

CHAPTER 2

Particulars of the Organisation, Functions and Duties

1. Objective and Brief History of the Public Authority

Pursuant to the provisions contained in article 98 of the Constitution, the Secretariat of the Rajya Sabha was set up. Article 98 of the Constitution, which provides for a separate secretarial staff for each Houses of Parliament reads as follows :-

“ 98. Secretariat of Parliament - *(1) Each House of Parliament shall have a separate secretariat 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.”

Till 30 September 1955, the conditions of service of the Officers and Staff of the Secretariats continued to be governed by the Legislative Assembly Department (Conditions of Service) Rules, 1929, as amended and adapted from time to time. The Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 (R&CS Rules) were framed and promulgated by the President in consultation with the Chairman, Rajya Sabha on the 15th March, 1957, in exercise of the powers conferred by the provisions contained in article 98 of the Constitution. The Recruitment and Conditions of Service of the officers/staff of the Rajya Sabha Secretariat are governed by the aforesaid R&CS Rules.

2. Duties of the Public Authority

The Rajya Sabha Secretariat functions under the ultimate guidance and control of the Chairman, Rajya Sabha. The administrative control of the Secretariat which vests with the Chairman is exercised by him either directly or through officers subordinate to him. The main activities of the Secretariat, *inter alia*, include the following :-

- (i) providing secretarial assistance and support to the effective functioning of the Council of States (Rajya Sabha);
- (ii) payment of salary and other allowances to the Members of Rajya Sabha;
- (iii) providing amenities as admissible to Members of Rajya Sabha;
- (iv) servicing the various Parliamentary Committees;
- (v) preparing research and reference material and bringing out various publications;
- (vi) recruitment of manpower in the Rajya Sabha Secretariat and attending to personnel matters; and
- (vii) preparing and publishing a record of the day-to-day proceedings of the Rajya Sabha and bringing out such other publications, as may be required concerning the functioning of the Rajya Sabha and its Committees.

3. Main activities/functions of the Public Authority

In the discharge of his Constitutional and Statutory responsibilities, the Chairman, Rajya Sabha is assisted by the Secretary-General, who holds the rank equivalent to that of the Cabinet Secretary. The Secretary-General in turn is assisted by senior functionaries at the level of Secretary, Additional Secretary, Joint Secretary and other officers and staff of the Secretariat at various levels. As the Administrative Head of the Secretariat, the Secretary-General has to ensure that the secretarial work of the House and its Committees is organized and conducted properly and smoothly, under his own overall responsibility. Secretary is the principal advisor of Secretary-General on all matters of policy and administration within the Secretariat. Senior functionaries at the level of Additional Secretary/Joint Secretary look after the work of the Service/Division of the Secretariat, as allocated to them by the Secretary-General.

Based on the recommendations of the Parliamentary Pay Committee way back in 1974, both Secretariats were restructured on functional basis into different services, which cater to the specific needs of the House and its Committees. Functions of these services are supplementary to each other. However, the officers and staff belonging to these services are not freely interchangeable owing to the nature of duties of each service, which are of specialized nature. The Rajya Sabha Secretariat comprises the following services:-

- (i) Legislative, Financial, Executive & Administrative Service
- (ii) Library, Reference, Research, Documentation and Information Service
- (iii) Verbatim Reporting Service
- (iv) Simultaneous Interpretation Service

- (v) Editorial and Translation Service
- (vi) Private Secretaries and Stenographic Service
- (vii) Printing and Publications Service
- (viii) Parliament Security Service
- (ix) Drivers and Despatch Riders Service
- (x) Messenger Service

SANSAD TV (RSTV Unit)

4. List of services being provided by the public authority with a brief write-up on them

The structural organisation of the offices comprising the Secretariat and their functions in brief are as follows:-

i) Legislative, Financial, Executive and Administrative Service This service supports the functioning of the Council of States by processing matters relating to the business of the Council, i.e. Questions, Motions, Legislation, etc. The Service also provides support for the functioning of the eight Department related Parliamentary Standing Committees and twelve Standing Committees. The Service is also responsible for managing establishment, welfare and finance work pertaining to Rajya Sabha Secretariat. The various administrative units and their functions are as under:-

(a) Notice Office is responsible for receiving all notices and papers from Members in connection with the business of the Council, supplying forms for Notices to the Members, dealing with Members' queries on various matters as a single window, Receipt of TA/DA claims and Distribution of Cheques to the Members, Issue of Passes for Rajya Sabha Galleries, Issue of Central Hall Pass on daily basis and Central Hall Gallery Pass for witnessing President's Address, Entry Pass for PA/PS to Members of Rajya Sabha and Library Pass, Parking Labels (for MPs, Ex-MPs, officials, etc.), Issue of Identity Cards to former Members, Issue of Entry Pass to Member's Spouse, Issue of Identity Cards to officers and staff of the Secretariat and officials of Allied Agencies and **Sansad TV (RSTV Unit)**

(b) Table Office is responsible for the preparation of lists of business, making arrangements for oath/affirmation, preparing obituary and other references, election of the President/Vice President and the Deputy Chairman. The other responsibilities include maintenance of Roll of Members and Minutes Book of the Council, preparation of duty roster for Officers at the Table for each Session; coordination regarding Laying of Papers, preparation and issue of Bulletin Part I & Part II, servicing Business Advisory Committee, preparation of statement showing party position in Rajya Sabha, allocation of division numbers, preparation of List of Members of Rajya Sabha etc., processing of resignation by Members, vacation of seats and filling up of vacancies, cases under the Anti-Defection Law and preparation of Resume of Business transacted by the Rajya Sabha after each Session.

(c) Legislative Section deals with summoning and prorogation of the House, its sittings, President's address, processing of notices for calling attention, short duration discussion, resolutions,

motions, special mentions and Zero Hour submissions, etc. In addition to these, it also deals with matters relating to the Committee on Rules and Committee of Privileges, matters relating to Statutory & Private Members' Resolutions and maintaining Publications Counter.

(d) **Bill Office** deals with legislative work relating to Government and Private Members' Bills including scrutiny, introduction, publication in the Gazette, consideration at all stages, amendments to Bills, passing and preparation of and submission for the President's assent are dealt by this Section. The Section checks the technical requirements of proposed legislation during the various stages for converting a Bill into a law. It is also involved in communication of messages between the Houses and work relating to Ordinances.

(e) **Lobby Office** deals with attendance of Members, applications for granting leave of absence to Members, coordinates Video recording of proceedings and general upkeep of the Rajya Sabha Chamber, rooms of Chairman, Deputy Chairman, Leader of the House, Leader of Opposition and Secretary-General and two Committee Rooms in Parliament House. It also looks after arrangements in connection with the President's Address, Farewell function for the retiring Members of Rajya Sabha.

(f) **Papers Laying Unit created w.e.f. 31st December, 2021 carries out the work related to laying of papers/ notifications/ rules/ reports on the Table of the House presently being dealt with by Table Office, Committee Section (Subordinate Legislation), Committee Coordination Section and other concerned Sections. It has been entrusted with work pertaining to laying of Ordinances promulgated and reports of CAG, Finance commission, Special Officer (Commissioner) for Scheduled Castes and Scheduled Tribes, Backward Classes Commission, Special Officer (Commissioner) for linguistic minorities and UPSC, Annual Reports/Audit Reports of all autonomous organizations, Government companies, Public Sector/Government Undertakings under administrative control of various Ministries/Departments, Laying of rules, bye-laws, schemes etc., framed under various statutes which confer rule-making power on the Central Government or any other subordinate authority, Laying of Reports of Commissions of Inquiry, Reports of Department-related Parliamentary Standing Committees serviced by the Lok Sabha Secretariat, Outcome Budgets of Ministries/Departments, Statements by Ministers on the status of implementation of recommendations by Department related Parliamentary Standing Committees, Preparation of items of business related to laying of items to be included in List of Business, List of Papers to be laid on Table and ancillary work pertaining to Laying of Papers on the Table of the House.**

(g) **Question Branch** is responsible for all matters relating to questions, issue of Bulletin and Charts showing dates and programmes of sittings of the Rajya Sabha, supply of printed forms for giving notice of Questions/Short Notice Questions and Receipt of notices of questions, Diarising and Balloting, processing and examination of notices of questions for admission under the Rules, preparation, finalization and supply of Manuscripts of lists of starred and unstarred questions, preparation of sets of reply, correspondence with the Ministries and Members of Rajya Sabha in

relation to questions, etc.

(h) Committee Sections are responsible for dealing with various Standing Committees and Department-related Committees. The Committees are serviced by Committee Sections headed by Directors/Additional Directors who report to the Chairman of the concerned Committees through a Joint or Additional Secretary. These Sections also service Select or Joint Committees from time to time, when required to do so.

(i) Parliamentary Diplomacy Section (erstwhile Conference and Protocol Section) looks after protocol matters including tours of Parliamentary Delegations, issuance of Diplomatic Passports/Visa Notes/Surrender Certificates, etc., to the Members of Rajya Sabha and their spouses and officers of the Secretariat, and release of foreign exchange to Members. This Section also deals with the Presiding Officers' Conferences including Conference of Secretaries of Legislative Bodies in India and abroad. It also looks after the work relating to the Conferences concerning I.P.U., Conferences of Association of Secretaries-General of Parliaments **and** Conferences of the Society of Clerks-at-the-Table in Commonwealth Parliaments.

(j) Members' Amenities Section ensures provision of amenities and facilities to Members as per norms. These include accommodation, telephones, medical aid, etc. The Section also services the House Committee.

(k) Members' Salaries and Allowances Branch deals with matters concerning salaries and allowances (including travel and daily allowance) of Hon'ble Chairman, Deputy Chairman, Leader of Opposition, Members, pension to ex-Members, and family pension to spouse/dependent of deceased MP. It also deals with payment of salaries of PAs of Members, official telephone, water and electricity bills etc. and reimbursement of medical expenses to Members and their dependent family members. It also maintains the records of the usual place of residence of the Members and specimen signature of Members.

(l) Administrative Sections including Personnel Section, Establishment (G) Section, Establishment (A/Cs) and Budget Section **renamed as Bill and Payment Section**, General Administration Section, Stores Section, Distribution Branch, Sales and Archives Section, Training Cell **renamed as Capacity Building Division**, O&M Section **renamed as Business Process Section**, IT Sections (H&S) **renamed as Systems Division**, RTI Cell, Recruitment Cell, Finance Cell **renamed as Budget & Finance Section**, Welfare Section and Vigilance Section relate to the administration of the Secretariat. **In order to monitor, manage and deal with the court cases filed against/by the Secretariat a separate Legal Cell was created w.e.f. 11th May, 2023.**

(ii) Library and Reference, Research, Documentation and Information Service maintains a small Library and prepares research and reference material for the Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General, Rajya Sabha. This Service also brings out various Publications on behalf of the Secretariat, including biographical sketches of Members every two years, soon after the biennial elections to Rajya Sabha. The Media, Education and Audio-Visual (MEAV) Unit functions as the nodal Section for the work relating to liaising with press and media

organisations, correspondents and journalists. **The erstwhile units of LARRDI Service such as General Research Unit, Publications and Who's Who Unit, Media, Education and Audio-Visual Unit and Library and Reference Unit stand abolished w.e.f. 12.09.2023 and a new Section namely 'Research Section' under LARRDI Service has been created to carry out the work related to Rajya Sabha Research and Study (RSRS) Scheme, Research work related to Sansad TV, Procurement of Books for Research Hub, Updation of Booklets for use of newly elected/nominated members during Orientation Programme.**

Further, a 'Research Hub' has also been created w.e.f 12.09.2023 to provide Research support to the members of the Parliament and the Department Related Parliamentary Standing Committees. In addition, a new Section namely "Research Section – II" has been created w.e.f 21st March, 2024 in the LARRDI Service for undertaking all Publication and other related works such as preparing speeches, messages, articles and works related to other research materials etc.

(iii) Verbatim Reporting Service is mainly responsible for the preparation and publication of the verbatim reports of the proceedings of each sitting of the Rajya Sabha and also of the Parliamentary Committees where required.

(iv) Simultaneous Interpretation Service provides Simultaneous Interpretation during the proceedings of the Rajya Sabha primarily from Hindi to English and vice-versa. Besides, arrangements at present exist for simultaneous interpretation in Hindi and English of the speeches made by Members in the House in other Indian languages namely, Assamese, Bengali, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Malayalam, Marathi, Odia, Punjabi, Santhali, Sindhi, Tamil, Telugu and Urdu. Interpretation services are also provided on request during Parliamentary Committee meetings.

(v) Editorial and Translation Service is charged with responsibilities of editing and indexing debates in the floor language and in Hindi. In addition, the service looks after the work relating to the translation from English to Hindi or vice-versa of Questions, Motions, Resolutions, Bulletins, Lists of Business, Bills, and Committee Reports, etc.

The Editorial & Translation Service consists of three Branches and twelve Sections. The Branches are the Rajya Sabha Debates Branch, Translation (Committees) Branch and Translation Branch.

The Rajya Sabha Debates Branch comprises of Rajya Sabha Debates (Floor Version) Section, Rajya Sabha Debates (Hindi Version) Section, Rajya Sabha Debates (English Version) Section and Digitization & Hindi Web Updation Section. The main responsibilities of these Sections are to prepare and publish floor, Hindi and English versions of Rajya Sabha Debates, to create metadata of the Floor version of Rajya Sabha Debate, upload floor, Hindi & English versions of debates on the Debates portal of Rajya Sabha and updating, monitoring the content **in Hindi for Digital Sansad website of Rajya Sabha.**

The Translation (Committees) Branch comprises of Translation (Committees) Section I, Translation (Committees) Section II, Official Language Section and Synopsis Section. The main responsibility of Translation (Committees) Sections is to provide translation services to various Committee Sections. The Official Language Section (earlier designated as Rajbhasha Prabhad)

ensures compliance of the Official Languages Act, 1963 and Official Language Rules, 1976 made there under in the Secretariat. The Synopsis Section prepares and publishes a Synopsis of the daily proceedings of the House in English and Hindi.

The Translation Branch comprises of Translation (Parliamentary Papers) Section, Translation Section, Translation (QL) Section and Translation (OIH-Q) Section. These Sections provide translation services to House relate and other Sections/Services of the Secretariat.

(vi) Private Secretaries and Stenographic Service Members of this service provide secretarial assistance to Chairpersons of Parliamentary Committees and officers of the Secretariat. They also staff the Stenographers' Pool, which provides stenographic assistance to Members of Rajya Sabha for their official work.

(vii) Printing and Publications Service is responsible for the printing of Parliamentary papers including Lists of Business, Bulletin Part I & II, List of Members, Bills, Reports and evidence of Committees, WHO'S WHO of Members of Rajya Sabha, Debates and their appendices and indices, etc. and other publications of the Secretariat brought out from time to time. While the actual printing work is done in the Government Printing Press (and where required, privately), all preparatory and coordination work including proof-reading, technical advice, monitoring of progress **etc.**, is done by this Service. The Service also consists of Reprographers Service, who are mainly posted in Sections/Services having bulk of photocopying works like Distribution Branch, Stenographer's Pool, Offices of Hon'ble Chairman, Secretary-General etc.

(viii) Parliament Security Service is under the overall control of an Officer of the rank of Joint Secretary or above of Lok Sabha Secretariat who has full operational control regarding the security in the precincts of the entire Parliament House complex. However, the Service cadres are separate for each of the Rajya Sabha Secretariat and Lok Sabha Secretariat and provide personnel for all security related duties within the precincts (or Sectors) for performance of assigned responsibilities. The main functions of this Service consisting of Non-technical (Operational) Wing and Technical Wing are issue of Identity- cum-Railway Pass to Members of Parliament, maintenance of access control for vehicles, men and material and maintenance of order within the precincts of the Parliament Estate; coordination relating to protection of VVIPs/VIPs and Members of Parliament inside the Parliament precincts in liaison with Delhi Police, CRPF, etc.; guarding of Rajya Sabha Chamber, Galleries, Central Hall and other areas of Parliament House/Parliament House Annexe/ Parliament House Annexe Extension Building and ensuring thorough anti-sabotage and anti-explosive checks of all vital areas of Parliament House/Parliament House Annexe/Parliament House Annexe Extension Building; fire and sanitation services and supervising the functioning of Centralised Pass Issue Cell (CPIC). **However, in the wake of recent development, the security of Parliament House Complex has been handed over to CISF along with most of the assigned role of Parliament Security Service.**

(ix) Drivers and Despatch Riders Service consists of Staff Car Drivers and Despatch Riders. Drivers provide transport services to Members of Parliament and officers of the Secretariat. Despatch Riders are responsible for prompt delivery of parliamentary and other papers to Members and Government offices.

(x) Messenger Service consists of Senior Chamber Attendants (Special Grade), Senior Chamber Attendant, Chamber Attendant, Attendant and Office Work Assistant. Attendants are posted in the Chamber/Lobbies during Session for assisting and attending to the needs of Members such as transmission of communications, messages, etc. Further Attendants also provide functional support to the officers and Sections of the Secretariat. Office Work Assistants are posted in Sections for typing work.

(xi) Sansad TV (erstwhile RSTV Unit) Rajya Sabha Television Channel Unit was created *vide* Office Order Part I No. 1/2010-Personnel dated 29th October, 2010 for dealing with various matters relating to the Rajya Sabha Television Channel. A separate service of RSTV consisting of different positions in its Administration and Finance Unit was created *vide* R&CS Order dated 13th April, 2017 to look after the various administrative and financial matters of RSTV. **Further upon the joint decision of the Hon'ble Chairman, Rajya Sabha and the Hon'ble Speaker, Lok Sabha, the RSTV and LSTV were merged into Sansad Television (SANSAD TV). The governance of Sansad TV is carried out by the Governing Council whose members are as follows (Office Order No. SANSAD/A&F/1/2021 dated 10th April, 2023):-**

- a. Hon'ble Chairman, Rajya Sabha – Chairman
- b. Hon'ble Speaker, Lok Sabha – Co-Chairman
- c. Secretary-General, Lok Sabha - Member
- d. Secretary-General, Rajya Sabha - Member
- e. CEO, Sansad TV – Member-Secretary

(xii) Pay and Accounts Office, Rajya Sabha was constituted on 1st October, 1955 under the Scheme of separation of accounts from audit. The office is manned by members of the Legislative, Financial, Executive and Administrative Service. It functions as a Treasury-cum Departmental Accounts Office of the Rajya Sabha Secretariat and also as Controller of Exchequer. Its function is to conduct internal audit, to authorize payments and maintain appropriation accounts and provident fund accounts of the employees of the Secretariat and making payments of pension to retired employees of the Secretariat. It is also responsible for payment of salary and TA/DA Bills, medical bills etc. of Members, after necessary audit and finalization and making payment of parliamentary pension to former members of the Rajya Sabha..

5. **Organisational Structure Diagram at various levels, namely, State, Directorate, region, district, block, etc (whichever is applicable)**

A section-wise organization chart of Rajya Sabha Secretariat has been provided on the Digital Sansad website of Rajya Sabha

<https://sansad.in/rs/secretariat/organization-chart>

6. **Arrangements and methods made for seeking public participation/contribution**

The Rajya Sabha Secretariat is not involved directly in any public dealing. However,

members of public including school children/college going students visit public gallery of the Rajya Sabha and sometimes such groups interact with the Secretary-General and other senior officers of the Secretariat. The sections servicing the various Parliamentary Committees sometimes call for comments/suggestions from the public on Bills being examined, Petitions, policy documents, etc. under consideration of the Committees. Information regarding the working of the Rajya Sabha is provided on the website for public access (<http://rajyasabha.nic.in>).

7. **Mechanism available for monitoring and the service delivery and public grievances resolution**

Information regarding the working of the Rajya Sabha and the organisation of its Secretariat is provided on the website (<https://sansad.in/rs>) for public access.

Names of officers responsible for updating the information provided on the site are given along with their e-mails /addresses.

<https://sansad.in/rs/contactUs>

8. **Addresses of the main office and other offices at different levels**

The various sections of the Rajya Sabha Secretariat are situated in **Parliament House, Samvidhan Sadan, Parliament Library Building, Parliament House Annexe, Parliament House Annexe Extension Building, within the Parliament Complex, New Delhi.**

9. **Morning Hours/Closing Hours of the Office**

The working hours of the Rajya Sabha Secretariat are from 10.00 a.m. to 6.00 p.m. with half an hour lunch break from 1.30 p.m. to 2.00 p.m. The Secretariat observes a work schedule of five days' a week.