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TRAINING OF OFFICIALS

BACKGROUND

In order to improve the functioning of Parliament Units in various Ministries/Departments and for better handling of parliamentary work, a need was felt to organise Orientation Programmes in Parliamentary Practice and Procedure for the officers and staff working in the Parliament Units of various Ministries at the Centre. The Ministry of Parliamentary Affairs, with the approval of the Ministry of Personnel, Public Grievances and Pensions, have been organising Short Duration Training Courses in Parliamentary Practice and Procedure for the officers of the Ministries since 1985. Initially, these courses were conducted for officers/staff of Parliament Units. Subsequently, officers other than those working in Parliament Units were also covered and officers of the level of Under Secretary were also invited for such training programmes. So far, thirty four such training courses have been held.

The faculty for these courses consists of the officers of this Ministry. Officers who deliver lectures on various subjects in these courses are paid a token honorarium. The rates of honorarium are based on the rate of honorarium paid by the Bureau of Parliamentary Studies and Training (BPST), Lok Sabha, for their courses and are revised from time to time whenever any revision is made by them.

On a request from the Ministry of Road Transport and Highways, the 34th Orientation Course was organised exclusively for the Chief Engineers/Superintending/Executive Engineers/officers of that Ministry.

Besides these Orientation Courses, a half-day Workshop of Joint Secretaries on Managing Legislative Business was conducted on 28 October, 2003 in collaboration with the Ministry of

Personnel, Public Grievances and Pensions to acquaint the Joint Secretaries/senior officers concerned in the Ministries/Departments with the detailed procedures involved in the legislative process, from the conceptual stage of legislation till it becomes an Act of Parliament, is notified in the gazette and comes into force. Guest Speakers from the Ministry of Law and Justice, the Lok Sabha and Rajya Sabha Secretariats were also invited for this Workshop.

In pursuance of the recommendations made by the All India Whips' Conferences, from time to time, the Ministry has also been holding training programmes in Parliamentary Practice and Procedure for the officers of State/Union territory Governments for exchange of knowledge and information about procedures and practices prevalent at the Centre and in various States which may eventually lead to better performance and standardisation of procedures. Eleven such courses have been held till now.

PROCESS

The process of holding training courses for officers of Ministries at the Centre comprises various steps:

- (1) A decision is taken for conducting the training course and on the probable dates/period.
- (2) A circular is issued to Ministries calling for nominations for the training course (**Annex XVI-A**).
- (3) Draft programme for the course is submitted and finalised (**Annex XVI-B**).
- (4) Expenditure involved on tea/refreshment/lunch, training folders, training material, honorarium, etc. is estimated and a proposal is sent for approval of Internal Finance Division after its approval by Secretary/Joint Secretary.
- (5) Availability of a committee room is informally ascertained from Lok Sabha/Rajya Sabha Secretariat and a note is sent for booking of the committee room.
- (6) A circular to officers of this Ministry is submitted/issued intimating programme/assignment of lectures.
- (7) A note is sent to Under Secretary (Administration) for printing of following background material or

certificates (**Annex XVI-C**) if adequate copies are not available:

- (i) Orientation Course in Parliamentary Practice and Procedure - Background Material.
 - (ii) Brochure on Transaction of Business in Parliament.
- (8) Acceptance of nominations received is communicated to Ministries requesting them to direct the officers to report at the Reception Office, Parliament House on(date) at.....(time). If necessary, passes are collected by the Ministry in advance.
 - (9) Position of receipt of nominations is reviewed/ submitted with reminder, if necessary.
 - (10) Communication of exact dates of the course, if not mentioned in earlier letter or if there has been a change subsequently.
 - (11) Contacting Ministries concerned on phone at whatever stage it is necessary.
 - (12) A note is sent to Accounts and Purchase Section for supply of required number of copies of Rules of Procedure, Lok Sabha/Rajya Sabha and the Constitution of India (small size), stationery/plastic folders etc.
 - (13) A letter is sent to the Caretaker, Parliament House, and other agencies concerned for arrangements for the course.
 - (14) A proposal/menu for serving tea, refreshment, lunch, etc. is submitted for approval and letter sent to Railway Catering, Parliament House for serving it as per approval.
 - (15) A letter is sent to Reception Officer/Deputy Director, Parliament House Security, for arranging casual entry passes for participants/arranging for a tour of Parliament House, Parliament House Annexe and Parliament Library Building.
 - (16) Arrangements are made for a group photograph of participants with the Secretary, Joint Secretary and other officers concerned.

- (17) An official is deputed at the Reception gate/outside to receive the trainees, if necessary.
- (18) A list of participants is prepared from time to time.
- (19) Attendance Sheets are prepared for attendance of the participants.
- (20) Copies of the Feedback Form (Appreciation Sheet) are prepared (**Annex XVI-D**).
- (21) Copies of objective type test are prepared (**Annex XVI-E**).
- (22) Folders with training material, writing pads, pen, etc. are kept ready for distributing to participants and are sent a day in advance to Secretary, Joint Secretary, Deputy Secretary, Under Secretary, other officers concerned who have to deliver lectures.
- (23) Certificates are prepared and submitted for signature of Secretary.
- (24) Copies of the group photograph are obtained and are kept along with certificates in a proper cover.
- (25) Feedback Forms are given to participants and collected, duly filled in by them, on the last day.
- (26) A report is submitted regarding training course conducted - indicating main points, duration, dates of the programme, number of officers who attended along with a statement showing the suggestions contained in the Feedback Forms and comments thereon.
- (27) A letter to Department of Personnel and Training is submitted/sent regarding the training - for training programme for Central Ministries only (**Annex XVI-F**).
- (28) A note is sent to the Administration Section for sanctioning honorarium, indicating the names of officers, number of lectures delivered by them and the rate at which honorarium is admissible and copy of approval by the Secretary.
- (29) Bills for catering and photographs are obtained from the Railway Catering Unit, Parliament House, and the photographer, necessary entries are made in the expenditure register and the bills are sent to Accounts and Purchase Section for payment.

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- (30) Necessary entries are made in the records being maintained by the section concerned and the records are updated.
- (31) Two copies of the group photograph are kept for the Annual Report of the Ministry.

Additional steps/check points in respect of training for officers of State and Union territory Governments/Assembly Secretariats:

- (1) With a view to have close interaction, nominations of two officers of Deputy Secretary/Under Secretary level, each from some of the States whose officers have not attended any training course in this Ministry or had not attended it for a long time, are called for with necessary information in the prescribed proforma (**Annex XVI-G**). While taking decision about conducting the course, decision is also taken as to the States to be included.
- (2) A copy each of the letters to Chief Secretaries concerned for sending nominations/ subsequent communications, is also endorsed to the respective Resident Commissioners in Delhi with a request to make arrangements for boarding and lodging of the officers nominated by the States.
- (3) The officers forwarding the nominations are requested to direct the nominated officers to bring with them:
 - (i) Photocopy of the journey tickets.
 - (ii) Letter from competent authority certifying that the officer is entitled to travel by the mode/class he/she has actually used for the journey performed to attend the training course, also specifying the mode/class of entitlement (Where, however, an officer undertakes to and/or fro journey for the above purpose, by a higher class to which he is not entitled, he/she is paid TA/DA by the class to which he/she is entitled under the rules unless he/she brings a certificate from the Head of his Department permitting him/her to undertake the journey by the higher class).

- (4) A note is sent to Under Secretary(Administration) for drawing advance for payment of TA/DA to the officers attending the training course before conclusion of the course. TA/DA forms are provided to the participants. The Accounts and Purchase Section is contacted for deputing the Accountant/Cashier for making the payment. It is also ascertained whether payment of TA/DA has been made to all the participants.
- (5) The following arrangements are made for the participants for local sightseeing for a day:
 - (i) Conveyance is arranged through the General Section.
 - (ii) A programme of local sightseeing is drawn up.
 - (iii) A note for contingency advance is sent to Under Secretary (Administration) and the advance is drawn to meet incidental expenses/entry tickets, etc.
 - (iv) An official is deputed to accompany the trainees.
- (6) Account of the expenditure from contingent advance is submitted and the balance is deposited with the cashier.

DECISIONS

(i) Approval of the Department of Personnel and Training was obtained for organising training programmes for officers of Ministries/Departments dealing with parliamentary work.

(F.No.89(3)/82-Leg.II)

(ii) The Lok Sabha Secretariat, *vide* their U.O. Note dated 29 January, 1988, pointed out that the training courses conducted by this Ministry are duplication as they were also conducting such courses in BPST. They were informed that the nature of their training courses was academic and general, whereas the training imparted by this Ministry was pragmatic.

(F.No.4(2)/88-Leg.II)

(iii) As per instructions of the Department of Official Language, it was decided to supply training literature bilingually.

(F.No.4(30)/88-Leg.II)

(iv) In the 5th Short Duration Course (SDC), conducted by this Ministry from 24 to 26 June, 1987, officers up to the level of Under Secretary were invited for the first time. Also invited for

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the first time were officers other than those working in Parliament Units. (F.No.F.4(2)/87-Leg.II)

(v) It was decided that three new subjects viz., (i) Questions, (ii) Parliamentary Committees, and (iii) Drafting of Statements made by Ministers may also be covered during the short duration training courses. (F. No.F.4(3)/87-Leg.II)

(vi) Keeping in view the suggestions made by the participants of the 19th Short Duration Training Course held from 21 to 24 September, 1992, it was decided that the duration of the courses may be increased from four half-days to five half-days and additional lectures on the new subjects viz. (i) Evolution of Parliamentary form of Government in the country, and (ii) Laying of Papers, Statements by Ministers and Private Members' Bills and Resolutions also be covered. It was also decided to cover the role of this Ministry in the Welcome Address on the opening day. The Constitution of India is covered suitably in the lecture on evolution of Parliamentary form of Government.

(F. No.F.4(5)/92-Leg.II)

(vii) In the 26th Short Duration Training Course, a suggestion was made by the participants that these courses should be organised for three full days instead of five half-days. Accordingly, with effect from the 27th SDC held from 8 to 10 November, 1995, the courses are being conducted for three full days.

(F. No.F.4(6)/92-Leg.II)

(viii) With a view to implement the recommendation of the Tenth All India Whips' Conference, 1988 for conducting a training course for officers of States/Union territories in Parliamentary Practice and Procedure, the proposal of conducting Training Courses for officers of States/Union Territories was made and approval of the Department of Personnel and Training was obtained. The first Training Course was held from 21 to 28 December, 1994.

(F.No.4(2)/92-Leg.II)

(ix) On the basis of the rates of honorarium of the Bureau of Parliamentary Studies and Training (BPST), Lok Sabha, for their training courses as revised with effect from 19 May, 1998, the rates of honorarium for the training courses, organised by this Ministry were revised with the approval of the Secretary, Ministry of Parliamentary Affairs dated 6 October, 1998, effective

from the 31st Orientation Course, conducted from 9 to 11 September, 1998 as follows :

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|-------|--|------------------------|
| (i) | Minister/Members of Parliament and officers of the rank of Joint Secretary and above | Rs. 500
per lecture |
| (ii) | Officers of the rank of Under Secretary and above but below Joint Secretary | Rs. 300
per lecture |
| (iii) | Officers below the rank of Under Secretary | Rs. 200
per lecture |

(F.No.4-A(1)/98-Leg.II)

CHECK LIST

A check list indicating the steps to be taken at various stages in connection with the Organisation of Training Courses in Parliamentary Practices and Procedure is enclosed as **Annex XVI-H.**