

# **MINISTRY OF PARLIAMENTARY AFFAIRS**

## **CITIZEN'S CHARTER**

### **BACKGROUND & LOCATION**

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 - 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, Parliamentary assurances, and Consultative Committees to welfare of Members of Parliament, organizing Youth Parliament Programmes and digitalisation of all State/Union Territory legislatures through NeVA.

### **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, youth parliament 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 Ministries/Departments for implementation of assurances given by Ministers in both the Houses of Parliament-culling out of assurances from the debates, monitoring the state of fulfilment thereof and laying of Implementation reports before the Houses.
- Entrusted with the responsibility of digitalizing all 37 State/Union Territory Legislative Houses of the country under the Government of India's Mission Mode Project, 'e-Vidhan', through the National e-Vidhan Application (NeVA) platform.

## **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**

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

Functional support to the Ministries/Departments and other Government Organizations 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 fulfilment 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 handling 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 for appropriate action.
- ☐ Updating of Manual of Parliamentary Procedures in the Government of India 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.

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

By performing the work of a coordinating agency on behalf of the Government for facilitating:

- ☐ Intimation of decision of the Government on the summoning and prorogation of the Houses of Parliament.
- ☐ 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 Houses of 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.
- ☐ Culling out of assurances from the debates of Rajya Sabha and Lok Sabha. Laying of implementation reports received from Ministries/Departments via OAMS for fulfillment of pending Assurances.
- ☐ Any other liaison work, as may be required from time to time between the Houses or their Secretariats, with the Government.

## **3. 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 fulfilment 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, and Boards etc. set up by the Government, monitoring progress of treatment during hospitalisation, and assistance to the family in the unfortunate eventuality of death 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.
- ❑ Rendering assistance to Members of State/Union Territory Legislatures in adopting the National E-Vidhan Application for their day to day house business viz. question/notices processing, bill introduction, consideration & passing, attendance and their constituencies as well.
- ❑ Coordination of work in association with Ministries/Departments relating to fulfilment of Parliamentary assurances including laying of implementation reports on fulfilled assurances on the Table of the respective House of Parliament.

#### **4. 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 and practices.
- ❑ Organizing Youth Parliament Competitions on Parliamentary systems and procedures.
- ❑ Providing training to the legislature secretariat personnel in requisition of adopting the National E-Vidhan Application.
- ❑ Financial Assistance to States/UTs for organizing Youth Parliament Competitions.
- ❑ Facilitating seamless end-to-end digital interaction between State/Union Territory Legislative Houses and the Government, enabling a fully paperless exchange of information and communication.

## **5. To Educational Institutions**

'Youth Parliament programme' is implemented by the Ministry for the organizations such as the Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti(NVS), Government of NCT of Delhi/NDMC, Universities/Colleges and Eklavya Model Residential Schools (EMRSs) under the respective guidelines/Schemes by:

- ☐ Organising Youth Parliament Competitions in their Schools/Universities/Colleges.
- ☐ Conducting Orientation Courses for providing information 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.
- ☐ Maintaining a web-portal of National Youth Parliament Scheme (NYPS) through which all educational institutions of the country can participate.

## **ACTIVITIES**

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

- ☐ Legislative
- ☐ Youth Parliament
- ☐ Administration

The allocation of works amongst these Divisions is 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. Additional Secretary in the Ministry, whose particulars are given below, has been designated as Director of the Grievance Redressal Cell:-

**Additional Secretary & Director,  
Grievances Redressal Cell,  
Ministry of Parliamentary Affairs,  
Tele. No. 23083861, 23083862, 23083863, 23017893  
Website: <http://mpa.nic.in> E-mail: [asmpa@gov.in](mailto:asmpa@gov.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**. Visit our website (<http://mpa.gov.in>) for further details.

The details of Divisional Heads of the Ministry are as under:

<b>S. No.</b>	<b>Divisions</b>	<b>Head</b>
1.	Youth Parliament-I Section Youth Parliament-II Section P&W Section Hindi Anubhag Assurance(LS) Section Assurance(RS) Section	<b>Director,</b> Ministry of Parliamentary Affairs, 94, Samvidhan Sadan, New Delhi-110001 Tel :23034732 e-mail: <a href="mailto:ab.acharya@nic.in">ab.acharya@nic.in</a>
2.	NeVA Cell Admn Section A&P Section General Section Committee section	<b>Deputy Secretary,</b> Ministry of Parliamentary Affairs, 87, Samvidhan Sadan, New Delhi-110001 Tel :23034899 e-mail: <a href="mailto:mukesh.kumar.mopa@nic.in">mukesh.kumar.mopa@nic.in</a>
3.	Legislative-I Section Legislative-II Section e-Gov & Coordination RTI/Grievance Cell Research Cell Members' Emoluments Section	<b>Deputy Secretary,</b> Ministry of Parliamentary Affairs, S-59, Parliament House, New Delhi-110001 Tel :23083876 e-mail: <a href="mailto:ss.patra@nic.in">ss.patra@nic.in</a>

The details of Nodal Officer and Head of the Ministry are as under:

<b>Nodal Officer for Citizen's Charter</b>	<b>Additional Secretary,</b> Ministry of Parliamentary Affairs, Room No. S61, Second Floor, Parliament House, New Delhi-110001 Tel : 011-23083861, 011-23083862, 011-23083863 011-23017893 e-mail: <a href="mailto:asmpa@gov.in">asmpa@gov.in</a>
<b>Head of the Ministry</b>	<b>Secretary,</b> Ministry of Parliamentary Affairs, Room No. G62, Ground Floor, Parliament House, New Delhi-110001 Tel : 011-23083855, 011-23083856 e-mail: <a href="mailto:secympa@nic.in">secympa@nic.in</a>

## **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 (1)</b>	<b>SERVICES (2)</b>	<b>EXPECTATIONS (3)</b>
<b>Central Government Ministries/ Departments and organizations</b>	1. <b>Summoning and prorogation of the Houses of Parliament.</b>	
	2. <b>Planning, mapping and monitoring of Legislative business-</b> Legislative proposals will be prioritized and listed as per requirements of importance, urgency and expediency indicated by the Ministries/Departments	
	3. (a) Arranging and providing help in respect of Consultative Committees meetings. (b) Manage and maintain the web portal namely Consultative Committee Management System (CCMS) developed by the Ministry for use of all stakeholders.	
	4. <b>Coordination of works relating to parliamentary assurances</b>  a) Assurances will be extracted and uploaded on the OAMS (Online Assurances Monitoring System) Portal (oams.nic.in) within 10 working days from the date on which the assurance was made.	The Ministries/Departments are expected to initiate action to fulfil the assurances once these assurances are uploaded on OAMS portal.
	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 uploaded on OAMS portal. In case it is proposed to lay a part fulfilment report the same may be indicated clearly.
	c) All Communications relating to assurances are to be done through OAMS.	The entire process beginning from culling out of assurances from the proceedings of the House to the laying of Implementation Reports have been automated through OAMS Portal. Requests for extension of time for fulfillment of assurances, dropping/deletion of assurances have also been automated through OAMS.

	5. (a) Meetings of Ministers are arranged with Leaders of Parties/groups in Parliament to discuss issues of important policy or other such matters. (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	
	7. Manage and maintain the web portal namely Subordinate Legislation Management System (SLMS) developed by the Ministry for use of all stakeholders.	
	<b>8. Orientation Course for Youth Parliament Competition</b>  (a) For Principals and teachers in-charge of the participating schools nominated by the Directorate of Education, Govt. of NCT of Delhi and the Department of Education, NDMC	Directorate of Education, Govt. of NCT of Delhi and Department of Education, NDMC are required to furnish the names of Principals and teachers in-charge of the selected schools for the Orientation Course well in advance of the scheduled date each year.
	(b) For Principals and teachers in-	Kendriya Vidyalaya Sangathan



	charge of the participating Kendriya Vidyalayas and Assistant commissioners of various regions of Kendriya Vidyalaya Sangathan (KVS).	(Headquarter) should send intimation regarding nominated Principals and teachers in-charge of the participating schools for Orientation Course to the Ministry well in advance of scheduled date every year.
	(c) For Principals and teachers in-charge of the participating Jawahar Navodaya Vidyalayas and Assistant commissioners of various regions of Navodaya Vidyalaya Samiti(NVS)	Navodaya Vidyalaya Samiti (Headquarter) should send intimation regarding nominated Principals and teachers in-charge of the participating schools for Orientation Course to the Ministry well in advance of scheduled date every year.
	(d) For Lecturers/Coordinators of the participating Universities/ Colleges.	Intimation regarding nominated Lecturers/ Coordinators should be sent by the participating Universities/Colleges to the Ministry well in advance of scheduled date every year.
	9. All India Whip's Conference	States/UTs are required to send the status of implementation report in respect of recommendation of All India Whip's Conference.
	10. Forwarding the list of matters of urgent public importance raised by way of Special Mentions in Rajya Sabha and under Rule 377 in Lok Sabha within two days on weekly receipt of the extracts from Rajya/Lok Sabha Secretariats and follow up action regarding pending matters.	Copies of extracts sent by the Secretariats of Parliament to the Ministries/Departments on the next day are forwarded on weekly basis. The ministries should send the replies to the Hon'ble Members on the matters raised within one month from the date of raising the matter and endorse a copy of the reply to the Ministry of Parliamentary Affairs & Rajya/Lok Sabha Secretariats, as the case may be.
	(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 Rajya/Lok Sabha Secretariats.
	11. Forwarding the extracts of matters raised during Zero-Hour in Rajya/Lok 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 Minister of Parliamentary Affairs on the same day while matters on which there is no assurance/direction are forwarded the next day. (Constraints- Availability of extracts from Rajya/Lok Sabha Secretariat on the same day/supply of debate next day).	A copy of the reply, if any, send to the Members, may be endorsed to this Ministry.
	12. Updating of Manual of Parliamentary Procedures in the Government of India and queries relating thereto.	Officers of Ministries/ Departments familiarize themselves with the provisions of the Manual for reference/use wherever necessary.
	<b>13. Conducting Orientation courses in:</b> (a). Parliamentary Practices and Procedures for officers of various Central Govt. Ministries/ Departments; and (b) Functioning of Ministry of Parliamentary Affairs and Parliamentary Practices and Procedures for Officers of State/UTs Governments.	Ministries / Departments /States/UTs are expected to send their nominations for the Orientation Courses in time.

**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 for 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 lying of papers and documents in both 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 a 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 discussion 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 Rajya Sabha.
23. Vote of Confidence in the Council of Ministers.
24. The Government on 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 Lok Sabha and Rajya Sabha.
27. Receipts received under RTI Act, 2005.

## **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. Organising of Orientation Courses in Parliamentary Practices and Procedures for Officers of various Ministries/Departments.
3. Organising of Orientation Courses in Parliamentary Procedures and Practices for Officers of State Governments.
4. Advance study of the likely emerging trends in the Parliament.
5. Action on the recommendations of general nature in Reports of Committees on Petitions of Lok Sabha/Rajya Sabha.
6. Sending extracts to Ministries/Departments concerned in regard to matters raised during Zero Hour in Lok Sabha/ Rajya Sabha.
7. Cutting out of Press Clippings on important topics from the daily News-papers.

### **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 each Consultative Committee is required to hold 6 meetings in 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.
11. Maintaining the Consultative Committee Management Systems (CCMS) web portal having details of Consultative Committees' composition, meetings, etc. and composition of Hindi Salahkar Samitis, Boards, Bodies and Councils set by Government of India for various Ministries/Departments.

## **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 about the ailing Members of Parliament admitted in various hospitals in Delhi. The bilingual information of ailing Members of Parliament admitted in various Hospitals in Delhi is uploaded on the website of this Ministry i.e. <http://www.mpa.gov.in> on daily basis. Officers of the Ministry visit to ailing MPs admitted in Delhi Hospitals and the report of such visit is submitted to Hon'ble Minister of Parliamentary Affairs for his information.
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 visit 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 delegation of Members of Parliament abroad and also receiving similar foreign delegation in India under exchange programme.
11. Nomination of Members of Parliament on various Government Sponsored Delegations to be sent abroad.
12. Clearance of visits of State Government Sponsored Foreign Delegations.

### **GENERAL SECTION**

1. Maintenance of staff cars and three wheeler scooters.
2. Hiring of transport arrangement for official purpose.
3. Use and maintenance of postal services by way of Franking Machine
4. Receipt and dispatch work of the Ministry.
5. Issue of Passes/Identity Cards/Validation Slips and Parking labels for staff cars.
6. Printing work.

## **e-GOVERNANCE & COORDINATION SECTION**

1. E-Governance initiatives
2. Electronic/Print/Social Media Management
3. Press Release for various events/ functions in the Ministry
4. CPWD Work
5. Pragati meeting related work
6. Monthly DO return
7. Quarterly pending court cases report
8. Work related to e-samiksha
9. Work related to SGoS-9
10. Work related to vision or Mission-2047
11. Work related to Major Achievements of the Ministry
12. Work related to year-end Review of the activities of the Ministry
13. Work related to GLIS Portal
14. Work related to Independence/Republic Days celebration and passes work
15. Work related to Special Campaign, Swachhata Pakhwada, Swachhata Hi Seva and Vigilance Awareness Week and other campaigns related work
16. Work related to celebration of all important days i.e. Constitution Day, Rashtriya Ekta Diwas, Anti-Terrorism, Har-Ghar Tiranga and other Days etc.
17. Ensuring in coordination with the concerned Section that the contents provided on the website of the Ministry are up-to-date
18. Other Miscellaneous work



## **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 Confidential Reports.
17. Parliament Questions regarding the subjects allotted to the section.
18. Maintenance of Service books and Personal Files, Grant of Leave, Increments, Pay Fixation, etc.
19. Assured Career Progression Scheme.
20. Training of staff except Hindi training.
21. Implementation of the recommendations of Pay Commission.
22. Nomination for Family Pension, DCRG, GPF, CGEIS, etc.
23. Calling and processing of property returns.
24. Grant of special rewards, increments, personal pay, honorariums, etc.
25. Posting of staff for roster duty.
26. Matters/returns relating to RTI Act.
27. Work related to CGHS facility,
29. Hiring of manpower like IT manpower, Executive Assistants, MTS, drivers, etc. on contract basis.
30. Allotment of Government accommodation.
31. Nominations of officers for various trainings/workshops.
32. Supply of digital signature certificates
33. Any other items of work assigned

### **A&P 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, Children Education Allowance scheme 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 & UPS -Issuance of PRAN.
7. Financial matters, economy instructions, watch and review the progress of expenditure against sanctioned grants.
8. Screen the proposals for Supplementary Demands for Grant.
9. Advise the Ministry on all financial matters.
10. To identify, in particular, specific savings in case for 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 telephones and settlement of telephone bills, providing mobile telephones and settlement of 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/House Building/Car & Computers etc.
18. All type of purchases including computers, fax machines, photocopying machine, staff cars, scooters, room-coolers, air-conditioners.
19. Maintenance/AMC of all equipment except vehicles.
20. Settlement of air-passage bills.
21. Assisting officers in connection with annual income tax returns.
22. Last Pay Certificate.
23. Calculation and deduction of interest on advances.
24. Preparation of pension papers.
25. Screening Committee proposals regarding delegations/Foreign tours undertaken.
26. Parliament Questions regarding tours, expenditure etc.
27. Periodical returns
28. RTI
29. Purchase of stationery and other items.
30. Disposal of unserviceable stores by auction.
31. Purchase of books, periodicals etc.
32. Obtaining forms, engagement diaries, calendars, photographs of leaders etc. from Government agencies and local purchase of such items.
33. Preparation of rubber stamps, name plates etc.
34. Screening the proposals of Exchange of Goodwill delegations from the financial angle.
35. Making provision for filling the equivalent value of stamp in the franking machine.
36. Any other items of work assigned.

### **ASSURANCE (LOK SABHA) AND ASSURANCE (RAJYA SABHA) SECTION**

1. Reading of proceedings of the House and culling out of assurances/undertakings/promises given by the Ministers on the floor of the House.
2. Uploading relevant extracts of the assurance on the OAMS (Online Assurances Monitoring System) portal (oams.nic.in) for implementation by Ministries/Departments within the presented time-limit of three months. Two Secretariats of Parliament also utilize the OAMS portal for their information/record.
3. Processing the Implementation Reports received from the Ministries/Departments in fulfilment of assurances and making necessary arrangement for laying of sets of Implementation Reports on the Table of the House.
4. Intimating fulfilment of assurances to the Members of Parliament concerned.
5. Intimation of laying 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 the Committee to Ministries/Departments for compliance.

## **YOUTH PARLIAMENT-I and II SECTIONS**

1. Conducting Youth Parliament Competitions in Schools nominated by the Directorate of Education, Govt. of NCT of Delhi & Department of Education, NDMC.
2. Conducting National Youth Parliament Competition in Kendriya Vidyalayas.
3. Conducting National Youth Parliament Competition in Jawahar Navodaya Vidyalayas.
4. Conducting National Youth Parliament Competition in Universities / Colleges.
5. Orientation Courses for imparting training to participants of Youth Parliament Competitions for Delhi Schools.
6. Orientation Courses for imparting training to participants of Youth Parliament Competitions for Kendriya Vidyalayas.
7. Orientation Courses for imparting training to participants of Youth Parliament Competitions for Jawahar Navodaya Vidyalayas.
8. Orientation Course for imparting training to participants of Youth Parliament Competitions for Universities/Colleges.
9. Prize Distribution Functions for the winners of Youth Parliament Competitions for Delhi Schools.
10. Prize Distribution Functions for the winners of Youth Parliament Competitions for Kendriya Vidyalayas.
11. Prize Distribution Functions for the winners of Youth Parliament Competitions for Jawahar Navodaya Vidyalayas.
12. Prize Distribution Functions for the winners of Youth Parliament Competitions for Universities/Colleges.
13. Providing financial assistance to States / UTs for organizing Youth Parliament Competitions in the respective States / UTs.
14. Maintaining a web-portal of National Youth Parliament Scheme(NYPS) which enables all the citizens of the country to learn and get certificates by participating in the Youth Parliament programme of the Ministry through the following 3 different ways:
  - (i) **Institution Participation:** An educational institution can participate in this category for organizing Youth Parliament sitting as per the guidelines available on the portal. The students from classes VI to XII may be selected for the “Kishore Sabha” sub-category and Under Graduate and Post Graduate level students may be selected for the “Tarun Sabha” sub-category.
  - (ii) **Group Participation:** A group of citizens can participate in this category for organizing the Youth Parliament sitting as per the guidelines available on the portal.

(iii) **Individual Participation:** An individual citizen can participate in this category for participation in quiz on the theme of ‘Bhartiya Democracy in Action’.

## **MEMBERS' EMOLUMENT SECTION**

1. Functions relating to administration of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made thereunder:-
  - a) Administration and interpretation of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the rules made thereunder.
  - 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 Ministries/State Governments regarding TA/DA entitlement of MPs for attending meetings of Govt. Committee.
2. Administration of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 and the rules made thereunder.
3. Administration of the Salaries and Allowances of Officers of Parliament Act, 1953 and the rules framed thereunder.
4. The Leaders and Chief Whip of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 and rules made thereunder.
5. Meeting of the Minister of Parliamentary Affairs with Chief Whips of various political parties in Parliament.
6. Committee on Subordinate Legislation, Rajya Sabha and Committee on Subordinate Legislation, Lok Sabha -processing of recommendations of general nature made by these Committee.
7. Holding of All India Whips' Conference and to ensure the implementation of recommendation of the Conference by the State Governments and various agencies.
8. Dealing with the Court cases in which Secretary, Ministry of Parliamentary Affairs is made respondent.
9. To streamline and monitor the Subordinate Legislations through a web Portal namely Subordinate Legislation Management System (SLMS) was developed by the Ministry for use of all stakeholders.
10. Miscellaneous correspondence.

### **RTI/ PG Cell**

1. Disposal of the online RTI applications received in the Nodal Account. Forwarding of RTI applications pertaining to the various AAOs/ CPIOs of this Ministry for a timely reply. Disposal of all other RTIs not pertaining to this Ministry through the Nodal Account by forwarding them to the concerned other Ministries/ Departments based on the subject matter and allocation of works for replies.
2. Preparation of RTI Quarterly based on the information received from the concerned CPIOs of the Ministry, as well as information available with the RTI Cell, and after the approval, uploading it on the website of this Ministry.
3. Uploading of all the Quarterly return data on the CIC portal, submitting Self-appraisal, and conducting third-party Audit as mandated by the CIC after the completion of the financial year through the CIC-approved Institute.
4. Disposal of all the CPGRAMS received from PMO, DARPG, and directly from the Citizens received online as well as physically.

### **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. Arrangements 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 Department 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.



### **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 racing 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. Handbook on the working of the Ministry of Parliamentary Affairs.
  - b. Statistical Handbook
11. Preparation of Annual Report of the ministry.
12. Ensuring in coordination with the concerned Section that the contents provided on the website of the Ministry are up-to-date;
13. Any other Research Work allotted by the Additional Secretary/ Secretary/Ministers;
14. Revision work of Citizens' Charter of this Ministry.

### **NeVA Cell**

1. Rolling out of National e-Vidhan Application (NeVA) at 37 State/Union Territory Legislative Houses across country to make their functioning paperless.
2. Coordination with technical team of NeVA & NIC for design & development of Software.
3. Conducting Orientation Courses for State/Union Territory Legislatures, NIC officials & State Government Department Officials for adoption of NeVA.
4. Running of Central Project Monitoring Unit (CPMU).
5. Organization of regular Training Courses for State/Union Territory Legislatures at CPMU as part of Capacity Building for adoption of NeVA.
6. Facilitation of Members of State/Union Territory Legislature in adopting NeVA for their day to day house businesses.
7. Training to the State/Union Territory Legislature secretariat to make them handy of NeVA platform.
8. Correspondence with the State/Union Territory for NeVA implementation.
9. Providing Financial Assistance to the NeVA implementing States/UTs.
10. Maintenance of NeVA Website home page, Mobile Application & MyNeVA portal.
11. Preparation of Training Module for use of State/Union Territory Legislatures.
12. Documentation of Project Modules of NeVA
13. Consultation with State/Union Territory Legislatures for further development of National e-Vidhan Application (NeVA).
14. Web and Mobile help line for providing support to State/Union Territory Legislatures.
15. Resolution of issues arising while working on NeVA platform.
16. Coordination with NISCI regarding hiring of manpower & procurement of Services.
17. Coordination with Maintenance team of Data Servers deployed at Hyderabad and Bhubaneswar for DC and DR sites respectively.
18. Certification and Security audits of NeVA public website and Secure Portal.
19. Coordination with NIC for organization of Video Conferencing Trainings.
20. Study of existing IT systems across legislatures for design and development of NeVA Modules for full utilization of the capabilities available.
21. Preparation of Detailed Project Reports, Guidelines, MoUs, Gap Analysis reports.
22. Review of technical and financial progress of Project at State/Union Territory level.
23. Guidance to State/Union Territory Legislatures regarding Business Process Amendments required in Acts, Rules & Regulation for implementation of NeVA.
24. Planning for electronic, print media, Audio & Video for wider publicity of NeVA.
25. Approval of DPR of State Legislatures at Central Level.
26. Examination of specific request from State/Union Territory Legislature regarding changes in sanctions and to make recommendations thereon for consideration by the Empowered Committee.
27. Advance action regarding completion of the project, establishment of facilities, its utilization and transfer of know how etc. for successful replication.
28. Review the deliverables of the agencies involved and amends the deliverables of required keeping in view the project objective.
29. Coordination in setting up of NeVA Kendra (e-Learning/Facilitation Centre) in each state Legislature for regular training programme on various modules of NeVA.
30. Any other work assigned by competent authority.

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