represented; Committee co-ordination, etc.

- (ix) Conference and Protocol Section – This Section looks after the protocol matters including parliamentary delegations, release of foreign exchange to members for study tour abroad, etc.
- (x) Members' Amenities Section – This Section looks after the amenities and facilities provided to members including the work of the House Committee.
- (xi) Members' Salaries and Allowances Branch – As the name indicates, this Branch deals with all matters relating to salaries, allowances to members and pension to ex-members, issue of identity-cum-railway pass to members, etc.
- (xii) IT Sections (Hardware and Software) – These Sections deal with the work relating to provision of computers to members and the computerisation of the Secretariat. They also assist the Committee on Provision of Computers to Members of Rajya Sabha.
- (xiii) Personnel Section, O & M Section, Establishment Sections (General and Accounts and Budget), General Administration Section, Stores Section, Distribution Branch, Sales and Archives Section, Finance Cell, RTI Cell and Training Cell lend administrative, financial, executive and other support to the Secretariat and members such as distribution of debates to members, organising orientation programme for newly elected members, training of the staff, procurement of stationery and souvenir items, sale of Rajya Sabha publications, implementation of provisions of the Right to Information Act, 2005, etc. O & M Section has the responsibility to bring more efficiency and transparency in the Secretariat through improvement of the organisational pattern and simplification of procedures, etc. The work such as compilation, circulation and implementation of Manual of Office Procedure regarding working of the Secretariat; compilation and review of Annual Action Plans; compilation of the Annual Report; inspections and analysis of Inspection Reports; assessment of workload, etc. are performed by the Section.

(2) ***Library, Reference, Research, Documentation and Information Service (LARRDIS)***

LAARDIS deals with references made by the Hon'ble Chairman, Hon'ble Deputy Chairman and the Secretary-General on constitutional matters and

questions concerning parliamentary procedure; collection of information about the procedure followed in the State Legislatures in India and in the Legislatures of other countries; preparation of speeches, messages, articles, research notes, furnishing of information sought by various national and international bodies, management of the library of Rajya Sabha Secretariat, maintenance and circulation of periodicals, and to bring out various publications including the 'Who's Who of Rajya Sabha', containing the biographical sketches of Members, after every biennial election to Rajya Sabha. In view of the changing and varied nature of work, it was felt necessary to restructure this Service into various units keeping in mind its requirements and accordingly it was restructured in September 2008<sup>16</sup> into eight units: (i) General Research Unit (ii) Publications and Who's Who Unit (iii) Library and Reference Unit (iv) Media, Education and Audio-Visual Unit and (v) Four Research Units. With the restructuring of the LARRDIS, the erstwhile Research & Library Section and Press & Media Unit were merged with the aforesaid units.

**Media, Education and Audio-Visual Unit:** The Press and Media Unit was created on 17 November 2003 to act as the nodal section for liaising with media organisations, correspondents and journalists. The nomenclature of the unit was changed to Media, Education and Audio-Visual Unit as part of the restructuring of the LARRDI Service with effect from 19 September 2008. The functions of the Unit, *inter alia*, include accreditation of newspapers/news agencies to the Press Gallery of Rajya Sabha; issuance of annual, sessional and temporary passes for the Press Gallery; issuance of Parking Labels - annual and sessional to the media persons to facilitate their entry to the Parliament House Complex; liaising with Government publicity organisations and communication media, press correspondents, newspapers and other media bodies; organising of press conferences, publicity of activities of Rajya Sabha and its Secretariat through press releases/communiqués; managing the Press Counter during session periods for the supply of parliamentary papers to press representatives and other miscellaneous work related to press and media. A Media Advisory Committee was constituted by the Hon'ble Chairman, Rajya Sabha on 18 March 2008. This Committee comprises of media persons holding annual Rajya Sabha Press Gallery passes. The primary function of the Committee is to render advice to the Rajya Sabha Secretariat regarding admission of various media organisations to the Press Gallery of Rajya Sabha to enable them to cover the proceedings of the House. This Unit provides the secretarial assistance to the Media Advisory Committee.

### (3) **Verbatim Reporting Service**

As mentioned in the preceding Chapter, the Secretary-General causes to be prepared a full report of the proceedings of the Rajya Sabha at each

of its sittings. The Reporting Service is manned by high-level and high-speed Reporters in English and Hindi who take down *verbatim* report of the proceedings of the House and of the Committees when they are taking evidence of witnesses.

This is one of the specialised services essential for the functioning of the House and is in existence since the inception of the Rajya Sabha in May 1952.

**(4) *Private Secretaries and Stenographic Service***

Private Secretaries and Stenographers of various grades are grouped under this Service. They are attached to Chairmen of Parliamentary Committees and officers of the Secretariat. The Stenographers' Pool situated adjacent to the Chamber, caters to the stenographic and typing (English and Hindi) needs of members so far as their parliamentary work is concerned.

**(5) *Simultaneous Interpretation Service***

This is yet another highly skilled and specialised service introduced in the Rajya Sabha in September 1964<sup>17</sup>, with the installation of equipment for simultaneous interpretation of speeches in the House. This Service is manned by trained Interpreters in Hindi, English and regional languages. The initial success in Hindi/English interpretation led to the introduction of facilities for simultaneous interpretation into Hindi and English of the speeches made in four Indian languages namely, Kannada, Malayalam, Tamil and Telugu.<sup>18</sup>

Live interpretation in Hindi and English was provided for the first time for a speech made by a member in Tamil on 4 March 1970, in the Rajya Sabha.<sup>19</sup> Gradually, the Simultaneous Interpretation Service in Hindi and English was extended to other Indian languages listed in the Eighth Schedule to the Constitution.

This enabled those members who could not adequately express themselves either in Hindi or in English to participate actively in the deliberations of the House. Thus, the objective contained in article 120 of the Constitution was greatly realised.

At present, in addition to providing interpretation of the entire proceedings of the Rajya Sabha from Hindi into English and *vice versa*, arrangements exist for simultaneous interpretation into English as well as Hindi of the speeches made in Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu languages subject to the following conditions: (i) speeches made in the course of debates are

to be interpreted from the aforesaid languages into English and Hindi; (ii) interpretation from the languages into English and Hindi is not available during the period immediately before the Question Hour, when miscellaneous matters not entered in the list of business are raised, nor is it available for remarks, observations or interruptions in the midst of debates;<sup>20</sup> (iii) a member desirous of making a speech in any of these languages has to give at least an hour's notice to that effect to the officer at the Table stating the language in which he wishes to make a speech.<sup>21</sup>

On 5 September 1988, when a member started speaking in Tamil on "Tributes to Dr. S. Radhakrishnan" without giving prior notice, the Chairman addressing the member observed, "...the general practice is that when you are speaking in any language other than English and Hindi, you have to inform in advance that you are going to speak in such and such language, so that arrangements for simultaneous translation can be made. So, you may please speak in English now".<sup>22</sup>

At meetings held by the Chairman with leaders of parties/groups on 8 and 27 March 1979 regarding the use of languages other than English and Hindi during Question Hour, the following procedure to be adopted in the matter was agreed and the Chairman announced the same on 28 March 1979:

- (i) This facility may be availed of only by members in whose names the question appears in the list of questions for oral answers;
- (ii) Advance notice in this behalf is to be given in writing by the members concerned not later than 3.00 p.m. on the working day preceding the day on which the question is listed for oral answer;
- (iii) The facility is not available to members other than those in whose names the question stands listed in the list of questions for oral answers;
- (iv) In the printed debates (original version) only the English version of the supplementary questions asked in a language other than Hindi, Urdu and English will be incorporated as is already being done at present in respect of speeches delivered by members in a language other than Hindi, Urdu and English while participating in debates on Bills, resolutions, etc.<sup>23</sup>

Members are informed of this procedure at the commencement of every session through a paragraph in the Bulletin.<sup>24</sup>

The facility for listening to interpretation has also been provided in the Press Gallery and in the front rows of other visitors' galleries, viz., the Distinguished Visitors' Gallery, Lok Sabha Members' Gallery and Special Box.

The Committee rooms in Parliament House, Parliament House Annexe (Sansadiya Soudh) and Parliament Library Building (PLB) are also equipped with the simultaneous interpretation system.

#### **(6) Printing and Publications Service**

This Service is responsible for printing of parliamentary and sessional papers. Apart from debates and committee reports, it also prints all the regular as well as *ad hoc* publications brought out by the Secretariat from time to time. Major publications such as 'Who's Who' of Members of Rajya Sabha and 'Rajya Sabha at Work' are also printed by this Service.

Printing of sessional papers, e.g. summons, notifications, lists of business, lists of papers laid on the Table of the House, Bills, bulletins part-I and II, questions lists, synopses etc. is done in the Government of India Press, Minto Road, New Delhi.

Most of the publications are brought out in Hindi as well as in English. The debates of the Rajya Sabha are published in two versions; one, the floor version in which speeches delivered by members in Hindi and English are published accordingly. Speeches delivered in other languages are translated into English and included in the debates with a footnote indicating the language in which the original speech was delivered. If a member delivers a speech in an Indian language other than Hindi and requests in writing that Hindi translation of his speech should be incorporated into the printed debates (Original version), his request is acceded.<sup>25</sup> In the case of speeches in Urdu, the Urdu script is included immediately after the Devnagari script of the Urdu speech with a footnote 'Transliteration in Urdu script'. This new arrangement was made from February 2000 (189<sup>th</sup> Session).<sup>26</sup> Earlier, the practice was to include the Urdu speeches made in the House, in the floor version of the debates itself. Second, the Hindi version of the floor version is prepared by Editorial and Translation Service separately in which all speeches delivered in languages other than Hindi are translated into Hindi.

Each day's proceedings are compiled and printed separately and are numbered accordingly. A copy of the floor version or Hindi version of the debates is supplied free of cost to all members according to their choice; those who desire to have their copies bound are supplied with bound volumes on payment of the binding charges.

The copyright for the reproduction of any material from the debates vests in the Secretariat under the Copyright Act.<sup>27</sup> Requests for permission

to reproduce material from debates are received in the Secretariat from individuals, institutions, sitting members and former members as well. Permission is granted to sitting members/former members, as well as others on merit and subject to the stipulations that the party concerned is required to acknowledge the source of material, *i.e.* “reproduced from the Rajya Sabha debate dated...,with the permission of the Chairman, Rajya Sabha”, to supply two copies of the publication to the Secretariat for record and permission for such reproduction would afford no protection in any legal proceedings that might arise out of any reproduction of a material of a defamatory character.<sup>28</sup>

### **(7) Editorial and Translation Service**

This Service consists of eleven Sections, namely, Editing (English) Section, Editing (Hindi) Section, Translation Section-I, Translation Section-II, Translation (OIH) Section, Translation (Committees) Section-I, Translation (Committees) Section-II, Synopsis Section, English Debates Section, Rajbhasha Prabhag and Digitization and Hindi Web Updation Cell.

**Editing (English) Section:** This Section primarily deals with the job of editing and preparation of the floor version of Rajya Sabha debates or ‘Official Reports’ of Rajya Sabha and also prepares appendices and indices to these debates. Lengthy Statements which are multifaceted for printing and contain complex tabular matter, which are laid on the Table of the House are taken out and published in the form of Appendix for each session. These are, in fact, supplements to the debates. The indices to English version of debates are being prepared online from 219<sup>th</sup> Session onwards with a view to facilitating reference and access to the official records of the business of the House and are printed session-wise. The index is divided into two parts, namely Subject-Index and Name Index. The Section also issues permission letters on behalf of the Secretary-General of the Rajya Sabha with regard to requests received from Hon’ble MPs/Ex-MPs/ Institutions/Individuals to use/reproduce material from the Official Debates of Rajya Sabha.

**Editing (Hindi) Section:** This Section primarily deals with the verbatim translation of Rajya Sabha debates in Hindi, preparation of master copies of the edited debates received from Editing (English) Section and also preparation of alphabetical lists (Hindi Version) of the members of the Rajya Sabha and the Council of Ministers respectively. Since August 2010, the Section has been assigned the responsibility of updating of Hindi Website regarding Hindi debates. All the CDs containing Hindi debates which are received from Printing Section are returned to Printing Section after uploading the matter on website by the Section itself.

**Translation Section-I:** This Section provides translation of parliamentary papers directly related with the proceedings of the Rajya Sabha such as papers laid on the table (PLOT), list of business (LoB), parliamentary bulletins part-I and part-II, private members' Bills, amendments to Bills, motions, resolutions, notifications, notices of calling attention, half-an-hour discussion, etc. This Section also provides Hindi version of various publications brought out by the Rajya Sabha Secretariat from time to time. A *Machine Assisted Translation Tool* called *MANTRA-Rajya Sabha* launched by the Chairman, Rajya Sabha in the month of August, 2007 is being used in the Section for translation/vetting of three parliamentary papers, namely, PLOT, LoB (except legislative businesses) and parliamentary bulletin part-I.

**Translation Section-II:** This Section has mainly been entrusted with the task of providing Hindi translation of the starred and unstarred questions lists, short notice questions, received from the Questions Branch. Items like half-an-hour discussions and the short notice questions are given top priority as soon as these are received and dealt with utmost care. Hindi manuscripts of lists of such questions are sent to Printing Section for final printing immediately.

**Translation (OIH) Section:** This Section has mainly been assigned the task of providing English version of the notices of questions received Originally in Hindi (OIH) from Questions Branch. This Section provides assistance to Translation Section-II in translation and vetting work of listed questions.

**Translation (Committees)** have two Sections which provide Hindi version of Committee Reports, Action Taken Reports (ATRs), Notices, Minutes of Meetings, Memoranda, Press Releases, Questionnaires, Tour Programmes, Letters, Formulae, Draft LoB Items, Notes, RTI queries and Publications pertaining to 11 Committees of Rajya Sabha. Besides, the Section also provides English version of various papers such as Letters, Petitions, Representations/ Memoranda, etc. received by the Parliamentary Committees in Hindi language.

**Synopsis Section:** This Section has been entrusted with the job of preparing Synopsis in CRC form (both in English and Hindi) of the day-to-day proceedings of the Rajya Sabha during session periods. The synopsis of debates is a gist of important suggestions and points made during the debates and the details are not included therein. The synopsis is printed on the day of the debate itself in English and Hindi and uploaded on Rajya Sabha website on daily basis during session periods.

**Rajbhasha Prabhat:** This Section was created on 18 September 2000 with a view to encourage the use of official language Hindi in the official

functioning of the Rajya Sabha Secretariat. The Section works throughout the year keeping in view the benchmarks, provisions and objectives related to the use of Hindi formulated by the Department of Official Language (Ministry of Home Affairs, Government of India) and efforts are made accordingly to implement the schemes, programmes and legal provisions. The Section inspects various Sections/Branches of the Secretariat regularly to ensure full compliance of Official Language Act and Rules. Official Language Implementation Committee under the chairmanship of the Secretary-General constantly monitors its implementation in the Secretariat and provides suitable advisory. The Section also organises “Hindi Pakhwara” every year and publishes a yearly magazine entitled ‘Nutan Pratibimb’. Apart from the above, this Section facilitates non-Hindi speaking officers/employees to learn Hindi through various courses organised by Rajbhasha Vibhag and it encourages English typing clerks to learn Hindi typing through various Hindi typing courses organised by Rajbhasha Vibhag of the Ministry of Home Affairs.

**Digitization and Hindi Web Updation Cell:** The primary function of this Cell is to digitize the edited debates of Rajya Sabha by creating suitable meta-data attached in their soft copies to enable search ability of the data and to upload the digitized debates on the Debates Portal of Rajya Sabha and also keep the Hindi website of Rajya Sabha updated. Close coordination is maintained with National Informatics Centre (NIC) for updating the Hindi website regularly.

#### **(8) Parliament Security Service**

The Parliament Security Service is responsible for looking after the security of the Parliament House Complex. Director (security), Rajya Sabha Secretariat exercises operational control over Parliament Security Service of the Rajya Sabha Secretariat and the administrative authority vests with the Rajya Sabha Secretariat. Joint Secretary (security) of the Lok Sabha Secretariat is the overall in-charge of the Parliament Security Services of the Rajya Sabha Secretariat and the Lok Sabha Secretariat, Delhi Police, Parliament Duty Group (PDG) and is responsible for the security of the entire Parliament House Complex. Parliament Security Service performs security duties for safeguarding the historical and prestigious Parliament House Complex, Hon’ble Members and its VVIPs.

The main responsibility of the Parliament Security Service is to provide and maintain Pro-active, Preventive and Protective Security Measures within the Parliament House Complex, for safeguarding Members of Parliament, visitors and employees. The whole approach revolves around the principles of Access Control based on proper identification, verification, authentication

and authorisation of human and material resources entering the Parliament House Complex with the help of modern security gadgets. Since the threat perception has been increasing over the years due to manifold growth of various terrorist organisations/outfits, refinement in their planning, intelligence, actions and surrogate warfare tactics employed by organisations sponsoring and nourishing terrorists. New security procedures have been introduced into the security management to counter the ever-changing *modus operandi* of terrorist outfits/individuals posing threat to the Parliament House Complex.

This avowed objective is achieved with the assistance of the Delhi Police (DP), Parliament Duty Group (PDG), National Disaster Response Force (NDRF), Intelligence Bureau (IB), Special Protection Group (SPG), National Security Guard (NSG), etc. The Parliament Security Service acts as the overall coordinating agency. The Parliament Security Service maintains proper liaison and effective coordination with these security agencies for ensuring fail-proof and user-friendly security.

The objectives of having security arrangements in the Parliament House Complex are to protect the VIPs including all Members of Parliament; guard the Chambers, the Lobbies, the Galleries and the Central Hall against any act of sabotage; guard the vital installations and places in the Parliament House Complex; maintain law and order in the inner and the outer precincts of the Parliament House Estate; ensure that no unauthorised person enters the Parliament House Complex, regulate the visitors to the various galleries; and regulate traffic in the Parliament House Estate.

Besides, normal security operational duties in Parliament House Complex, the Parliament Security Service staff also performs duties at important national functions such as the Republic Day Parade on Rajpath, Flag hoisting ceremony on the Independence Day at Red Fort, 'At Home' functions in Rashtrapati Bhavan, at the official residences of the Hon'ble Chairman, Rajya Sabha, the Hon'ble Prime Minister of India, the Hon'ble Speaker, Lok Sabha, the Deputy Chairman, Rajya Sabha and Cabinet Ministers and also at Hyderabad House.

The Parliament Security Service plays an important security operational activity during the Presidential and Vice-Presidential elections. It coordinates with the respective State Legislative Assemblies for the collection of the ballot boxes containing ballot papers from the airport to the Parliament House under armed escort of the local Police. The ballot boxes are kept in a designated strong room which is guarded round the clock by armed guards under supervision of the officers of the Parliament Security Service. This room is daily opened and sealed in the presence of the Returning

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Officer/Assistant Returning Officer. After the completion of the counting and declaration of the results, the empty ballot boxes are duly returned to the Election Commission of India.

One of the important operational activities of the Parliament Security Service is the show round of the Parliament House Complex to the visitors coming from all over the country and different parts of the world to see the Parliament House during inter-session period. The Security Assistants of the Parliament Security Service are deputed to ensure that the visitors, foreign dignitaries and the delegations are escorted properly and given factual and detailed information on the history of the Parliament and the procedures and practices followed for conducting the proceedings of the Parliament. For the students, the show round is designed more or less on the pattern of an educational tour. Visitors are also given brief information about the statues, portraits and mural paintings installed in the corridors of the Parliament House.

In order to keep the area and passages within the Parliament House Estate free and open for Members of Parliament, the following activities are prohibited within the Parliament House Estate:

Holding of any public meeting; assembly of five or more persons; carrying of fire-arms, banners, placards, *lathis*, spears, swords, sticks and brickbats; distributing within the precincts of the Parliament House any literature, questionnaire, pamphlets, press notes, leaflets or any matter printed or otherwise without the prior permission of the Chairman, Rajya Sabha/Speaker, Lok Sabha in writing; shouting of slogans; making of speeches, etc.; processions or demonstrations; picketing or *dharna*; any other activities and conduct which may cause or tend to cause any obstruction or hindrance to Members of Parliament.

The precincts of the Parliament House cannot be used even by members for any demonstration, *dharna*, strikes, fasts or for the purpose of performing any religious ceremony. The carrying or display of arms and ammunitions in any part of the Parliament House Complex, except by those on security duty, is strictly prohibited.

The security arrangements in the Parliament House Estate comprising Parliament House Building, Parliament House Annexe, Parliament Library Building are subject to change from time to time under orders of the Chairman, Rajya Sabha and the Speaker, Lok Sabha.

In the aftermath of the terrorist attack on Parliament House on 13 December 2001, the security arrangements were beefed up in accordance with the decisions of the Joint Parliamentary Committee on Security.

All the access points in the Parliament House Complex were streamlined in order to regulate vehicular and pedestrian movement. With the introduction of the hi-tech security gadgets at the access control points, the checking of unauthorised entry has been reassessed and made more effective.

The Training Wing of the Parliament Security Service is entrusted with the responsibility of training the officers and staff of the Parliament Security at esteemed institutions. The officials are sent to various security agencies for specialised training programmes in order to enhance their professional skills. Mock security drills with respect to evacuation, rescue, etc. in accordance with periodic review of Disaster Management & Contingency Plans are carried out at regular intervals.

**Sanitation Wing** - The Sanitation Wing is entrusted with the responsibility to provide the optimum sanitation services in the area which comes under the jurisdiction of the Rajya Sabha Secretariat. The Sanitation Wing of the Parliament Security Service maintains a high standard of hygienic environment in the Rajya Sabha sector by cleaning and managing timely collection/disposal of waste generated in routine course. The Sanitation Wing deploys the sanitation staff on regular basis, in two shifts, in Parliament House, Parliament House Annexe and offices of the Rajya Sabha Secretariat at North Avenue. The sanitation work by the outsourced private company for the offices of the Rajya Sabha Secretariat at the Press Trust of India (PTI) Building is monitored by Parliament Security Service.

**(9) Drivers and Despatch Riders Service and**

**(10) Messenger Service**

These services consist of Staff Car Drivers, Despatch Riders, Messengers and Chamber Attendants. The Despatch Riders are mainly engaged in the quick and prompt delivery of parliamentary papers to members at their residences during the session time. The Chamber Attendants are posted in the Chamber/Lobbies for assisting and attending to the urgent needs of members such as transmission of communications and message, attending to calls of members, etc.

**Pay and Accounts Office**

There is a separate Accounts Office, viz., 'Pay and Accounts Office, Rajya Sabha' attached to the Secretariat whose function is to conduct internal audit, to authorise payments, maintain appropriation accounts, provident fund accounts and New Pension Scheme of the employees of the Secretariat. The Pay and Accounts Office is responsible for payment of Salary and TA/DA Bills of members, after necessary audit.

The Pay and Accounts Office is also responsible for processing of pension cases and issuing of Pension Payment Orders (PPOs) relating to the former Members of Parliament and the Officials of Rajya Sabha Secretariat but disbursement of pension is normally arranged through various Public Sector Banks as desired by the pensioners.

Pay and Accounts Office, Rajya Sabha has also been assigned the job of processing and finalising of pension cases of Vice-Presidents of India. The Vice-President's Pension Act, 1997 providing for the payment of pension and other facilities to the retired and retiring Vice-Presidents was assented to by the President on 28 May 1997.

The Vice-President's Pension (Amendment) Act, 2002, further provided that the spouse of a person who dies while holding the office of Vice-President or after ceasing to hold office as Vice-President either by the expiration of his term of office or by resignation of his office, shall be paid a family pension at the rate of fifty per cent of pension as is admissible to a retiring Vice-President, for the remainder of his/her life. The Act was assented to by the President on 23 May 2002.

### **Live telecast of Rajya Sabha proceedings**

Live telecast of the proceedings of the Rajya Sabha excluding Zero Hour and Special Mentions, through a Low Power Transmitter (LPT) has commenced from 7 December 1994, as per the decision of the Business Advisory Committee taken on the same day.<sup>29</sup> The General Purposes Committee considered the question of continuance of TV coverage of the proceedings of the House and agreed that the existing arrangement might continue.<sup>30</sup> Live telecast of the entire proceedings of the House, including the Zero Hour and Special Mentions, began from 21 February 1997 as per the decision taken in a meeting of the General Purposes Committee on 20 February 1999.<sup>31</sup> The telecast was done on Channel 9 and it was available within a range of about fifteen kilometres from the Parliament House. The proceedings of Question Hour of the Rajya Sabha were telecast live by Doordarshan on the National Network on alternate weeks.

With the launch of two exclusive satellite channels of *Doordarshan*, namely, DD-Rajya Sabha and DD-Lok Sabha on 14 December 2004 by late Shri Bhairon Singh Shekhawat, the then Chairman, Rajya Sabha and Shri Somnath Chatterjee, the then Speaker, Lok Sabha, respectively, the proceedings of both Houses were telecast live across the length and breadth of the country.

Another milestone in this direction was achieved when the webcast of the live proceedings of Rajya Sabha was inaugurated by the then Chairman,

Rajya Sabha, late Shri Bhairon Singh Shekhawat on 11 December 2003 as part of the celebrations organised to commemorate the 200th Session of Rajya Sabha. The webcast of the live proceedings of Lok Sabha also began on 11 December 2003.

### **Rajya Sabha Television (RSTV): An interface with people**

The Rajya Sabha Television (RSTV) is a 24x7 parliamentary television channel fully owned and operated by the Rajya Sabha. The channel is aimed at providing in-depth coverage and analysis of parliamentary affairs/matters especially the functioning of and developments related to Rajya Sabha. During sessions of Parliament, apart from telecasting live coverage of the proceedings of Rajya Sabha, the 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, it 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 Rajya Sabha *i.e.* [www.rajyasabha.nic.in/](http://www.rajyasabha.nic.in/) (Rajya Sabha TV) *i.e.* [www.rstv.nic.in](http://www.rstv.nic.in) as well as You Tube. The Hon'ble Chairman, Rajya Sabha gave his approval to set up RSTV on 25 May 2010. The RSTV started its test transmission on 26 August 2011 and became a full-fledged 24x7 news and current affairs channel on 18 December 2011<sup>32</sup>.

The channel has endeavoured, 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. The RSTV intends to cover several other aspects of the functioning of Parliament of India with special focus on 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, the RSTV has conceptualised 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<sup>33</sup>.

## The Budget of Rajya Sabha

The Budget of the Rajya Sabha consists of two parts, the charged expenditure in respect of the Chairman and the Deputy Chairman and the voted expenditure in respect of members of the Rajya Sabha, Leader of Opposition and its secretariat, secretariat of the Leaders, Deputy Leaders or Chief Whips of recognised parties/groups, Rajya Sabha Secretariat, Training Unit, Rajya Sabha Television (RSTV) and Pay Accounts Office, Rajya Sabha. The Budget proposals are made by the Secretariat keeping in view the special needs of the parliamentary work and submitted to the Ministry of Finance for its concurrence. Wherever the Ministry objects to any of the proposals, the matter is sorted out by mutual discussions between the Secretariat and the Ministry. As in the case of other Ministries of the Government of India, separate demands for grants in respect of both the Houses are also laid before them. Parliament sanctions the expenditure through the Appropriation Act annually.

### NOTES AND REFERENCES

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