

# **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 and organizing Youth Parliament Programmes.

The Ministry was created in 1949 as a Department.

### **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.

- Assigning with the task of digitalizing all the 37 Legislative Houses of the country & two Houses of Parliament under Government of India's two Mission Mode Projects namely 'e-Sansad' & 'e-Vidhan' through its platform of National E-Vidhan Application (NeVA).

## **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.
- Providing universal access to legislative related business of all the Ministries and Departments once National E-Vidhan Application (NeVA) is implemented in two houses of Parliament.

## **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.
- Any other liaison work, as may be required from time to time between the Houses or their Secretariats, with the Government.
- Role based NeVA Platform proposed for end to end integration with provision of publishing all Government & House businesses at NeVA platform electronically.

## **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, 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 Parliament and Members of Legislatures in adopting the National E-Vidhan Application for their day to day house business viz. question processing, bill introduction, consideration & passing, attendance and their constituencies as well.

#### **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 the states and UTs for NeVA implementation.
- End to end paperless interaction between Legislative Houses & Government.

#### **5. To Educational Institutions**

'Youth Parliament Schemes' are being organized by the Ministry for the Organizations such as the Kendriya Vidyalaya Sangathan, Navodaya Vidyalaya Samiti, Universities/colleges and States/UTs for organizing 'Youth Parliament Competitions' in their schools by:

- Organizing All India Level National Competitions.
- Conducting Orientation Courses for providing information and material to teachers and other resource person/coordinators on conduct of the Competitions in their educational institutions
- Providing financial assistance to certain organization for the conduct of the Competitions.

- Maintaining the web-portal of National Youth Parliament Scheme (NYPS) through which all recognized 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
- Research

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. 23034734, 20317893  
Fax No. 011-23792067  
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**.

Adhere to the prescribed procedures and time schedules before forwarding their proposals. Visit our website (<http://mpa.gov.in>) for further details.

<b>S. No.</b>	<b>Divisions</b>	<b>Head</b>
1.	Legislative-I Section Legislative-II Section Hindi Section	<b>Director,</b> Ministry of Parliamentary Affairs, 86-B, Parliament House, New Delhi-110001 Tel :23034844 Fax :23017557 e-mail: <a href="mailto:ss.bara@nic.in">ss.bara@nic.in</a>
2.	Youth Parliament Section Members' Emoluments Section Protocol & Welfare Section with RTI and Public Grievances	<b>Deputy Secretary,</b> Ministry of Parliamentary Affairs, 94, Parliament House, New Delhi-110001 Tel :23034732 e-mail: <a href="mailto:ab.acharya@nic.in">ab.acharya@nic.in</a>

3.	Assurance (LS) Section Assurance (RS) Section Committee Section Research Cell	<b>Deputy Secretary,</b> Ministry of Parliamentary Affairs, 92 Parliament House, New Delhi-110001 Tel : 23034761, e-mail: ajaykumar.jha@nic.in
4.	Administration Section Accounts and Purchase Section General Section NeVA Cell	<b>Deputy Secretary,</b> Ministry of Parliamentary Affairs, 92, Parliament House, New Delhi-110001 Tel: 23034746 Fax:23018220 e-mail: dhirendra.choubey@nic.in

<b>Nodal Officer for Citizen's Charter</b>	<b>Additional Secretary,</b> Ministry of Parliamentary Affairs, 87, Parliament House, New Delhi-110001 Tel : 23017893, 23034734, Fax :23792067 e-mail: asmpa@gov.in
<b>Head of the Ministry</b>	<b>Secretary,</b> Ministry of Parliamentary Affairs, 40, Parliament House, New Delhi-110001 Tel : 23017663, 23034644, Fax :23017726 e-mail: secympa@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 (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. Arranging and providing help in respect of Consultative Committees meetings	
	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 fulfill 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 fulfillment 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	

	<p>issues of important policy or other such matters.</p> <p>(b) Work relating to sending Government sponsored delegations of MPs abroad and also receiving similar Foreign delegations in India.</p>	
	<p>6 (a) Administration and interpretation of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the rules made thereunder.</p>	
	<p>(b) Administration and interpretation of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 and Rules made thereunder.</p>	
	<p>(c) Administration and interpretation of the Salaries and Allowances of Officers of Parliament Act, 1953 and Rules made thereunder.</p>	
	<p>(d) Administration and interpretation of the Leaders and Chief Whips of recognized Parties and Groups in Parliament (Facilities) Act, 1998</p>	
	<p>7. <b>Orientation Courses for Youth Parliament Competition</b></p> <p>(a) For Principals and teachers in-charge of the participating schools of Directorate of Education, Govt. of NCT of Delhi and Department of Education, NDMC.</p>	<p>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 every year.</p>



	(b) For Principals and teachers in-charge of the participating Kendriya Vidyalayas and Assistant Commissioners of the respective regions.	Intimation regarding nominated Principals and teachers-in-charge of the participating schools for Orientation Course should be sent by Kendriya Vidyalaya Sangathan (Headquarters) to the Ministry well in advance of the scheduled date every year.
	(c) For Principals and teachers in-charge of the participating Jawahar Navodaya Vidyalayas and Assistant commissioners of the respective regions.	Intimation regarding nominated Principals and teachers-in-charge of the participating schools for Orientation Course should be sent by Navodaya Vidyalaya Samiti (Headquarters) to the Ministry well in advance of the scheduled date in every year.
	(d) For Lecturers / Deans (coordinators) etc. of the Universities/colleges.	Intimation regarding nominated Lecturers/Deans (Coordinators) of the participating Universities / colleges for Orientation Course should be sent to the Ministry well in advance of the scheduled date in every year.
	8. 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.

	<p>9. 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.</p>	<p>Copies of extracts sent by the Secretariats of Parliament to the Ministries/Departments on the next day, to be received by this Ministry on the next Monday. 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 &amp; Rajya/Lok Sabha Secretariats, as the case may be.</p>
	<p>(a). Transfer of matters</p>	<p>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.</p>
	<p>10. 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).</p>	<p>A copy of the reply, if any, send to the Members, may be endorsed to this Ministry.</p>

	11. <b>Updating of Manual of Parliamentary Procedures in the Government of India and queries relating thereto.</b>	Officers of Ministries/ Departments familiarize themselves with the provisions of the Manual for reference/use wherever necessary.
	12. <b>Conducting Orientation courses in:</b>  (i) Parliamentary Practices and Procedures for officers of various Central Govt. Ministries/ Departments; and	Ministries / Departments /States/UTs are expected to send their nominations for the Orientation Courses in time.
	(ii) Functioning of Ministry of Parliamentary Affairs and Parliamentary Practices and Procedures for Officers of State/UTs 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 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 laying 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 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 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.
8. Regular examination of the grievance columns of daily newspapers 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 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 late 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. Transport arrangements (DTC services) for MPs in case of late sittings of Parliament beyond 10.00 p.m.
12. Nomination of Members of Parliament on various Government Sponsored Delegations to be sent abroad.
13. 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.



## 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. Co-ordination of matters regarding new initiatives undertaken by the Ministry.
18. Parliament Questions regarding the subjects allotted to the section.
19. Maintenance of Service books and Personal Files, Grant of Leave, Increments, Pay Fixation, etc.
20. Assured Career Progression Scheme.
21. Training of staff except Hindi training.
22. Implementation of the recommendations of Pay Commission.
23. Nomination for Family Pension, DCRG, GPF, CGEIS, etc.
24. Calling and processing of property returns.
25. Grant of special rewards, increments, personal pay, honorariums, etc.
26. Posting of staff for roster duty.
27. Compilation of Annual Report of the Ministry.
28. Matters/returns relating to RTI Act.
29. Work related to CGHS facility,
30. Hiring and maintenance of air-conditioners,
31. Hiring of manpower like MTS, drivers, etc. on contract basis.
32. Air-conditioning of rooms allotted to the secretary.
33. Cleanliness, caretaking jobs.
34. Modernization of office—providing partitions, cupboards, etc.
35. Allotment of Government accommodation.
36. Nominations of officers for various trainings/workshops.
37. Celebration of various days like Constitution Day, Anti-Terrorism Day etc
38. Supply of digital signature certificates
39. Any other items of work assigned

## 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, 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-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 SECTION**

1. Conducting Youth Parliament Competitions in Schools under the Govt. of NCT of Delhi and NDMC.
2. Conducting National Youth Parliament Competitions in Kendriya Vidyalayas.
3. Conducting National Youth Parliament Competitions in Jawahar Navodaya Vidyalayas.
4. Conducting National Youth Parliament Competitions in Universities / Colleges.
5. Imparting training to Participants of Youth Parliament Competitions.
6. Providing financial assistance to States / UTs for organizing Youth Parliament Competitions.
7. Maintaining the web-portal of National Youth Parliament Scheme through which all recognized educational institutions of the country can participate.

## 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 Govts. 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 Govts. and various agencies.
8. Dealing with the 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 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.
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 Additional Secretary/Secretary/Ministers;
13. Revision work of Citizens' Charter of this Ministry.



## NeVA CELL

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

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