

INFORMATION HANDBOOK
UNDER
THE RIGHT TO INFORMATION ACT, 2005



Ministry of Parliamentary Affairs
Government of India
New Delhi
January, 2006

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CHAPTER 1

INTRODUCTION

Background:

The Right to Information Act, 2005 (22 of 2005) has come into force on the 12th October, 2005. This Act provides the right to citizens to secure access to information under the control of Public Authorities, in order to promote transparency and accountability in the working of every public authority. Under this Act, information means any material in any form, including records, documents, memos, e-mails, opinions, advices, press release, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force. The right to access of information under this Act includes the right to:-

- i. inspection of work, documents, records;
- ii. taking notes, extracts or certified copies of documents or records;
- iii. taking certified samples of material;
- iv. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

Objectives of this Hand Book

Section 4(1) of the Right to Information Act provides that every public authority shall publish details of the organization's functions, duties, etc. for the general information of the public. This Hand Book, attempts to give the required information about the Ministry of Parliamentary Affairs.

The Ministry of Parliamentary Affairs is one of the Ministries under the Government of India and acts as an important link between the two Houses of Parliament and the Government in respect of Government Business in Parliament. The Ministry mainly deals with the two Houses of Parliament and their Secretariats, Members of Parliament, Central Government Ministries, Departments and Organizations, State Governments/UT Administrations and Educational Institutions.

Every effort has been made to provide brief details about the functioning of the Ministry of Parliamentary Affairs in this Hand Book. In case, any person needs any additional information relating to this Ministry, he may contact the Public Information Officers of this Ministry. The details of the PIOs and the procedure for obtaining information has been given in Chapter 14 of this Book.

CHAPTER 2

Particulars of Organisation, Functions and Duties

1. Organisation

In the parliamentary form of Government, the day-to-day working of the parliamentary system makes large claims on the time and resources of various Ministries/Departments. The parliamentary business covers numerous intricate matters, namely financial, legislative and non - legislative. The Ministry of Parliamentary Affairs provides the critical interface between the Government and the Parliament. The Ministry, though small in size, handles a large gamut of activities ranging from managing Legislative business, assurances, and Consultative Committees to welfare of Members of Parliament and organising Youth Parliament Competitions.

The Ministry was created in 1949 as a Department. It is now a full-fledged Ministry. The main office of the Ministry is located in Parliament House, New Delhi. A branch of the Ministry dealing with Implementation of assurances given in Lok Sabha and Rajya Sabha is also located in Barracks Number 140 to 144, Jammagar House, New Delhi.

2. Functions and Duties

Under the Government of India (Allocations of Business) Rules, 1961 the following functions have been assigned to the Ministry of Parliamentary Affairs:-

1. Dates of summoning and prorogation of the two Houses of Parliament, dissolution of the Lok Sabha, President's Address to Parliament.
2. Planning and co-ordination of legislative and other official business in both the Houses.
3. Allocation of Government time in Parliament for discussion of motions given notice of by Members.
4. Liaison with Leaders and Whips of various Parties and Groups represented in Parliament.
5. Lists of members of Select and Joint Committees on Bills.
6. Appointment of Members of Parliament on committees and other bodies set up by government.
7. Functioning of Consultative Committees of Members of Parliament for various ministries.
8. Implementation of assurances given by Ministers in Parliament.

9. Government's stand on Private Members' Bills and Resolutions.
 10. Secretarial assistance to the Cabinet Committee on Parliamentary Affairs.
 11. Advice to ministries on procedural and other Parliamentary matters.
 12. Coordination of action by ministries on recommendations of general application made by Parliamentary Committees.
 13. Officially sponsored visits of Members of Parliament to places of interest.
 14. Matters connected with powers, privileges and immunities of Members of Parliament.
 15. Parliamentary Secretaries - functions.
 16. Organisation of Youth Parliament Competitions in schools/colleges throughout the country.
 17. Organisation of All India Whips' Conference.
 18. Exchange of Government sponsored Delegations of Members of Parliament with other countries.
 19. Determination of Policy and follow-up action in regard to matters raised under Rule 377 in Lok Sabha and by way of Special Mentions in Rajya Sabha.
 20. Manual for Handling Parliamentary work in Ministries/Departments.
 21. The Salaries and Allowances of Officers of Parliament Act, 1953 (20 of 1953).
 22. The Salary, Allowances and Pension of Members of Parliament Act, 1954 (30 of 1954).
 23. The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (33 of 1977).
 24. The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 (5 of 1999).
3. **Organisational Structure**

In order to execute the above functions the work in the Ministry of Parliamentary Affairs is organised in the following divisions:-

- (i) Legislative
- (ii) Research and Conference
- (iii) Administration

The allocation of work among these Divisions is provided in **Annex I**. The Organisational Chart of the Ministry is at **Appendix-I**.

4. **Working Hours**

The working hours for its offices in the Ministry of Parliamentary Affairs are from 9.30 a.m. to 6.00 p.m. with half an hour lunch break from 1.30 p.m. to 2.00 p.m.

5. **Public Grievance Mechanism**

The Ministry has set up a Grievances Redressal Cell to look into the grievances of the Body of Citizens it serves, relating to the functioning of the Ministry of Parliamentary Affairs Shri P. Gopalakrishnan, Joint Secretary in the Ministry, whose particulars are given below, has been designated as Director of the Grievance Redressal Cell:-

Sh. P. Gopalakrishnan,
Joint Secretary & Director
Grievances Redressal Cell,
Ministry of Parliamentary Affairs,
Tele. No. 23034734, 20317893
Fax No. 011-23792067
Website: <http://www.mpa.nic.in>
E-mail: jsmpa@sansad.nic.in

CHAPTER 3

Powers and Duties of Officers and Employees

The Organisation Chart of the Ministry attached as **Appendix I** indicates the hierarchy of various officers in the Ministry. The powers and duties of the officers are as follows:

| | |
|------------------|--|
| Designation | Secretary |
| Responsibilities | Secretary is the administrative head of the Ministry of Parliamentary Affairs and shall be responsible for the proper transaction of Business allotted to the Ministry. For general duties of Secretary please refer to Manual of Office Procedure at Para 5.9 (a) of Chapter III (Please see Appendix-II). |
| Designation | Joint Secretary |
| Responsibilities | Since there is only one Joint Secretary in the Ministry, he looks after all the subjects allocated to the Ministry and assists the Secretary in discharge of his responsibilities. He also acts as the Director of Public Grievances of the Ministry. For general duties of Joint Secretary please refer to Manual of Office Procedure at Para 5.9 (b) of Chapter III (Please see Appendix-II). |
| Designation | Deputy Secretary (Legislative) |
| Responsibilities | <ol style="list-style-type: none"> 1. Summoning and prorogation of both the Houses of Parliament and dissolution of the Lok Sabha. 2. Planning and coordination of legislative and other official business in Parliament. 3. Government's stand on Private Members' Bills and Resolutions. 4. Nomination of Members of Parliament on Committees and other Bodies set up by the Government. 5. Constitution and functioning of Consultative Committees of Members of Parliament for various Ministries/Departments. 6. Follow up of matters raised under Rule 377 of the Rules of Procedure and Conduct in Lok Sabha and by way of Special Mentions in Rajya Sabha. 7. Manual for handling Parliamentary work in Ministries/Departments. 8. Training programme in Parliamentary procedure for officers of Central Government as well as State Governments. <p>For general duties of Deputy Secretary refer to the Manual of Office Procedure (MOP) at Para 5.9(c) of Chapter III. (Please see Appendix-II).</p> |

| | |
|------------------|---|
| Designation | Deputy Secretary (R&C) |
| Responsibilities | <ol style="list-style-type: none"> 1. Advise the Ministries on procedural and other Parliamentary matters. 2. Organization of Youth Parliament Competitions in Schools and Universities. 3. Matters relating to liaison with Leaders and Whips of various political parties and groups in Parliament and organization of All India Whips' Conference. 4. Exchange of Government sponsored delegations of Members of Parliament with other countries. 5. (i) The Salary, Allowances and Pension of Members of Parliament Act, 1954; (ii) The Salary and Allowances of Officers of Parliament Act, 1953; (iii) The Salary and Allowances of Leaders of Opposition Act, 1977; and (iv) The Leaders and Chief Whips of Recognized Parties and Groups in Parliament (Facilities) Act, 1998. <p>For general duties of Deputy Secretary refer to the Manual of Office Procedure (MOP) at Para 5.9(c) of Chapter III (Please see Appendix-II).</p> |
| Designation | Deputy Secretary (Admn.) |
| Responsibilities | <ol style="list-style-type: none"> 1. Establishment and Administrative matters relating to the Ministry of Parliamentary Affairs. 2. Budget and Accounts of the Ministry. 3. Implementation of Assurances given by Ministers in Parliament. <p>For general duties of Deputy Secretary refer to the Manual of Office Procedure (MOP) at Para 5.9(c) of Chapter III (Please see Appendix-II).</p> |
| Designation | Under Secretary |
| Responsibilities | For general duties of Under Secretary refer to the Manual of Office Procedure (MOP) at Para 5.9(d) of Chapter III . (Please see Appendix-II). |
| Designation | Principal System Analyst, NIC |
| Responsibilities | work relating to Programming & implementation of Computer Application and assistance in systems, analysis and designing of computer projects, monitoring of multi-user computer network operations and data preparation, maintenance of data base files and ensuring the secrecy and integrity of the data base files/software in computer hard disks (both Main & PCs)attending to the hardware/software problems and coordinating with maintenance engineers in case of Computer breakdowns, attending to user's problems in Computer operations of the application programmers as well as software packages, conducting computer training to the staff/users, supervising the work of operational staff. |
| Designation | Section Officer |
| Duties | Please refer to the Manual of Office Procedure (MOP) at Para 5.9(e) of Chapter III . (Please see Appendix-II). |

| | |
|-------------|--|
| Designation | Sr. Principal Private Secretary/ Principal Private Secretary/ Private Secretary/Personal Assistant/Stenographer Gr. 'D' |
| Duties | Please refer to the Manual of Office Procedure (MOP) at Para 5.9(g) of Chapter III (Please see Appendix-II). |
| Designation | Assistant Director |
| Duties | Supervision of translation of official work from English to Hindi and vice versa, implementation of official language policy and and the instructions issued by the Department of Official language, decisions taken by Central Hindi Committee, decisions taken by Central Official Language Implementation Committee. Work relating to Official Language Implementation Committee and Hindi Salahakar Samiti of the Ministry, organising of Hindi workshops, Sansadiya Hindi Pustak Purskar Yojna, and various incentive schemes for progressive use of hindi in the Ministry. |
| Designation | Assistant/UDC |
| Duties | Please refer to the Manual of Office Procedure (MOP) at Para 5.9(f) of Chapter III (Please see Appendix-II). |
| Designation | Senior Translator/Junior Translator |
| Duties | They look after the work of translation from English to Hindi and vice versa and assist the Hindi Officer in implementation of Official Language Policy of Govt. of India in the Ministry which mainly include Official Language Act, 1963, Official Language Rules, 1976 and orders regarding use of Hindi issued by Department of Official Language from time to time. |
| Designation | Lower Division Clerk |
| Duties | Please refer to the Manual of Office Procedure (MOP) at Para 5.9(f) of Chapter III (Please see Appendix-II). |
| Designation | Staff Car Driver (Special Grade, Grade-I, Grade-II and Ordinary Grade) |
| Duties | Driving and upkeep of the staff cars of the Minsitry, maintenance of log book etc. |
| Designation | Photocopy Operator |
| Duties | Taking photo copies and proper maintenance of the record of the photocopies taken. |
| Designation | Dispatch Rider |
| Duties | Delivery of urgent dak |
| Designation | Daftry/Senior Peons, Peons, Farash, Safai Karamchari, Chowkidar |
| Duties | Maintenance of guard files, stitching of files etc. Manual assistance in movement of files and papers in and outside offices, Closing and opening of office rooms, maintenance of cleanliness of office.etc. |

CHAPTER 4

Procedure followed in Decision Making Process and Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

The Ministry of Parliamentary Affairs follows the procedure and instructions laid down by the Department of Personnel and Training, Ministry of Finance, etc. for all the Ministries/Departments, for example, the Manual of Office Procedure, General Financial Rules etc. The channels of submission/decision making in the Ministry of Parliamentary Affairs is contained in the at **Annex II**. The **Handbook of the Ministry of Parliamentary Affairs**, outlining the procedures followed in respect of Parliamentary Work, is available on the Ministry's website <http://mpa.gov.in> and copies are also available for purchase from M/s. Concept Publishing Company A/15 & 16, Commercial Block, Mohan Garden, New Delhi-110059.

The Ministry of Parliamentary Affairs follows the same rules, regulations and manuals etc. as prescribed by the Central Government for Central Civil Services Organisations. However, the **Manual of Parliamentary Procedures in the Government of India** is being administered by the Ministry of Parliamentary Affairs. Copy of the Manual is available on the Ministry's website <http://mpa.gov.in> and copies are also available for purchase from M/s. Vikas Publishing House Private Ltd., 576, Masjid Road, Jangpura, New Delhi. Besides this the following 4 Acts of Parliament are also being administered by the Ministry of Parliamentary Affairs:-

- (a) The Salary, Allowances and Pension of Members of Parliament Act, 1954;
- (b) The Salaries and Allowances of Officers of Parliament Act, 1953;
- (c) The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977; and
- (d) The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998.

The responsibility for execution of the various provisions of the above four Acts lies with the two Secretariats of Parliament. Copies of these Acts and rules made thereunder are available on the Ministry's website <http://mpa.gov.in>.

CHAPTER 5

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

The Ministry of Parliamentary Affairs acts as a link between the Ministries/Departments of the Government of India and the two Houses of Parliament in respect of Government Business in Parliament and is not concerned with Policy formulation or its implementation relating to public affairs.

CHAPTER 6

Categories of documents held by the Ministry and information available in an electronic form

The information about the Ministry of Parliamentary Affairs is available on its website <http://mpa.gov.in>.

1. Categories of Documents held by the Ministry

Apart from the files and service documents of the employees, the Ministry is the custodian of the following documents:-

1. The following Acts and Rules framed there under are administered by the Ministry:-
 - (a) The Salary, Allowances and Pension of Members of Parliament Act, 1954;
 - (b) The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977;
 - (c) The Salaries and Allowances of Officers of Parliament Act, 1953; and
 - (d) The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998.
2. The Manual of Parliamentary Procedures in the Government of India.
3. Handbook on the working of the Ministry of Parliamentary Affairs.
4. The Annual Report of the Ministry.
5. The Citizen's Charter.
6. Statistical Handbook of the Ministry.

All the above documents are available in an electronic form and can be downloaded from the website of the Ministry.

CHAPTER 7

A statement of boards, council, committees and other bodies constituted as its part

The Ministry of Parliamentary Affairs constitutes and organises the meetings of Consultative Committees for the various Central Ministries. These meetings are presided over by the concerned Ministers and are required to be held once each during every session and inter-session periods. Of the six meetings of the Consultative Committees in a year, it shall be mandatory to have four meetings, three during intersession periods and one during either session of intersession period, depending on the convenience of the Chairman of the Committee. The meetings of these Consultative Committees are not open to the public. A copy of the Guidelines to regulate the constitution and functioning of the Consultative Committees for various Ministries and Departments is at **Annex III**.

2. List of Consultative Committees:

| S.No. | Name of Ministry |
|-------|--|
| 1. | Ministry of Agriculture & Ministry of Consumer Affairs, Food and Public Distribution |
| 2. | Ministry of Agro and Rural Industries & Ministry of Small Scale Industries |
| 3. | Ministry of Chemicals and Fertilizers & Ministry of Steel |
| 4. | Ministry of Civil Aviation |
| 5. | Ministry of Coal |
| 6. | Ministry of Commerce & Industries |
| 7. | Ministry of Communications & Information Technology |
| 8. | Ministry of Defence |
| 9. | Ministry of Environment & Forests |
| 10. | Ministry of External Affairs |
| 11. | Ministry of Finance |
| 12. | Ministry of Health & Family Welfare |
| 13. | Ministry of Heavy Industries & Public Enterprises |
| 14. | Ministry of Home Affairs |
| 15. | Ministry of Human Resource Development |
| 16. | Ministry of Information & Broadcasting |
| 17. | Ministry of Labour & Employment |
| 18. | Ministry of Panchayati Raj and Ministry of Youth Affairs & Sports |
| 19. | Ministry of Petroleum & Natural Gas |
| 20. | Ministry of Power |
| 21. | Ministry of Railways |
| 22. | Ministry of Shipping, Road Transport & Highways |
| 23. | Ministry of Rural Development |
| 24. | Ministry of Social Justice and Empowerment |
| 25. | Ministry of Textiles |
| 26. | Ministry of Tribal Affairs & Ministry of Development of North Eastern Region |
| 27. | Ministry of Tourism and Culture |
| 28. | Ministry of Urban Development |
| 29. | Ministry of Water Resources |

3. List of Members:

List of Members of these Consultative Committees is at Annex IV.

CHAPTER 8

Directory of Officers in the Ministry of Parliamentary Affairs

21-Nov-07

| S. No. | Name & Designation | Telephone Numbers | | Address | |
|--------|--|--|-----------------------------------|-------------------------------|---|
| | | Office | Residence | Office | Residence |
| 1. | Shri P. R. Dasmunsi, Minister | 23018729, 23017798 23792341(Fax) | 24653778 24653727 | 15, P.H. | 7-Lodhi Estate, New Delhi. |
| | PS to Minister (Shri Z. A. Naqvi) | 23018729, 23017798 23792341(Fax) | 24617519 | 15, P.H. | E-7/43, Type V Lodhi Road complex, N.D. |
| 2. | Shri Suresh Pachouri, MOS (SP) | 23017651, 23034642 23013495(Fax) | 23793500 23792022 (Tel Fax) | 64, P.H. | 28, Tughlak Crescent, New Delhi. |
| | OSD to MOS (SP) (Dr. D. B. Singh) | 23017651, 23034642 23013495(Fax) | 22722703 | 64, P.H. | 252, Dhruv Apptt. I. P. Extn. Patparganj, Delhi-92 |
| 3. | Shri B.K.Handique, MOS (BH) | 23011313, 23035105 | 23718095, 23737960 | 45-B, P. H. | C-2, M.S.Flats, B.K.S.Marg, New Delhi |
| | APS to MOS (BH) (Shri Ravi Prakash Sharma) | 23011313, 23035105 | 26161947 | 45-B, P. H. | 753, Sector-8, R.K.Puram, New Delhi. |
| 4. | Smt. Suryakanta Patil, MOS(SK) | 23011824, 23034638 23010895(Fax) | 23387313 23782018 | 56, P. H. | 5-7 Mahadev Road, New Delhi. |
| | Addl. PS to MOS(SK) (Shri Ajit Sakhare) | 23011824, 23034638 23010895(Fax) | 23073946 | 56, P. H. | A-38 Pandara Road, New Delhi. |
| 5. | Dr. (Smt.) Rekha Bhargava, Secretary | 23017663, 23034644 23017726(Fax) | 23386514 | 8, P.H. | C-II/72, Shahajahan Road, New Delhi. |
| | PPS to Secretary (Shri E. R. Padmanabhan) | 23017663, 23034644 23017726(Fax) | 23382029 | 8, P.H. | A-248, Pandara Road, New Delhi. |
| 6. | Sh. P. Gopalakrishnan, Joint Secretary | 23017893, 23034734 23792067(Fax) | 27051439, | 87, P.H. | H-17/56, Sector-7, Rohini. Delhi |
| 7. | Shri K. K. Thakur, DS (Admn.) | 23017004 23034763 | 26683922 | 92, P.H. | F.6/6, Malviya Nagar, New Delhi |
| 8. | Smt. Santosh Prabha, DS (R&C) | 23018220(Fax) 23034746 | 26253166 | 98, P.H. | Type-D, Sec.III/138, Sadiq Nagar, New Delhi. |
| 9. | Shri H.L. Negi, DS (Leg) | 23017557(Fax) 23034844 | 24671627 | 86-B, P.H. | 384, Laxmi Bai Nagar, New Delhi. |
| 10. | Smt. Rewa Rani, US (Admn.) | 23034899 23011774(Fax) | 27484065 | 92, P.H. | A/B-168, Shalimar Bagh, New Delhi. |
| 11. | Shri Bhoj Raj, US (ME) | 23034732 | 25407075 | 94-A P.H. | D-2B, DDA, MIG Flats, Mayapuri., Delhi |
| 12. | Shri Dharam Pal, US (Comm.) | 23034274 | 23367810 | 90, P.H. | 711, B.K.S. Marg, New Delhi. |
| 13. | Shri R. C. Mohanty US (Imp.) | 23387906 23386777(Fax) | 64624591 | 143, Jam Nagar Barracks | 1478, Lodhi Road, Complex, New Delhi. |
| 14. | Smt. Suman Bara, US (Leg) | 23034728 | | 90, P.H. | 547, Sector VII, M. B. Road, New Delhi. |
| 15. | US(R&C) | 23034761 | | 92, P.H. | |

| | | | | | |
|-----|---|----------------------|--|---------------------------------------|--|
| 16. | Shri Dharendra Choubey, SO (Leg-I) | 23034757 | | 86-A | 1766, Lodhi Road Complex, New Delhi |
| 17. | Sh Rameshwar Prasad SO (Gen.) | 23034748 | | 86, P.H. | J-615, Mandir Marg, New Delhi. |
| 18. | Shri Jagdish Kumar, SO (P&W) | 23034730 | | 94, P.H. | WZ 98/M-36, Hari Nagar, New Delhi. |
| 19. | Shri A.K. Jha, SO (ME) | 23034750 | | 94, P.H. | B-I/164, Gali-6, New Ashok Nagar, Delhi. |
| 20. | Sh J. S. Kochar, SO (Imp-I) | 23386934 | | 141, Jam Nagar Barracks. | H-3/59, Vikas Puri, New Delhi. |
| 21. | Shri A. B. Acharya, SO(R &C) | 23034759 | | 97, P.H. | C-357, Sarojini Nagar, New Delhi |
| 22. | Shri P.K.Halder SO (Imp-II) | 23381167 | | 144, Jam Nagar Barracks. | 29-C, Kalkaji Extension, New Delhi-19. |
| 23. | Shri Mukesh Kumar, SO (A& P) | 23034755 | | 93, P.H. | WZ-1297, Nangal Raya, New Delhi-46 |
| 24. | Smt. Padma Rathi, SO (Leg-II) | 23034773 | | 87-A, P.H. | 16/433, Lodhi Colony, New Delhi. |
| 25. | Shri S. S. Patra, SO (Admn.) | 23034467 | | 92, P.H. | 10/3, Block No-1, New Minto Road Hostel, New Delhi |
| 26. | Shri Rajan, SO (C) | 23034744 | | 89, P.H. | E-134, Sector-11, Faridabad, Haryana. |
| 27. | Shri N. Thangeo, SO (MPS) | 23034945 | | 14,P.H. | H. No. 33, Munirka, New Delhi-67 |
| 28. | Smt. Manorama Bhardwaj, Hindi Officer | 23034743 | | 88, P.H. | 74/2C, Sec-2, Kali Bari Marg, New Delhi. |
| 29. | Shri James Rakesh Ekka, Cashier | 23034753 | | 87-A, P.H. | House No. 201, ward No.2, Mehrauli, Delhi. |
| 30. | Shri Ravinder Singh, Information Officer | 23389124 | | 125, A- wing Shastri Bhawan. | S-12, Hudco Place, Andrews Ganj, New Delhi. |
| 31. | Sh S.K. Sinha, Pr. System Analyst | 23794461 23035102 | | 14 B, P.H. | 19/989, Lodhi Colony, New Delhi. |

CHAPTER 9
The Monthly Remuneration Received by each of its Officers and
Employees, including the System of Compensation as Provided in
Regulations

The Salaries and allowances of the employees of the Ministry of Parliamentary Affairs are those prescribed by the Ministry of Personnel, Public Grievances and Pensions and the Ministry of Finance from time to time for Central Government employees of different categories. The details are as follows:

| S.No. | Post | Pay Scale | No. of posts |
|-------|--|----------------------------------|-------------------|
| 1. | Secretary | 26,000 (fixed) | 1 |
| 2. | Joint Secretary | 18,400-500-22,400 | 1 |
| 3. | Deputy Secretary | 12,000-375-16,500 | 3 |
| 4. | Under Secretary | 10,000-325-15,200 | 6 |
| 5. | Principal Private Secretary | 10,000-325-15,200 | 1 |
| 6. | Assistant Director | 7,500-250-12,000 | 1 |
| 7. | Section Officer | 6,500-200-10,500 | 12 |
| 8. | Private Secretary | 6,500-200-10,500 | 1 |
| 9. | Assistant | 6,500-200-10,500 | 19 |
| 10. | Senior Translator | 6,500-200-10,500 | 1 |
| 11. | Research Assistant | 5,500-175-9,000 | 2 |
| 12. | Accountant | 5,500-175-9,000 | 1 |
| 13. | Personal Assistant | 5,500-175-9,000 | 4 |
| 14. | Junior Translator | 5,500-175-9,000 | 2 |
| 15. | Upper Division Clerk | 4000-100-6,000 | 13 |
| 16. | Stenographer Grade 'D' | 4000-100-6,000 | 6 |
| 17. | Lower Division Clerk | 3,050-75-3,950-80-4,590 | 19 |
| 18. | Staff Car Driver Grade I | 4,500-125-7,000 | 2 |
| 19. | Staff Car Driver Grade II | 4,000-100-6,000 | 2 |
| 20. | Staff Car Driver | 3,050-75-3,950-80-4,590 | 3 |
| 21. | Despatch Rider, Gestetner Operator | 3,050-75-3,950-80-4,590 | 2 1 |
| 22. | Jamadar | 2,650-65-3,300-70-4,000 | 1 |
| 23. | Daftry | 2,610-60-2,910-65-3,300-70-4,000 | 5 |
| 24. | Peon Farash, Sweeper, Chowkidar | 2,550-55-2,660-60-3,200 | 17 1 1 1 |

CHAPTER 10

The Budget Allocated to the Ministry of Parliamentary Affairs and manner of Execution of Subsidy Programmes

1. Budget

A statement of budget allocated to the Ministry of Parliamentary Affairs for the year 2007-08 is given below:

(In Thousands of Rupees)

| S. No. | Object-Heads | BE 2007-08 | Ex penditure proposed to be made on the following items |
|--------|-------------------------------|------------|---|
| 1. | Salaries | 2,66,00 | This will include on payment of pay & allowances to the Government servants in this Ministry including honorarium, Leave Travel Concession and re-imburement of tuition fees. |
| 2. | Overtime Allowance | 6,00 | This will be incurred on payment to Non-Gazetted Government servants for performing official duties beyond office hours in addition to normal working hours. |
| 3. | Medical Treatment | 6,00 | This will include amount paid towards medical re-imburement to Government servants. |
| 4. | Domestic Travel Expenses | 15,00 | This will cover all expenses on account of travel on duty in India by the Government servants working in this Ministry. |
| 5. | Foreign Travel Expenses | 1,20,00 | This will cover all expenses on account of travel on duty outside India by the Government servants working in this Ministry. This will also include the expenditure on TA/DA to non-official members going on tour abroad. |
| 6. | Office Expenses | 1,05,00 | This will include all contingent expenses for running this Ministry including expenditure on purchase of furniture, postage, purchase and maintenance of office machines and equipment, liveries, telephones, stationery, purchase and maintenance of staff cars & Three Wheeler. This will also include POL expenses on vehicles for office use. |
| 7. | Publications | 11,00 | This will include expenditure on printing of office codes, manuals and other documents such as Annual Report etc. |
| 8. | Other Administrative Expenses | 51,00 | This will include expenditure on refreshment/ hospitality/ entertainment expenses, expenses on hosting dinners for MPs/ staff during late sitting of the Parliament, gifts and expenditure on conducted tours, expenditure on conferences/ seminars/ workshops, etc and expenditure on other training programmes. |

| | | | |
|------------|---------------|----------------|---|
| 9. | Other Charges | 30,00 | This will include expenditure on conducting National Youth Parliament Competitions in Schools/ JNVs/ KVs/ Colleges/ Universities and holding Prize Distribution Functions thereof and on financial assistance given to Governments of various States/ Union Territories for holding Youth Parliament Competitions in their Schools/ Colleges. This will also include expenditure on holding sports event for MPs. |
| 10. | Total | 6,10,00 | |

2. Subsidy Programmes

The Ministry of Parliamentary Affairs does not implement any subsidy programme.

CHAPTER 11

Particulars of Recipients of Concessions, permits or authorization granted by it

No concessions, permits or authorization is granted by the Ministry of Parliamentary Affairs.

CHAPTER 12

Norms set by it for the discharge of its functions

The norm set for the discharge of functions of the Ministry is outlined in the Citizen's Charter of the Ministry (available on Ministry's website <http://mpa.gov.in>).

CHAPTER 13

The names, designations and other particulars of the Public Information Officers

Public Information Officers:

The name, designation and address of the Public Information Officers of the Ministry and the subjects handled by them are as follows:

| S.No. | Name, address and telephone number of the Public Information Officer | Subjects handled by the Officer |
|-------|--|---|
| 1. | Sh. K.K. Thakur, Deputy Secretary (Admn.), Ministry of Parliamentary Affairs, 92, Parliament House, New Delhi – 110001. Tele: 23034763 (Off.) 26683922 (Res.) | 1. Establishment and Administrative matters relating to the Ministry of Parliamentary Affairs. 2. Budget and Accounts of the Ministry. 3. Implementation of Assurances given by Ministers in Parliament. |
| 2. | Smt. Santosh Prabha, Deputy Secretary (R&C) Ministry of Parliamentary Affairs, 98, Parliament House, New Delhi – 110001. Tele: 23034746 (Off.) 26253166 (Res.) | 1. Advise the Ministries on procedural and other Parliamentary matters. 2. Organization of Youth Parliament Competitions in Schools and Universities. 3. Matters relating to liaison with Leaders and Whips of various political parties and groups in Parliament and organization of All India Whips' Conference. 4. Exchange of Government sponsored delegations of Members of Parliament with other countries. 5. (i) The Salary, Allowances and Pension of Members of Parliament Act, 1954. (ii) The Salary and Allowances of Officers of Parliament Act, 1953. (iii) The Salary and Allowances of Leaders of Opposition Act, 1977. (iv) The Leaders and Whips of Recognized Parties and Groups in Parliament (Facilities) Act, 1998 |

| | | |
|----|--|--|
| 3. | <p>Sh. H.L. Negi Deputy Secretary (Leg.). Ministry of Parliamentary Affairs, 86-B, Parliament House, New Delhi – 110001. Tele: 23034844 (Off.) 24671627 (Res.)</p> | <p>1. Summoning and prorogation of both the Houses of Parliament and dissolution of the Lok Sabha. 2. Planning and coordination of legislative and other official business in Parliament. 3. Government's stand on Private Members' Bills and Resolutions. 4. Nomination of Members of Parliament on Committees and other Bodies set up by the Government. 5. Constitution and functioning of Consultative Committees of Members of Parliament for various Ministries/ Departments. 6. Follow up of matters raised under Rule 377 of the Rules of Procedure and Conduct in Lok Sabha and by way of Special Mentions in Rajya Sabha. 7. Manual for handling Parliamentary work in Ministries/Departments. 8. Training programme in Parliamentary procedure for officers of Central Government as well as State Governments.</p> |
|----|--|--|

In case a person does not receive a decision within the time specified in the Act or is aggrieved by a decision of the Public Information Officer of the Ministry of Parliamentary Affairs, he/she can make an appeal under Section 19 of the Act to the Joint Secretary in the Ministry of Parliamentary Affairs, whose particulars are given below:

Shri P. Gopalakrishnan,
Joint Secretary,
Ministry of Parliamentary Affairs,
Room No. 87, Parliament House,
New Delhi 110001

Phone:
Office: 23034734
23017893
Res: 27051439

CHAPTER 14

Particulars of the facilities available to citizens for obtaining information

Information relating to the Ministry of Parliamentary Affairs is available on its website <http://mpa.gov.in> or can be obtained from the designated Public Information Officer. No library or reading room for the public is maintained by the Ministry.

Procedure for obtaining information

1. (a) Applications seeking information can be submitted in prescribed application form in English or Hindi or in the official language of the area, in which the application is made to the following PIOs of the Ministry:-

| S.No. | Name of the PIO | Address | Contact No. |
|-------|--|---|-------------|
| 1. | Shri K.K Thakur Deputy Secretary | Room No. 92, Parliament House, New Delhi | 23034763 |
| 2. | Smt. Santosh Prabha, Deputy Secretary | Room No. 98, Parliament House, New Delhi | 23034746 |
| 3. | Shri H.L. Negi Deputy Secretary | Room No. 86-B, Parliament House, New Delhi. | 23034844 |

The Application form can be downloaded from www.mpa.gov.in or obtained free of cost, from the Ministry of Parliamentary Affairs.

(b) The application for obtaining information shall be accompanied by an application fee of rupees ten by way of cash against proper receipt by demand draft or bankers cheques payable to the P&AO, Cabinet Affairs. Cash can be deposited with the Cashier, Ministry of Parliamentary Affairs, Room No. 87-A or the Under Secretary (Imp.), Ministry of Parliamentary Affairs, Room NO. 143, 12/1, Jamnagar House, Man Singh Road, New Delhi, Tele. No. 23387906

2. The fee:

A request for obtaining information under sub-section (1) of section 6 of RTI Act shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the P&AO, Cabinet Affairs.

For providing the information under sub-section (1) of section 7, of RTI Act, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the P&AO, Cabinet Affairs at the following rates:-

- (a) rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (b) actual charge or cost price of a copy in larger size paper;
- (c) actual cost or price for samples or models; and
- (d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the P&AO, Cabinet Affairs at the following rates:-

- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

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Government of India
Ministry of Parliamentary Affairs

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Application for seeking information under the Right to Information Act, 2005

Please read the instructions in Chapter 14 carefully before filling the form.
Please fill in BLOCK LETTERS

PART I:

1. Name of applicant:
2. Father's full name:
or
3. Mother's full name:
4. Present address with PIN
Telephone/mobile no:
Residential
Office:
5. Permanent Address with PIN
Telephone/mobile no:
6. E.mail I.D., if any:
7. Proof of Res. (Elec. Voter's card/Passport/PAN No.):

PART II

- (i) Specify the particulars of the information sought for.
- (ii) Whether the information sought is required to be supplied:
 - (a) In printed form
 - (b) In diskette or floppy
 - (c) Whether inspection of records also sought.
- (iii) Whether application fee of Rs. 10 (rupees ten) paid if so, please specify by cash/demand draft or Banker's cheque.(Please enclose copy of receipt. No fees required to be paid if the requester belongs to below poverty line category.)

Declaration of the Applicant:

- (i) I am a bonafide citizen of India and owe allegiance to the sovereignty, unity and integrity of India and have not voluntarily acquired the citizenship of another country.
- (ii) The information given by me in this form is true and I am solely responsible for its accuracy.

(Signature of the Applicant)

Place

Date:

Extracts of Para 5.9 of Chapter 3 of Central Secretariat of Manual of Office Procedure (12th Edition).

- 5.9 (a) Secretary – A Secretary to the Government of India is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry/Department, and his responsibility is complete and undivided.
- (b) Joint Secretary – When the volume of work in a Ministry exceeds the manageable charge of a Secretary, one or more wings may be established with Joint Secretary, incharge of each wing. Such a functionary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his wing subject to the general responsibility of the Secretary for the administration of the wing as a whole.
- (c) Deputy Secretary- Deputy Secretary is an officer who acts on behalf of the Secretary. He holds charge of a Secretariat Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming upto him on his own. He should use his discretion in taking order of the Joint Secretary/Secretary on more important cases, either orally or by submission of papers.
- (d) Under Secretary – An Under Secretary is in charge of the Branch in a Ministry Department consisting of two or more Sections and in respect thereto exercises control both in regard to the despatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.
- (e) Section Officer –
- A. General Duties:-
- (i) Distribution of work among the staff as evenly as possible;
 - (ii) Training, helping and advising the staff;
 - (iii) Management and co-ordination of the work;
 - (iv) Maintenance of order and discipline in the section'
 - (v) Maintenance of a list of residential addresses of the staff;

B. Responsibilities relating to Dak:-

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the section diary once a week to know that it is being properly maintained.

C. Responsibilities relating to issue of draft:-

- (i) to see that all corrections have been made in the draft before it is marked for issue;
- (ii) to indicate whether a clean copy of the draft is necessary;
- (iii) to indicate the number of spare copies required;
- (iv) to check whether all enclosures are attached;
- (v) to indicate priority marking;
- (vi) to indicate mode of despatch.

D. Responsibility of efficient and expeditious disposal of work and checks on delays:-

- (i) to keep a note of important receipts with a view to watching the progress of action;
- (ii) to ensure timely submission of arrear and other returns;
- (iii) to undertake inspection of assistants' table to ensure that no paper of file has been overlooked;
- (iv) to ensure that cases are not held up at any stage;
- (v) to go through the list of periodical returns every week and take suitably action on items requiring attention during next week.

E. Independent disposal of cases:-

He should take independently action of the following types:-

- (i) issuing reminders;
- (ii) obtaining or supplying factual information of a non-classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.

F. Duties in respect of recording and indexing:-

- (i) to approve the recording of files and their classification;
- (ii) to review the recorded files before destruction;
- (iii) to order and supervise periodic weeding of unwanted spare copies;

- (iv) ensuring proper maintenance of registers required to be maintained in the section;
- (v) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (vi) Ensuring neatness and tidiness in the Section;
- (vii) Dealing with important and complicated cases himself;
- (viii) Ensuring strict compliance with Departmental Security Instructions.

(f) Assistant/Upper Division Clerk – He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:-

- (i) to see whether all facts open to check have been correctly stated;
- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessarily, to precedents or Rules and Regulations on the subject;
- (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures’
- (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

(g) Private Secretary/Personal Assistant/Stenographer- He will keep the officer free from routine nature of work by mailing correspondence, filing paper, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialised. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret paper entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below:-

- (i) taking dictation in shorthand and its transcription in the best manner possible;
- (ii) fixing up of appointments and if necessary cancelling them;
- (iii) screening the telephone calls and the visitor in a tactful manner;
- (iv) keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;
- (v) maintaining, in proper order, the papers required to be retained by the officer;
- (vi) keeping a note of the movement of files, seen by his officer and other officers, if necessary;

- (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been types and issued;
- (viii) carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;
- (ix) generally assisting him in such a manner as he may direct and at the same, time, he must avoid the temptation of abrogating to himself the authority of his boss.

(h) Lower Division Clerk- Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of section Diary. File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.