

# CITIZEN'S CHARTER

## **BACKGROUND & LOCATION**

In a Parliamentary form of Government, the day-to-day working of the Parliamentary system makes large claims on the time and resources of all Ministries/Departments. Parliamentary programme covers numerous intricate matters-financial, legislative and non-legislative-relating to various Ministries/Departments of the Government. The task of efficiently handling diverse Parliamentary work on behalf of the Government, in the Parliament, has been assigned to the Ministry of Parliamentary Affairs. 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, Parliamentary assurances, and Consultative Committees to welfare of Members of Parliament and organizing Youth Parliament Competitions. Created in May, 1949 as a Department, it soon became a full-fledged Ministry with the addition of more responsibilities. The Ministry is located in Parliament House.

## **VISION**

The Ministry of Parliamentary Affairs strives to provide comprehensive and quality services to a Body of Citizens comprising, the Parliament and its Members as well as Ministries/Departments and other Organizations of Government of India and State Governments.

## **MISSION**

To act as an efficient facilitator to constantly improve Government's interaction with Parliament by: -

- # planning, coordinating and monitoring Government's business in Parliament
- # helping Ministries/Departments to effectively carry out their Parliamentary work
- # responding actively and effectively on behalf of the Government in respect of directions, resolutions etc. of a general nature made to the Government by the Houses of Parliament
- # constituting and arranging meetings of Consultative Committees of Members of Parliament for Ministries
- # taking initiatives through organizing of conferences, programs, etc. for increasing awareness about the Parliamentary system with a view to strengthening the roots of democracy
- # administering policies relating to Salaries, facilities and welfare related matters of Members of Parliament.

- # coordinating with Ministries/Departments for implementation of assurances given by Ministers in both Houses of Parliament-culling out of assurances from the debates; monitoring the state of fulfillment thereof and laying of Implementation Reports before the Houses.

## **BODY OF CITIZENS**

The Body of Citizens we serve:

- The two Houses of Parliament and their Secretariats
- Members of Parliament
- Central Government Ministries/Departments and Organizations
- State Governments/UT Administrations
- Educational institutions

## **SERVICES**

### **To Central Government Ministries/Departments and Organizations**

Functional support to the Ministries/Departments and other Government Organisations and, wherever necessary, to State Governments/UT Administrations such as:

- Secretarial assistance to the Cabinet Committee on Parliamentary Affairs on summoning and prorogation of the Houses of Parliament and Government 's stand on Private Member's Bills and Resolutions
- Planning, mapping and monitoring of legislative business of the Ministries/Departments
- Coordination of work, in association with Ministries/Departments relating to fulfillment of Parliamentary assurances including laying of implementation reports on fulfilled assurances on the Table of the respective House of Parliament
- Arranging meetings on behalf of the Ministries/Departments on various matters of importance with leaders of political parties/groups in Parliament
- Providing advice to Ministries/Departments on parliamentary practices and procedures in keeping with the changing milieu and conventions and for training their officers in handling of parliamentary work.
- Forwarding the list of matters of urgent public importance raised under Rule 377 in Lok Sabha and Special Mentions in Rajya Sabha, weekly, and follow up action regarding expeditious replies to the pending matters.

- Forwarding the extracts of Zero-Hour matters to concerned Ministries/Departments for appropriate action.
- Updating of Manual for handling Parliamentary Work in Ministries and queries relating thereto.
- Conducting Orientation Courses in Parliamentary Practices and Procedures for the Officers of (i) Central government ministries/departments and (ii) State governments/Union Territories.

### **To the Houses of Parliament and their Secretariats**

The Ministry provides the critical interface between Government and the Parliament. By virtue of this, the Ministry facilitates for:

- intimation of decision of the Government on the summoning and prorogation the House.
- provision of essential inputs in respect of Government Business for meetings of Business Advisory Committees of the Houses of Parliament
- provision of day-do-day list of Government business to be taken up by the House of the Parliament.
- following of proper procedures by the Ministries/Departments in respect of their Parliamentary work such as legislative proposals, laying of papers, reports etc.
- prompt action on behalf of the Government as a whole and of its constituent Ministries/Departments in particular on directions, both of a specific or a general nature, given from time to time by the Presiding Officers of the Houses of Parliament
- representation, wherever necessary, on behalf of the Government as a whole, at meetings of the Committees of the Houses of Parliament and for coordinating action especially in respect of those directions or recommendations of a general nature given by the Committees
- Any other liaison work, as may be required from time to time between the Houses or their Secretariats, with the Government.

## **To Members of Parliament**

By taking necessary action for:

- framing and amending, as may be required from time to time, legislation in respect of salaries, allowances and amenities of Members of Parliament, the leaders of opposition and leaders and whips of various parties/groups in Parliament
- intimating them on the fulfillment of assurances made by Ministers in the House during matters raised by the Members either through Questions or during the course of debates in the House
- rendering assistance to individual Members of Parliament on matters relating to their welfare, including such matters as nomination on Commissions, Committees, Boards etc. set up by the Government, monitoring progress of their medical treatment during hospitalisation, and assistance to the family in the unfortunate event of demise of the Member
- sponsoring Government delegations of Members of Parliament to other countries to help them to utilise their expertise and services for shaping foreign policy and maintaining friendly relations with other countries

## **To State Governments/UT Administrations**

To render any assistance that may be required by them for:

- advice on parliamentary procedures / practices
- Providing training to their officers on parliamentary Procedures/Practices.
- Organizing Youth Parliament Competitions in educational institutions in their States/UTs. The Ministry also provides financial assistance to States/UTs for organizing Youth Parliament Competitions.

## **To Educational Institutions**

In connection with the 'Youth Parliament Scheme' being organized by the Ministry to organizations such as the Kendriya Vidyalaya Sangathan, Navodaya Vidyalaya Samiti, Universities and States/UTs for organizing 'Youth Parliament Competitions' in their schools by:

- organising All India Level National Competitions
- conducting Orientation Courses for providing information and material to teachers and other resource persons/coordinators on the conduct of the Competitions in their educational institutions

- Providing financial assistance to certain organizations for the conduct of the Competitions.

## **ACTIVITIES**

The work in the Ministry of Parliamentary Affairs is organized in the following divisions:

- Assurances
- Legislative
- Youth Parliament
- Administration

The allocation of work among these Divisions are provided in Annex.

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

**Joint Secretary,  
Grievances Redressal Cell,  
Ministry of Parliamentary Affairs,  
Tele. No. 23034734  
Fax No. 011-23792067  
Website: <http://mpa.nic.in>  
E-mail: [jsmpa@nic.in](mailto:jsmpa@nic.in)**

## We request the Body of Citizens we serve:

Contact our Divisional Heads, as per details given below, to obtain the services listed in the [Annex](#).

Adhere to the prescribed procedures and time schedules before forwarding their proposals.

Visit our website ( <http://mpa.gov.in> ) for further details.

| <b>DIVISION</b>   | <b>HEAD</b>  |
|---|--|
| Implementation-I Section<br>Implementation-II Section<br>General Section<br>Research Cell | <b>Director,</b><br>92, Parliament House,<br>M/o Parliamentary Affairs<br>New Delhi-110001<br>Tel: 23034746<br>e-mail: <a href="mailto:mano.antony@nic.in">mano.antony@nic.in</a>                                      |
| Youth Parliament Section<br>Members Emoluments Section<br>Hindi Anubhag                   | <b>Deputy Secretary (Youth Parliament),</b><br>92, Parliament House,<br>M/o Parliamentary Affairs<br>New Delhi-110001<br>Tel: 23034761<br>e-mail: <a href="mailto:rc.mohanty@nic.in">rc.mohanty@nic.in</a>             |
| Legislative-I Section<br>Legislative-II Section<br>Committee Section                      | <b>Deputy Secretary (Legislative),</b><br>M/o Parliamentary Affairs<br>86-B, Parliament House,<br>New Delhi-110001<br>Tel : 23034844,23017557<br>e-mail: <a href="mailto:ss.bara@nic.in">ss.bara@nic.in</a>            |
| Administration Section<br>Accounts & Purchase Section<br>Protocol & Welfare Section       | <b>Deputy Secretary (Administration),</b><br>M/o Parliamentary Affairs<br>94, Parliament House,<br>New Delhi-110001<br>Tel: 23034763<br>e-mail: <a href="mailto:dhirendra.choubey@nic.in">dhirendra.choubey@nic.in</a> |

**Nodal Officer for  
Citizen's Charter**

Director,  
M/o Parliamentary Affairs,  
92, Parliament House,  
New Delhi-110001  
Tel: 23034746

**Head of the Ministry**

Secretary,  
M/o Parliamentary Affairs,  
8, Parliament House,  
New Delhi-110001  
Tel: 23034644, 23017763  
Telefax: 23017726  
e-mail: [secympa@sansad.nic.in](mailto:secympa@sansad.nic.in)

## COMMITMENTS

It is our endeavour to provide timely and proper service in respect of the activities undertaken by us. In respect of various activities, the commitments from our side and our expectations from the Body of Citizens are as under:

| <b>BODY OF CITIZENS<br/>(1)</b>                                      | <b>SERVICES<br/>(2)</b>  | <b>EXPECTATIONS<br/>(3)</b>  |
|--|--|--|
| <b>I. Central Government Ministries/Department and organizations</b> | <b>1. Summoning and prorogation of the Houses of Parliament</b>  |  |
|  | <b>2. Planning, mapping and monitoring of Legislative business</b>   |  |
|  | Legislative proposals will be prioritised and listed as per requirements of importance, urgency and expediency indicated by the Ministries/Departments |  |
|  | <b>3. Arranging and providing help in respect of Consultative Committee meetings</b>   |  |
|  | <b>4. Coordination of work relating to parliamentary assurances</b>  |  |
|  | (a) Assurances will be extracted and sent to the Ministries/ Departments within 10 working days from the date on which the assurance was made.         | (a) The Ministries may acknowledge receipt of the communication forwarding the assurance and promptly send acknowledgment of receipt along with details of officers etc. who would be in charge of implementation. They are also expected to initiate preliminary action to fulfill the assurances, without waiting for the formal communication, wherever the fact that an assurance has been made is explicit/obvious. |
|  | (b) Implementation Reports received not later than ten days prior to the proposed date of laying will be laid on the Table of the House                | All procedural requirements may be met before reports are sent. In case it is proposed to lay a part fulfillment report the same may be indicated clearly.   |

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|  | 5(a) Meetings by Ministers with Leaders of Parties/groups in Parliament to discuss issues of important policy or other such matters are arranged.  |  |
|  | (b) Work relating to sending Government sponsored delegations of MPs abroad and also receiving similar Foreign delegations in India.   |  |
|  | 6. (a) Administration and interpretation of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the rules made thereunder  |  |
|  | (b) Administration and interpretation of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 and Rules Made Thereunder.   |  |
|  | (c) Administration and interpretation of the Salaries and Allowances of Officers of Parliament Act, 1953 and Rules Made Thereunder.  |  |
|  | (d) Administration and interpretation of the Leaders and Chief Whips of recognized Parties and Groups in Parliament (Facilities) Act, 1998   |  |
|  | <b>Orientation Course for Youth Parliament Competition</b><br>7.(a) Orientation Course for teachers in-charge of the activity of Youth Parliament Competition for the schools of Directorate of Education of NCT of Delhi & NDMC | Directorate of Education & NDMC are required to furnish the name of teachers of selected schools for the Orientation Course well in advance of the scheduled date each year. |
|  | (b) For teachers of Kendriya Vidyalayas.   | Intimation, nominating teachers of the participating schools for Orientation Course should be sent to the Ministry well in advance of scheduled date every year.             |



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|  | (c) For teachers of Jawahar Navodaya Vidyalayas.   | -do-  |
|  | (d) For Lecturers/Deans etc. of the Universities   | Intimation, nominating the Lecturers/ Deans (Coordinators) of the participating Universities for Orientation Course should be sent to the Ministry well in advance of scheduled date every year.  |
|  | 8. All India Whips' Conference   | States/UTs are required to send the status of implementation report in respect of recommendations made by various All India Whip's Conference.  |
|  | <b>9. Forwarding the list, within two days on receipt of the extracts from Lok/Rajya Sabha Secretariats, weekly, of matters of urgent public importance raised under Rule 377 in Lok Sabha and Special Mentions in Rajya Sabha and follow up action regarding pending matters.</b>   | Copies of extracts sent by the Secretariats to Ministries/Departments of the next day, to be received by us by next Monday. The ministries should send the replies to the Hon'ble Members on the matters raised within one pending month from the date of raising the matter and endorse a copy of the reply to the Ministry of Parliamentary Affairs & Lok/Rajya Sabha Secretariats, as the case may be. |
|  | 9 (a). Transfer of matters   | Ministries, who receive the extracts in the first instance, should settle the matters regarding transfer of these matters, wherever, necessary, expeditiously and intimate the Ministry of Parliamentary Affairs and the Lok/Rajya Sabha Secretariats.  |
|  | 10. Forwarding the extracts of matters raised during Zero-Hour in Lok/ Rajya Sabha for such action as deemed necessary. Extracts of matters on which there is assurance by a Minister/direction by the Chair are forwarded to the concerned Minister by MPA on the same day while matters on which there is no assurance/direction are | A copy of the reply, if any, sent to the Members, may be endorsed to this Ministry.   |

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|  | forwarded the next day.<br>(Constraints- Availability of extracts from LS/RS Secretariat the same day/supply of debate next day)                  |   |
|  | <b>11. Updating of Manual for handling Parliamentary Work in Ministries and queries relating thereto.</b>   | Officers of Ministries/Deptts. familiarize themselves with the provisions of the Manual for reference/use wherever necessary. |
|  | 12. Conducting Orientation courses in:<br>(i) Parliamentary Practices and Procedures for officers of various Central Govt. Ministries/Deptts. and | Ministries/Departments/States/UTs are expected to send their nominations for the Orientation Courses in time.                 |
|  | (ii) Functioning of MPA and Parliamentary Practices and Procedures for Officers of State/ Union territories Governments.                          |   |

## **LEGISLATIVE-I SECTION**

1. Dates of summoning and prorogation of the two Houses of Parliament and dissolution of the Lok Sabha.
2. Planning and co-ordination of legislative and other official business in both the Houses.
3. List of Government Business for both the Houses.
4. Statement on Government Business by Ministers of Parliamentary Affairs in the Lok Sabha and the Rajya Sabha.
5. Seeking time allocation from BACs to the Government Business in two Houses and allocation of Government time in Parliament for discussion of Motions given notice of by Members.
6. Nomination of Members for Select and Joint Committees on Bills.
7. Government's stand on Private Members' Bills and Resolutions.
8. Secretarial assistance to the Cabinet Committee on Parliamentary Affairs.
9. Co-ordination regarding the Material of this Ministry for inclusion in the President's Address.
10. Ordinances-their laying and other related correspondence.
11. Simultaneous laying of papers and documents in both the Houses of Parliament.
12. General directions for the guidance of Ministries in the preparation of their Annual Reports.
13. Preparation of a Directory showing telephone numbers and addresses of Officers dealing with Parliamentary work in various Ministries/Departments.
14. Maintenance of statistics relating to Parliament Questions addressed to the Ministry.
15. Recommendations of general nature of the Committees on Papers Laid on the Table of the Lok Sabha and the Rajya Sabha.
16. Calling Attention Notices - forwarding notices to the Ministries/Departments in respect of the Rajya Sabha only.
17. Allotment of rooms to Ministers in Parliament House.
18. Keeping a watch on the day- to -day progress of business transacted by the two Houses of Parliament by deputing Parliament Assistants in Official Galleries of the Houses.

19. Recommendations of the Rules Committee of the Lok Sabha and the Rajya Sabha.
20. Maintenance of a complete and up-to-date statistical record about the discussions and debates on legislative, financial and other miscellaneous matters in each session of both the Houses of Parliament to be utilized at the time of the preparation of the Annual Report of the Ministry.
21. Coordination of work relating to States under President's Rule.
22. Preparation of roster for attendance of Ministers in the Lok Sabha and the Rajya Sabha.
23. Vote of Confidence in the Council of Ministers.
24. The Government of India (Allocation of Business) Rules, 1961.
25. Appointment of Speaker pro tem and other persons before whom Members can subscribe oath or affirmation.
26. Appointment of the Leaders of the Lok Sabha and the Rajya Sabha.

## **LEGISLATIVE-II SECTION**

1. 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.
2. Organizing of Orientation Courses in Parliamentary Practices and Procedures for Officers of various Ministries/Departments.
4. Organizing of Orientation Courses in Parliamentary Practices and Procedures for Officers of State Governments.
5. Advance study of the likely emerging trends in the Parliament.
6. Action on the recommendations of general nature in Reports of Committees on Petitions of Lok/Rajya Sabha.
7. Sending extracts to Ministries/Departments concerned in regard to matters raised during Zero Hour in Lok/Rajya Sabha.
8. Culling out of Press Clippings on important topics from the daily News Papers.
9. Regular examination of the grievance columns of daily news papers for their redressal by this Ministry.

## **COMMITTEE SECTION**

1. Appointment of Members of Parliament on Committees and bodies set up by Government.
2. Functioning of Consultative Committees of Members of Parliament for various Ministries.
3. Constitution and functioning of Informal Consultative Committees for various Railway Zones.
4. Payment of TA/DA to Members of Parliament in connection with the meetings of Consultative Committees.
5. Organizing meetings of Consultative Committees and Zonal Railway Informal Consultative Committees. Each Consultative Committee is required to hold 6 meetings in year. Informal Consultative Committees meet once in a year.
6. Booking of suitable Committee Room in Parliament House/Parliament House Annexe for arranging the meetings of the above Committees.
7. Issuing of agenda notes in English and Hindi, minutes of the meetings, action taken reports on the minutes and notices regarding meetings to the Members.
8. Arranging for various facilities in the Committees Rooms such as Chairs, Air-conditioning, Sound System etc.
9. Maintenance of various registers regarding nominations of Members of Parliament on various Government Bodies/Committees etc. set up by the Government of India, Meetings of the Consultative Committee for various Ministries, Attendance of Members of Parliament.
10. Maintenance of name plates of Members which are placed in front of Members during the Committee meetings.

## **PROTOCOL AND WELFARE SECTION**

1. To render assistance to ailing Members of Parliament and their families whenever required. Inform the Members of the family of ailing Members if they are not in Delhi.
2. To keep the Minister/Ministers of State/Deputy Minister/Secretary and other concerned officers including Party Offices in Parliament House informed vide Daily report about the illness of the Members. Visit to ailing MPs admitted in Delhi Hospitals. Submission of the report of visit for information of HMPA.
3. In the unfortunate event of passing away of the Member to take up the work of transporting the dead body according to the wishes of the family of the deceased and to render all assistance that may be required by them. Embalming of body, arrangement of coffin, arranging of death certificate and police clearance. Arrangement of wreath for paying homage to the deceased Member and transportation of body to Airport/Railway Station for onward journey to the place of last rites.
4. Officially sponsored visits of Members of Parliament to Places of Interest.
5. To assist the nodal Ministries for receiving the MPs on important national occasions like Investiture ceremonies, oath-taking ceremonies of high dignitaries including President-elect and co-ordination for issuance of passes to MPs. Ushering in duties during various national occasions like Independence day, Republic Day, and Beating Retreat ceremony etc.
6. Film shows and other entertainment programmes for Members of Parliament
7. Extending usual courtesies/protocol services to foreign parliamentary delegations calling on Minister/MOSs of Parliamentary Affairs.
8. Liaison with leaders of various Parties/Groups represented in Parliament.
9. Arrangement of dinner/refreshment to the Members of Parliament during late sittings of Parliament and on other occasions.
10. Work relating to sending government sponsored delegations of Members of Parliament abroad and also receiving similar foreign delegations in India under exchange programme.
11. Nomination of Members of Parliament on various Government Sponsored Delegations abroad.
12. Clearance of visits of State Government Sponsored Foreign Delegations.

## **GENERAL SECTION**

1. Maintenance of Staff Cars and Three Wheeler Scooters.
2. Receipt and Dispatch Work of the Ministry.
3. Issue of Passes/Identity Cards/Validation Slips/MHA Pass..
4. All Type of Printing work of this Ministry.



## **ADMINISTRATION DIVISION**

### **ADMINISTRATION SECTION**

1. Establishment matters viz. recruitment, promotion, appointments, etc.
2. Recruitment Rules: framing and amendments.
3. Creation/continuation and conversion of posts, confirmation and quasi permanent, seniority list.
4. All matters connected with the allocation of work amongst the Ministers and appointment etc. of the personal staff of Ministers including rules and instructions on the subject.
5. Implementation of orders regarding reservation for Scheduled Castes/Tribes, Ex-servicemen, released Emergency Commissioned Officers, Physically Handicapped Persons, OBCs, etc.
6. Character Verification, Medical Examination etc.
7. Punctuality and vigilance cases.
8. Matters connected with Office Council.
9. Conduct, Classification, Control and Appeal Rules.
10. Various types of returns on different subjects like Matters of Importance, Cabinet Returns etc.
11. Postings/transfer of staff.
12. Retirement.
13. Review of cases of officers/staff who have attained the age of 50/55 years and have completed 30 years of service.
14. Vigilance cases and matters connected with Conduct Rules.
15. Deputation to ex-cadre posts.
16. Annual Performance Appraisal Reports.
17. Secretarial assistance to Steering Committee to examine annual action plan - e-readiness.
18. Co-ordination of matters regarding new initiatives undertaken by the Ministry.
19. Parliament Questions regarding the subjects allotted to the section
20. Maintenance of Service books and Personal Files, Grant of Leave, Increments, Pay Fixation, etc.
21. Modified Assured Career Progression Scheme.
22. Training of staff except Hindi training.
23. Implementation of the recommendations of Pay Commission.
24. Nomination for Family Pension, DCRG, GPF, CGEIS, etc.
25. Calling and processing of property returns.
26. Grant of special rewards, increments, personal pay, honorariums, etc.
27. Computerization in the Ministry, computer training of staff.
28. Posting of staff for roster duty.
29. Compilation of Annual Report of the Ministry.
30. Matters/returns relating to RTI Act.
31. Work related to CGHS facility, Library membership, etc.
32. Hiring and maintenance of air-conditioners, room coolers, etc.
33. Supply of electric fans, heaters, etc.
34. Air-conditioning of rooms allotted to the secretary.
35. Cleanliness, caretaking jobs.
36. Modernization of office—providing partitions, cupboards, etc.
37. Procurement and supply of liveries to Group C and D employees.
38. Allotment of Government accommodation.

## **ACCOUNTS AND PURCHASE SECTION**

1. All budget matters, control over expenditure, Reconciliation of Accounts.
2. Attending to Audit Parties, settlement of audit objections.
3. Pay Bills.
4. Processing and preparation of TA Bills, LTC Bills, OTA Bills, Tuition Fee Bills, CEA Bills, Medical reimbursement Bills, Hospitality and Entertainment Bills, Advances Bills, Conveyance Charges Bills etc.
5. GPF - allotment of GPF account numbers, sanction of advances, Maintenance of Accounts and other related matters;
6. NPS-Issuance of PRAN;
7. Financial matters, Economy Instructions, watch and review the progress of expenditure against sanctioned grants;
8. Screening the proposals for Supplementary Demands for Grants;
9. Advise the Ministry on all financial matters.
10. To identify, in particular, specific savings in case of creation of posts and to maintain a register for this purpose;
11. To keep closely associated with the formulation of important expenditure proposals from their initial stages;
12. To screen all expenditure proposals requiring to be referred to Finance Ministry for concurrence or comments;
13. Submission of expenditure returns and other returns on related subjects;
14. Installation of telephone, facsimile, providing mobile phones and settlement of their bills;
15. Salary, TA bills of Ministers/Members of Parliament/Non-official members etc.;
16. Income Tax calculation and deduction;
17. Sanction of advances of TA/LTC/Festival/House Building/Computer/ Car/Scooter/ Cycle etc.;
18. Purchases/procurement of computers, Facsimile Machines, Photocopier and their allied components, staff-cars, scooters;
19. Maintenance/AMC of all office equipments except vehicles;

20. Settlement of air-passage bills;
21. Assisting officers in connection with annual tax returns;
22. Last Pay Certificate;
23. Calculation and deduction of interest on advances;
24. Preparation of Pension Papers;
25. Verification of Service and its record;
26. Screening Committee proposals regarding delegations visiting abroad/Foreign tours undertaken;
27. Parliament Questions regarding tours/expenditure etc.
28. Reply to petitioners under Right to Information Act;
29. Periodical returns;
30. Purchase of stationeries, toners for computer printers and other items;
31. Purchase of books, newspapers and periodicals;
32. Disposal of unserviceable stores by auction.
33. Obtaining forms, engagement diaries, calendars, photographs of eminent personalities;
34. Issuance of linen such as towels, curtains, sofa covers and their washing;
35. Preparation of Nameplates, Rubber Stamps;
36. Screening the proposals of incoming delegations from the financial angle;
37. Making provision for filling the equivalent value of postal stamps in the franking machine;
38. Any other items of work assigned.

## **IMPLEMENTATION-I & II SECTIONS**

1. Reading of the proceedings of both Houses of Parliament, and culling out of assurances/ undertakings /promises given by the Ministers on the floor of the House.
2. Forwarding relevant extracts of the assurances to the Ministries/Departments concerned for implementation within the prescribed time-limit of three months and to the respective Secretariat of the House, for information.
3. Processing the Implementation Reports received from the Ministries/Department in fulfillment of assurances and making necessary arrangement for laying of sets of Implementation Reports on the Table of the respective House.
4. Intimating fulfillment of assurances to the Members of Parliament concerned.
5. Intimation of laying of assurances to Ministries/Departments concerned.
6. Advising Ministries/ Departments on various procedural matters connected with implementation of assurances.
7. Maintenance of copies of sets of Implementation Reports laid on the Table of the House.
8. Processing the Reports of the Committee on Government Assurances and communicating the decisions/observations of general nature of the Committee to Ministries/Departments for compliance.

## **YOUTH PARLIAMENT SECTION**

YP Section conducts Youth Parliament Competitions in Schools under the Govt. of NCT of Delhi & NDMC, Kendriya Vidyalayas, Jawahar Navodaya Vidyalayas & Universities/Colleges. For acquainting the participating schools about the mechanisms, modalities & concepts of the competitions, this Ministry organizes Orientation Course for the participants. The Orientation Course organized by this Ministry which was previously conducted for Teachers-in-charge of Participating schools is now organized for both the Teachers-in-Charge & Principals of Participating schools. The Ministry also provides necessary training and literature to encourage the States/Union Territories for introducing and running the Scheme of Youth Parliament Competition. Whenever requested by State Governments, the officers from the Ministry give lectures to the participants in Orientation Courses conducted by State Governments. The Ministry also provides financial assistance to State/UTs for organizing Youth Parliament Competitions.

## **MEMBERS' EMOLUMENT SECTION**

1. Functions relating to administration of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and rules made there under-
  - a. Administration and interpretation of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the rules made there under.
  - b. To examine cases of facilities/amenities to MPs in connection with the above and to seek Law Ministry's advice etc. from time to time.
  - c. Preparation of note in regard to Government's stand on the Agenda of the meeting of the Joint Committee on Salary and Allowances of Members of Parliament.
  - d. To examine and process the recommendations of the Joint Committee.
  - e. Advice to Union Ministries/State Govt. regarding TA/DA entitlement of MPs for attending meetings of Govt. Committees.
2. Administration of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 and the rules made there under.
3. Administration of the Salaries and Allowances of Officers of Parliament Act, 1953 and the rules made there under.
4. Administrations of the Leaders and Chief Whips of Recognized Parties and Groups in Parliament (Facilities) Act, 1998 and the rules made there under.
5. Meeting of the Minister of Parliamentary Affairs with Chief Whips of various political parties in Parliament.
6. Committee on Subordinate Legislation, Lok Sabha and Committee on Subordinate Legislation, Rajya Sabha- Processing of recommendations of general nature made by these Committees.
7. Holding of All India Whips' Conference and to ensure the implementation of recommendations of the Conference by the State Governments and various Stake holders.
8. Dealing with Court Cases in which Secretary, Ministry of Parliamentary Affairs is made respondent.
9. Miscellaneous Correspondence.

## **Hindi Anubhag**

1. Translation of official correspondence from English to Hindi and vice-versa.
2. Translation of Report/Brochures brought out by the Ministry from time to time.
3. Implementation of Official Language Policy of the Govt. of India.
4. Follow-up action on the instructions issued by Deptt. of Official Language (M/o Home Affairs) from time to time.
5. Implementation of decisions taken by the Central Hindi Committee.
6. Implementation of decisions taken by the Central Official Language Implementation Committee.
7. Official Language Implementation Committee of the Ministry. Arrangement for holding quarterly meetings, preparation of minutes and to take follow-up action on the decisions taken in its meeting.
8. Progressive use of Hindi - Compilation of quarterly Report received from all the Sections and forward this report to the Deptt. of Official Language.
9. Prepare Annual Programme for use of Hindi on the basis of programme issued by the Department of Official Language and following up its implementation in the Ministry.
10. Hindi Salahkar Samiti of the Ministry - Constitution, arrangement for half yearly meetings, preparation of minutes and to take follow-up action on the decisions taken in its meetings.
11. Hindi Workshop - arrangement of two workshops in a year.
12. Parliament Questions regarding progressive use of Hindi in the Ministry.
13. Correspondence with MPs regarding progressive use of Hindi in the Ministry.
14. Organizing Hindi Fortnight/Hindi Week/day in the Ministry.
15. Compilation and providing data regarding progressive use of Hindi in the Ministry to –
  - (a) Parliamentary Committee on Official Language.
  - (b) Department of Official Language.
16. Implementation of various incentive schemes for progressive use of Hindi i.e. cash prize for original Noting-Drafting in Hindi etc.
17. Nominating employees of the Ministry on various Hindi trainings organized by Department of Official Language.
18. Maintaining Library of Hindi books.

## **RESEARCH CELL**

1. Review/revision/updating of the Manual of Parliamentary Procedures in the Government of India and advice/correspondence relating to the Manual and instruction therein etc.
2. Work relating to functions of Parliamentary Secretaries.
3. Study and preparation of Brochures on various Parliamentary matters which have historical or reference value;
4. Advice to Ministries/State Government on constitutional matters and matters relating to Rules/Conventions of Parliament;
5. Preparing notes and references material on various Parliamentary issues and constitutional matters (excluding court cases);
6. Drafting speeches and talking material for Ministers for use at various Parliamentary forums;
7. Selection of Reference Books, Manual, Brochures and maintenance of the in-house Library;
8. Matters relating to Office of Profit and Powers, Privileges and Immunities of Members of Parliament.
9. Reports of the Administrative Reforms Commission;
10. Coordinating the review/revision/updating of;
  - a. Hand Book on the working of the Ministry of Parliamentary Affairs.
  - b. Statistical Hand Book.
11. Ensuring in coordination with the concerned Section that the contents provided on the website of the Ministry are up-to-date;
12. Any other Research Work allotted by the Joint Secretary/Secretary/Ministers;