

1. Parliamentary work pertaining to receipt and distribution of notices of Parliament Questions, list of Starred/Unstarred/Short Notice Questions etc., preparation of sets of answers to Parliament Questions and delivering them to Lok Sabha and Rajya Sabha Sectt.
2. Monitoring of Parliament Assurances received from Ministry of Parliamentary Affairs. Uploading of IR/extension of time of Assurances on Online Assurance Monitoring System (OAMS). Matters raised under Rule 377 of Lok Sabha, Special Mentions in Rajya Sabha – compilation and updating thereof.
3. Work relating to various Parliament Committees/ Parliamentary Standing Committees.
4. Distribution of list of business pertaining to Ministry of Ports, Shipping and Waterways in the Lok Sabha/Rajya Sabha during the Session period to the O/o Hon'ble Minister/Higher Officers on daily basis.
5. To convene meetings of the Consultative Committee attached to this Ministry and Coordination of the work connected therewith.
6. To keep track of Legislative Proposals (Bills), their compilation pertaining to this Ministry.
7. Work relating to various types of statements by Hon'ble Minister in the Parliament pertaining to this Ministry.
8. Arranging Sessional Passes for officers for Parliament. Arrangement for Passes officers for the various meetings of Parliament.
9. To deal with Parliamentary matters other than above received from Lok Sabha/Rajya Sabha Sectt. and Min. of Parliamentary Affairs.