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MISCELLANEOUS PROCESSES

In this chapter, the processes in regard to the following activities of the Ministry have been covered:

- (i) Press Conferences held by the Minister of Parliamentary Affairs.
- (ii) Convening of meetings of the Cabinet Committee on Parliamentary Affairs.
- (iii) Night Duty arrangements.
- (iv) Appointment and functions of the Parliamentary Secretary.
- (v) Arrangements to be made for new Ministers.

PRESS CONFERENCES HELD BY THE MINISTER OF PARLIAMENTARY AFFAIRS

The Minister of Parliamentary Affairs normally holds a Press Conference on the eve as also on the last day of every Parliament session. As soon as the date of convening the conference is indicated by the Minister, the following action is taken by the Ministry:

- (i) Information Officer, PIB attached to the Ministry, is informed of the date, time and, if possible, the venue of the conference.
- (ii) The Lok Sabha/Rajya Sabha Secretariat, as the case may be, is requested to reserve suitable Committee Room and Banquet Hall for the day of the conference.
- (iii) A note seeking direction from the Minister's office in regard to the items of refreshment to be served in the conference and the approximate number of persons for whom the arrangement has to be made, is submitted.

- (iv) Invitation cards, if necessary, are printed in consultation with the Minister's office and made available to the Information Officer for extending invitations, on behalf of the Minister, to media persons.
- (v) On obtaining the approval of the Minister's office for the items proposed to be served as refreshment in the conference, approval of the IFD for the expenditure involved in holding the conference is sought and, simultaneously, orders are placed with the Manager, Railway Catering, Parliament House, for serving the refreshment at the specified time and venue on the day of the conference. When it is not possible to obtain the prior approval of the IFD, the proposal for obtaining the *ex post facto* approval of the IFD is sent to them after the bill has been received from the Caterer.
- (vi) After reservation of the Committee Room requested for has been confirmed, a note from JS to the Ministers of State for Parliamentary Affairs requesting them to make it convenient to attend the conference at the specified time, date and venue is sent. They are also requested to attend the 'briefing' meeting scheduled before the conference, if the Minister for Parliamentary Affairs so desires. The Information Officer is also informed/confirmed regarding the venue of the conference. In addition, Security Officer, Lok Sabha and Rajya Sabha Secretariat, Junior Engineers (Electrical/Sound/ Airconditioning) and Caretaker are informed about the conference.
- (vii) Press release is drafted and is submitted for approval. After its approval, requisite number of copies of the release are prepared for circulation to the media persons after or during the conference.
- (viii) Talking Points for the Minister, in addition to the Press Release, are also required to be prepared.
- (ix) Labels/Sign Boards indicating the direction/location of venue of the conference are prepared and affixed/displayed at prominent posts/positions to help the invitees to reach the venue of the conference conveniently.
- (x) Manager, Railway Catering, J.Es. (Electrical, Sound and AC), Caretaker, Parliament House/Parliament House Annexe are telephonically contacted/reminded to

ensure that they have made/are making necessary arrangements/position of services at the venue of the conference, as per the programme.

- (xi) Secretary and Joint Secretary brief the Minister about half an hour before the conference or at such other time, as may be fixed by the Minister for the purpose.
- (xii) Name plates of the Minister, Ministers of State for Parliamentary Affairs, Secretary and Joint Secretary are carried to the venue of the conference and are placed on the table facing their chairs in the conference room. Besides, the concerned officers and staff of the Legislative I Section and the Section Officer, Legislative II Section attend the conference.
- (xiii) In case the Conference is being held during the inter-session period or on holidays, the Reception Officer, Lok Sabha/Rajya Sabha Secretariat, as the case may be, are requested to issue entry passes to media persons carrying proper PIB ID Cards, for entry into the Parliament House/Parliament House Annexe, as the case may be, for attending the conference.
- (xiv) As soon as the conference is over, the press release is distributed to the members of the media and is also placed on the website of the Ministry.
- (xv) On receipt of the bills from the Lok Sabha Secretariat towards reservation of the Committee Room, Banquet Hall, and from the Railway Catering Service for refreshment served in the conference, they are verified and are sent to the A&P Section in the Ministry for payment of the bill.
- (xvi) On the day following the day of the conference, the press clippings from various newspapers containing reports of the conference are submitted by the Legislative II Section of the Ministry for information of the senior officers/Minister.

CONVENING THE MEETINGS OF THE CABINET COMMITTEE ON PARLIAMENTARY AFFAIRS

The following action is taken by the Ministry for convening the meeting of the Cabinet Committee on Parliamentary Affairs (CCPA):

- (i) A proposal is submitted for obtaining the convenience of the Minister of Parliamentary Affairs and Chairman, CCPA regarding the date and time for holding the meeting of the committee.
- (ii) After the Chairman has confirmed the date and time for the meeting, the availability of a suitable Committee Room is first ascertained informally and, in case the desired venue for the purpose is available, the Parliament Secretariat or the Department concerned is sent a note requesting reservation of the committee room for the purpose.
- (iii) In case the meeting is proposed to be held in Room No.9, Parliament House, the request for reservation of the room is sent to the Cabinet Secretariat and copies thereof are endorsed to the Joint Secretary (Security) and Caretaker, Parliament House. No formal confirmation regarding reservation of the room is issued by the Cabinet Secretariat. It is only confirmed informally on telephone.
- (iv) Notices regarding the meeting are issued to all the members/special invitees in the committee indicating the date, time, venue and items of the agenda for the meeting as in the format at **Annex XVIII-A**.
- (v) PSs. to all the Ministers, who are members/special invitees of the committee, are telephonically contacted to ascertain whether the notice and other papers regarding the meeting have been received by them and whether the Ministers will attend or not attend the meeting.
- (vi) Notices regarding the meeting are also sent to the Secretary/senior officers of the Ministry/Department administratively concerned with the topics, if any, included in the agenda of the meeting.
- (vii) Before each meeting, it is ensured that name plates of all the members of the committee and other officers of the rank of the Secretary, who have been invited to its meeting are ready. Wherever necessary, new name plates are obtained before the meeting.
- (viii) Requisite items of stationery, viz. scribbling pads, sharpened pencils, etc. in requisite number are obtained

from the A&P Section before the meeting and are placed before the members/officer in the committee room.

- (ix) Orders in regard to tea/coffee/juice and other items to be served in the meeting are placed with the Manager, Catering Service, Parliament House/Parliament House Annexe, sufficiently before the meeting, after obtaining the approval of the senior officers.
- (x) Some spare copies of the brief on the agenda and other relevant papers circulated to the members, along with the relevant file, are taken to the meeting for use of the members/for reference, if necessary.
- (xi) After the meeting, minutes as in the format at **Annex XVIII-B** are drafted and after their approval by the Minister of Parliamentary Affairs, they are submitted to the Chairman of the committee for his/her approval (in case where the Minister of Parliamentary Affairs is not himself/herself the Chairman of the committee).
- (xii) After approval of the minutes by the Chairman of the committee, they are circulated to all the members/special invitees of the committee and other officers (of the rank of Secretary only) from various Ministries who attend the meeting.
- (xiii) Thereafter, necessary action on the agenda item is initiated/taken by the Ministry as per decision(s) taken in the meeting.

NIGHT DUTY ARRANGEMENTS

In order to attend to important parliamentary papers on holidays and after normal office hours during the Parliament sessions, the Ministry makes appropriate arrangements. For this purpose, one clerk and one peon are put on roster duty on holidays and during the night in the General Section of the Ministry. The roster duty starts three days before the commencement of a Parliament session and ends two days after both the Houses of Parliament are adjourned *sine die*.

Before the commencement of every Parliament session, a roster is drawn to put the staff on holidays and night duty on a weekly rotation basis. The staff on such duty is required to attend to important parliamentary papers received in the Ministry

urgently and send these papers to concerned senior officers for necessary action without delay. The staff on roster duty is also required to perform any other emergent duty for the smooth functioning of the Ministry.

APPOINTMENT AND FUNCTIONS OF PARLIAMENTARY SECRETARY

In the United Kingdom, a Minister who is a member of one House, cannot go to the other House of Parliament. Therefore, a member of the House other than the one to which a Minister belongs, is appointed as Parliamentary Secretary to help his Minister and deputise for the Minister in that House. The Parliamentary Secretary has a status below that of a Cabinet Minister and a Minister of State. He is a paid servant and as he is not a Minister, who must be careful not to speak or to conduct himself as if he was a member of the Government.

In India, the institution of the office of Parliamentary Secretary has no statutory origin nor does it derive authority from the Constitution of India. The office of the Parliamentary Secretary in India was first created in 1951, purely for the purpose of assisting the Minister in parliamentary work. Unlike the Ministers, the oath to the Parliamentary Secretaries is administered by the Prime Minister and not by the President. The appointment of a Parliamentary Secretary is entirely at the discretion of the Prime Minister, who decides when and who should be appointed as a Parliamentary Secretary. The functions of a Parliamentary Secretary are as under:

- (i) He will assist the Minister in his official work.
- (ii) He will represent the Department/Ministry in the House to which he belongs.
- (iii) He will perform such functions as may be assigned to him by the Minister.

Note: Since an oath of secrecy is administered to a Parliamentary Secretary, he has access to official papers.

According to the Government of India (Allocation of Business Rules), 1961, the Ministry of Home Affairs is concerned with:

- (i) Issue of Notification of appointment and resignation of the Parliamentary Secretaries; and

- (ii) Salaries and Allowances of Parliamentary Secretaries, whereas the Ministry of Parliamentary Affairs is concerned with the functions of Parliamentary Secretaries.

Shri Satish Chandra and Shri S.N. Mishra, the then Members of Parliament, were the first Parliamentary Secretaries appointed w.e.f. 11 June, 1951 by late Shri Jawaharlal Nehru, the then Prime Minister. Shri Nakul Nayak was appointed as the last Parliamentary Secretary to the Prime Minister on 24 November, 1990. Thereafter, no Parliamentary Secretaries have been appointed.

A Brochure with the title “Study Report on the Parliamentary Secretary” is available in the Ministry.

List of Parliamentary Secretaries appointed from time to time is at **Annex XVIII-C**.

ARRANGEMENTS FOR NEW MINISTERS

When a new Government is formed, new Ministers/Ministers of State/Deputy Ministers for Parliamentary Affairs are to be briefed about the functioning of the Ministry. For this purpose, an Induction Note or a Brief is prepared by the Legislative Division of the Ministry for handing over to the new incumbents by the Secretary. The material for the Induction Note/Brief is provided by all the divisions of the Ministry.

As soon as the portfolios of the new Ministers are known, Secretary, Ministry of Parliamentary Affairs, and other senior officers of the Ministry call on the Minister/Ministers of State for Parliamentary Affairs to ascertain from them the date and time when they would like to formally assume the charge of the Ministry. At the appointed time, Ministers are welcomed by the senior officers of the Ministry by presenting them bouquets and a brief meeting is held with them. The Ministers are also shown their office rooms in the Parliament House. Ministers are also given a copy of the Salaries and Allowances of Ministers Act, 1952 and the rules made thereunder and other instructions governing their entitlement of staff, official car and other facilities.

As per the convenience of the Minister, a Powerpoint presentation about the Ministry, its functions, its annual action plan, etc. is arranged in the office of the Minister. The Ministers

of State are formally invited to be present during this presentation.

As soon as the Ministers take charge, a note is submitted by the Administration Division to the Minister of Parliamentary Affairs regarding allocation of work among the Ministers and Ministers of State/Deputy Ministers, as for Parliamentary Affairs as the case may be. After approval of the Minister, necessary orders in this regard are circulated to all concerned.

Posts are created on the personal staff of Ministers and Ministers of State as per their entitlement. A Cabinet Minister is entitled to a set of 15 posts on his personal staff. In situations where the Cabinet Minister is holding charge of two independent Ministries, he/she is entitled to a set of fifteen posts on his personal staff separately from each of the two Ministries. An MOS is entitled to a set of thirteen posts on his personal staff. But the MOSs, even though not entitled to additional personal staff for a dual charge, as a general rule, are given an additional set of three posts for discharging the onerous responsibilities relating to the Parliament by the Ministry of Parliamentary Affairs, after obtaining the approval of the Department of Personnel and Training. After the posts have been created, appointments as desired by the Minister/MOSs are made. In cases where appointments are made in relaxation of the upper age limit, the approval of the Hon'ble Prime Minister is obtained through the Ministry of Personnel, Public Grievances and Pensions, Department of Pensions, CS Division. Verification of character antecedents in respect of appointees on the personal staff are also obtained from the concerned authorities wherever required, specially in the case of persons who do not belong to an organised cadre of the Central/State Government.

COST OF SITTING OF PARLIAMENT PER DAY/PER HOUR

The sum of the revised Budget Estimates of the Lok Sabha Secretariat, Rajya Sabha Secretariat and the Ministry of Parliamentary Affairs for the last financial year are divided by the total number of sittings of the two Houses held during the financial year. The figure so arrived is expenditure per sitting of the Parliament. If we divide this figure by 6 (assuming that each sitting of the Parliament, on an average, is for 6 hours), it will give cost of sitting of Parliament per hour.

The cost worked out above, however, does not include the

expenditure incurred by the various Ministries/Departments and by their respective subordinate units, in collecting and supplying information of Parliament and also the expenditure incurred by the Ministries/Departments, such as, Railways, Posts, Banking, etc. for providing special facilities to MPs. On the other hand, it also does not include the time spent by the various Parliamentary Committees, Standing Committees etc.

ARRANGING DINNERS DURING LATE SITTING OF PARLIAMENT

As and when the sitting of House(s) of Parliament is anticipated to go beyond 8 p.m. for transaction of urgent government business, the Minister of Parliamentary Affairs, if he/she considers necessary, directs the Ministry to make arrangement for dinner for Members, press personnel, officers and staff on duty etc. Occasionally, arrangements for light snacks/refreshments are also made.

The number of persons for whom food is arranged is normally 350 in case of MPs, press personnel and officers of the rank of Under Secretary and above and 700 in case of staff on duty including security personnel, when the Lok Sabha alone sits late. The corresponding number is 250 and 700 respectively, when the Rajya Sabha alone sits late. In case of late sitting of both Houses of Parliament, the number of persons for whom food is arranged is 600 (MPs, Press and Officers) and 1000 (other persons) respectively. However, these numbers may vary depending upon the number of Members likely to remain present in the House(s) during late hours and the nature of business under discussion. The procedure to be followed for making arrangement/supply of food to the officers and staff on duty during late hours was decided in a meeting taken by the Joint Secretary, Ministry of Parliamentary Affairs, with the officers of the Lok Sabha and Rajya Sabha Secretariats on 18 September, 1995. (Minutes of the meeting are at **Annex XVIII-D.**)

Besides, transport arrangements are also made by the Ministry by hiring 4 buses from Delhi Transport Corporation whenever the proceedings of the House(s) are likely to continue beyond 10.00 p.m.

The entire expenditure on serving food and hiring transport on such occasions is borne by the Ministry of Parliamentary Affairs.

In the meeting of the Business Advisory Committee (BAC) of the Lok Sabha held on 2 May, 2002, it was agreed that food might be provided to Members, staff and officers on duty whenever the House sits late. It was also agreed that food would be arranged by the Lok Sabha Secretariat instead of the Ministry of Parliamentary Affairs.

A check list of procedure followed for making arrangement for dinner and transport is at **Annex XVIII-E**.