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**O & M No. 77**

**ANNUAL ADMINISTRATIVE REPORT**  
**2019**

**LOK SABHA SECRETARIAT**

**NEW DELHI**

***MAY, 2020***

## P R E F A C E

This Report deals with the various items of work executed by the Lok Sabha Secretariat during the Calendar year 2019.

2. The main function of the Lok Sabha Secretariat is to assist the Speaker in the discharge of several duties as the Presiding Officer of the Lok Sabha. It includes rendering of assistance to Members of Parliament (Lok Sabha) in the discharge of their Parliamentary duties in general and providing secretarial assistance to the House and various Standing and other Parliamentary Committees in particular.

3. The Lok Sabha Secretariat has been segmented into various Services and further into Branches/Sections for the efficient and smooth discharge of duties. The work done by each Branch/Section has been set out in the report Service-wise along with a Statement showing the personnel strength as on 31.12.2019.

New Delhi;

*May, 2020*

**Smt. Snehlata Srivastava**

*Secretary General*

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# **PART – I**

## **STATIC INFORMATION**

Most of the Branches of Lok Sabha Secretariat have no change in their jurisdictions/functions, etc. therefore, these have not been included in the Part-I i.e. Static Information.

Only the following branches/sections which have slightly changed their jurisdiction/functions and nomenclature have been included in Part-I

## **(B) DEPARTMENTALLY REALTED STANDING COMMITTEES (DRSCs) BRANCHES**

### **4. DEFENCE COMMITTEE BRANCH**

In addition to the Jurisdiction of the Committee a new Department named 'Department of Military Affairs (DMA)' has been created.

### **13. RURAL DEVELOPMENT COMMITTEE BRANCH**

The Ministry of Drinking Water & Sanitation has been shifted to Ministry of Jal Shakti w.e.f. May, 2019

### **16. WATER RESOURCES COMMITTEE**

#### **CHANGE IN JURISDICTION OF THE COMMITTEE**

The jurisdiction of the Committee extends to the Ministry of Jal Shakti – (i) Department WaterResources, River Development & Ganga Rejuvenation; and (ii) Department of Drinking Water and along with its Attached/Subordinate Offices, Public Sector Undertakings, Registered Societies and Statutory Bodies.

## C. ADMINISTRATIVE BRANCHES

### 3. ORGANISATION AND METHODS SECTION

O&M Section has been re-organised vide Office Order Part-I No. 2181 dated 3<sup>rd</sup> February, 2020 into two Units on functional basis with new nomenclature as shown below:

- I. Organisation and Methods Section (**Unit-I:** Physical Verification Unit).
- II. Organisation and Methods Section (**Unit-II:** Other than Physical Verification Unit).

## (D) SERVICE BRANCHES

### 1. BILLS AND PAYMENT BRANCH

In addition to the work and functions of B&P Branch as already stated in Annual Administrative Report, 2018. The extant of change is stated as under:

#### **IMPLEMENTATION OF GST ACT, 2017**

Consequent upon implementation of GST Act, 2017, Lok Sabha Secretariat got its registration and obtained GSTIN to report the sales/transactions made by LSTV Channel, Sales and Records Branch, AV Unit, Reprography Section, MS Branch, Parliament Museum and GW Branch. As per Act, the details of sales have to be filled in the form of GSTR-1 and GSTR-3B on monthly basis and Annual Return for the yearly sales in the prescribed formats. Similarly, Records of Input Tax Credit (ITC) has to be maintained and claimed while filing GSTR-3B at the time of payment of GST. The Branch coordinated with the above mentioned branches and assisted them in preparation of the details for the Sales/Transactions made from 01.07.2017 onwards and filed various tables of GSTR-I and GSTR-3B for January 2018 (*including the sales made from 01.07.2017 to 31.12.2017*) in February 2019 and thereafter filed GSTR-1 and GSTR-3B for the period from February 2018 to March 2019 during the months of February-March, 2019. From April 2019 onwards, all the GSTRs are being filed in time. During the year 2019, total 24 GSTR-I, 24 GSTR-3B and 01(one) Annual Return have been filed.

2. As per Section 51 of the GST Act, DDO has to deduct GST-TDS@2% from the payment made to the supplier(s) if the amount of the bill is more than Rs.2.50 lakhs. The Branch deducted such GST-TDS, maintained its records and processed bills to draw money from treasury at the end of each month and deposited challan(s) in Bank to credit amount in the DDO's ledger maintained on the GST portal. Thereafter, monthly details of parties from whom GST-TDS have been deducted is reported to GST Department (Dept. of Trade & Taxes) in the form of GSTR-7 by 10<sup>th</sup> day of the following month. During the year 2019, the Branch did the above exercise every month and a total of 12 forms of GSTR-7 have been filed.

## **10. MEMBERS SERVICES BRANCH**

**(Including House Committee)**

An Information and Communication (I&C) Centre has been set up within the Members Service Branch of the Secretariat vide Office Order Part-I No. 2164 dated 10 December, 2019. As per the same I&C Centre provide information /material(s) relating to various matters concerning the Members that are handled by the Secretariat. In addition to the present allocation of work, Members Service Branch shall also look after the functions of I&C Centre.

## **12. WELFARE BRANCH**

Welfare Information Centre has been set up to provide round the clock medical assistance to the Members of Parliament (Lok Sabha).\*

(\* Established w.e.f. 14<sup>th</sup> September, 2019).

## **E. OTHER BRANCHES**

### **4. PAY AND ACCOUNTS OFFICE**

(Deals with Member and Gazetted Officer, Non-Gazetted Employees, e-payment preparation of Cheques and Funds Branches)

#### **FUNCTIONS**

**Introducing of PFM System** :Since May, 2019, Bills regarding Salaries, manual Salary, Leave Encashment and arrear are being processed through PFMS and bills regarding Medical reimbursement, Medical advance, LTC advance/settlement, CGEGIS etc are being processed through Accounting System. Generating and passing Sanctions/Bills in respect of Non Government Recoveries schedule of Gazetted Officials.

### **5. MEMBERS FACILITIES AND COMMITTEE CO-ORDINATION BRANCH**

( Erstwhile Committee Coordination Branch)

Change in nomenclature of Committee Co-ordination Branch vide Office Order Part-I No. 2128 Dated 20.08.2019 as per the same in addition to the present allocation of work, Committee Co-ordination Branch look after the work relating to Co-ordination of various facilities being provided to the Members of Parliament. Accordingly, the Committee Co-ordination Branch shall henceforth be known as "Members' Facilities and Committee Co-Ordination Branch".

## **PART-II**

### **LIBRARY AND REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE**

#### **A. RESEARCH AND INFORMATION**

##### **4. PARLIAMENTARY RESEARCH & TRAINING INSTITUTE FOR DEMOCRACIES (PRIDE)** (Erstwhile Bureau of Parliamentary Studies and Training)

Change of nomenclature of Bureau of Parliamentary Studies and Training (BPST) as Parliamentary Research & Training Institute for Democracies (PRIDE) *vide* Office Order Part-I No. 2131 dated 09 September, 2019.

In addition to the present allocation of work, BPST now PRIDE shall henceforth look after the function of Speaker's Research Initiative (SRI) Cell. Accordingly, Speaker's Research Initiative (SRI) Cell shall merge with Parliamentary Research & Training Institute for Democracies (PRIDE).

# **PART – II**

## **DYNAMIC INFORMATION**



# LEGISLATIVE, FINANCIAL COMMITTEE, EXECUTIVE AND ADMINISTRATIVE SERVICE

## A. HOUSE RELATED BRANCHES

### 1. LEGISLATIVE BRANCH-I

#### WORK DONE BY BRANCH DURING THE YEAR 2019

1.1 The break-up of the work done in the Branch during the year was as under:-

#### BILLS

Government Bills introduced :-	58
Government Bills, as passed by Rajya Sabha, laid on the Table of Lok Sabha :-	9
Government Bills passed :-	61
Bills referred to Standing Committees :-	17
Bills-report of Standing Committees presented/laid :-	04

#### RESOLUTIONS

Resolution placed before the House by the Chair :-	NIL
Government Resolutions-notices received :-	03
Government Resolutions-admitted :-	03
Government Resolutions-adopted :-	01
Government Resolutions-negated :-	NIL
Government Resolutions-withdrawn :-	NIL
Statutory Resolutions-notices received :-	68
Statutory Resolutions-admitted :-	17
Statutory Resolutions adopted/negated/withdrawn:-	17
ORDINANCES PROMULGATED BY THE PRESIDENT:-	16

**MESSAGES RELATING TO BILLS, MOTIONS**

Received from RS:-	60
Transmitted to RS:-	72

**GOVERNMENT MOTIONS**

No. of notices received: -	Nil
No. of motions admitted: -	Nil
No. of motions discussed: -	Nil
No. of motions remained part-discussed: -	Nil

**NO-DAY-YET-NAMED MOTIONS**

No. of notices received: -	07
No. of motions admitted: -	Nil
No. of motions moved: -	Nil
No. of motions adopted -	Nil
No. of motions withdrawn: -	Nil
No. of motions negatived: -	Nil
No. of motions which remained part-discussed: -	Nil

**SHORT DURATION DISCUSSIONS UNDER RULE 193 ON MATTERS OF URGENT PUBLIC IMPORTANCE**

No. of notices received: -	114
No. of discussions admitted: -	05
No. of discussions held: -	04
No. of discussions completed: -	03
No. of discussions remained part-discussed: -	01

**MOTIONS FOR SUSPENSION OF RULES**

No. of Motions moved: -	07
No. of Motions adopted: -	07

**MOTION OF THANKS ON PRESIDENT'S ADDRESS**

No. of amendments tabled:	2243
No. of amendments moved and negatived:	439

**UNION BUDGET**

(i) No. of Cut Motions on Demand for Grant under the control of Ministry of Railways admitted and circulated:	26
No. of Cut Motions moved:	21
No. of Cut Motions adopted:	NIL
(ii) No. of Cut Motions on Demand for Grant under the control of Ministry of Road Transport and Highways admitted and circulated:	63
No. of Cut Motions moved:	21
No. of Cut Motions adopted:	NIL
(iii) No. of Cut Motions on Demands for Grants under the control of Ministry of Rural Development admitted and circulated:	30
No. of Cut Motions moved:	21
No. of Cut Motions adopted:	NIL
(iv) No. of Cut Motions on Demands for Grants under the control of Ministry of Agriculture and Farmers' Welfare admitted and circulated:	72
No. of Cut Motions moved:	28
No. of Cut Motions adopted:	NIL
(v) No. of Cut Motions on Demand for Grant under the control of Ministry of Youth Affairs and Sports admitted and circulated:	50
No. of Cut Motions moved:	41
No. of Cut Motions adopted:	NIL

**AMENDMENTS TO GOVERNMENT BILLS**

No. of Amendments tabled:	1986
No. of Amendments moved:	492
No. of Amendments adopted:	51
No. of Amendments negatived:	441
No. of Amendments withdrawn:	NIL

**APPLICATIONS UNDER THE RIGHT TO INFORMATION ACT, 2005**

No. of applications received:	104
No. of appeals received:	10

## 2. LEGISLATIVE BRANCH-II

[Including Committee on Private Members' Bills and Resolutions]

### WORK DONE BY BRANCH DURING THE YEAR 2019

1.2 The break-up of the work done in the Branch during the year was as under:-

#### (A) Work done by Branch in general during the year 2019

Private Members' Bills pending at the beginning of the year	-	979
No. of Bills introduced (copies of these Bills were got published in the Gazette of India, Extraordinary Part II, Section 2 & supplied to RSS, Ministries concerned)	-	175
No. of Bills discussed and disposed of. (Annexure-I)	-	2 (including one Bill remained part-discussed at the end of 16 <sup>th</sup> Lok Sabha and One part-discussed Bill at the end of Second Session of 17 <sup>th</sup> Lok Sabha)
No. of Bills removed from the Register of pending Bills	-	NIL
No. of Bills withdrawn after discussion	-	NIL
No. of Ballots in respect of pending Bills and publication of results thereof in Bulletin- Part II	-	3
No. of Lists of Business prepared, printed and circulated in respect of Private Members' Bills	-	6
No. of amendments to Bills examined and circulated	-	NIL
Compilation of statement showing progress of Bills (issued by LB-I)	-	Every week
<b>Preparation of paragraphs re.</b>		
(i) Statement of Private Members' Bills pending in LS;	-	3
(ii) Statement of pending notices of motions for leave to introduce Private Members' Bills and publication of the same in Bulletin-Part II.	-	3 (At the end of every session)
No. of Notices of Resolutions admitted	-	15
No. of Resolutions discussed/disposed of in the House. (Annexure-II)	-	1 (part-discussed resolution at the end of second session of 17th Lok Sabha)
No. of Resolutions adopted	-	NIL

No. of Ballots of names of members who had given notices for moving resolutions	-	5
No. of Lists of Business prepared, printed and circulated in respect of Resolutions	-	5
No. of amendments to Resolutions examined and circulated	-	NIL

**(B) Work done by Committee on Private Members' Bills and Resolutions during the year 2019**

Constitution of the Committee	*CPMBR (2018-19)	-	15.9.2018 (16 <sup>th</sup> LS)
Sittings held		-	1 (Annexure-III)
Reports presented to the House		-	1

**(A) Miscellaneous Work handled**

Preparation of minutes and laying them on the Table of the House (both English and Hindi versions)	-	1
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**(B) Work done in Hindi**

Private Members' Bills:

(1)	Number of Bills printed and circulated in Hindi	-	175
(2)	Number of Lists of Business circulated	-	6
(3)	Number of amendments circulated	-	NIL

Private Members' Resolutions :

(1)	Number of Lists of Business circulated	-	5
(2)	Number of amendments circulated	-	NIL

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\*Committee on Private Members' Bills and Resolutions has not been constituted at the end of Second Session of 17<sup>th</sup> Lok Sabha.

Committee on Private Members' Bills and Resolutions:

(1)	Number of Notices and Agenda issued	-	1
(2)	Number of Reports circulated	-	1
(3)	Number of sittings of which minutes were laid on the Table of the House.	-	1

**(C) Applications under the Right to Information Act, 2005**

No. of applications received	-	35
No. of appeals received	-	2

(D) A statement comparing the performance of the Branch in the year 2019 vis-à-vis 2018 along with the reasons for variations is given at Annexure-V.

### 3. PARLIAMENTARY NOTICE OFFICE

#### WORK DONE BY BRANCH DURING THE YEAR 2019

1.3 The break-up of the work done in the Branch during the year was as under:-

#### 1. Notices received during the year 2018:-

	# Adjournment motion	470
	# Calling Attention	104
	# Matters under Rule 377	1789
	No-Confidence Motion	---
	# Matters of Urgent Public Importance	8613
	Suspension of Question Hour	---
	# Motions under Rule 184	07
	# Short Duration Discussions under Rule 193	113
	Amendments to Motion of Thanks on President's Address	2243
	#Cut motion	298
	Cut motion on General Budget (Tabled)	542
	# Statutory Resolution	66
	# Notices of Amendments to Bills	1978
	Notices to Oppose	26
	Government Resolution	---
	# Amendments to Resolution	---
	# Ballot for Resolutions	99
	# Text of Private Member's Resolutions	--
	# Private Members Bills (Notice of Bills)	419
	# Privilege	15
	Notices of Election to Speaker	13
	Disapproval of Ordinance	10
	\$ Notice of Question Forms– Starred and Unstarred (12,772 + 9,794)	22,566

	\$ Half-an-Hour Discussions	17
	\$ Short Notice Questions	07

(The notices were sent to the concerned Branches for necessary action besides attending to enquiries from Members)

# including online notices received

\$ excluding online notices received

## II. Receipt for constitution of various Committees:-

Committees		
	Nominations	307
	Withdrawals	74

## III. Issue of Identity cards/passess/lockers etc.

1. Number of Lockers	-	150
2. Lockers supplied to Members during 2019	-	04
3. Photo Identity Cards issued to Ex-MPs	-	121
4. Photo Identity Cards issued to Spouse of Ex-MPs	-	90
5. Member's Identity Cards issued	-	-
	-	01 Duplicate
6. Identity Card-cum- Railway Pass for Member's Spouse issued	-	-
7. Railway Journey Forms for Members/ Spouses/Attendants of Members Steamer Journey Form	-	Nil (booklet)
8. Letters alongwith Proforma issued to Ex-MPs (from 1st Lok Sabha to 16 <sup>th</sup> Lok Sabha) for preparation of Ex-MP Smart Identity Cards	-	2000
9. Proforma Received from Ex-MPs	-	850
10. Fed the details of received proformas in the Railway URL and sent to CPIC for preparation of Smart Ex-MP Identity Cards	-	697
11. Supply of printed replies of Starred and Unstarred Questions to Member	-	-1,040+11,921=12,961

**Other items of work:**

- I. Seating arrangements in Lobbies/Galleries of Central Hall during the President's Address held on 31.01.2019 and 20.06.2019 for Members of both the Houses of Parliament.
- II. Seating arrangements in Lobbies/Galleries of Central Hall during the President's Address held on 12.02.2019 for Members of both the Houses of Parliament on the occasion of unveiling of the Portraits of Bharat Ratna Sh. Atal Bihari Vajpayee in Central Hall.
- III. Issue of Paragraphs in Bulletin Part-II before the commencement of each session held during the year 2019.
- IV. Issue of Paragraphs in Bulletin Part-II informing Members of Lok Sabha on important matters.
- V. Assisted/guided MPs and Ex-MPs to obtain/delivery of group photograph of Members of Parliament of 16<sup>th</sup> and previous Lok Sabhas from the Photographer.
- VI. Maintenance of Notice Boards placed in the outer Lobby of Lok Sabha.
- VII. Printing and supply of various forms/cards.



#### 4. MEMBERS' STENOS POOL

##### WORK DONE BY BRANCH DURING THE YEAR 2019

1.4 The break-up of the work done in the Branch during the year was as under:-

Total number of pages typed in Stenographers' Pool for MPs and other branches during the year 2019 is as follows:-

Month	Total No. of pages typed in English	Total No. of pages in Hindi
January	1425	1650
February	2400	2530
March	2000	3000
April	2500	2400
May	1800	1980
June	2050	2900
July	2700	2750
August	2600	2630
September	990	1500
October	950	1700
November	1910	2800
December	2575	2500
	-----	-----
Total	23870	28340

Note : Includes stenographic and transcription work and sometimes work from SG Office/H.S. office/Table Office Conference Br./translation br.

## 5. PRIVILEGES & ETHICS BRANCH

(Including Committee of Privileges, Committee on Ethics and Committees on Protocol Violation and Contemptuous Behaviour of Government Officials with MPs)

### WORK DONE BY BRANCH DURING THE YEAR 2019

1.5 The break-up of the work done in the Branch during the year was as under:-

#### A. WORK DONE BY THE BRANCH DURING THE YEAR 2019

(a) **Notices/communications/complaints examined/processed under relevant Rules/Directions and various Procedures/Practices laid down:**

(i)	Notices of question of privilege	:	30
(ii)	Requests for provisions of security to members	:	14
(iii)	Miscellaneous complaints/representations received from the members/ex-members	:	16
(iv)	Communications from authorities concerned relating to arrest/release/detention of members –Processing thereof and publishing of information in Bulletin Part-II	:	28
(v)	Complaints against MPs from private Individuals	:	17
(vi)	Summons from various Courts of India	:	01
(vii)	Communications from various agencies of Government	:	01
(viii)	Miscellaneous Complaints from private individuals	:	08

(b) **Miscellaneous work**

(i)	Notes on points for Presiding Officers' Conference/Secretaries' Conferences	:	NIL
(ii)	Communications & References from State Legislatures and foreign Parliaments	:	NIL
(iii)	Compilation of material for SG's DO letter	:	04
(iv)	Compilation of material for JPI	:	04
(v)	Material for brief summary/resume pertaining to Privileges & Ethics Branch	:	06
(vii)	Cases related to RTI Act, 2005 dealt by the Branch	:	87
(vii)	Preparation of summaries for inclusion in Privileges Digest-2017 to 2019	:	01
(viii)	Manuscript of Privileges Digest (PD)-2016, printing copies thereof and circulation	:	Copies Printed
(ix)	Manuscript of updated Volumes of Privileges Digest Compilation (PDC) [1950-2016]	:	Under printing stage
(x)	Manuscript of updated 'Privileges Digest Court Cases' (PDCC) Publication	:	Under printing stage
(xi)	Cases relating to misbehavior with MPs, Violation of Protocol norms by Govt. Officials vis-a-vis MPs	:	41
(xii)	Miscellaneous references/requests from Branches	:	08
(xiii)	No. of forms of Declarations of Assets and Liabilities	:	40

	received and processed		
(xiv)	Work pertaining to training of Interns (BPST and SRI) attached to the Branch for exposure to the various works of the Branch	:	NIL
(xv)	Branch Attachment of BPST Interns	:	NIL
(xvi)	Statement of work transacted at the end of every Session of Lok Sabha and Statement of Paper used	:	05
(xvii)	Digest of important cases relating to Violation of Protocol Norms	:	01
(xviii)	Complaints received against unethical conduct of Members	:	15
(xix)	Request from Investigating Agencies/Individuals to HS for launching prosecution against MPs and Serving of Summons from Court	:	08
(xx)	Preparation of publication 'Summary of Work – Other Parliamentary Committees' for the period of 01/09/2018 to 30/04/2019	:	01
(xxi)	Miscellaneous Matters relating to Committee on Ethics	:	09

## **B. BRIEF SUMMARY OF WORK DONE BY THE COMMITTEES DURING 2019**

### **(i) Committee of Privileges**

(a) Work done by Committee of Privileges in the 16<sup>th</sup> Lok Sabha:

No. of sittings held	2
Matters under the Consideration of the Committee	7
No. of Memoranda prepared	7
No. of Reports drafted in 2019	NIL
No. of Reports presented in 2019	NIL

(b) Work done by Committee of Privileges during 17<sup>th</sup> Lok Sabha

No. of sittings held	1
Matters under the Consideration of the Committee	NIL
No. of Memoranda prepared	NIL
No. of Reports drafted in 2019	NIL
No. of Reports presented in 2019	NIL

### **(ii) Committee on Ethics**

(a) Work done by Committee on Ethics during 16<sup>th</sup> Lok Sabha:

No. of sittings held	NIL
Matters under the Consideration of the Committee	4
No. of Memoranda prepared	NIL
No. of Reports drafted in 2019	NIL
No. of Reports presented in 2019	NIL

(b) Work done by Committee on Ethics during 17<sup>th</sup> Lok Sabha:

No. of sittings held	2
Matters under the Consideration of the Committee	2
No. of Memoranda prepared	NIL
No. of Reports drafted in 2019	NIL
No. of Reports presented in 2019	NIL

**(iii) Committee on Protocol Violation and Contemptuous Behaviour of Government Officers with Members of Lok Sabha**

The Hon'ble Speaker constituted the Committee on Protocol Violation and Contemptuous Behaviour of Government Officers with Members of Lok Sabha on 15.09.2014 in the 16<sup>th</sup> Lok Sabha.

No. of sittings held	NIL
Matters under the Consideration of the Committee	06
No. of Memoranda prepared	NIL
No. of Reports drafted in 2019	NIL
No. of Reports presented*** in 2019	1

\*\*\* Presented to Hon'ble Speaker on 4 December, 2018 and subsequently laid on the Table of the House 7 January, 2019.

In the 17<sup>th</sup> Lok Sabha, Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha has not been constituted as yet.

## 6. QUESTION BRANCH

### WORK DONE BY BRANCH DURING THE YEAR 2019

1.6 The break-up of the work done in the Branch during the year was as under:-

**1. A Statement comparing the performance of the Branch during the year 2019 vis-a-vis 2018.**

<u>Name of the Branch</u>		<u>Question</u>
Sl. No	Job Element	Work done in the Branch/Section/Unit/Cell etc.
(i)	(ii)	(iii)
1.	Notices of Starred Questions received	25521
2.	Notices of Unstarred Questions received	20747
3	Notices of Short Notice Questions received	28
4	Notices of Half-an-Hour Discussion received	19
5	Questions admitted/replied as Starred	1040
6.	Questions admitted/replied as Unstarred	11921
7.	Short Notice Questions replied/clubbed with SQ/USQ	0
8.	Half-an-Hour Discussions in the House	0
9.	No. of Questions to which written answers were laid on the Table of the House	12604
10	Abstract of Statements made by Ministers correcting replies already given by them to Question in Lok Sabha .	5

2. During 2019, 05 letters/requests received from Members regarding various queries in respect of questions tabled by them were resolved to their satisfaction.

3. Information/replies in respect of 110 applications including 05 First Appeals received under the RTI Act, 2005 were sent to the Information Cell during 2019.

## 7. TABLE OFFICE

(Incl. Business Advisory Committee)

### WORK DONE BY BRANCH DURING THE YEAR 2019

1.7 The break-up of the work done in the Branch during the year was as under:-

#### TABLE OFFICE (A)

The statistical information of Annual Administrative Report, 2019 is as follows:

	17 <sup>th</sup> Session (16 <sup>th</sup> Lok Sabha)	1 <sup>st</sup> Session (17 <sup>th</sup> Lok Sabha)	2 <sup>nd</sup> Session (17 <sup>th</sup> Lok Sabha)
Summoning of Lok Sabha	16 <sup>th</sup> January, 2019	3 <sup>rd</sup> June, 2019	22 <sup>nd</sup> October, 2019
Duration	31 <sup>st</sup> January to 13 <sup>th</sup> February, 2019	17 <sup>th</sup> June to 6 <sup>th</sup> August, 2019	18 <sup>th</sup> November, to 13 <sup>th</sup> December, 2019
Sittings	10	37	20
Sine-die	13.2.2019	6.8.2019	13.12.2019
Prorogation	14.2.2019	8.8.2019	13.12.2019

	16 <sup>th</sup> Lok Sabha	17 <sup>th</sup> Lok Sabha
President's Address	31 <sup>st</sup> January, 2019	20 <sup>th</sup> June, 2019
Motion of thanks on President's Address	31 <sup>st</sup> January, 2019 (Notice Received)	21 <sup>st</sup> June, 2019 (Notice Received)
Discussed on	5 <sup>th</sup> and 7 <sup>th</sup> February, 2019	24 <sup>th</sup> and 25 <sup>th</sup> June, 2019
Motion Adopted on	7 <sup>th</sup> February, 2019	25 <sup>th</sup> June, 2019
President's Message reported in House by Speaker/Published on	12 <sup>th</sup> February, 2019 (Reported in the House)	1 <sup>st</sup> July, 2019 (Reported in the House)

Calling Attention	105 Notices
Adjournment motion	480 notices
Notices of Motion of No Confidence in the Council of Ministers	NIL
Matters under Rule 377	1146 matters were raised/Laid
Submissions by members for inclusion in the Business commencing following week.	78 members were permitted
Matters of Urgent Public Importance raised after Question Hour and before the adjournment of the House for the day.	2124 matters were raised
Statements made/laid on the Table by Ministers under rule 372 on matters of public importance.	22 statements made/laid.
Statements made/laid on the table by Ministers under direction 73A of the Directions by the Speaker, Lok Sabha regarding status of implementation of recommendations contained in the Reports of Departmentally related Standing Committees.	58 statements made/laid.
Papers laid on the table – By Government	4119 documents were received for laying from the Ministries/Departments. All 4119 papers were laid on the Table.
By Private Members	NIL
<b>Maintenance of Index Cards</b>	Particulars relating to Reports, Accounts, Policies, Ordinances etc laid during 16 <sup>th</sup> and 17 <sup>th</sup> sessions of 16 <sup>th</sup> Lok Sabha and 1 <sup>st</sup> session of 17 <sup>th</sup> Lok Sabha were entered in the various columns of the relevant cards by consulting Bulletins.
<b>Supplementary List of Business</b>	Supplementary List of Business for laying of Sensitive Notifications or laying of any other papers as per orders of HS were brought out and papers contained therein were laid on the Table.
SRO Paras	During 16 <sup>th</sup> and 17 <sup>th</sup> sessions of 16 <sup>th</sup> Lok Sabha and 1 <sup>st</sup> and 2 <sup>nd</sup> sessions of 17 <sup>th</sup> Lok Sabha, paragraphs containing the SROs laid on the Table during the week, which were subject to modification, were issued for information to members. After the prorogation of 16 <sup>th</sup> and 17 <sup>th</sup> sessions of 16 <sup>th</sup> Lok Sabha and 1 <sup>st</sup> session of 17 <sup>th</sup> Lok Sabha, a consolidated sessional paragraph containing all the SROs laid on the Table during the above session were also issued.

Personal explanation under rule 357	NIL
Allegations under Rule 353	NIL
Notices under direction 115C	NIL
Presentation of Union General Budget (Including Railways)	1 <sup>st</sup> February, 2019
List of Business	129 Lists of Business (Advance/Revised/Supplementary) were issued.
Agenda sets	Agenda sets for Morning and Evening were prepared for reference of HS, HDS, SG and other Officers at the Table. At the end of each session, Agenda Sets were got bound and preserved.
Minutes Book	At the end of each Session, Minutes Book was got bound and preserved for life.
Reporters List	Names of members who participated in various debates were recorded.
Authorization letters from Ministers	Copies of letters sent to Legislative Branch-I, Legislative Branch-II and Question Branch for information and necessary action.
Branch Library	Books frequently needed for reference were maintained.
Business Advisory Committee	<p>Date of constitution: 20.6.2019</p> <p>In all 12 sittings were held.</p> <p>Allocation of time to 65 items (including preparation of 12 Reports) and Minutes of sitting of the committee and other allied work.</p> <p>Business Advisory Reports were presented in the House.</p>
Bulletin Part-I	Seventy two (72) Manuscripts were prepared and sent for printing after the adjournment of the House for the day. Also uploaded in Lok Sabha website on daily basis.
Bulletin Part-II	194 Bulletins (1303 paragraphs) were issued from 1 January, 2019 to 31 December, 2019.
Entries for Manuals	Approved entries for Manuals on Rules, Directions and Constitution have been forwarded to CB-I for further necessary action.
Meeting held by the Speaker with Leaders of Parties/Groups	Five meetings of Speaker with Leaders/Representatives of Parties in Lok



	Sabha were held.
Examination of Lok Sabha proceedings	Daily proceedings of 17th session of 16th Lok Sabha, 1st and 2nd sessions of 17th Lok Sabha were examined on day-to-day basis. During the course of examination, five (5) Observations made by the Chair and thirty three (33) entries were culled out for inclusion in various manuals.
Valedictory Reference	Valedictory References on conclusion of the 16th and 17th Sessions of 16th Lok Sabha and 1st session of 17th Lok Sabha were prepared.
Publications of the Branch	<p>Manuscript of Parliamentary Procedure (Abstracts Series), 2019 (1-44) were compiled, got printed and circulated to Members of 17th Lok Sabha.</p> <p>Handbook for Members (17th Edition) was revised, compiled and got printed and circulated to Members of 17th Lok Sabha.</p> <p>The publication 'Government and Parliament' was revised, compiled and got printed.</p> <p>The Practice and Procedure Vol. I &amp; II of the Branch are under print.</p> <p>Manuscript of Resume of Work done by 16th Lok Sabha during 16th and 17th Sessions were prepared/compiled, got printed and uploaded on Lok Sabha website. The Resume pertaining to 1st and 2nd sessions of 17th Lok Sabha got printed.</p> <p>Brief Summaries of work relating to Legislative and other Business of 16th and 17th sessions of 16th Lok Sabha have been compiled.</p>
Distribution of copies after laying thereof on the Table of the House	Sets of papers laid on the Table were got prepared and delivered to various Branches of the Secretariat.
Misc. queries from Ministries, Legislatures and outsiders.	Replies to such queries, as and when received, were given.
Reply to queries under Right to Information Act, 2005.	As and when queries under Right to Information Act were received, the same was disposed off on top priority basis.
Authenticated copies of the documents	4119 Authenticated copies of the documents, immediately after laying, were sent to the Library for permanent record and reference by members.
Recordings	All files relating to the 16th and 17th sessions of 16th Lok Sabha and 1st session of 17th

	Lok Sabha were recorded.
Review of Old Files	Total 296 old files received from Sales and Records Section were reviewed. Out of which 241 were sent to Sales and Records Branch and 155 were weeded out.
Material for SG's D.O. Letter	Approved entries of the 17th session of the 16th Lok Sabha, 1st and 2nd sessions of the 17th Lok Sabha were sent to JPI and Parliamentary Affairs Wing of LARRDIS for further necessary action.

The number of hard copies of Reports to be laid on the Table of the House has also been reduced by 60% i.e. from 25 copies to 10 copies of each version. The copies of Reports of CAG/Commissions of Inquiry, which are circulated to Members through Publications Counter, have also been reduced by 87% i.e. from 550 copies to 70 copies in English version and from 250 copies to 70 copies in Hindi version i.e. reduced by 72%.

Miscellaneous items of works:

- (i) A comprehensive statement indicating total time allotted and total time taken by each party and number of members who had spoken with party affiliations and time taken by individual member was prepared for ready reference of HS/SG and other Officers on various discussions held in the House.
- (ii) Training to Parliament Interns and Delegates from foreign countries regarding working of the Branch was undertaken.

**TABLE OFFICE (B)****Work Done during the year 2019 (other than Lobby and Anti-Defection law Unit)**

Obituary references	Obituary references to the passing away of 39 Members/Ex-Members (including 2 sitting members).
Tragic/Natural Calamity References	Nil
Congratulatory/felicitation references	03 congratulatory/felicitation references was prepared.
References on landmark anniversaries and solemn occasions.	05 references on landmark anniversaries and solemn occasions were prepared.
Resignation by members	02 resignations were processed and notifications and circulars were issued.
Vacation of Seats	Vacation of seats due to:-  (a) Death -4 (b) Resignation - 2 (c) Ceased Nil <i>(Notification &amp; circular were issued)</i>
Nomination of Members	Nil

General Elections/Bye-Elections	<p>Result of General Election, 2019 to the 17<sup>th</sup> Lok Sabha (except-08-Vellore Parliamentary Constituency of Tamil Nadu, where election process was rescinded), was declared on 25.05.2019.</p> <p>Result of General Election, 2019 to the 17<sup>th</sup> Lok Sabha for 08-Vellore Parliamentary Constituency of Tamil Nadu where election was rescinded was declared on 10.08.2019.</p> <p>Results of Bye-elections in 02 Parliamentary Constituencies were declared on 24.10.2019 (two seats).</p> <p>Necessary action, i.e., issue of circulars, etc. were taken up.</p>
Oath or affirmation	543 members made and subscribed the oath/affirmation.
Notices under Direction 115	Nil
Certificates about membership of Lok Sabha for payment of Pension to ex-members/families.	363 applications received from MSA Branch for verification of membership of ex-members for pension purposes.
Certificates about membership of Lok Sabha for CGHS/Telephone/Railway Pass facilities etc. to members/ex-members.	252 Members (former/sitting) of Lok Sabha were issued membership certificates for CGHS/Telephone/Railway Pass facilities/allotment of residential plots, etc.
Committee on Absence of Members from the sittings of the House & leave of absence granted to members	The Committee on Absence of Members from the Sittings of the House met once i.e. 2 <sup>nd</sup> session of 17 <sup>th</sup> Lok Sabha. The names of 05 members were recommended for grant of leave of absence by the Committee which was granted/condoned by the House. The members were informed accordingly.
Supply of Information under RTI Act, 2005.	181 RTI applications were processed and forwarded to Information Cell for necessary action.

## Legislative and other day-today business of Lok Sabha (other than Questions)

### Work done during the year 2019 [Lobby and Anti-Defection Law Unit]

<b>Attendance Register of Members</b>	Members' Attendance Register for all sittings of the 16 <sup>th</sup> and 17 <sup>th</sup> sessions of the 16 <sup>th</sup> Lok Sabha and 1 <sup>st</sup> and 2 <sup>nd</sup> sessions of the 17 <sup>th</sup> Lok Sabha were prepared and placed in the Inner Lobby of the House for members to put their signatures as a token of having attended the House. The Attendance Register for all sessions of the 16 <sup>th</sup> Lok Sabha were got bound.
<b>Roll of Members and consolidated Attendance of members</b>	<p>For the purpose of signing of members after oath/affirmation in the House, Roll of members was maintained as usual.</p> <p>Attendance of members of every sitting during the year was uploaded on the Lok Sabha website <a href="http://www.loksabha.nic.in">www.loksabha.nic.in</a> under the headings Members-&gt;Attendance of Members.</p>
<b>Quorum bell</b>	<p>Total No. of times quorum bell was rung: 7 (16<sup>th</sup> LS) 34 (17<sup>th</sup> LS)</p> <p>The record was included in the Resume and Brief Summary of Work done by Lok Sabha of 14<sup>th</sup> to 16<sup>th</sup> sessions of 16<sup>th</sup> Lok Sabha and 1<sup>st</sup> and 2<sup>nd</sup> sessions of the 17<sup>th</sup> Lok Sabha.</p>
<b>Walk-out staged by members</b>	<p>Total No. of walkouts staged by members : 14(16<sup>th</sup> LS) 43(17<sup>th</sup> LS)</p> <p>The record was included in the Resume and Brief Summary of Work done by Lok Sabha of 14<sup>th</sup> to 16<sup>th</sup> sessions of 16<sup>th</sup> Lok Sabha and 1<sup>st</sup> and 2<sup>nd</sup> sessions of the 17<sup>th</sup> Lok Sabha.</p>
<b>Chamber Books</b>	Latest editions of all reference books <i>viz.</i> , Constitution of India, Parliamentary Practice & Procedure, Rules, Directions, Who's Who, Dictionaries etc. were maintained for reference of Speaker, members and Officers at the Table.
<b>Dressing the table on each day during session</b>	The Chamber Attendants attended to the work of arranging the Table for every day of each session held during the year.
<b>Stationery for Chamber</b>	Stationery items used in Chamber were obtained from General Works/Procurement Branch before commencement of each session.

<b>Parliamentary papers for members</b>	Parliamentary papers pertaining to business before the House and printed forms of various notices were kept in a rack in the Inner Lobby for the use of Hon'ble members.
<b>Parliamentary papers for offices of parties/groups in Lok Sabha</b>	Parliamentary papers/publications were supplied to offices of parties and groups in Lok Sabha by Distribution Branch on the basis of information supplied by Table Office (B).
<b>Divisions</b>	<p>Total No. of Divisions : 4(16<sup>th</sup> LS) &amp; 23 (17<sup>th</sup> LS)</p> <p>The record was included in the Brief summary and Sessional Resume of 14<sup>th</sup> to 16<sup>th</sup> sessions of 16<sup>th</sup> Lok Sabha and 1<sup>st</sup> and 2<sup>nd</sup> sessions of the 17<sup>th</sup> Lok Sabha.</p>
<b>Operating of the Automatic Vote Recording System</b>	The procedure regarding operation of the Automatic Vote Recording Machine and recording of corrections in the votes recorded by the machine was published in Bulletin Part II on a daily basis during the currency of each session for information of members. Automatic Vote Recording machine was got tested and a certificate regarding the proper functioning of the machine was obtained from the Assistant Engineer (AVR) on all session days before the commencement of the sitting.
<b>Deployment of Supervisors/Division Clerks</b>	<p>Number of Division rehearsals held : 5</p> <p>Before the commencement of each session, the list for deployment of Chief Supervisors/Supervisors/Division Clerks was finalised. A circular indicating their names together with places of duty allotted to them in the Chamber was issued.</p>
<b>Leader of House and Leader of the Opposition in Lok Sabha</b>	<p>During the 16<sup>th</sup> Lok Sabha, since Shri Narendra Modi, Prime Minister was a member of the Lok Sabha, no Leader of House had been formally recognized in the 16<sup>th</sup> Lok Sabha. No Leader of Opposition had been recognised by the Speaker during the 16<sup>th</sup> Lok Sabha.</p> <p>During the 17<sup>th</sup> Lok Sabha, again as Shri Narendra Modi, Prime Minister is a member of the House, no Leader of the House has been formally recognised by the House. No Leader of Opposition has been recognised by the Speaker during the 17<sup>th</sup> Lok Sabha till date.</p>
<b>Panel of Chairpersons</b>	<p>The following members continued to be on the Panel of Chairpersons during the 16<sup>th</sup> Lok Sabha:-</p> <ol style="list-style-type: none"> <li>1. Shri Anandrao Adsul</li> <li>2. Shri Arjun Charan Sethi</li> <li>3. Shri Hukm Deo Narayan Yadav</li> </ol>

	<ol style="list-style-type: none"> <li>4. Shri K. H. Muniyappa</li> <li>5. Shri Konakalla Narayana Rao</li> <li>6. Dr. P. Venugopal</li> <li>7. Shri Pralhad Joshi</li> <li>8. Shri Ramen Deka</li> <li>9. Dr. Ratna De (Nag)</li> <li>10. Shri Kalraj Mishra</li> </ol> <p>During the 17<sup>th</sup> Lok Sabha, Speaker nominated the following members to serve on the Panel of Chairpersons as under:-</p> <ol style="list-style-type: none"> <li>1. Smt. Rama Devi</li> <li>2. Dr. Kirit P. Solanki</li> <li>3. Shri Rajendra Agarwal</li> <li>4. Smt. MeenakashiLekhi</li> <li>5. Shri Kodikunnil Suresh</li> <li>6. Shri A. Raja</li> <li>7. Shri P. V. Midhun Reddy</li> <li>8. Shri BhartruhariMahtab</li> <li>9. Shri N. K. Premachandran</li> <li>10. Dr. KakoliGhoshdastidar</li> </ol> <p>After consultation, rosters were drawn up indicating the timings at which members on the Panel of Chairpersons would preside over the House in the absence of the Speaker and Deputy Speaker (Deputy Speaker is yet to be elected in the 17<sup>th</sup> Lok Sabha).</p> <p>Statements indicating the actual time spent on the Chair by Speaker, Deputy Speaker and members on the Panel of Chairpersons were compiled and after obtaining approval, the same were included in the Resume of Work for session.</p>
<b>Allotment/re-allotment of seats</b>	<p>Seat/Division numbers were allotted to Ministers/new members of the 17<sup>th</sup> Lok Sabha. Some re-allotment of seats were also made on receipt of requests from the Leaders of the Parties/individual members. Consequential actions <u>viz.</u>, informing Ministers/members about their seat/Division number, carrying out corrections in the Attendance Register of Members, informing AVR staff about the changes, fixing of name plates in the Lok Sabha Chamber and issuing of circulars etc. were taken.</p>

<b>Change in the strength of parties</b>	<p>The party position was revised 4 times before the dissolution of the 16th Lok Sabha due to change of leadership, demise and resignation by members.</p> <p>The party position of the newly constituted 17th Lok Sabha was first issued on 11.6.2019 and was thereafter revised on 6 occasions due to demise, bye-elections, resignation and change in leadership of parties during 2019.</p>
<b>Suspension of Members</b>	<p>In all 49 members of three parties i.e., AIADMK, TDP and YSRCP were suspended from the service of the House for 3 to 5 consecutive sittings of the House on 2, 3 and 7 January, 2019 under rule 374A of the Rules of Procedure and Conduct of Business in Lok Sabha during the 16th Lok Sabha.</p> <p>During the 17th Lok Sabha, there has been only instance when 2 members of INC were (on 25.11.2019) directed to withdraw from the House for the remainder of the days sitting under Rule 373 of the Rules of Procedure and Conduct of Business in Lok Sabha</p>
<b>Matters under Tenth Schedule to the Constitution and Rule made there under</b>	<p>All petitions pending before the Committee of Privileges were rendered infructuous consequent upon demise of Shri S.P.Y. Reddy, member and dissolution of 16th Lok Sabha.</p> <p>No petition has been received against any member during the 17th Lok Sabha</p>
<b>Information furnished by the members under rule 4 of the Anti-Defection Rules</b>	<p>As required under rule 4 of the Anti-Defection Rules, information received from all members elected to the House after October 2017 were published in the Bulletin Part II for information of all during the 16th Lok Sabha.</p> <p>Information from members of the newly constituted 17th Lok Sabha is being received till date. There are about 25 members who are yet to furnish the information.</p>
<b>List of Office Bearers</b>	<p>List of Office Bearers of various Legislature parties in Lok Sabha was prepared and revised as and when intimation regarding changes was communicated by the respective political parties.</p>



<b>Seating arrangement in the Central Hall</b>	<p>Seating arrangements were made for members, dignitaries and other invitees on the occasion of President's Address to both the Houses assembled together in the Central Hall on 31 January, 2019 (16<sup>th</sup> Lok Sabha) and on 20 June, 2019 (17<sup>th</sup> Lok Sabha).</p> <p>Seating arrangements were also made for members, dignitaries and other invitees for Samvidhan Diwas held on 26 November, 2019 in the Central Hall of the Parliament House.</p>
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**Miscellaneous items of work:**

- (1) General arrangements in the Chamber/Lobbies like supply of parliamentary papers and stationery items, drinking water, attending to telephone calls, messenger services and arrangements for meetings of visitors with members were looked after.
- (2) Paragraphs regarding (i) Attendance Register of Members; (ii) Turning off the head phones in Lok Sabha Chamber by Members; (iii) Parliamentary Customs, Conventions and Etiquette; (iv) Rules to be observed by members; (v) Operation of the Automatic Vote Recording Machine (vi) Corrections in Votes recorded by members by operating the Automatic Vote Recording System and (vii) Withdrawal and suspension of members etc. were issued in Bulletin Part – II before the commencement and during the currency of each session.

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## B. COMMITTEE BRANCHES

### (a) Financial Committee Branches

The Financial Committees viz the Committee on Estimates, Committee on Public Accounts, Committee on Public Undertakings and Railway Convention Committees are served respectively by the Estimates Committee Branch, Public Accounts Committee Branch, Public Undertakings Committee Branch and Railways Convention Committee Branch.

### 1. ESTIMATES COMMITTEE BRANCH

#### WORK DONE DURING THE YEAR 2019

1.8 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held	No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DFG	Bill (s)	Sub. (s)	DFG	
07	390	Nil	Nil	Nil	14	NA	Nil	NA	NA	Nil	NA	

## 2. PUBLIC ACCOUNTS COMMITTEE

### WORK DONE DURING THE YEAR 2019

1.9 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ referred	No. of Reports presented by the Committee		Remarks
							Original	Action Taken	
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Sub. (s)	Sub. (s)		
17*	About 350 questions	About 500 questions	00	02	103	03 <b><u>Subject(s)</u></b> 1. Assessment of Assessee s in Pharmaceutical Sector 2. Procurement of Air Combat Maneuvering Instrumentation System 3. Revision of ceilings for Exception Reporting in Appropriation Accounts	02 <b><u>Subject(s)</u></b> 1. Action Taken on 95th Report (16th Lok Sabha) on Health and Family Welfare 2. Action Taken on 103rd Report (16th Lok Sabha) on Assessment of Entities Engaged in Health and Allied Sector	***1	

\*7 Sittings of Public Accounts Committee (2018-19) and 10 Sittings of Public Accounts Committee (2019-20) including Main and Sub-Committees.

\*\* Additional Director - B drafted one Action Taken Report on ' Health and Family Welfare'

Deputy Secretary drafted two Original Reports on 'Assessment of Entities in Pharmaceutical Sector' and 'Revision of Ceilings for Exception Reporting in Appropriation Accounts'

Under Secretary drafted one Original Reports on 'Procurement of Air Combat Maneuvering Instrumentation System.'

Committee Officer drafted one Action Taken Reports on 'Assessment of Entities Engaged in Health and Allied Sector.'

### 3. COMMITTEE ON PUBLIC UNDERTAKINGS BRANCH

#### WORK DONE DURING THE YEAR 2019

1.10 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held	No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Reports presented by the Committee		Remarks
	Oral evidence	Study tours	Local	Other	Original	Action Taken	
08	400	Nil	Nil	Nil	Nil	Nil	

#### OTHER ALLIED WORK

- (i) Works relating to selection of subjects for detailed examination and preparation of Memorandum No.1, in consultation with Audit, wherever necessary, for consideration of the Committee.
- (ii) In-depth study of the various matters contained in the Reports of the Comptroller & Auditor General of India presented to the House pertaining to the Undertakings under examination.
- (iii) Organizing briefing session by representatives of C&AG, Oral Evidences of the representatives of Ministries/Departments and preparation of List of Points on Subjects/Audit Paragraphs selected by the Committee for examination during the year for the use of Members during Oral Evidence.
- (iv) Drafting of brief notes and list of points for exclusive use of Hon'ble Chairperson and Members, COPU prior to the sitting of the Committee.
- (v) Proof reading of Reports of the Committee.
- (vi) Drafting and circulation of Minutes of the Sitzings of COPU.
- (vii) Preparation of write-ups/briefs on COPU for use in various Publications / Conferences / Sitzings.
- (viii) Processing of parliamentary questions and representations received by the COPU.
- (ix) Processing of bills in respect of study tours undertaken by the Committee.
- (x) Recording and Reviewing of files / records and arranging them in record room.
- (xi) Updation of Introductory Guide of COPU.
- (xii) Work regarding revised instructions on submission of Reports of Parliamentary Committees to the Hon'ble Speaker before presentation of the Report to Parliament.
- (xiii) Work relating to setting up of Information centre for Hon'ble MPs - Queries relating to COPU.
- (xiv) Revision of Handbook for Members of Parliament.
- (xv) Revision of Abstract series on Parliamentary Procedure.

- (xvi) Revision of Publication titled 'Government and Parliament - Procedure to be followed by Ministries in connection with Parliamentary work'.
- (xvii) Revision/Updation of PRIDE's booklet.
- (xviii) Updation of the Publication titled 'Parliament of India : The sixteenth Lok Sabha (2014-2019) - A study'.
- (xix) Updation of Information Guide for Members of seventeenth Lok Sabha.
- (xx) Work leading up to updation of Practice and Procedure of COPU Branch.

#### 4. RAILWAY CONVENTION COMMITTEE BRANCH

##### WORK DONE DURING THE YEAR 2019

1.11 The break-up of the work done in the Committee during the year was as under:-

(Since January, 2019 till the dissolution of 16th Lok Sabha#)

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DFG	Bill (s)	Sub. (s)	DFG		
02	30 (Approx)	70 (Approx)	Nil	01	-	-	1*  (Merger of Railway Finances with General Finances)	-	NA	06	-	The original Report on the Subject was drafted by Additional Director.	

# The Railway Convention Committee has not been constituted during the 17th Lok Sabha.

\* The information relating to the number of Original Reports drafted by Addl. Director/ Director should specifically be mentioned in Remarks Column.

**(B) DEPARTMENTALLY RELATED STANDING COMMITTEES (DRSCs)**  
**BRANCHES**

**1. AGRICULTURE COMMITTEE BRANCH**

**WORK DONE DURING THE YEAR 2019**

1.12 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks
							Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G	
17	900	700	-	01	-	-	02	05	01	04	04	05 Reports have been drafted by DS (Agri)



## 2. CHEMICALS AND FERTILIZERS COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.13 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ referred		No. of Reports presented by the Committee				Remarks
							Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DFG	Bill (s)	Sub. (s)	DFG	
09	225	Nil	Nil	Nil	<u>2018-19</u> 09 <u>2019-20</u> 08	Nil	01 (16 LS)	03	-	02	Nil	-

### 3. COAL AND STEEL COMMITTEE BRANCH

#### WORK DONE DURING THE YEAR 2019

1.14 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks
							Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G	
09	1195	85	-	01	-	-	02	03	-	02	-	-

#### 4. DEFENCE COMMITTEE BRANCH

##### WORK DONE DURING THE YEAR 2019

1.15 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
7	250 (approx.)	80 (approx)	-	01	16	-	01	04	-	02	04	No. of original Reports drafted by Officers are as follows: Dir: - AD: - DS: - 01	

## 5. STANDING COMMITTEE ON ENERGY BRANCH

### WORK DONE DURING THE YEAR 2019

1.16 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks
							Original			Action Taken		
	Oral Evidence	Study Tours	Local	Others	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G	
08	210	110	01	02	28	-	02	02	-	-		*

## 6. EXTERNAL AFFAIRS COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.17 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks
							Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G	
11	375	-	-	-	-	02	1	1	-	1	1	

## 7. FINANCE COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.18 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
								Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
11	149	115	-	01	-	-	04	05	01	01	-	Reports are drafted in team mode with active participation at all levels.	

## 8. FOOD, CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.19 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
6	250 approx.	500 Approx.	Nil	2	18	Nil	Nil	2	Nil	Nil	Nil	<p>The term of the Committee (2018-19) ended on 31<sup>st</sup> August, 2019.</p> <p>The Committee (2019-20) was constituted on 13.09.2019.</p>	

## 9. INFORMATION TECHNOLOGY COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.20 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
								Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
18	400 (Approx)	NIL	Nil	NIL	-	-	2	4	Nil	2	2	*	

\*I. DS (IT) – 1. 55<sup>th</sup> Report on Action Taken by the Government on the Observations/Recommendations of the Committee contained in their Forty-seventh Report (16<sup>th</sup> Lok Sabha) on 'Demands for Grants (2018-19) relating to the Ministry of Communications (Department of Telecommunications) and

2. 1<sup>st</sup> Report on Demands For Grants (2019-20) of Ministry of Communications (Department of Telecommunications) (17<sup>th</sup> Lok Sabha)

II. Additional Director (IT &CS)- 60<sup>th</sup> Report on 'Setting up of Post Bank of India as a payments Bank –scope, objectives and framework' (16<sup>th</sup> Lok Sabha)



## 10. LABOUR COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.21 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
24	900 (approx.)	100 (approx.)	-	2	34	3	2	3	-	7	3	Two Original and Four Action Taken Reports were drafted by DS.  All the Reports are routed through Addl. Director/ Director/Joint Secretary.	

## 11. PETROLEUM & NATURAL GAS COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.22 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
09	200	—	Nil	Nil	15	Nil	-	01	-	01	-		

## 12. RAILWAYS COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.23 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
								Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
07 (1+6)	750	170	Nil	1	20	Nil	01	01	Nil	03	01	One report on DFG 2019-20 presented on 12.12.2019.	

### 13. RURAL DEVELOPMENT COMMITTEE BRANCH

#### WORK DONE DURING THE YEAR 2019

1.24 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DFG	Bill (s)	Sub. (s)	DFG		
06	190 (approx.)	600 (approx.)	--	01	11	--	-	03	--	-	-	-	

## 14. SOCIAL JUSTICE AND EMPOWERMENT COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.25 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
								Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
07	525	130	Nil	1	18	1	2	4	-	4	Nil		

## 15. URBAN DEVELOPMENT COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.26 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
08	600	300	00	02	<u>2018-19</u> 06 <u>2019-20</u> 16	Nil	02	01	00	00	00		

## 16. WATER RESOURCES COMMITTEE

### WORK DONE DURING THE YEAR 2019

1.27 The break-up of the work done in the Committee during the year was as under:-

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks
							Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G	
05	250 approx.	Nil	Nil	Nil	19	Nil	Nil	02	-	Nil	Nil	

## OTHER COMMITTEE BRANCHES

(Including Ad-hoc Committees)

### 1. COMMITTEE BRANCH-I

#### WORK DONE DURING THE YEAR 2019

1.28 The break-up of the work done in the Committee during the year was as under:

Nomination/Election of Members of Lok Sabha to Parliamentary Committees/Government Committees/Other Bodies

(i)	Number of Committees constituted/reconstituted by nomination/election:-	
(a)	DRSCs*	- 24
(b)	Other Standing Committees	- 10
(c)	Financial Committees, SCTC and OBC	- 05
(e)	Ad hoc Committees	- ---
(ii)	No. of Govt. bodies to which elections were held	- 40
(iii)	No. of Govt. bodies to which Members were nominated	- 03
(iv)	No. of change of nominations effected/ casual vacancies filled in Parliamentary Committees/Govt. Bodies	- (i) DRSCs: 3 (ii) Fin. Ctes./SCTC: 02 (iii) Govt. Bodies: 00
(v)	No. of members elected/nominated to Parliamentary Committees & other Bodies on which Lok Sabha is represented wholly or partially.	- <u>Elected:-</u> (i) Committees: 100 (ii) Govt. Bodies: 104  <u>Nominated:-</u> (i) DRSCs: 507 (ii) Other Ctes.: 164 (iii) Ad-hoc Ctes.: -- (iv) Govt. Bodies: 09



(i)	Date of constitution of the Committee	-	09.10.2019
(ii)	No. of sittings held during 2019	-	Nil
(iii)	No. of reports presented during 2019	-	Nil

(i)	Date of constitution of the Committee	-	21.11.2019
(ii)	No. of sittings held during 2019	-	Nil

2.3 Queries pertaining to membership on Committees, functioning of Committees/ procedural points/study tours, reports, etc., received under the Right to Information Act were processed and replied to. The Briefs were also prepared for P.O./Secretaries Conference.

## 2.5 Revision and updating of write-up on Committee Home Page.

## 2. COMMITTEE BRANCH-II

### WORK DONE DURING THE YEAR 2019

1.29 The break-up of the work done in the Committee during the year was as under:

#### 1. Work done by the Joint Committee on Offices of Profit during calendar year 2019

No. of sittings of the Committee held	No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G	
04	140	-	Nil	Nil	-	-	-	-	-	-	-	\$

\$ (i) Attended to detailed examination of approximately fourteen cases, and communicated opinion/ views in fourteen cases to the respective Member of Parliament/ State Government/ Ministry from where the request was received;

(ii) Nine (09) cases under RTI Act, 2005 were examined and appropriate replies were sent to Information Cell;

(iii) Prepared Revised Estimates for 2018-2019 and Budget Estimates 2019-2020 as per circular issued by Integrated Finance Unit (IFU);

(iv) Prepared Statements viz monthly resume of work done, Tour bills, Members attendance, work transacted during sessions (PPR Wing), Resume of work done during Sessions (Table Office) Journal of Parliamentary Information (LARRDIS), Summary of Work (Co-ordination Branch);

(v) Work relating to the 'Resume of Work' and 'Brief Summary of work done by Legislative and other Business' done during the 16<sup>th</sup> Lok Sabha (2014-2019);

(vi) Preparation of Statements to PPR Section regarding material on important procedural and other developments in the Lok Sabha for S.G.'s D.O. Letter for the Seventeenth Session of the Sixteenth Lok Sabha;

- (vii) Work relating to the settlement of Study Tour Bills pertaining to Study Visit undertaken by the Joint Committee on Offices of Profit & Joint Parliamentary Committee constituted to examine Constitutional and Legal Position relating to office of profit;
- (viii) Work related to the constitution of the Joint Committee on the Personal Data Protection Bill, 2019 – Issuance of letters to Chairperson and Members of the Committee informing them about their appointment, etc;
- (ix) Preparation of First Memorandum regarding matters for consideration by the Committee, 2019-2020 and speech for Chairperson for the first sitting of the Committee;
- (x) Works relating to reprinting of 'Procedures and Practices' and 'An Introductory Guide' of JCOP;
- (xi) Work relating to reprinting of "Procedures and Practices' of Select/Joint Committees;
- (xii) Work relating to weeding out of old JPC/JCOP files forwarded by Sales and Records Branch;
- (xiii) Weeding out and review of files pertaining to Select Committee on the Constitution (Scheduled Tribes) Amendment Bill, 1996;
- (xiv) Submission of information to MFCCB in view of concurrent compilation of the summary of the work of Parliamentary Committees;
- (xv) Work relating to revision of Abstract Series on Parliamentary Procedures;
- (xvi) Putting up matters for inclusion in Publication of Sixteenth Lok Sabha pertaining to JCOP;
- (xvii) Preparation of Power Point Presentations / Write ups for information of Hon'ble Speaker;
- (xviii) Compilation of information for the Secretary General to highlight India's strength in international forums;
- (xix) Preparation of interpretation sheets in respect of Section 3(i) for use of Members of the JCOP;
- (xx) Furnishing of No Dues certificate to MSA Branch in respect of Members of fourteenth, fifteenth and sixteenth Lok Sabha JCOPs and Members of JCP and uploading the statement of No Dues on in respect of Members of JCOP (Sixteenth Lok Sabha) on the intranet.;
- (xxi) Preparation of list of responses received from Ministries/State Governments in connection with examination of Committees/Boards, etc;

## B. COMMITTEE ON PAPERS LAID ON THE TABLE

### 2. The work done by the Committee on Papers Laid on the Table during calendar year 2019

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
03	Nil	90 (No. of org. examined = 07)	Nil	01	-	-	07			07		##	

##

#### (i) Work related to newly constituted of 17 Lok Sabha

- a) Updated "Procedure and Practice" pertaining to CPLOT
- b) Updated Introductory Guide of the Committee
- c) Updated the booklet regarding "Important recommendations made by the Committee from 5<sup>th</sup> Lok Sabha to 16<sup>th</sup> Lok Sabha:..
- d) Updated the booklet regarding " Index showing the various Organizations examined by the Committee during 5<sup>th</sup> to 16<sup>th</sup> Lok Sabha."
- e) Revision of Publication entitled "Government and Parliament – Procedure to be followed by Ministries in connection with Parliament work pertaining to CPLOT.
- f) Prepared Power Point Presentation for Hon'ble speaker regarding the work done by the Committee during 16<sup>th</sup> Lok Sabha.

#### (ii) Constitution of the Committee-(2019-2020)

- a) Taken up the work related to constitution of the Committee (2019-2020) - Letters to Chairperson and Members of the Committee informing them about their appointment as Chairperson /nomination of the Members of the Committee;
- b) Prepared First Memorandum regarding " Matters for consideration by the Committee 2019-2020" and speech for Chairperson for the first sitting of the Committee;

- c) Issued OM to all the Ministries/Departments requesting them to lay the Annual Reports and Audited Accounts of the all the Organizations working under the administrative control of the Ministries.

(iii) **Examination of Papers laid on the Table**

- a) Examined the Papers laid on the Table of the House during Budget Session, Monsoon Session and Winter Session of 2019 and prepared Memorandum thereto for consideration of the Committee;

(iv) **Sittings**

Undertook the work pertaining to 03 Sitting of the Committee- [02sittings (2018-2019) and 01sitting (2019-2020)];

(v) **Reports**

- 16 Reports (Original) and 16 Action Taken Reports have been prepared and approved by the Hon'ble Chairperson.
- Taken up all the work pertaining to 14 Reports (07 original and 07 Action Taken Reports) – Preparation /Presentation of Reports; OM to Ministries concerned for furnishing the Action Taken Replies to the recommendations made by the Committee in their Reports.; Printing, proof reading, preparation of corrigenda and circulation of Reports etc.;

(vi) **Study Visit**

Taken up the work related to Study Visit undertaken by the Committee to Hyderabad, Tirupati and Chennai from 16 to 18 January,2019 –

- Letter to Members of the Committee;
- OM to Ministries/Department/Organizations concerned;
- OM to Ministry of Railways;
- Lettet to Air India;                      and
- other misc. work and arrangements in this regard.

(vii) **Settlement of Tour Bills**

Processed 22 Tour Bills both for Members and Officials. Out of which 04 Tour Bills both for Members and Officials were returned to Ministries concerned for rectifications and 18 Tour Bill regarding expenditure incurred on Members of the Committee and Official of the Secretariat were sent to MSA/B&P Branches for settlement.

(viii) **Misc. Work**

- Prepared Brief write up regarding work done by the Committee during 16<sup>th</sup> Lok Sabha.
- Recorded 260 files for which action has been completed.
- Weeded out 80 files.
- Sent statement to Table Office regarding "Resume of Work done by Lok Sabha" during 16<sup>th</sup> Lok Sabha.
- Sent Statement to Table Office regarding "Brief Summary of work done by Legislative and other Business" during the 16<sup>th</sup> Lok Sabha.
- Sent statement to PPR Section regarding material on important procedural and other developments in the Lok Sabha for S.G.s D.O. letter for the Seventeenth Session of the Sixteenth Lok Sabha.
- Scrutinized the files related to Joint/Select Committee and after taking order the same are weeded out.
- Issued No dues certificates to the Members of the Committee (14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> Lok Sabha.)
- Prepared Revised Estimates for 2018-2019 and Budget Estimates 2019-2020 as per circular issued by Integrated Finance Unit (IFU);

### 3. COMMITTEE ON GOVERNMENT ASSURANCES

#### WORK DONE DURING THE YEAR 2019

1.30 The break-up of the work done in the Committee during the year was as under:

The following items of work were attended to by CGA Branch (other than items shown in proforma) during the year 2019:-

- (a) Total number of Assurances culled out
- |   |     |
|---|-----|
| 16 <sup>th</sup> Session of 16 <sup>th</sup> LS - | 121 |
| 17 <sup>th</sup> Session of 16 <sup>th</sup> LS - | 256 |
| 01 <sup>st</sup> Session of 17 <sup>th</sup> LS - | 505 |
- (b) Memoranda Prepared (in respect of requests received from various Ministries/Departments for dropping of Assurances) - 118
- (c) Assurances implemented - 706 (1 partly)
- (d) Letters/Reminders were issued to Ministries/Departments regarding extension of time and also to expedite implementation of Assurances.

No. of sittings of the Committee held	No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee					Remarks
							Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G	
06	30	177	NIL	01	N.A.	N.A.	19	NA	NA	NA	N/A	Action Taken Report is not prepared by this Committee.

#### 4. COMMITTEE ON SUBORDINATE LEGISLATION BRANCH

##### WORK DONE DURING THE YEAR 2019

1.31 The break-up of the work done in the Committee during the year was as under:

##### Summary of the work done

Date of Constitution of the Committee	-	09.10.2019
Number of Orders received and examined to sort out the admissible orders for further scrutiny	-	670
Number of Statutory Orders scrutinized	-	265
Number of Bills examined	-	04
Number of references made to the Ministries	-	50
Number of sittings of the Committee held	-	5
Number of Memoranda considered	-	1
Number of cases in which oral evidence was taken	-	5
Number of reports presented	-	8 (3 Original), (5 ATR)
Number of Study Tours undertaken	-	Nil
No. of RTI queries handled	-	14

No. of sittings of the Committee held	No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original		Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G	
5	100	--	Nil	Nil	5	Nil	*	Nil	-	**	NA	

\*1. 37<sup>th</sup> Report (16<sup>th</sup> Lok Sabha) on the acts/rules/regulations/ bye-laws governing the admission process of Bachelor of Ayurveda/Homeopathy and other courses for higher studies in Ayurveda/Homeopathy

2. 38<sup>th</sup> Report (16<sup>th</sup> Lok Sabha) on the Rules/Regulations governing the service conditions of Delhi, Andaman & Nicobar Islands Civil Service And Central Secretariat Service



3. 43<sup>rd</sup> Report (16<sup>th</sup> Lok Sabha) on Rules/ Regulations Governing The Implementation Of Swachh Bharat Mission Programme In Urban And Rural Areas

\*\* 1.39<sup>th</sup> Report (16<sup>th</sup> Lok Sabha) on Action Taken by Government on the observations/ recommendations contained in the Eighth Report of the Committee on Subordinate Legislation (Sixteenth Lok Sabha)

2. 40<sup>th</sup> Report (16<sup>th</sup> Lok Sabha) on Action Taken by Government on the recommendations/ observations contained in the Twelfth Report of the Committee on Subordinate Legislation (Sixteenth Lok Sabha) on Amendment to Employees Pension Scheme, 1995.

3. 41<sup>st</sup> Report (16<sup>th</sup> Lok Sabha) on Action Taken by the Government on the recommendations/ observations contained in the Sixteenth Report of the Committee on Subordinate Legislation (Sixteenth Lok Sabha) on Rules/Regulations framed under various acts of Parliament pertaining to the Ministry of Ayush (Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homeopathy)

1. 42<sup>nd</sup> Report (16<sup>th</sup> Lok Sabha) on Action Taken by the Government on the recommendations/ observations contained in the Twentieth Report of the Committee on Subordinate Legislation (Sixteenth Lok Sabha) on the RBI Pension Regulations, 1990]

2. 44<sup>th</sup> Report (16<sup>th</sup> Lok Sabha) on Action Taken by the Government on the recommendations/ observations contained in the Twenty-Eighth report of the Committee on the Indian Foreign Service (Recruitment, Cadre, Seniority & Promotion) Rules, 1961 framed under Article 309 of the Constitution

## 5. EMPOWERMENT OF WOMEN COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.32 The break-up of the work done in the Committee during the year was as under:

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
5	94	179	-	1	# 20 subjects in 2019-20  22 subjects in 2018-19	NA	03	NA	NA	-	NA	No. of Original Reports drafted by Officers are as follows:  US : 01 CO: 01 AEO: 01	

# Two terms of the Committee i.e. 2018-19 and 2019-20 are covered under the calendar year 2019. During 2018-19, the Committee selected 22 subjects for examination and during 2019-20, 20 subjects.

## 6. JOINT COMMITTEE ON SECURITY IN P.H. COMPLEX

### WORK DONE DURING THE YEAR 2019

1.33 The break-up of the work done in the Committee during the year was as under:

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ Referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DF G	Bill (s)	Sub. (s)	DF G		
Nil	--	--	--	--	--	--	--	--	--	--	--	*	

\*The Branch has updated implementation of recommendations contained in the Report of JPC on Security in PHC (16th Lok Sabha) on various security related matters of PHC. These recommendations of the Committee were sent to the concerned Branches of the Secretariat and Ministries to get latest Action Taken Status which were then updated and put up to the Chairperson of the Committee for kind perusal and necessary action. JPC does not lay its Report on the Table of the House. However, the Minutes of the sittings are presented before the HS, LS and HC, RS. Thereafter, the same are included in the Report.

Presently the Committee, after the commencement of the 17th Lok Sabha, has not been constituted.

## 7. MPLADS COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.34 The break-up of the work done in the Committee during the year was as under:

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ referred		No. of Reports presented by the Committee				Remarks	
							Original			Action Taken			
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DFG	Bill (s)	Sub. (s)	DFG		
#	---	---	---	---	**	Nil	---	-NA-	--	--	---	Other works attended to by the Branch are mentioned below the table for reference.	

# Being an election year, no sitting of the Committee on MPLADS, was held before General Elections. After constitution of 17<sup>th</sup> Lok Sabha, the Committee was not constituted during 2019.

(i) After the Constitution of 17<sup>th</sup> Lok Sabha, the Branch had attended the newly elected MPs who visited the Branch and filled the Form for choice of Nodal District in connection with the implementation of MPLAD Scheme in his/her constituency. Forms submitted by 98 Members of Parliament were forwarded to the Ministry of Statistics and Programme Implementation for necessary action at their end and copy of the same was also sent to the Chief Secretary and District Collector of the concerned State/District.

(ii) During 2019, 15 representations i.e., 06 from MPs, 01 from Ex-MP, 08 from individuals were examined by the Committee Branch and forwarded to the Ministry of Statistics and Programme Implementation for necessary action at their end. A consolidated list of reminder was prepared and issued in respect of cases pending with Ministry for factual reports/ comments on the representations of MPs/ Ex-MPs/ Individuals.

(iii) Replies received from the Ministry of Statistics and Programme Implementation on the representations of MP/Ex-MPs/individuals were processed and forwarded to the concerned persons.

(iv) Branch examined and submitted bills for reimbursement of expenditure incurred on Study Tours undertaken by the Committee to the concerned host organizations and made correspondences with the Ministry of Statistics and Programme Implementation and concerned State Governments regarding settlement of Tour Bills.

(v) Branch dealt with the work relating to revision/updation of relevant portions pertaining Committee on MPLADS of various publications of Lok Sabha Secretariat.

(vi) Branch prepared Revised Estimates for 2019-20 and Budget Estimates for 2020-21 in respect of the Committee on MPLADS, Lok Sabha.

- (vii) Periodical/ Monthly Reports were sent to Members` Facilities and Committee Coordination Branch and other Branches including preparation of resume of work done by the Committee on MPLADS after every session.
- (viii) Four RTI applications received from Information Cell were examined and replies were furnished by the Branch during 2019.

## 8. PETITIONS COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.35 The break-up of the work done in the Committee during the year was as under:

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ referred		*No. of Reports presented by the Committee				Remarks	
								Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)*	Bill (s)	Sub. (s)	DFG	Bill (s)	Sub. (s)	DFG		
04	55	-	Nil	Nil	04 Reports on different Representations/Petitions	- NA-	-NA-	01 Report on Representation	- NA-	-	-	**	

\* The Committee do not select subjects. The Committee undertake examination of Petitions/Representations and present their Reports on Petitions/ Representations and also on Action Taken Report thereon.

\*\* The Committee on Petitions Branch receives a large number of Representations. During 2019, the Branch examined a total of 2336 Representations. Out of these Representations, after scrutiny, 99 were referred to the respective Ministries for obtaining factual information/ inviting comments of the Ministries - in regard to the issues contained therein and the remaining Representations were either forwarded to the respective Ministries for such action as they may deem fit or were filed after examination under the prevailing Rules/Directions as applicable for the disposal of the Committee work.

## 9. SCHEDULED CASTES AND TRIBES COMMITTEE BRANCH

### WORK DONE DURING THE YEAR 2019

1.36 The break-up of the work done in the Committee during the year was as under:

No. of sittings of the Committee held	No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		Examination of representations from SC/ST Associations / Individuals	No. of Reports presented by the Committee					Remarks	
	Oral Evidence	Study Tours	Local	Others		Original			Action Taken		Tour Reports	
						Sub (s)	DFG	Bill (s)	Sub (s)	DFG		
13	300 (approx)	120 (approx)	0	1	389 (approx.)	*	-	-	**	NA		30 <sup>th</sup> Report drafted by Director(GW&S CTC) now, JS (DR)

\* 30<sup>th</sup> Report (16th Lok Sabha) – "Annual Reports of National Commission for Scheduled Castes(NCSC) presented under Article 338(5)(d) of the Constitution of India and the measures that should be taken by the union Government in respect of matters within the purview of the Government".

\*\* 1 .29<sup>th</sup> Report on Action taken by the Government on the recommendations contained in the Twelfth Report (16th L.S.) on the subject "Representation of SCs/STs in services and Redressal of their grievances and credit facilities being provided by IDBI Bank to SCs/STs.

2. 28<sup>th</sup> Report on Action taken by the Government on the recommendations contained in the Twenty seventh Report (15th L.S.) on the subject "Implementation of schemes for Beedi workers with particular reference to Scheduled castes and Scheduled Tribes."

3. 27<sup>th</sup> Report on Action taken by the Government on the recommendations contained in the Fifteenth Report (16th L.S.) on the subject "Reservation for and employment of Scheduled Castes and Scheduled Tribes in Delhi Metro Rail Corporation.

Material studies (No. of pages) - 1050(approx)

## 10. COMMITTEE ON WELFARE OF OTHER BACKWARD CLASSES

### WORK DONE DURING THE YEAR 2019

1.37 The break-up of the work done in the Committee during the year was as under:

No. of sittings of the Committee held		No. of questions prepared by the Committee		No. of study tours undertaken by the Committee		No. of Subjects/ bills Selected/ referred		No. of Reports presented by the Committee				Remarks
							Original			Action Taken		
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DFG	Bill (s)	Sub. (s)	DFG	
24	273	Nil	Nil	Nil	21+23*	N.A	4	N.A	N.A	3	N.A	**

\*21 subjects were selected by the Committee for the term 2018-19 during the Sixteenth Lok Sabha and 23 subjects have been selected for examination by the Committee for the term 2019-20 during the Seventeenth Lok Sabha.

\*\* First Report of the Committee (17<sup>th</sup> Lok Sabha) was drafted by Addl. Director. The Report of the Committee on the subject "Measures undertaken to secure representation of OBCs in employment and their welfare in Bharat Petroleum Corporation Limited" was drafted by the DS which was finalized and sent to Hon'ble Chairperson for approval. However the Report was not further processed in the wake of the Cabinet decision to privatize BPCL. Second Report of the Committee (Seventeenth Lok Sabha) was drafted by DS. Both the Reports had substantial contribution from JS(AP) in recommendations portion.



## 11. COMPLAINTS COMMITTEE CELL

### WORK DONE DURING THE YEAR 2019

1.38 The break-up of the work done in the Committee during the year was as under:

No case was under examination by the ICC during the year 2019.

- (i) All work relating to arrangement for conducting meeting viz. issue of Notice to the Members. Telephonically reminding Members for the meeting, preparing agenda sets and placing of refreshment order etc.
- (ii) Prepared Minutes of the sitting of the Committee.
- (iii) Settled refreshment bill of sitting of ICC held.
- (vi) Furnished details of consumption of paper in ICC in connection with furnishing information regarding Economy in use of Paper to O&M Section.
- (iv) Maintained the following Registers in the Branch -Stationery, Computer Inventory, Complaints status, Record of sittings and Constitution register.
- (v) Prepared Practice and Procedure (First edition) relating to Complaints Committee Cell.
- (vi) Sent note for PRIDE to organise workshops and awareness programmes for the employees of the Lok Sabha Secretariat at regular intervals on issues relating to sexual harassment of women at work place.
- (vii) In order to create awareness among officials of the Secretariat sent note to AN-I Branch to upload on intranet the relevant rules/regulations and the complaints redressal mechanism against sexual harassment at the workplace as existing in the Secretariat.
- (viii) Sent note to GW Branch along with relevant material to be displayed at any conspicuous place in the work place giving information about penal consequences of Sexual harassment and the order constituting the Internal Committee under subsection (1) of Section-4 of the Act.
- (ix) Furnished the Replies to the information sought in RTIs.
- (x) Furnished the requisite information sought by other branches.

## (C) ADMINISTRATIVE BRANCHES

- 1.39 The Administrative Branches look after the general administrative machinery of Lok Sabha Secretariat and function as service Branches for Lok Sabha Secretariat.

### 1. ADMINISTRATION BRANCH-I

#### WORK DONE DURING THE YEAR 201

- 1.40 The break-up of the work done in the Branch during the year was as under:

(1) Major changes and initiatives taken as under:

1. A separate organized service with the nomenclature "Drivers and Despatch Riders Service" was created.
2. Recruitment Rules for various posts of Lok Sabha Secretariat in different services was amended.
3. Implementation of the recommendations of the Fifth Parliamentary Pay Committee adopted *vide* R&CS Order No. PA-544/2019 dated 21.02.2019.
4. Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in Lok Sabha Secretariat.
5. Fresh order regarding delegation of financial power was issued superseding earlier orders.
6. Change in nomenclature of "Committee Co-ordination Branch" as "Members' Facilities and Committee Co-ordination Branch".
7. Change in nomenclature of "Bureau of Parliamentary Studies and Training [BPST] as "Parliamentary Research & Training Institute for Democracies (PRIDE)" and merger of SRI Cell with PRIDE.
8. Setting-up of "Information and Communication (I&C) Centre" for Hon'ble Members of Lok Sabha within Members Services Branch.
9. Order regarding one day weekly off for casual laborers who worked for forty hours during the said week was issued.
10. Change in nomenclature of "Joint Recruitment Cell" as "Recruitment Branch (RB)".
11. Change in nomenclature of "Disciplinary Matters and Court Cases (DM&CC) Unit" as "Vigilance Unit".

(2) WORK DONE DURING THE YEAR – 2019

**The break-up of the work done in the Branch during the year 2019 is as under:-**

Sl. No.	Subject	Nos.
1.	Issue of R&CS Orders under the LSS(R&CS) Rules 1955	55
2.	Creation of permanent/temporary posts in various Services of Lok Sabha Secretariat	17
3.	Abolition of posts in various Services of Lok Sabha	17

	Secretariat	
4.	Appointment, confirmation, promotion, retirement, resignation etc.	Statement-I
5.	Formation of panel on the basis of direct recruitment examination.	Statement-II
6.	Engagement/Extension of tenure of Consultant	86
7.	Termination of persons appointed as Consultant	05
8.	Extension of services beyond superannuation	---
9.	Extension of services after re-employment	---
10.	Grant of advances of different types to employees	32
11.	Withdrawal/Advances from GPF accounts.	269
12.	No of cases relating to RTI Act, 2005 processed during the year	Statement-III
13.	Category-wise sanctioned and actual strength	Statement-IV
14.	Strength of Personal staff of HS, HDS, LOP, Lok Sabha, Chairman/Chairpersons of Parliamentary Committees, Leaders/Deputy Leaders/Chief Whips of the various Parties.	Statement-V

#### **APPOINTMENT, CONFIRMATION, PROMOTION, RETIREMENT, RESIGNATION ETC.**

S.No.		Gazetted	Non-Gazetted	Total
1.	(a) No. of Officers appointed through Direct Recruitment (b) No of appointments made on the basis of departmental examination (c) No. of appointments made on compassionate grounds.	26	50	76
2.	No. of officers appointed on promotion.	76	118	194
3.	No. of officers reverted from Higher officiating grade/scale for want of post/scale.	---	---	---
4.	No. of officers confirmed.	18	62	80
5.	No. of officers whose services were extended beyond the age of superannuation.	---	---	---
6.	No. of officers retired on attaining the age of superannuation (including those whose services were extended beyond the age of superannuation).	33	17	50
7.	No. of officers permitted to retire voluntarily.	2	1	3
8.	No. of officers resigned.	1	10	11
9.	No. of officers reverted to lower post as a measure of penalty.	---	---	---
10.	No. of officers whose services were terminated	34	50	84
11.	No. of persons appointed on tenure basis	12	9	21
12.	No. of officers expired while in service	2	6	8
13.	No. of officers appointed from other Departments on deputation/ transfer to this Secretariat.	2	6	8

14.	(a)No. of officers removed from service (b)No. of officers suspended	---	---	---
-----	---	-----	-----	-----

15.	No. of officers on deputation to this Secretariat reverted to their parent Departments/relinquished charge/transferred to other departments	9	1	10
16.	No. of officers of this Secretariat on deputation/transfer to other departments	13	4	17
17.	No. of officers of this Secretariat on deputation to other departments who resumed duties in this Secretariat on reversion	15	12	27
18.	(a)No. of officers re-employed after retirement (b)No. of officers appointed on Contract Basis	---	19	19
19.	(a)No. of re-employed officers relieved of their duties (b)No. of officers appointed on contract basis relieved of their duties	6 ---	19 17	25 17
20.	Number of officers granted Time Scale Placement – 2011.	23	55	78
21.	No. of permanent/temporary posts created	61	60	121
22.	No. of posts abolished	68	52	120
23.	No. of Persons engaged as Consultants	---	---	---
24.	(a) No. of Persons whose term of engagement as Consultant was extended. (b) No. of persons appointed on contract basis whose term was extended.	---	86	86
25.	No. of Persons whose engagement was terminated	---	4	4+1*=5

\* Consultant

Formation of panel on the basis of Direct/Departmental Recruitment Examination

Sl. No.	Name of post(s)	No. of persons placed in the panel during 2018	Remarks
1.	Translator	01	Candidate from the panel of 2018, joining 2019.
2.	Research/Reference Officer	10	
3.	Executive/Legislative/Committee/Protocol Officer	15	14 persons joined the Secretariat and 01 person declined to join.

**NUMBER OF CASES RELATING TO RTI ACT, 2005 PROCESSED DURING THE YEAR 2019**

Sl No.	Subject	No. of cases
1.	Total No. of Applications	162
2.	Total No. of First Appeal before Appellate Authority	15
3.	Total No. of Second Appeal before Central Information Commission.	---
4.	Any other matter:	----

**CATEGORY-WISE SANCTIONED AND ACTUAL STRENGTH**

S. No.	Category	Sanctioned strength	Actual strength	Remarks
1.	Secretary General	01	01	
2.	Secretary	01	0	
3.	Additional Secretary	04	04	
4.	Joint Secretary	16	15	

**THE LEGISLATIVE, FINANCIAL COMMITTEE, EXECUTIVE AND ADMINISTRATIVE SERVICE**

S.No.	Category	Sanctioned Strength	Actual strength	Remarks
1.	Director	36	36	
2.	Additional Director	42	40	
3.	Deputy Secretary	56	49	
4.	Under Secretary	60	60	
5.	EO/LO/CO/PO	141	110	
6.	Welfare Officer	03	0	
7.	Assistant Executive/ Legislative/ Committee/Protocol Officer	359	287	
8.	Senior Secretariat Assistant (erstwhile Senior Clerk)	100	75	
9.	Secretariat Assistant (erstwhile Junior Clerk)	160	94	

**LARRDI SERVICE**

S.No.	Category	Sanctioned strength	Actual Strength	Remarks
1.	Director (LARRDIS)	14	14	
2.	Additional Director (LARRDIS)	21	21	
3.	Joint Director (LARRDIS)	31	28	
4.	Deputy Director (LARRDIS)	19	12	
5.	Research/Reference Officer	54	28	
6.	Assistant	27	20	

	Reference/Research Officer			
7.	Sr. Library Assistant	25	20	
8.	Jr. Library Assistant	36	06	
9.	Library Assistant Grade-II.	23	12	

### SIMULTANEOUS INTERPRETATION SERVICE

S.No.	Category	Sanctioned Strength	Actual Strength	Remarks
1.	Director (Interpretation)	03	03	
2.	Additional Director (Interpretation)	04	04	
3.	Joint Director (Interpretation)	10	10	
4.	Senior Parly. Interpreter	13	09	
5.	Parly. Interpreter	17	05	

### VERBATIM REPORTING SERVICE

S.No.	Category	Sanctioned strength	Actual strength	Remarks
1.	Director(Reporting)	02	02	
2.	Additional Director (Reporting)	07	07	
3.	Joint Director (Reporting)	28	24	
4.	Senior Parly. Reporter	21 (09 Temporary Sanctioned)	02 00	
5.	Parly. Reporter	24 (03 Temporary Sanctioned)	15 00	

### PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE

S.No.	Category	Sanctioned strength	Actual strength	Remarks
1.	Director(PSS)	02	02	
2.	Additional Director(PSS)	03	03	
3.	Joint Director (PSS)	22	22	
4.	Sr. Private Secretary	26	26	
5.	Private Secretary	35	28	
6.	Sr. Personal Assistant	65	53	
7.	Personal Assistant	79	35	
8.	Stenographer	63	36	

### STAFF CAR DRIVER

1.	Staff Car Driver (Special Grade)	06	06	
2.	Staff Car Driver Gr. -I	14	14	
3.	Staff Car Driver Gr. -II	11	10	
4.	Staff Car Driver (Ordinary Grade)	24	16	
5.	Dispatch Rider	03	01	
6.	Muralist	01	01	

**PRINTING AND PUBLICATIONS SERVICE**

S.No.	Category	Sanctioned strength	Actual strength	Remarks
1.	Director (Printing)	02	02	
2.	Additional Director (Printing)	02	02	
3.	Joint Director (Printing)	02	02	
4.	Deputy Director (Ptg& Pub)	03	03	
5.	Printing Officer	07	07	
6.	Production Officer	01	01	
7.	Assistant Printing Officer	12	12	
8.	Printing Assistant	15	14	
9.	Proof Reader	44	32	
10.	Junior D.T.P Operator	04	00	New Grade created
11.	DTP Operator	04	00	
12.	Litho Operator	05	03	
13.	Printer	04	02	
14.	Senior Reprographer	14	12	
15.	Reprographer Grade-I	15	10	
16.	Reprographer Grade-II	06	00	
17.	Assistant Production Officer	01	01	
18.	Production Assistant	04	04	
19.	Jr. Production Assistant	09	09	
20.	Binder Grade-I	06	05	
21.	Binder Grade-II	14	09	

**EDITORIAL AND TRANSLATION SERVICE**

S.No.	Category	Sanctioned strength	Actual strength	Remarks
1.	Director(Translation)	03	03	
2.	Additional Director (Translation)	04	03	
3.	Joint Director (Translation)	18	20*	
4.	Editor	42	42	
5.	Assistant Editor	52	49	
6.	Translator	92	38	
7.	Hindi Assistant	13	09	

\* including 02 persons on deputation

**PARLIAMENT SECURITY SERVICE**

S.No.	Category	Sanctioned Strength	Actual Strength	Remarks
1.	Joint Secretary(Security)	01	01	
2.	Director (Security)	02	02	
<b>Non Technical Wing</b>				
3.	Additional Director (Security)	03	03	
4.	Joint Director (Security)	09	09	
5.	Deputy Director (Security)	09	09	
6.	Joint Director (Marshal)	01	01	
7.	Deputy Director (Marshal)	01	01	
8.	Security Officer	31	31	
9.	Marshal	01	00	
10.	Assistant Security Officer	61	63	
11.	Security Assistant Grade-I	69	56	
12.	Security Assistant Grade-II	128	10	
<b>Technical Wing</b>				
13.	Addl.Director(Tech)	---	---	
14.	Joint Director (Tech)	03	03	
15.	Deputy Director (Technical)	08	08	
16.	Security Officer (Technical)	11	04	
17.	Assistant Security Officer (Tech)	50	31	
18.	Security Assistant Gr.-I (Tech)	52	00	
19.	Security Assistant Gr.-II (Tech)	70	56	
20.	Security Assistant Gr-II (Pharmacist)	01	01	
21.	Security Guard (Dog Handler)	13	12	
22.	Security Guard (Kennelmen/Cook)	03	00	

**Housekeeping Wing**

S.No.	Category	Sanctioned Strength	Actual Strength	Remarks
1.	Senior Housekeeper	16	15	New Grade created
2.	Housekeeper (Special Grade)	31	31	
3.	Housekeeper Grade-I	39	27	
4.	Housekeeper Grade-II/ Farrash	39	29	



**MESSENGERS SERVICE**

S.No.	Category	Sanctioned Strength	Actual Strength	Remarks
1.	Senior Chamber Attendant (SG)	10	08	
2.	Senior Chamber Attendant	150	142	
3.	Chamber Attendant	110	107	
4.	Attendant	135	120	

**PARLIAMENT MUSEUM**

S.No.	Category	Sanctioned Strength	Actual Strength	Remarks
1.	Chief Curator	01	00	
2.	Chief Conservator	01	00	
3.	Chief Technical Officer	01	00	
4.	Curator	01	01	
5.	Senior Conservator	01	01	
6.	Senior Technical Officer	01	01	
7.	Deputy Curator	01	00	
8.	Conservator	01	00	
9.	Technical Officer	01	00	
10.	Senior Curatorial Assistant	01	00	
11.	Senior Conservation Assistant	01	00	
12.	Assistant Technical Officer	01	01	
13.	Curatorial Assistant	01	00	
14.	Conservation Assistant	01	00	
15.	Technical Assistant	01	00	

**STRENGTH OF PERSONAL STAFF  
AS ON 31.12.2019  
Hon'ble Speaker**

Sl.No.	Name of Post	Strength
1.	Principal Secretary to HS	---
2.	OSD to HS	01
3.	Additional PS to HS	---
4.	1 <sup>st</sup> PA	---
5.	2 <sup>nd</sup> Personal Assistant	02
6.	Office Assistant	---
7.	Attendant Gr-III	---
8.	Staff Car Driver Grade-II	---
	<b>Total</b>	<b>03</b>

**Hon'ble Deputy Speaker**

Sl.No.	Name of Post	Strength
1.	OSD to HDS	
2.	Principal Secretary to HDS	
3.	Additional PS to HDS	
4.	Senior PS	
5.	Assistant PS	
6.	Clerk	
7.	Peon	
8.	First Personal Assistant/Second Personal Assistant	
	<b>Total</b>	

**Leader of Opposition, Lok Sabha**

Sl.No.	Name of Post	Strength
1.	PS to LOP	
2.	Additional Private Secretary	
3.	Assistant Private Secretary	
4.	1 <sup>st</sup> PA	
5.	Junior Clerk	
6.	Attendant Gr.-II	
7.	Attendant Gr.-III	
	<b>Total</b>	

**Chairmen/Chairpersons of Parliamentary Committees**

Sl.No.	Name of Post	Strength
1.	Senior Private Secretary	10
2.	Attendant	07
	<b>Total</b>	<b>17</b>

**Leaders/Deputy Leaders/Chief Whips**

Parties	Name of the Post	Leaders (Strength)	Dy., Leaders (Strength)	Chief Whips (Strength)
BJP		-----NIL-----		
INC	Private Secretary	---	---	01
TMC	Private Secretary	---	---	---
Honorary Advisor		---	---	---

PRIDE (erstwhile BPST)				
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## 2. ADMINISTRATION BRANCH-II

### WORK DONE DURING THE YEAR 2019

1.41 The break-up of the work done in the Branch during the year was as under:

#### OPENING AND MAINTENANCE OF SERVICE BOOKS OF NON-GAZETTED STAFF

i)	Service Books closed/transferred	-	78
ii)	New Service Books opened	-	69
iii)	Total Service Books with the Branch	-	1555

#### PROCESSING OF LEAVE APPLICATIONS AND MAINTENANCE OF LEAVE ACCOUNTS OF NON-GAZETTED STAFF AND ISSUE OF OFFICE ORDER PART-II FOR REGULAR LEAVE

i)	Total Leave Applications processed	-	9638*
ii)	Issue of Office Order Part-II for regular leave	-	08

#### EXAMINATION OF CASES

i)	Annual increments to staff	-	1485
ii)	Issue of Office Order Part-II for	-	02 (Jan.&July, 2019)

Annual increments to staff

\*As informed by NIC, there is no provision in e-leave software to ascertain consolidated number of leave applications, approved by AN-II Branch

#### Misc. Works of service book

i)	Passport forms verified	-	57
ii)	Change of Home Town	-	06
iii)	LTC advance	-	213
iv)	LTC Settlement	-	257
v)	10 days EL Encashment	-	185

**PROCESSING OF MATTERS UNDER CGHS FOR OFFICERS AND STAFF:**

i)	Total number of CGHS beneficiaries (New series)	-	106
ii)	Number of CGHS cards cancelled/surrendered	-	91
iii)	Change of dispensaries/additions/deletions/renewal	-	623

**INSTALLATION OF TELEPHONES AND SETTLEMENT OF TELEPHONE BILLS**

i)	Total MTNL direct line telephones (Office & Residence) and safe custody	-	275
	a) Telephones with STD facility	-	178
	b) Telephones (with wi-fi systems) for Broadband connectivity	-	82
ii)	Telephones/mobile phones taken over by the Secretariat	-	682
iii)	Hot line	-	04
iv)	RAX	-	14
v)	Mobile Phones	-	22
vi)	Key Telephone Systems	-	09
vii)	Toll free connections	-	02
viii)	Leased circuits	-	02
ix)	Wireless Internet Data Card (Dongle)	-	03
x)	Sim Cards for eReaders/IPads/Tabs	-	09
xi)	Total amount of the bills settled during the year 2019	-	<b>Rs.7815608/-</b>

**ALL MATTERS RELATING TO PREPARATION OF PRIORITY LIST, ALLOTMENT, SUB-LETTING, EVICTION & LICENCE FEE OF LOK SABHA SECRETARIAT POOL ACCOMMODATION**

i)	Total quarters in LSS Pool	-	978
ii)	Allotment of quarters to different categories	-	152
iii)	Number of quarters allotted in change	-	50
iv)	Number of quarters allotted on maturity	-	102
v)	Number of quarters allotted from reservation roster from type I to type IV	-	03
vi)	Number of Quarters allotted from Ladies Pool	-	04
vii)	Number of quarters allotted on out-of-turn basis	-	01

viii)	Issue of demand statement of licence fee/ arrear licence fee	-	217
ix)	Surety for payment of Electricity and Water charges for allottees	-	102
x)	Processing of cases of subletting/inspection of LSS Pool Quarters	-	01
xi)	Cases of retention of quarters by retired officers under process for vacation	-	25
xii)	Deputation cases	-	03
xiii)	Regularization of quarters to the wards of deceased employees	-	00
xiv)	Representations regarding change/out of turn/mutual/deputation/miscellaneous	-	115
xv)	Court cases	-	NIL
xvi)	Estate Officer cases	-	03
xvii)	No. of quarter evicted	-	NIL
xviii)	Development of e-Awas System	-	*

\*Information regarding LSS Pool accommodation has been provided to NIC time to time.

#### MAINTENANCE OF STAFF CARS AND OTHER VEHICLES

i)	Staff Cars	36	
			a) 01 Jaguar b) 02 Toyota Camry c) 02 Honda Accord d) 19 Maruti Ciaz e) 07 Maruti SX4 f) 01 Hyundai Verna g) 01 Hyundai Accent h) 01 Ambassador i) 02 Innova
ii)	Mini Coach	01	At the disposal of AN-II Branch
iii)	Maruti Van/Eeco	07	a) 04 at the disposal of 'D' Branch b) 01 at the disposal of AN-II c) 02-at the disposal of Parliament Security Service.

iv) Gypsies 04 02 at the disposal of Parliament Security Service  
02-Pilot Gypsies- one each with HS & HDS

v) Motor Cycles 02 a) 01 at the disposal of AN-II (Off Road)  
b) 01 at the disposal of 'D' Branch

-----  
Total Vehicles 50  
-----

**PURCHASE OF PETROL/CNG AND OTHER LUBRICANTS- Rs. 58,90,768/-**

**PURCHASE AND MAINTENANCE OF VEHICLES - Rs. 53,90,390/-**

#### **PURCHASE/CONDEMNATION OF STAFF CAR/MOTOR CYCLE**

Purchased - Nil

Condemned - 01

Auctioned - 08 (3 Gypsy, 01 SX4, 02 Sumo, 01 Accord and 01 Ambassador)

#### **MISCELLANEOUS WORK RELATING TO STAFF CARS**

- a) Prepared Special Incentive Bills in respect of all staff car drivers.
- b) Deployed staff cars for the dignitaries and senior officers i.e. ASs, JSs and facilitated staff cars to all Branches as per their requirements.
- c) Inspection of vehicles was got carried out before and after repair of the vehicles.
- d) Cases pertaining to RTI of transport seat.
- e) Examination/ payment of bills received in respect of petrol/CNG and repairing/ maintenance of staff vehicles
- f) Maintained Casual Leave Register in respect of staff car drivers
- g) Payment of Ola/Uber bills to night duty staff during Session period.
- h) E-auction of 08 condemned staff cars through M/s MSTC Portal.

**DEPLOYMENT OF CASUAL LABOURERS**

i)	Total number of man-days utilized as casual labourers	-	20232
ii)	Expenditure incurred	-	Rs.15503979/-

**INVITATION CARDS ISSUED**

i)	Republic Day Reception	-	01
ii)	Republic Day/ Beating Retreat Ceremony	-	851
iii)	IndependenceDay Reception	-	01
iv)	Independence Day	-	494

**OTHER MISCELLANEOUS WORK**

- i) Entry in Leave Record and other particulars contained in Service Book on e-Wisdom by all concerned dealing hands.
- ii) Dealt with RTI applications pertaining to various seats of the Branch.
- iii) Preparation of Budget of the Branch.



### 3. ORGANISATION AND METHODS SECTION

#### UNIT-I :PHYSICAL VERIFICATION UNIT

#### WORK DONE DURING THE YEAR 2019

1.42 The break-up of the work done in the Section during the year is as under:

**(a) Physical Verification of Stores**

(i) Undertook physical verification of following Stores:

- Test Check of Library Books under the charge of Parliament Library (Circulation Counter);
- Copier Paper under the charge of Reprography Section;
- Museum Items under the charge of Parliament Museum;
- Decoration Material and Gift Articles under the charge of General Works Branch;
- Office Equipments and Machines under the charge of General Store Branch.
- Computers, Laptops and related accessories under the charge of Computer (HW&SW) Management Branch.

(ii) Prepared report in regard to Physical verification of following Stores:

- Test Check of Library Books under the charge of Parliament Library (Circulation Counter);
- Copier Paper under the charge of Reprography Section;
- Decoration Material and Gift Articles under the charge of General Works Branch.
- Office Equipments and Machines under the charge of General Store Branch

(iii) Reconciliation report submitted by following Stores were examined:

- Test Check of Library Books under the charge of Parliament Library (Circulation Counter);
- D.O. Stationery, Parliamentary Publications, Souvenir Items under the charge of Sales Section;
- Consumable Items, Bindery Materials, Paper, Machine and Machine Accessories under the charge of Rotaprint Section;
- Copier Paper under the charge of Reprography Section;
- Vehicles for ferrying MPs under the charge of Members Service Branch.

**(b) Economy in use of Paper.**

Quarterly Statements regarding consumption of Papers received all the Branches/Sections/Units/Wings of the Lok Sabha Secretariat were compiled and put up.

The following Circulars were issued:

<b>Circular No.</b>	<b>Subject</b>
31707	Reminder Circular pertaining to Economy in Use of Paper in Lok Sabha Secretariat.
31512	

**UNIT-II :OTHER THAN PHYSICAL VERIFICATION UNIT****WORK DONE DURING THE YEAR 2019**

The break-up of the work done in the Section during the year is as under:

**(a) Annual Administrative Report, 2018**

- (i) Prepared write-up pertaining to Organisation and Methods (O&M) Section for inclusion in Annual Administrative Report, 2018; and
- (ii) Co-ordinated, edited and consolidated write-ups of different Branches for inclusion in Annual Administrative Report of Lok Sabha Secretariat for the year 2018.

**(b) Circulars issued**

The following Circulars were issued:

<b>Circular No.</b>	<b>Subject</b>
31500	Circular pertaining to Annual Administrative Report of Lok Sabha Secretariat, 2018.
31494	Annual Inspection of Branches for the year 2019.
31566	Reminder Circular for Annual Inspection of Branches.
31498	Reminder Circular for preparation of Procedure and Practice Volume(s) by the Branches/Sections/Units/Wings etc. of Lok Sabha Secretariat.
31507, 31536 31712, 31719 31727, 31798 31835	Related to the meeting of Joint Secretaries and higher level officers with Secretary-General, Lok Sabha

**(c) Meeting of Joint Secretaries and higher level officers with Secretary-General, Lok Sabha**

As per the directions of Secretary-General, Lok Sabha, various meetings of Joint Secretaries, Additional Secretaries and higher level officers with the Secretary-General were organized by the Section. Minutes of the meetings were also circulated to the officers concerned.

**(d) Work Study**

Work Study Report on Staff Car Drivers in Drivers and Despatch Riders Service was completed and submitted.

**(e) Vetting of Procedure and Practice Manuals**

The draft 'Procedure and Practice' Volume received from Children's Corner, Legal & Constitutional Affairs Wing, Translation (Parliamentary Papers) Branch, Translation (Committees) Branch, Translation (OIH-Q) Branch, Translation (Index) Branch, Translation (Publications) Branch, Editorial Branch, Synopsis Branch, SRI Cell, Budget & Payment Branch, Committee on Public Undertakings Branch, R&I Division, Interpreter's Branch, Recruitment Branch, PA(NGA) Branch, Public Accounts Committee Branch, Complaints Committee Cell, Heritage Management Branch, Question Branch, Integrated Finance Unit, RajbhashaPrabhag, Stenographers' Pool, Publications Unit, Committee on SCTC Branch and General Store Branch of the Secretariat were vetted in terms of Instructional Order Number 1211 dated 07.11.2001 in order to ensure uniformity of style.

**(f) New edition of Information Guide for the Members of New Lok Sabha**

The Information Guide was prepared (in diglot) in two parts, Part-A: important information relating to facilities available to the MPs; Part-B: important information relating to Parliamentary Procedure. Besides, indexing was done and abbreviations added in the new edition.

The earlier Information Guide prepared in the year 2014 was uploaded on Lok Sabha Intranet inviting the Branches/Sections to inform about the changes/corrections in the same. The changes/corrections so received were incorporated in the latest issue of Information Guide i.e. 2019.

**(g) Other issues/proposals undertaken**

The following issues/proposals were undertaken:

- All the Branches/Sections/Units/Wings of Lok Sabha Secretariat were requested *vide* Circular No. 31428 and reminder Circular No. 31472 to prepare/update/revise their Procedure and Practice Volume(s) and furnish two copies of the same to O&M Section along with soft copy through e-mail at om-lss@sansad.nic.in.
- Reminders were sent to AS(s)/JS(s)/Director(s) *vide* note dated 11.02.2019 requesting them to instruct the concerned to send Procedure and Practice Volume(s) to this Section.

- Reminders were sent to AS(s)/JS(s)/Director(s) *vide* note dated 26.04.2019 and 02.07.2019 requesting them to instruct the concerned to send write-ups to be included in Annual Administrative Report 2018, Annual Inspection Report and Procedure and Practice Volume(s) to this Section.
- Reminder again sent to AS(s)/JS(s)/Directors *vide* note dated 23.08.2019 & 31.10.2019 (through e-receipt) requesting them to instruct the concerned to send Procedure and Practice Volume(s) to this Section.

**(h) Requests under Right to Information (RTI) Act.**

Information was provided to 08 applicants under the RTI Act, 2005.

**(D) SERVICE BRANCHES****1. BILLS AND PAYMENT BRANCH****WORK DONE DURING THE YEAR 2019**

1.43 The break-up of the work done in the Branch during the year was as under:

<b>Salary and Allowances and Other bills in respect of Lok Sabha Secretariat</b>		
<b>Sl. No.</b>	<b>Items of work</b>	<b>No. of Bills/Vouchers in the Year 2019</b>
1.	Salary Bill including bonus, Leave Encashment, Arrear <b>(LSS)- (2263 employees)</b>	1867
2.	Professional Fee/Salary Bills <b>(LSTV)</b>	Nil (now these are processed by LSTV Unit)
3	Professional Fee of LSS Consultant	46
4.	Salary Bills <b>(Chief Whip)</b>	14
5.	Medical Bills <b>(Chief Whip)</b>	02
6.	LTC(Adv.+Settlement) <b>(LSS)</b>	956
7.	Children Education Allowances <b>(LSS)</b>	141
8.	Overtime Allowance (Now Spl. Incentive Scheme) <b>(LSS)</b>	55
9.	Medical (Adv.+ Settlement) <b>(LSS)</b>	5276
10.	Domestic Travel Expenses (Advances and Settlement including Air Invoices) <b>(LSS)</b>	1054
11.	TA/DA Bills in respect of Domestic Tours (Advances+Settlement) <b>(LSTV)</b>	Nil (now these are processed by LSTV Unit)
12.	Foreign Travel Expenses (Advance and Settlement incl. Air Invoices) <b>(LSS)</b>	140
13	<b>Office Expenses (LSS)</b>	
	(a) Contingent Bills	912
	(b) Newspaper and Magazine	Nil
	(c) Committee Tour	217
	(d) Inter Deptt.Meetings	280
	(e) Adv./Settlement of imprest money	289
	<b>Office Expenses(LSTV)</b>	
14	Subsidies	02
15.	Grant –in-aid	02
16.	BPST-Office Expenses	87

17.	BPST-OAE	169
18.	FPD	14
19.	BPST-Domestic Travel	Nil
20.	Discretionary Grants	03
21.	Printing and Publication	362
22.	Other Administrative Exp. ( <b>Hospitality</b> )	445
23.	Books for Parliament Library (OE of MPs)	220
24.	Wages(115 Casual Labourers)	16
25.	Debit Claim(IPD)	06
26.	Contribution IPU/CPA	04
<b>Work Relating to Pensionary Benefits to the retired Officers</b>		
1.	Revision of Pension	05
2.	Pension Sanctions at the time of Retirement	66
3.	Payment of DCRG(including refund of withheld amount and arrear due to DA announcement)	79
4.	Payment of CVP	66
5.	Payment of Leave Encashment	60
6.	Payment of CGEGIS	60
<b>OTHERS BILLS/PAYMENTS</b>		
1.	Preparation DA Arrear	4526
2.	Bills for HBA, GPF, Conveyance and other Advances	767
3.	Payment of Tel/telex/electricity to MTNL/NDMC (No. of employees) (Till April 2019)	1200
4.	Payment to LIC (No. of employees)(Till April 2019)	5000
5.	Issue of Receipt/Challan	1850
6.	Forwarding Cheques to private party	55 (approx.). Mostly payment now through e-payment
<b>MISCELLANEOUS WORK</b>		
1	Replies to RTI Applications	23
2	Submission of monthly data relating to TDS to P&AO for 24G & 26G	Nil
3	Submission of Quarterly data relating to TDS to Income Tax Department (4 for employees and 4 for other than employees)	08 statements (24908 data of employees and 759 data of other parties)
4	Submission of Correction Statements of TDS Data to Income Tax Department	13 statements
	Preparation and submission of Forms GSTR-I, 3B and 9	49
	Preparation and submission of Form GSTR-7 ( <b>GST-TDS</b> )	12

5	Maintenance of Pay Bill Registers, Bill Registers and ECR Registers	
6	Preparation of monthly statement showing the Processed and Pending Bills	
7	Reconciliation of Monthly Expenditure with P&AO Preparation of Monthly Expenditure Statement (Head-wise)	12
8	Preparation of Revised Estimates and Budget Estimates pertaining to Branch	

## 2. COMPUTER (HW & SW) MANAGEMENT BRANCH

### SOFTWARE UNIT

#### WORK DONE DURING THE YEAR 2019

1.44 The break-up of the work done in the Branch during the year was as under:

- i. Reimbursement Claims/Accounts Related Bills Tracking System for Hon'ble Members (BTS-MSA)
- ii. Online System of No Demand Certificate for Hon'ble Members of Lok Sabha  
Application for management and publishing the details of Members' participation in the Business of the House through Lok Sabha website
- iii. Lok Sabha Business Interface for Hon'ble Members
- iv. Information Centre for Hon'ble Members
  - a. IVRS based call management system
  - b. Members' registration and management
  - c. Information Centre Dashboard
  - d. Service based FAQ management for Information Centre
- v. Member's Portal
  - a. Payments details made available on the Member's Portal
  - b. MIS for Reference Notes and Research Notes developed and the same made available to Members through the Member's Portal
  - c. The Audio Visual clips of the participation of the Hon'ble Members made available on the Member's Portal.
  - d. Papers to be laid are made available on the Member's portal
- vi. PPR Website developed and released.
- vii. IPG Website – updated information related to Friendship Groups, annual reports etc.
- viii. Integrated Accounts and Administration Management System
  - a. Salary Processing for Employees of LSS
  - b. Salary Processing for Hon'ble Members and their Personal staff
  - c. Processing of payments of TA/DA and Medical Reimbursement to Members
  - d. Processing of Salary bills of LSTV employees
  - e. Processing of non-salary bill processing for employees
  - f. Contingency Bill Processing
  - g. Budget Monitoring System
  - h. Payment integration with PFMS.
  - i. Personnel Information Management system for employees.
- ix. **Websites/Applications Development/Modification/Maintenance by NIC**



<b>Projects</b>
Loksabha Home Page (English/Hindi)
Member Module Loksabha Home Page (English/Hindi)
Committee Module Loksabha Home Page (English/Hindi)
Legislation Module Loksabha Home Page (English/Hindi)
Business Module Loksabha Home Page (English/Hindi)
Debate Module Loksabha Home Page (English/Hindi)
JRC Module
Reference Service input programme
Speaker's Home Page (English/Hindi)
Press Clipping Service software
Reference Service , Member and Business Modules in Member's Portal
Secretariat Module( Loksabha Home Page -English/Hindi)
PQALS Application for Uploading Parliament Questions and Answers for Ministries
Parliament Questions and Answers Module for Member's Portal
Questions Module( Loksabha Home Page -English/Hindi)
RTI Application
Recruitment Module( Loksabha Home page-English/Hindi)
E-Books/E-Journals Application for Parliament Library
New Addition and Parliamentary Documentation Applications for Parliament Library
PRIDE(erstwhile BPST) Website.
Paperlaid Module (Lok Sabha Home Page)
Web application for Committee on Paperlaid
Tender web application ( Lok Sabha Home Page)
Lok Sabha Intranet

#### **11. Updation of data relating to the Business of the House on to the loksabha homepage**

Updation of Statement of Work, Resume of Work and Wit and Humour of the 16<sup>th</sup> Lok Sabha as well as 17th Lok Sabha as received from PPR Branch, Table Office and Reporters Branch, respectively.

## HARDWARE UNIT

### WORK DONE DURING THE YEAR 2019

1.45 The break-up of the work done in the Branch during the year was as under:

(A) (i) Requests of **Computer hardware/peripherals/Servers** received from various Officers/Branches were processed and the following items were procured:

Sl. No.	Computer Hardware/Accessories Procured	Quantity
1.	Desktop Computer	05
2.	Printer(Heavy Duty)	02
3.	Laptop	03
4.	Pen Drive (8 GB, 16 GB, 32 GB and 64 GB)	16 GB- 545 64 GB -6 8 GB - 50
5.	Fuser Assembly Kit	08
6.	Portable Hard Disk	2 TB - 14 UNITS 4 TB - 10 UNITS
7.	Apple I pad	08
8.	Leather cover for I pad	02
9.	Wall Mounted Biometric Devices	02
10.	Apple Pencil	02
11.	Apple Keypad	02
12.	Laptop Charger	01
13.	RAM 4 GB	05
14.	Colour MFP	01
15.	USB C to USB adapter	01
16.	Laptop Battery	01
17.	Mouse Pad	25
18.	Keyboard	30

19.	Headphone	01
20.	Macbook Cover	01
21.	Macbook	02

(ii)The following Networking items for **LAN and Wi-fi and also for providing internet connections** were procured as under: -

Sl. No.	Item	Qty.
1.	UTP CAT 6 Cable (305 mtr. Box)	17
2.	Information Outlet	85
3.	UTP CAT6 Patch Cord 3 ft	85
4.	UTP CAT6 Patch Cord 7 ft	90
5.	Wire Manager	02
6.	Supply of Duct ( 15 x 15)	158mtr.
7.	Supply of Duct ( 25 x 25)	350 mtr.
8.	UTP Cable CAT 6 Patch Cord (10 mtrs.)	30
9.	UTP Cable CAT 6 Patch Cord (15 mtrs.)	25
10.	24 Port Jack Panel	05

(iii) The following **computer hardware/ accessories** were issued:-

Sl. No.	Name of Item	Qty.	Remarks
	All-in-one Desktop Computer	16	Issued from stock available in store from time to time
	Desktop Computers	111	Issued from stock available in store from time to time
	UPS	111	Issued from stock available in store from time to time
	Printers	59	Issued from stock available in store from time to time
	Laptop	07	Issued from stock available in store from time to time
	Pen Drive (8 GB, 16 GB, 32 GB and 64 GB)	16 GB-6 32 GB -1	Issued from stock available in store from time to time

	Fuser Assembly Kit	09	Issued from stock available in store from time to time
	Portable Hard Disks	21	Issued from stock available in store from time to time
	Apple I pad (12.9")	10	Issued from stock available in store from time to time
	Apple I pad (10.9")		Issued from stock available in store from time to time
	B&W MFP	11	Issued from stock available in store from time to time
	Heavy Duty Printer	01	Issued from stock available in store from time to time
	Colour MFP	20	Issued from stock available in store from time to time

(iv) The following Networking items for **LAN and Wi-fi for providing internet connections were issued:-**

Sl. No.	Item	Qty.	Remarks
1.	UTP CAT 6 Cable (305 mtr. Box)	17	Procured in 2019
2.	Information Outlets	85	Procured in 2019
3.	UTP CAT6 Patch Cord 3 ft	85	Procured in 2019
4.	UTP CAT6 Patch Cord 7 ft	90	Procured in 2019
5.	Wire Manager	02	Procured in 2019
6.	Supply of Duct ( 15 x 15)	158mtr.	Procured in 2019
7.	Supply of Duct ( 25 x 25)	350 mtr.	Procured in 2019
8.	UTP Cable CAT 6 Patch Cord (10 mtrs.)	16	Issued from stock available in store from time to time
9.	UTP Cable CAT 6 Patch Cord (15 mtrs.)	20	Issued from stock available in store from time to time
10.	24 Port Jack Panel	05	Procured in 2019

- (v) The following **Computer hardware were surrendered** by Branches/Officers:-

Sl. No.	Item	Qty
1.	Desktop Computer	143
2.	UPS	143
3.	Printer	101
4.	Pen Drive	03
5.	Laptop	06
6.	Tablet	03

- (vi) The **Computer Hardware were disposed off during the year 2019: - NIL**

(B) In addition to the above, the following works were also attended:-

- Repair of computer hardware issued to Officers/Branches.
- Processing of 53 bills relating to procurement of computer hardware/networking items, maintenance of hardware and renewal of insurance of e-Reader device, Laptop & computer hardware installed at the residences of Officers of the rank of JS and above.
- Physical verification of Computer Hardware issued by Hardware Unit vide Circular No.31389 dated 14.11.2019 was carried out for 107 Branches and 50 officers.
- 176 of No Dues Certificate' issued to the officers/staff.
- Made payment to M/s VSM Automation Enterprises Pvt. Ltd. for AMC charges in respect of UPSs installed in the Secretariat, Offices of Political Parties located in PH Complex and at the residence of HS, HDS, LOP, SG and Officers of the rank of JS and above, 36 GRG Road, Mahadev Road for the period of 01.10.2018-31.03.2019.
- Preparation of Revised Estimates (2019-18) and Budget Estimates (2020-21).
- Insurance of Computer hardware issued at the residence of officers of the rank of JS and above.

**(C) Provisioning of Internet connectivity to various Officers/Branches - 78**

**Chairperson/Ministers Offices rooms located in PH/PHA/PLB**

**(D) Complaints pertaining to computer hardware and network redressal :-**

- Complaints in respect of computer hardware received/rectified - 6000
- Complaints in respect of networking received/rectified - 9078

**(2) STANDING TECHNICAL ADVISORY COMMITTEE (STAC)**

Two meetings of the STAC were held during the year 2019. The meetings were held on 25.09.2019 in which the Committee considered the specifications of Desktop Computers, Basic Printers, Colour Printers, Colour MFPs and Black & White MFPs and on 09.12.2019 in which the Committee considered the specifications of Laptop to be issued to Eligible Officers as per the recommendations of the Parliamentary Pay Committee.

**(3) OFFICERS' COMMITTEE ON COMPUTERISATION IN LSS**

No sitting of the Committee was held during 2019.

**(4) MEMBERS' QUERY BOOTH (MQB)**

The work relating to processing of Bills/Proforma Invoices of Members of Lok Sabha under the Provision of Computer Equipment (Members of Lok Sabha) Rules, 2009 and the Committee on Provision of Computers to Members of Lok Sabha were dealt with by the Booth. During the year 2019, the following work has been transacted by the Members' Query Booth:-

<b>Item</b>	<b>Number of Items</b>
No. of Bills/Proforma Invoices processed for payment to MPs/Vendor under the Scheme	298
No. of Bills forwarded to MSA Branch for final settlement against Proforma  Invoice submitted by members under the scheme for settlement of advance	40
Members from whom cash/cheques has been collected towards depreciated cost of computer hardware issue/procured under MPs Computer Project / Scheme of Financial Entitlement	26
Issued 'No dues certificate' to MPs/Ex-MPs for Computer	819

Equipment.	
Meeting of the Committee on Provision of Computers to Members of Lok Sabha during 2019	NIL

**(5) COMMITTEE ON PROVISION OF COMPUTER EQUIPMENT TO MEMBERS OF LOK SABHA**

The Committee on Provision of Computer Equipment to (Members of Lok Sabha) looks into the matters of financial entitlement for purchase of computer equipment to members of Lok Sabha and other computer related issues of MPs. No sitting of the Committee was held during 2019.

**(6) COMMITTEE FOR PROCUREMENT OF COMPUTER HARDWARE / SOFTWARE AND ACCESSORIES**

Two meetings of the Committee were held during the year 2019. The meetings were held on 07.10.2019 in which the Committee considered the procurement of 364 Desktop Computers through Bids raised in GeM portal and on 30.12.2019 in which the Committee considered and approved to procure the 364 Desktop Computers through the L1 vendor in bidding process (bid to RA) on GeM.

**(7) Number of files dealt with by Hardware Unit - 670**

**(8) Number of RTI queries handled by Hardware Unit - 2**

### 3. DISTRIBUTION BRANCH

#### WORK DONE DURING THE YEAR 2019

1.46 The break-up of the work done in the Branch during the year was as under:

1.	<b>RECEIPT SECTION</b>	<b>Output</b>
	No. of Letters, Publications sets, received from outside and distributed to Officers/Branches of the Secretariat	24,585
	No. of Replies to the Parliamentary Questions received	15,200
2.	<b>DESPATCH SECTION</b>	
(i)	<b>Despatch (General) – ‘G’ Seat</b>	
	No. of Letters, etc., dispatched through General Section	49,227
(ii)	<b>Despatch (Parliamentary) – ‘P’ Seat</b>	
	No. of Letters, etc., dispatched through Parliamentary Section	66,784
	No. of copies of Parliamentary and other allied papers (envelopes) circulated to the Hon'ble Members of Lok Sabha	57,225
(iii)	<b>Despatch (Committees) – ‘C’ Seat</b>	
	No. of Letters, etc., dispatched through Committee Section	72,626
3.	<b>PUBLICATIONS COUNTER</b>	
	No. of Publications received from the Ministries/LSS/RSS	216
	No. of copies of the Publications received	38,931
	No. of copies of the Publications distributed (with previous copies)	54,606
	Amount of Sale proceeds of D.O. Stationery(General & Personalized) of the MPs deposited with the Sales & Records Branch (in Rupees)	1,53,950.50
4.	<b>PUBLICATIONS SECTION</b>	
(i)	<b>Bills &amp; Reports</b>	
	No. of copies of Bills received (Government Bills & Private Members' Bills)	3,13,130
	No. of copies of Bills distributed (with previous copies)	95,080
	No. of copies of Parliamentary Committees Reports received	41,391
	No. of copies of Parliamentary Committees Reports distributed (with previous copies)	35,175
	No. of copies of List of Members of Rajya Sabha (HV) balance	10
	No. of copies of List of Members of Rajya Sabha distributed	NIL
	*Others Materials received (i.e. Letter Heads, Visiting Cards, Profiles, I.P.G., etc.)	1,33,450
	*Others Materials issued (i.e. Letter Heads, Visiting Cards, Profiles, I.P.G., etc.)	1,29,150
(ii)	<b>Debates</b>	



	No. of copies of Printed Debates received	3,644
	No. of copies of Printed Debates distributed (with previous copies)	2,863
5.	<b>RESOGRAPH SECTION</b>	
	No. of impressions taken out / Resograph	41,10,581
6.	<b>ADDRESSOGRAPH SECTION</b>	
	No. of embossing of addresses on envelopes	1,17,775
7.	<b>FRANKING SECTION</b>	
	No. of embossing of Postage stamps on envelopes	41,392
	Amount of Franking Postage Worth utilized (in Rupees)	10,46,016
8.	<b>FAX SECTION</b>	
	No. of Fax messages received	583
	No. of Fax messages sent (page)	183
9.	<b>STORE SECTION</b>	
	No. of Copier Paper Reams received from General Stores Branch	5,620
	No. of Copier Paper Reams utilized (approx.) (with previous stock) <i>[in Resograph work, typing work, fax messages, etc.]</i>	4,984
	No. of Envelopes (small/medium/big) received from G.S. Branch	1,10,000
	No. of Envelopes utilized (approx.) (with previous stock) <i>[in circulation of Parliamentary Papers, dispatch of dak, and Publications Counter for the use of Members, etc.]</i>	1,14,500
10.	<b>GENERAL SECTION</b>	
	No. of eFiles/eReceipt dealt on FMS	211
	No. of Physical Files dealt on FMS	59
	No. of RTI queries handled	17
	No. of pages of typing work (approx.)	1,950

\*These new items were included in the Resume from June, 2019 onwards.

Note:-

2,476 copies of List of Members (16 LS) and 33 copies of Council of Ministers (16 LS) were balance in stock on account of non-receiving of any demand for these publications during the year 2019. After dissolution of 16<sup>th</sup> Lok Sabha, these outdated Printed Copies were weeded out. In order to give an added impetus to the concept of 'Paperless Office', no order has been placed for printing of these publications during 17<sup>th</sup> Lok Sabha, viz., List of Members/Council of Ministers. However, List of Members (i.e. Members Contact) and Council of Ministers (for office use only) are being updated on Lok Sabha Intranet on regular basis.

#### 4. GENERAL PROCUREMENT BRANCH

##### WORK DONE DURING THE YEAR 2019

1.47 The break-up of the work done in the Branch during the year was as under:

In continuation of the Procurement Policy/processes/systems initiated in the previous years depending upon the estimated value of Procurements, E-tenders were floated on Rate Contract Basis, Short Notice Tenders or Procurement through GeM or otherwise as warranted under the circumstances. The details the proposals processed during the year under review are shown below:

Sl. No.	Job element	Work done in the Branch
01.	Office Automation Equipment – Purchase of New Machines (All machines/equipment)	Photocopier - 11 Paper Shredder-1 Voice Recorder-2 Headsets – 1 (Open Tender/GeM)
02.	Consumable Items and Spares for Machines	49 (Open Tender/GeM)
03.	General Stationery (main)/Papers etc.	43 - (Open Tender/GeM)
04.	Bindery Articles	10 (Short Notice Tender)
05.	Briefcases/Suitcases for Committees and for other purposes from time to time	07
06.	Local Purchase Items	132 (Urgent Ltd Tenders)
07.	Sanitation-related Items	17
08.	Rubber Stamps	10 (On rate contract)
09.	Livery/Uniform Items	No new Proposal
10.	Annual Maintenance Contracts for Machines/Equipment	26 – (Rate contract Agreement)
11.	Souvenir Items/Gifts	53 - (On rate Contract)
12.	Banners	17 – Single Source

##### Compilation of information for inclusion in Lok Sabha Diaries, 2020

2. The Branch has compiled the information relating to Addresses and Telephone Numbers of dignitaries of Parliament, MPs, Union Government, State Governments, Officers of the Lok Sabha Secretariat and other information for inclusion in the Lok Sabha Diaries- 2020.

## 5. GENERAL STORES BRANCH

### WORK DONE DURING THE YEAR 2019

1.48 The break-up of the work done in the Branch during the year was as under:

1. The Annual Assessment of all the Entitled and Demand Based Items/Articles for the year 2020 was carried out during December 2019. The Estimated Demand was worked out and the final figures of all such items, as approved by the Competent Authority, were forwarded to the General Procurement Branch for information and necessary action. Other demand for Stationeries and related Items/Articles received from Offices of HS/SG/Chairpersons and Branches were processed for procurement through the General Procurement Branch with the prior approval of Competent Authority.

2. Similarly, special requests for Official Uniforms of few House related Officers were processed and were issued one set of Uniform each from the existing stock of fabric, with the prior approval of the competent authority. However, with the adoption of the Recommendations of the Parliamentary Pay Committee, no new names for the issuance of official uniforms were taken up for approval. The procedure for reimbursement of 'Dress Allowance' to all the entitled Officers/Staff of the Secretariat have been worked out and forwarded to the Administration Branch-I for approval.

3. Similarly, in accordance with the recommendation of the Parliamentary Pay Committee, a Self Declaration Certificate has been created for the reimbursement of expenditure incurred by all the entitled Officials towards the purchase of Briefcases / Ladies Bags, etc. during 2019, and the same is under submission for approval of the competent authority.

4. Alongside, all Bills received against deliveries/goods from the registered Vendors/Suppliers during 2019 were checked, listed and forwarded to the General Procurement Branch for final settlement.

5. Requests for Machines & Office Gadgets and Equipment as per entitlement / requirement were taken up for administrative approval and procured through General Procurement Branch within the frame work of policies in vogue. The Old Machines, especially the Photocopier machines were replaced with the new ones strictly based on the observations / recommendations of the Service Engineers' Reports, keeping in view the functional and economic viability of any such specific Machine.

6. Similarly, files were processed for printing & distribution of Deepawali / New Year Greeting Cards / Card Calendars. Also, file for printing of New Year Diaries 2020 was carried out.

7. As per Instruction and Orders of O&M Section, on-the-spot verification of Photocopier Machines, Fax Machines and other office Gadgets in accordance with their entry in the Machine Stock Register maintained by the Branch were carried out along with the Officials of O&M Section, and were completed in a time bound manner. Actions against few missing / dislocated machines were initiated and statuses of such machines were reconciled.

8. Apart from this, Officers of the Branch also carried out regular Weekly / Monthly / Quarterly Stock Verification of all the items available in the Inventory of the Store. In the Random Stocktaking / Checking, important items were squared with the Stock Register, and corrective measures were taken for updating the Stock Register, regularly.

9. Paper Work relating to permission from Delhi Traffic Police for Suppliers' Vehicles was processed and obtained for delivery of Consignments at Parliament House Annexe. Also, paper work towards issuance of entry passes for representatives of various Vendor Firms/Companies were processed and obtained for delivery of Items in the Store as per the Purchase Orders. The policy of 'Limited use of paper' was followed by the Store in its true Letter and Spirit.

10. During the year, 2019, three RTIs were received in General Store Branch. It was timely examined and replied to the RTI Cell.

## 6. GENERAL WORKS BRANCH

### WORK DONE DURING THE YEAR 2019

1.49 The break-up of the work done in the Branch during the year was as under:

#### Projects entrusted during the year

- (i) Renovation of HS Committee Room, Parliament House.
- (ii) Renovation of HS Chamber, Parliament House.
- (iii) Renovation of Inner Lobby, Lok Sabha.
- (iv) Construction of Bullet Proof Security Morchas in Parliament House Estate.
- (v) Construction of accommodation for CRPF/PDG in Parliament House Annexe.
- (vi) Remodeling of Dining Hall, Room No.70, Parliament House, New Delhi.
- (vii) Construction of 'D' Branch.
- (viii) Replacement of lifts in Parliament House Annexe
- (ix) Execution of Art Work at Extension to PHA Building.
- (x) Replacement of AHU in Parliament House Annexe.
- (xi) Provision of Facade lighting in P.H. Estate.
- (xii) Replacement of old PA system in PLB.
- (xiv) Swachchata Abhiyan in Parliament House Estate on 13-14 July, 2019
- (xv) Tree Plantation Drive from 30-7-2019 to 01-8-2019 (inaugurated on 26-7-2019)
- (xvi) Restoration of murals/portraits installed in Parliament House.
- (xvii) Replacement of old Projection system with Audio-video system in Committee Room Nos. B,C,D,E and 139, PHA.
- (xviii) Replacement of outlived Electrical & mechanical installations in PLB.

## **7. HERITAGE MANAGEMENT BRANCH**

### **WORK DONE DURING THE YEAR 2019**

1.50 The break-up of the work done in the Branch during the year was as under:

#### **1. SITTINGS HELD DURING THE YEAR 2019**

No sitting of the Committee was held during the year 2019.

#### **2. REPORTS SUBMITTED DURING THE YEAR 2019**

No Report prepared by the Committee.

#### **3. MEMBERS ATTENDANCE**

Not Applicable in view of (1) above.

#### **4. NO. OF FILES DEALT WITH IN THE BRANCH**

During the Calendar year 2019, the following files have been attended to by the Heritage Management Branch :-

- (i) Examination of the proposal regarding shifting of door behind Publication Counter, Parliament House.
- (ii) Examination of the proposal for installation of Portrait of Bharat Ratna Shri Atal Bihari Vajpayee, Former Prime Minister of India in Central Hall, Parliament House.
- (iii) Examination of the proposal relating to damage of wall in courtyard No. 1 and Toilet No. 18, Parliament House.
- (iv) Examination of the proposal for execution of certain works in Room No. 2 and behind Room No. 2, Parliament House.
- (v) Examination of certain proposals/issues (Total No. 11) with regard to maintenance/renovation works in Parliament House as per the Observation of H.S.
- (vi) Examination of proposal for installation of Solar Energy System in Parliament House Complex.
- (vii) Examination of proposal for water proofing/leakage testing on roof of Lok Sabha Chamber, Parliament House.
- (viii) Examination of the proposal for concealing/covering of cables at B.G. - 11, Parliament House.

- (ix) Issue of Circular No. 31546 regarding maintenance of Heritage Character of Parliament House Building.
- (x) Preparation of Minutes of the sitting of Technical Committee held on 9.7.2019.
- (xi) Preparation of item/entry relating to Heritage Management Branch for inclusion in Information Guide for Members of 17th Lok Sabha.
- (xii) Examination of proposal for repairing/preventive work for Waiting Halls, Lok Sabha and MPs Reading Room, Parliament House.
- (xiii) Examination of proposal for Replacement of Wooden flooring of MPs Reading Room, Plastering of Walls of Inner Lobby/Outer Lobby, Lok Sabha and replacement of damaged stones of flooring of Outer Lobby, Lok Sabha.
- (xiv) Examination of proposal regarding Erection of Portion in Porch area of Room No. 143, Basement and provision of Ply board behind the portraits of National Leaders installed in Central Hall, Parliament House.
- (xv) Provision of water sink, drainage pipe and proper shedding for RO Water Purifier installed near Guest Room, Hon'ble Chairman, Rajya Sabha, Parliament House.
- (xvi) Provision of Dynamic Facade Lighting at Parliament House, Parliament Library Building and Parliament House Annexe (Old & New Extension) Buildings.
- (xvii) Opening of door in the Verandah behind Room Nos. 39,40 and 41, Parliament House.
- (xviii) Examination of the proposal for Refurbishment of martyrs plaque for the function held on 13<sup>th</sup> December, 2019.
- (xix) Procedure and Practice Manual of Heritage Management Branch.
- (xx) Examination of the proposal regarding installation of Air Control Pollution Device in Rajya Sabha Chamber, Water Proofing of Porches of B.G. Nos. 1,5,8 and 9, and replacement of sand stone flooring under Porch of BG-5 and Outer Lobby of Princes Chamber, Parliament House.
- (xxi) Carried out monthly inspections of the Parliament House Building along with the team of Officers of CPWD, ASI and INTACH on 10.4.2019 and 29.8.2019 and put up detailed inspection reports for kind perusal of the Competent Authority.
- (xxii) Supply of Material for inclusion in the publication "Resume of work done" during the Second Session of 17th Lok Sabha (18.11.2019 to 13.12.2019).
- (xxiii) Preparation of Publication "Parliamentary Committees (other than Financial Committees and Departmentally Related Standing Committees)-Summary of Work" for the period of 1st June, 2018 to 31st May, 2019 (16th Lok Sabha).

- (xxiv) Supply of material for inclusion in the Publication "Resume of Work Done by Lok Sabha" during 1st Session of 17th Lok Sabha (17.6.2019 to 6.8.2019).
- (xxv) Modifications in Annual Administrative Report, 2018.

In addition to the above, inspections of Parliament House have been made from time to time by the Officers of the Branch to exercise constant vigil over any activity which is likely to cause damage to the heritage character of the Parliament House Building.

**5. NO. OF RTI QUERIES HANDLED**

No RTI has been received in the Branch during the year 2019.



## **8. INTEGRATED FINANCE UNIT (IFU)**

### **WORK DONE DURING THE YEAR 2019**

1.51 The break-up of the work done in the Branch during the year was as under:

#### **(i) SITTING OF THE COMMITTEE ON BUDGET OF LOK SABHA**

- a. The Committee on Budget of Lok Sabha (2019-20) consists of the Chairperson (Chairperson of Committee on Estimates) and one member (Chairperson of the Committee on Public Accounts). Agenda and notice for the sitting of the Committee on Budget of Lok Sabha held on 18.11.2019 were finalised and circulated to the Chairperson and Member of the Committee.
- b. The sitting of the Committee on Budget of Lok Sabha was held on 18.11.2019 as scheduled.
- c. At the above sitting, the Committee on Budget of Lok Sabha considered the Revised Estimates 2019-20 & Budget Estimates 2020-21 alongwith Action taken Notes on the points raised by the Committee on Budget of Lok Sabha at its meeting held on 26.11.2018.
- d. Minutes of the above sitting were prepared and got approved by Chairperson of the Committee on 25.11.2019 and circulated to the member for information and concerned Branch for further necessary action.

#### **(ii) BUDGET**

- a. Draft proposals for Revised Estimates for the year 2019-2020 and Budget Estimates for the year 2020-2021 under the Budget Grant of Lok Sabha alongwith Memoranda were prepared and got approved by Secretary-General for placing the same before the Committee on Budget of Lok Sabha. The Committee under the Chairmanship of Chairperson, Committee on Estimates, Lok Sabha at its sitting held on 18.11.2019 approved Revised Estimates for the year 2019-2020 (Rs. 766.87 crore) and Budget Estimates for the year 2019-2020 (Rs. 811.10 crore) in respect of Lok Sabha and Lok Sabha Secretariat. After its final approval by the Hon'ble Speaker, the same alongwith other budget papers were sent to the Ministry of Finance on 27.11.2019 for inclusion in the Union Budget for the year 2020-2021. The estimates were also uploaded on the Union Budget Information System (UBIS).
- b. Various annexes and appendices as per Budget Circular 2019-20 and Budget Circular 2020-21 were prepared and sent to Ministry of Finance on 18.1.2019 and 11.12.2019 respectively.

Proof of Detailed Demands for Grants in respect of Demand No. 76 - Lok Sabha for the financial year 2019-20 was checked and returned to Ministry of Finance on 26.6.2019.

(iii) **LOANS TO GOVERNMENT SERVANTS:** Revised Estimates for 2019-20 and Budget Estimates for 2020-2021 in respect of Officers/staff of the Secretariat under the Major Head 7610 - 'Loans to Government Servants' were finalized and sent to the Ministry of Finance on 15.11.2019 for inclusion in the Union Budget.

(iv) **ALLOCATION:** Approved Budget for the year 2019-20 was allocated to all Controlling Officers (All Branches/Committee Branches). Budget Allocation under Major Head 7610 - 'Loans to Government Servants' was also made. Consolidated funds under the relevant Heads of Account was allocated to the concerned DDOs of MSA Branch and B&P Branch to settle the committee tour/refreshment bills under the relevant Heads of Account. Committee Branch-wise allocation for booking expenditure on committee tour reimbursement claims/refreshment bills was done away with.

(v) **MONITORING OF EXPENDITURE & RE-APPROPRIATION:** Expenditure under various heads was monitored closely and wherever shortage of fund was noticed, after taking approval of Secretary-General, five (05) re-appropriation orders were issued on 15.1.2019, 30.1.2019, 15.2.2019, 18.3.2019 and 20.3.2019 besides making re-allocation of funds.

(vi) **SUPPLEMENTARY DEMANDS FOR GRANTS:** After assessing expenditure incurred and requirement of funds for the remaining period, replies were sent to Ministry of Finance for third batch of Supplementary Demand for Grants -2018-19 and First batch of Supplementary Demand for Grants 2019-20 on 4.1.2019 and 5.11.2019 respectively.

(vii) **SURRENDER OF SAVINGS:** After review of expenditure incurred under various Heads and committed expenditure to be incurred upto 31.03.2019, savings were surrendered to the Ministry of Finance.

(viii) **COMPUTERISATION OF BUDGET – E-WISDOM/PFMS:** Work related to allocation of fund other than Budget Grant of Lok Sabha i.e under Loans to Government Servants and pensionary benefits other than Budget Grant was also undertaken through e-wisdom upto March 2019. Budget Planning and Branch-wise allocation (Vote on Account/final) was undertaken under PFMS to enable B&P Branch and MSA Branch to prepare Bills online and automatic generation of Head of Account-wise ECR. Budget Estimates, Revised Estimates and actual expenditure of the financial year was uploaded on Lok Sabha Webpage.

(ix) **CIRCULARS:** In order to track the status of Bills/claims sent to MSA Branch by Hon'ble MPs and various, circular was issued regarding Online Bill Tracking System for MSA Branch. Circular was also issued regarding **Guidelines for Procurement of Goods and Services through Government-E-Market (GeM).**

(x) **PRACTICE AND PROCEDURE:** Practice and procedure of the Unit was drafted and got printed after incorporating suggestions of O&M Section with the approval of competent authority.

(xi) **BILL TRACKING SYSTEM:** An Online Bill Tracking System (BTS) was developed with the help of NIC, LSS to track the status of Bills/claims sent to MSA Branch by Hon'ble MPs and various Branches. The system also provides for a dashboard for supervision and monitoring of processing/pendency of Bills/Claims in MSA Branch and P&AO, LS by its senior officers.

(xii) **TRAINING**: A training programme on procurement of Goods and Services through Government -e- Marketplace (GeM) was organised on 4.10.2019. GeM Business Facilitators conducted two sessions and each session was attended by more than 90 officers from different branches of LSS.

(xiii) **SANCTION LETTERS**: Compiled the sanction letters issued by various branches for reference.

(xiv) **BOOKS ON FINANCIAL RULES**: Procured latest books on Financial Rules from Acquisition Section for the use of IFU.

(xv) **PENDING FILES STATEMENT**: Prepared weekly report on pending files/files disposed of in IFU for review at the level of JS (FA).

(xvi) **ANNUAL ADMINISTRATIVE REPORT** : Prepared Annual Administrative Report for the year 2018.

(xvii) **FINANCIAL ADVICE**

During the year under review, financial advice was rendered on important matters as referred to IFU by Secretary General, ASs/JSs and Branches of the Secretariat. Some of the important files are as follows:

1. Approval for awarding of tender for supply, installation, commissioning and comprehensive Annual Maintenance Contract (AMC) of 09 nos. of single view XBISs for PHA Extn. to M/s Vehant Technologies Pvt. Ltd.
2. Poor quality of stitching of uniforms by M/s Malhotra Traders, tailor empanelled for 2016-18.
3. Draft agreement between PSS & L1(M/s Static System Electronics Pvt, Ltd) for the procurement of 9 nos. of Multi-zone Door Frame Metal Detectors (DFMD) For PHA Extension.
4. Draft agreement between PSS & L1(M/s Precision operations system (I) pvt.ltd for procurement of 2 nos. of Non-Linear Junction Detectors (NLJD) for PHA Extn.
5. Payment of AMC charges from 3.4.18 to 2.10.18 regarding Computer Hardware to M/s Delphi Infosolutions Pvt. Ltd.
6. Proposal from M/s Wisdom tree productions pvt.ltd for telecast of programme "Surajya Sanhita" on LSTV-Channel –Processing of release of fifth installment of advance of 10% of the total budget-reg.
7. Request for medical advance reimbursement in r/o Smt. Shakuntla Jain, mother of Ms. Manju Jain, Director (LARRDIS).
8. Request for review of consolidated remuneration paid to Technical Manager, LSTV.
9. Pre-mature condemnation of staff car No.DL2CQ2788 (Honda Accord) purchased in 2007.
10. Payment of AMC charges regarding Computer Hardware uninterrupted power supply(US) to M/s VSM Automation.
11. AMC of Computers/TFTs workstation along with TFT Monitor installed in Parliament Museum.
12. Proposal for procurement of ENG cameras.
13. Foundational Training programme for the newly recruited Executive/Legislative/Committee/Protocol Assistants.

14. Transfer of funds from "Maintenance of cars" Head of 'Indian Parliamentary Group'-seeking comments of IFU.
15. Revisiting the Travelling Allowance given to MPs for air journey.
16. Request for issuance of official uniforms, new year gift items/coupons/new year diaries to officials /staff of office of HS working at Indore Camp office.
17. Repairing of LSTV equipment regarding.
18. Feedback on e-wisdom software.
19. Making provision of funds for implementation of recommendation of Fifth Parliamentary Committee.
20. Examination of the subject regarding safeguarding citizens rights on social/online media platforms-inviting non-official witnesses.
21. Processing of Bills for payment to TCS for services for maintenance and support services under e-wisdom project.
22. E-Tender document prepared by GW Branch for lifting of newspaper.
23. Payment of subsidy to Northern Railways for the year 2017-18.
24. Request for allocation of additional fund.
25. Downtime penalty report of ISS System as on 29.03.17.
26. Request of Smt. Meena Chatterjee Sr. Pvt. Secretary (retired) for secret donation to welfare branch.
27. Regarding AMC of existing system installed in PHC.
28. Upgradation of server/storage /graphics system of LSTV Channel –Payment to BECIL reg.
29. Proposal for AMC of LSTV Teleport chain of equipment.
30. Permission to deposit the unutilized amount in GPF account in r/o Shri. Pradeep kr. Sr. PS.
31. Medical reimbursement bill in r/o Smt. Janaki Khanna m/o Smt. Sushil Rai.
32. Transfer of funds from "Maintenance of Cars" Head of Account to "Indian Parliamentary Group (IPG)"-seeking comments of IFU.
33. Renewal of comprehensive Annual maintenance contract of CCTV system installed in PHC w.e.f. 1/4/2019 to 31/3/2020 or till completion of proposed new CCTV system, whichever is earlier.
34. Upgradation of server/ storage /graphics system of LSTV channel payment to BECIL reg.
35. Procurement of ENG Cameras and 19 VTR for LSTV Channel.
36. Procurement of 2 TB Capacity external USB hard disk drives(10 Units) by CMB for the use of AV & T unit.
37. Cancellation of Procurement of equipment of FCP Mac pro Editing Machines Video Switches, Mobile News gathering Units & ENG camcorders for LSTV Channel.
38. Request for enhancement of honorarium to Museum Guide, Parliament Museum.
39. Request for grant of medical advance in respect of Shri. Kumar Kishore, Attdt. Gr.III for the treatment of his wife Smt. Jyoti Devi.
40. Cancellation and termination of research projects of Dr. Shiv Prakash Katiya& Sh. Satya Prakash Tripathi under Lok Sabha Fellowship 2016-reg.
41. Pending dues claimed by WPC, Dept of Telecommunication r/o wireless operating license No.FL-486/1-523.
42. Repairing/maintenance of Swaraj Mazda mini bus DLIVA\_8290.

43. Appointment of services of persons appointed to the grade of Secretariat Assistant temporary/adhoc basis.
44. Use of service of Ola/uber by members of Lok Sabha during the first session of the 17<sup>th</sup> Lok Sabha.
45. Refund of dues of M/s Bhoomi Trading Company.
46. Tour of Hon'ble Speaker, Lok Sabha to Jaipur & Kota-live Coverage of the visit reg.
47. Supply of copy of speeches of Hon'ble MPs.
48. Lok Sabha Internship programme for one year.
49. Provision of key telephone system in the /office of Sh.Om Birla, HS, Lok Sabha.
50. Reimbursement of admissible expenditure incurred on officials of the Secretariat in connection with the study visit by the papers laid on the table to Kochi from 6 to 9 Nov, 2017.
51. Agreement for procurement of equipment for LSTV Channel.
52. Salary & Allowances given to MPs of 16<sup>th</sup> Lok Sabha & 17<sup>th</sup> Lok Sabha.
53. Approval of revised penalty in respect of CCTV system for the period from 2.8.16 to 31.3.19 as per revised net assessable value of CCTV equipment.
54. Creation of Head of accounts of SIS for drivers.
55. Procurement of 02 mobile news gathering units or backpack including bnc cables for LSTV Channel.
56. Settlement of bills received from ICPS for expenditure incurred on training programme for newly recruited batch of EOs/ROs and AEOs.
57. Allotment of funds to PNO for settlement of bills received from Northern Railways –reg Constitution of 17<sup>th</sup> Lok Sabha.
58. Auction of condemned staff cars.
59. Procedure for settlement of medical reimbursement claims.
60. Regarding new solution of CCTV project in PH Complex.
61. Vetting of draft document generated by Computer Management branch for procurement of 364 Desktop Computers.
62. Payment of salary to Shri. Manoj. K. Arora, IRS(C& CE:1990), Joint Secretary on deputation basis.
63. Reimbursement of transport charges.
64. Subsidy claim and establishment cost in respect of Railway catering units in Parliament House Complex for the year 2018-19.
65. NBC Ventilation System-Proposal from PSS regarding.
66. Payment of AMC Charge of CCTV system installed in PHC to M/s ECIL for the period 2.8.16 to 31.3.19
67. Procurement of 2 sync pulse generator (SPG) for LSTV Channel.
68. Presentation of social media firms for HS.
69. Amendment in rules for disbursements out of the discretionary grants of speaker LS.
70. Payment of subscription charges of 566 cable connections, bilingual digital display of the CHCE meetings.etc.to M/s Talwar Electronics, Cable operator, PH & use of alternative now available-proposal regarding.
71. Hiring of Technical manpower for various IT projects running in LSS.

72. AMC of 14 X-Ray Baggage Inspection Systems (XBISs) procured in 2001.
73. AMC of Anti-Sabotage equipments procured through BEL.
74. Development of Web Portal of CPIC.
75. Final settlement of account in r/o Shri L K Advani, Ex-MP.
76. Retention of computer hardware - reg. Sh. Abhijit Kumar, AS (AB).
77. Sanction of Rs. 33,19,842/- towards pay and allowances of BSF dog squad and expenditure incurred on feeding, medicines and maintenance of BSF dog squad for the FY : 2017-18.
78. Proposal for procurement of Identity Card Printer regarding.
79. Proposal for Procurement of Colour MFPs.
80. Completion Report of website redesigning and mobile App development of Lok Sabha TV Channel.
81. Redesigning of Lok Sabha Television Website- Payment thereof.
82. Issue of Air-tickets through M/s Balmer Lawrie & Company Limited instead of M/s Ashoka Travels & Tours.
83. Tour proposal of Ms. Pranjali Singh, Producer and Shri Pankaj Sood, Cameraman to Leh, Siachen Base Camp, Drass and Kargil for preparing next special segment for weekly show 'Shaksham Bharat' or Vishesh from 06.07.2019 to 13.07.2019.
84. Procurement of Iris based biometric attendance devices.
85. Implementation of File Management System (online submission of files) - proposal for procurement of Multi Functional Printers (MFPs).
86. Retention of Computer Hardware on superannuation of Shri. Ravinder Garimella, JS.
87. Requests from AV&T Unit for supply of 20 more External USB Hard Disc Drives with USB cables of 2 TB capacity.
88. Travelling Allowance of Personnel including consultants engaged in LSTV Channel – Payment of bills raised M/s Ashoka Travels and Tours (ITDC) and TA/DA settlement for the period July 2012 till date.
89. Procurement of 2 licenses of Adobe Acrobat Pro Software for the use by Reporter's Branch and Press Clipping Section.
90. Release of payment towards the development of software for Reporter's Branch.
91. Request for Internet Connection in Press Rooms of Parliament House.
92. Facility of UPS for server rooms in Room No. 312A, PHA and Room No. 105 in Parliament House.
93. Updation of video clip of Hon'ble Speaker in the Documentary shown at Transfer of power exhibit.
94. Payment of AMC charges of CCTV System of PHC for the period 02.08.2016 to 31.03.2019 as per revised AMC contract.
95. Renewal of operating license no. FL - 486/1-523 from WPC, DoT for year 2020.
96. Procurement of MS Office 2016 Professional software for 364 new desktop computers being procured by Hardware unit.
97. Issue of LSTV Advertisements in Newspapers - Payment to DAVP reg.
98. Payment of bills raised by Air-Ticketing Agency and TA/DA settlement for the period July 2012 till date - obtaining travel certificate from the head of account "office expenses" - regarding.

99. E-tender for Annual Maintenance contract (AMC) for computer hardware and peripherals installed at various locations of LSS for the year 2019-20.
100. Verification of air fare from concerned airlines.
101. Rules on Discretionary Grants by Presiding Officer - information sought by Rajya Sabha Secretariat.
102. Procurement Passive Components of LAN for providing internet connection in Room No.s 502, 152, 617, 405, 507, & B-15, PHA and 110 & 111, PHAE.
103. Procurement of X-Ray Baggage Inspection systems (XBISs) for PHA Extension.
104. Procurement of two Non Linear Junction Detectors (NLJDs) for PHA extension.
105. Settlement of Refreshment expenditure incurred on Swachhata Abhiyan (Special Cleanliness Drive) in Parliament House Estate on 13 and 14 July, 2019.
106. Regarding procurement of Hon'ble MPs personal RF tag (LMP) & vehicle RF Tag (VLM)
107. Payment of CAMC charges of Integrated Security System of PH Complex.
108. Urgent Procurement of SONY make rechargeable battery model BP-FL75 and Sony make two channel lithium - ion battery charger model CL - L70A for SONY make ENG camcorder model PDW - 850.
109. Agreement with LSS and M/s New Yadav Tourist for providing transport service to LSTV Channel.
110. Payment to NFDC for supply of the films during the year 2019-20
111. Empanelment of travel agencies for incoming and outgoing Parliamentary Delegations.
112. Information on reimbursements on rail travel by MPs and Ex-MPs.
113. Proposal for revamping of HS website and development of HSO information management system.
114. Release of PSD of empanelled printers.
115. Induction Training Programme for the newly recruited EOs/ROs/AEOs.
116. Requirement of Professional Discs (Blu-ray Disc) and computers.
117. Procurement of Sony make Professional Optical Disc, Re-writeable (50 GB capacity).
118. Procurement of Triax video Cable for LSTV.
119. Faulty Equipment of Teleport lying with BECIL's vendor M/s ADSAT ENGINEERS (P) LIMITED for repair.
120. Submission of proposal for tender for bulk procurement of computers, printer, UPS, etc.
121. Proposal for renewal of Agreement between the LSS and National Film Development Corporation (NFDC) for the year 2019-20.
122. Releasing of additional funds for settling invoices of CDAC under Parliament Digital Library Project.
123. Utilization certificate in r/o re-printing of original calligraphed Constitution of India.
124. Letter from Shri Abhilash Khandekar regarding publication of a booklet.
125. Revalidation of financial sanctions.
126. Request for providing Computer Hardware in connection with 17th Lok Sabha - Request of AV unit regarding.
127. Bill for sketches used in Lok Sabha Calendar 2019.
128. Processing of bills received from TCS for payment for maintenance and development of e-wisdom application.
129. Official visit of Hon'ble Speaker to Mumbai from 25-28 Sept. 2018 (Payment of Bills for visit of HS)

130. Digitization of Video Recordings of Lok Sabha Proceedings and other Parliamentary Events / Functions and procurement equipments for digital archives.
131. AMC of 14 X-Ray Baggage Inspection Systems (XBISs) procured in 2002.
132. Matter pertaining to vetting of draft tender documents for hiring of Advanced Graphic System and Requirement of fresh music for Channel ID, other programmes and creation of music bank.
133. Payment to M/s C-voter services Pvt. Ltd. providing research services to LSTV Channel.
134. Payment of annual maintenance charges to M/s Braodcast Engineering Consultants India Ltd. for AMC of Teleport and its chain of equipment of LSTV Channel.
135. Release of payment to M/s Wisdom Tree Production pvt Ltd. in connection with the Serial "Surajya Sanhita " - Information on the actual payments released by LSS regarding.
136. Request for replacement of laptop provided to JS(AS).
137. Costume allowance to LSTV Consultants.
138. Releasing of additional funds for settling invoices of CDAC under Parliament Digital Library Project.
139. Rattler Unit (SDI to Fiber optical signal converter) Faulty.
140. Regarding procurement of Hon'ble MPs personal RF Tag (LMP) & Vehicle RF Tag (VLM)
141. Insurance Policy in r/o computer equipment issued at the residences of officers (JS and above) and others for the year 2018-19.
142. Extension of Annual Maintenance contract (AMC) regarding Computer Hardware with M/s Delphi Infosolutions Pvt Ltd.
143. Payment of monthly bills of MS EATS for providing Security Service at the residence of SG, LS.
144. Deployment security guards at the residence of SG, Lok Sabha.
145. Regarding re-storing of CCTV Cameras.
146. Procurement of Door Frame Metal Detectors (DFMDs) of PHA extension.
147. Extension of term of TCS Resources for eWisdom Application.
148. Proposal of e-tendering for research services to LSTV Channel.
149. FTTH bills pending for payment.
150. Debit claims in respect of rail journeys by MPs/ex-MPs, their spouse and companions for Feb-March 2018 (Final) and April - June 2018 (Provisional) received from Ministry of Railways (Railway board).
151. Proposal for engagement of 3 PSUs for arranging travel, hotel, transport and other logistics for study tours of Parliamentary Committees.

(xviii) **RIGHT TO INFORMATION (RTI)**

- Reply was provided to 62 applications received under RTI Act, 2005



## 9. MEMBERS' SALARIES AND ALLOWANCES BRANCH

(Including joint Committee on Salaries and Allowances of Members of Parliament)

### WORK DONE DURING THE YEAR 2019

1.52 The break-up of the work done in the Branch during the year was as under:

#### Joint Committee on Salaries and Allowances of Members of Parliament.

No. of sittings of the Committee held	No. of questions prepared by the Committee	No. of study tours undertaken by the Committee	No. of Subjects/ bills Selected/ referred	No. of Reports presented by the Committee								Remarks
				Original				Action Taken				
	Oral Evidence	Study Tours	Local	Other (s)	Sub. (s)	Bill (s)	Sub. (s)	DFG	Bill (s)	Sub. (s)	DFG	
03	-	-	-	-	-0	-	-	-	-	-	-	The Committee does not present its Tour notes/ report to either of the Houses of Parliament.

(i) The number of bills of various categories processed by the Branch during the year 2019 is given below:

Salary Bills of Officers of Parliament	12
TA/DA Bills of Officers of Parliament	41
Salary Bills of Leader of Opposition	Nil
TA/DA Bills of Leader of Opposition	Nil
Salary Bills of Members of Lok Sabha	503*

*\*bills of all the Members belonging to all States & Union Territories are processed and prepared. For Members belonging to one State/ UT, the bills are prepared in bunches. However, bills of every Member are checked separately to ensure accuracy. Besides, manual Bills were also processed after dissolution of 16<sup>th</sup> Lok Sabha.*

Salary Bills of PAs to Members of Lok Sabha:	925	
TA/DA Bills of Members of Lok Sabha:	4780	
<b>(28680 tickets taking an average of 6 tickets in one bill)</b>		
TA/DA Bills of Consultative Committee Meetings:	44	
Final Settlement of accounts of Ex-MPs:	71	
Processing of Bills relating to IPD going abroad:	83	
Processing of bills of MTNL (No. of Bills):	99	
Processing of bills of NDMC (No. of Bills):	60	
Processing of bills Indian Airlines (No. of Invoices):	3753	
Exchange Orders issued to Com. Branches:	493	
Conveyance Advance sanctioned to MPs:	Nil	
Processing of Committee Tour Bills:	259	
Pension Revised/Sanctioned to Ex-MPs:	667	
Family Pension/family pension revised:	47	
Processing for reimbursement of Medical Claims of MPs:	406	
including HS/HDS		
Processing of Miscellaneous bills (maintenance of vehicles):	36	
Number of Bulletins issued by the Branch:	23	
Issuance of No Dues Certificate:	662	
Typing work:	25000pages	
	(approx.)	
Processing Railway for travel facilities to MPs/Ex-MPs:	Rs. 14.875	crores

**(ii) Preparation of Revised Estimates 2019-20 and Budget Estimates 2020-21 relating to the Branch.**

**(iii) Supply of information under the Right to Information Act, 2005 relating to the Branch.**

During the year, the Branch provided information regarding 290 applications under the RTI Act, 2005 of various applicants to the Information Cell.

**(iv) Processing for reimbursement of medical claims of Members of Parliament:**

The Branch deals with the processing for reimbursement of medical claims of Members of Parliament for the treatment taken by them and their family members in India and abroad. The processing of medical claims is made on the basis of CGHS approved rate lists circulated by the Ministry of Health and Family Welfare from time-to-time. In cases where the admissible amount is on the lower side and the Member desires full reimbursement, the claims are placed before the Secretary-General for approval of full reimbursement by relaxation of rules as per the powers vested with him. The Branch also settles debit claims in respect of the treatment taken by Members and their family members abroad.

**(v) Computerization of the Branch:**

Even though work relating to Computerization in the branch is complete yet some upgradations need to be carried out from time to time as per requirement.

Information regarding TA/DA claims, medical claims etc. has been made available on members portal through Computer (HW & SW) Management Branch. Software for issuance of No Dues Certificate is active.

An online Bill Tracking System (BTS) to track the status of Bills/claims sent to MSA Branch by Hon'ble MPs and various Branches has been developed and functional from 14.11.2019. Before sending Bills/claims in physical form to MSA Branch, Hon'ble MPs/their PAs have to login to the Members' Portal and thereafter the link "Reimbursement claim-BTS" using the Members' Portal login ID and password (same on Members' Portal) and register the Bill/Claim online. In case of Hon'ble Members, who do not register their claims with BTS, the receiver in MSA Branch would register the claim with BTS at the time of submission of physical copies of the claims. Office/Branches can login through the link – "BTS (MSA Branch)" available on 'Lok Sabha Intranet' with the same login ID and password, which are used for registering official bills/claims on BTS (B&P) Branch.

On registering the Bill/claim online, a Unique Reference Number (URN) is generated and an instant SMS alert is sent to Members' mobile number. The URN so generated may be superscribed on the physical file/check list before sending the same to MSA Branch. Thereafter, the movement of the Bill/claim in MSA and P&AO till the payment is sent to the Bank, can be tracked online by the Member/their PAs by logging into the link "Reimbursement claim-BTS (user activities)". If the dealing assistant in MSA Branch holds the bill for any clarification/documents, it would be visible online and an instant SMS alert (mentioning the reasons for holding) will be sent to by the Hon'ble Member on his/her mobile. The system also provides for a dashboard for supervision and monitoring of processing/pendency of Bills/Claims in MSA Branch by its senior officers.

**(vi) Joint Committee on Salaries and Allowances of Members of Parliament:** The Joint Committee on Salaries and Allowances of Members of Parliament is constituted in pursuance of section 9(1) of the Salary, Allowances and Pension of Members of Parliament Act, 1954.

**(b) Number of Sittings held:** 3

**(c) Minutes of Sittings of the Joint Committee prepared and circulated:** 3

**(d) Reports of the Joint Committee:** The Joint Committee do not present any report to either of the Houses of Parliament.

**(e) Study Tour of the Joint Committee:** The Joint Committee did not perform any tour in the year 2019.

**(vii) Pension and Family pension:** MSA Branch processes pension cases for providing pension to the Ex-MPs. From 1.4.2018, an Ex-MP is entitled to get pension of Rs. 25,000/- for the first term. Where any Ex-MP has served the Parliament for a period exceeding five years, she/he will be entitled for an additional pension @ Rs. 2,000/- per month for every year.

(viii) The Branch attended to the queries raised by Members/ex-Members in respect of their Salary, TA/DA, Pension, etc. and information furnished to the Government Departments/State Government with respect to the entitlement of salary, allowances and other facilities available to Members of Parliament.

**Specific Procedural and Policy Changes:** Instructional Orders no. 1289, 1291, 1293 and 1296 have been revised and are under submission for approval. Procedure and Practice of MSA Branch is also under revision/updation.

## 10. MEMBERS SERVICES BRANCH

(Including House Committee)

### WORK DONE DURING THE YEAR 2019

1.53 The break-up of the work done in the Branch during the year was as under:

<b><u>Allotment of Accommodation</u></b>	
Regular Accommodation	307
Guest Accommodation	108
Staff Quarter	20
Motor Garages	40
<b><u>Western Court Hostel/Annexe</u></b>	
Requests processed for allotment of accommodation to Members on temporary basis for their guests in Western Court Hostel/Annexe	2000
<b><u>MTNL/BSNL</u></b>	
Requests received from MPs for telephone connections (including mobile and internet/FTTH) forwarded to Liaison Officer, MTNL/BSNL	202 MTNL 472 BSNL
<b><u>Medical Facilities</u></b>	
Posting/transfer of doctors /para-Medical staff in Medical Centre, Parliament House Annexe, First Aid Post, Parliament House CGHS dispensaries located at residential areas of MPs.	06 Doctors
Postings and transfers of CPWD Engineers.	2 EE/AE (Civil)
<b><u>Transport Facilities</u></b>	

i. No. of trips made by MPs' special vehicles (10 Lok Sabha Secretariat's Innovas + 7 DTC versa +5 ITDC Innova vehicles. The 7 DTC and 5 Innova of ITDC were discontinued from MPs Service w.e.f. 01.04.2019 (10 Innova Vehicles from ITDC and 10 Electric Vehicles from EESL have been hired by MS Branch for MPs Ferry Services plying between Parliament House complex and MPs' residential areas/Central Govt. Offices.	38000 Trips (approx.)
ii. Providing vehicles to Conference Branch, BPST (if requested)	Nil
<b><u>Requests for VISA Notes/Passports</u></b>	
Applications received for renewal/issue of new Diplomatic Passports to MPs/Spouses.	390
Requests of MPs forwarded to the Ministry of External Affairs for issue of visa notes to Hon'ble MPs/Spouses.	111
<b><u>Major item of work completed/being pursued.</u></b>	
1. <b>Redevelopment of North/South Avenue</b>	Completed First phase of redevelopment of North Avenue/South Avenue in which 36 duplex flats in North Avenue were constructed and inaugurated by Hon'ble Prime Minister on 19.08.2019.
2. <b>Re-development of Dr. B.D. Marg.</b>	The House Committee, Lok Sabha initiated the process of re-development of Dr. B.D. Marg, i.e. constructing three blocks similar to Narmda and Kaveri. The construction work was started from the month of August, 2018 and expected to be completed by June, 2020.

<b>3. Catering Services at Western Court Annexe</b>	ITDC has started their Catering/Canteen Services at newly constructed Western Court Annexe. Terms & Conditions for running the Canteen have been approved by the House Committee on 09.01.2019.
<b>4. Setting up of First Aid Post for Members residing in Western Court Hostel/Annexe and State Bhawans.</b>	A First Aid Post is set up at Telegraph Lane Wellness Centre (round the clock) to cater the emergency medical needs of MPs residing in Western Court/Hostel and State Bhawans till the Members shift to their regular accommodation.
<b>RTI - pertaining to facilities to MPs, accommodation, Guest accommodation, transit accommodation, transport etc.</b>	40
<b><u>Specialized Camps</u></b>	Airport Entry Passes Camp was set up for MPs in Room No. 602, PHA from 09.12.2019 to 12.12.2029 for facilitation of passes to the PAs of Members of Parliament.
	Health Checkup Camp was organized at Medical Centre, PHA for MPs and their family members from 20.11.2019 to 04.12.2019 excluding Sundays.
	FastAG Camp was organized at Transportation Desk, PH to issue FastAGs of exempted category to MPs from 09.12.2019 to 13.12.2019
<b><u>Other services provided</u></b>	
Processed requests of Members for carrying out certain additions/alterations/repairs etc. and supply of furniture at their residences	38

Requests received from MPs for installation of electrical appliances, viz. Air-conditioners, fans, boilers, aqua guards, coolers, geysers, etc.	275
Requests of MPs processed and forwarded for allotment of army disposal vehicles.	08
Requests received from MPs for FASTag for their vehicles	70
Requests received from MPs for issue/renewal of Airport Entry Passes for their PA/PS	204

<b><u>Monitoring of Works of Outside Agencies</u></b>	
<b><u>A. MTNL &amp; BSNL</u></b>	
Requests for New BSNL telephone connections opened in Delhi	472
Constituency Number of shifting cases	15
New MTNL telephone connections opened in Delhi.	202
Constituency Telephone connections for Internet connectivity	278
Delhi telephone for Internet BB	93
Mobile telephone connections	302
Constituency Mobile Telephone connections	106
Telephone connections shifted	135
FTTH Connection opened	296



FTTH connection disconnected	29
I-Pad distributed to MPs	250
Duplicate Mobile SIM & I-Pad issued to MPs	59
Disconnection of telephone wherever Required	--
ISD & IR facilities provided to Hon'ble MPs Mobile	As per their request
Daily telephone complaints received & solved	650

<b>B. <u>NDMC</u></b>	
<p>No. of cases of electricity/water connections.</p> <p>No. of cases of disconnections.</p> <p>Number of Lok Sabha MPs' Electric/Water bills handled</p> <p>Number of MPs' complaint received/ attended to.</p> <p>The quarries from the MPs' attended telephonically and disposed off.</p>	<b>200</b>
No. of cases of disconnections.	<b>135</b>
Number of Lok Sabha MPs' Electric/Water bills handled	<b>22800</b>
Number of MPs' complaints received/attended to	<b>78</b>

The quarries from the MPs' attended telephonically	--
References sent to Chairperson/Secretary, NDMC by the Hon'ble MPs for civil works pursued to different departments of NDMC	--
<b>C. <u>Air India</u></b>	
Bookings made by Air India Office in Room No. 131 (PH).	<b>5775</b>
<b>D. Railway Reservation facilities</b>	
Reservations made by the Railway Reservation Office, Parliament House/Reception	<b>MPs- 143164 (Approx.)</b>
No. of Reservation Slips dealt	<b>82799</b>
<b>E. <u>Medical Facilities</u></b>	
(i) No. of patients attended to by the Doctors at First Aid Post (PH)	<b>(General Patient + Non-card Holders):10000</b> <b>(MP, Ex-MP + card Holders): 9960</b> <b>Total - 19960</b>
(ii)No. of patients attended to by the Doctors at Medical Centre, PHA.	<b>MPs : 18560</b> <b>Ex. MPs: 15715</b> <b>Family Member of MPs and Ex-MPs: 15410</b> <b>Others: 17710</b> <b>Generalist: 610</b> <b>Total: 68005</b>

<b>F. State Bank of India</b>	
No. of new accounts opened for MPs during the Year.	<b>220</b>
Total No. of Accounts	<b>5572</b>
No. of new Accounts opened for Ex-MPs during the year.	<b>10</b>
No. of Accounts closed during the year.	<b>33</b>
<b>Other items of work handled by SBI during the year 2017 for</b>	
<b><u>MPs/Ex-MPs:-</u></b>	
i. Car loan sanctioned	
(a) No. of loans	27
(b) Amount	5.69 crs.
ii. Pension Loan sanctioned	
(a) No. of loans	09
(b) Amount	0.47 lacs.
iii. Personal Loan Sanctioned	21
	2.29 crore
iv. Personal Loan sanctioned against Property	
(a) No. of loans	Nil
(b) Amount	
v. Housing Loan sanctioned	
(a) No. of loans	9
(b) Amount	4.81 crs.

vi. Credit Card and Internet Banking Facility extended.	All MPs
vii. SBI Mutual Fund and SBI Life products offered during the year 2016	2 4.05 crores
viii. Issuance of INB, MBS, Debit/Credit Cards and other alternate Channel Products.	—
<b>H. <u>Income Tax Cell</u></b>	
No. of MPs attended to by the Income Tax Cell in PHA	42  Besides many MPs get Information on telephone either by themselves or through their Secretary / Representative.
<b>I. <u>CPWD</u></b>	
Additions/Alterations carried out at residences of MPs	40
<b>J. <u>Rent Parliament Section</u></b>  <b>(Directorate of Estates)</b>  The assessment of rent is made including the charges on the furniture and other furnishing items provided to MPs by Government. During the year 2016 a sum of Rupees 3.5 crores (Approx) were recovered by this section. The visiting MPs and other VIPs were attended to their entire satisfaction. All the applications of RTI and PG cases were replied in due time. Clearance Certificates/FDC/NDC were issued in time to all MPs/ Ex-MPs wherever demanded.	
The assessment of rent is made including the charges on the furniture and other furnishing items provided to MPs by Government. During the year 2018 a sum of Rupees 10 crores (Approx) rent were recovered by this Section.	

## 11. SALES AND RECORDS BRANCH

### WORK DONE DURING THE YEAR 2019

1.54 The break-up of the work done in the Branch during the year was as under:

#### Total Sales

No. of Parliamentary Publications sold	10580
No. of souvenir Items sold through Sales Counter-PH and Sales Counter-PHA	59554
No. of Souvenir Items sold through Souvenir Shop-PMA	8007
No. of Budget Sets sold at Sales Counter :PH (Interim Budget)	129
(General Budget)	187
Details of D.O. and general stationery items issued- (cash and credit) to Members	5563

During the year 2019, Branch realized and deposited sale proceeds of ₹ 59,43,436/- with B&P Branch. Month-wise break-up is given below:

Sl. No.	Month	Total Sale
01	January	4,49,504
02	February	9,99,482
03	March	2,77,740
04	April	3,24,807
05	May	2,36,444
06	June	5,89,181
07	July	8,27,393
08	August	4,80,920
09	September	4,17,326
10	October	3,66,658
11	November	5,14,698
12	December	4,59,283
	<b>Total</b>	<b>59,43,436</b>

With regard to Sale of Budget Sets received from Finance Ministry, the same were sold to the general public immediately after presentation of Budget through Sales Counter, Parliament House Reception and the

sale proceeds of Rs. 7,90,000/- (Interim Budget – 3,22,500/- & General Budget- 4,67,500/-) was deposited with B&P Branch for onward transfer to Budget Division, Ministry of Finance.

B&P Branch had issued a circular no. 31162 dated 20.04.2018 regarding uploading of GST Act, 2017 inter-alia requesting the concerned Branches to furnish the relevant portion of GSTRs in Tally Software for uploading in GST portal. Thereafter, the branch on monthly basis had uploaded the required details in ERP-9 Tally Software and forwarded the same within the stipulated time. The Branch also had to prepare the relevant data in excel format for filing returns for the backlog from July 2017 (the date of implementation of GST).

The Branch also made arrangement of Sale of Souvenir items during the orientation programme for Members of newly elected 17<sup>th</sup> Lok Sabha at Parliament House Annexe.

Secretary-General Lok Sabha had constituted a Souvenir Selection Committee for selection of new souvenir items for sale. The Committee at their sitting held on 20<sup>th</sup> December, 2019 had shortlisted the following 16 souvenir items for sale in various outlets in Parliament House Complex: -

Sl. No.	Details of Souvenir items	Price (in Rs.)	Organisation
1.	Wooden Pen Stand	105	Cauveri Emporium BKS Marg, New Delhi
2.	Key chains with different colours	25	-do-
3.	Ashoka Pillar (Wooden)	251	Tamil Nadu Emporium, BKS Marg, New Delhi
4.	Key rings (papermache)	55	Cottage Emporium, Janpath, New Delhi
5.	Cloth Bag(Jhola)	165	Tribes India, Mahadev Road, New Delhi
6.	Box Set(bamboo)	345	-do-
7.	Gol Pen stand	315	-do-
8.	Lantern Small (with electric plug)	330	-do-
9.	Mana (leaf knitted)	125	-do-
10.	Round Pen Stand (Straw)	135	-do-
11.	Spectacle Stand	150	Hosala Self Help Group (under Aajeevika Mission), Village Jogirmapuri, Nizamabad, Bijnaur, UP
12.	Pen Stand with Clock (two Pens)	250	-do-
13.	Maze game in Seesham wood	250	-do-

14.	Paper Carry bag (green)	19	Kumarappa National Handmade Paper Institute (KVIC- Ministry of Micro, Small and Medium Enterprises, Govt. of India)
15.	Coloured pencils (with seeds)	Yet to be ascertained	TribesIndia, Mahadev Road, New Delhi
16.	Clock with figurine	650	Shabari Chhatisgarh Emporium (Under Chattisgarh Handicraft Development Board), BKS Marg, New Delhi

General Procurement Branch is in the process of procuring these items.

## II **Records**

During the year 2019, after the constitution of 17<sup>th</sup> Lok Sabha a special emphasis was given by the Hon. Speaker for making this Secretariat paperless office and Secretary General thereupon held several review meetings with the senior officers of the Secretariat for digitization of records in a time bound manner. Three circulars no. 31805, 31824, 31910 dated 14.10.2019, 05.11.2019 and 23.12.2019 were issued by this Branch asking various branches to review their old files/records/registers maintained in the record room for the purpose of retention/weeding out/digitization. A total of 4817 files were forwarded to various branches for retention/weeding out in response to 1434 files were sent back for retention and the same would be forwarded to digitization unit in due course.

During the year 2019 this branch received 1850 Parliamentary Committee Reports, 1575 Parliamentary Debates and 1275 Bills for sales and keeping them in records room. There has been no sale of these items.

## 12. WELFARE BRANCH

### WORK DONE DURING THE YEAR 2019

1.55 The break-up of the work done in the Branch during the year was as under:

#### Members

Sl.	Job element	Work done in the Branch
1.	Medical Assistance to Members of Parliament	180
2.	Permission Letter issued to MPs for taking treatment/test in Private Hospitals under CGHS	382
3.	Ex-post-facto approvals for the treatment taken by Members of Parliament and their dependents	99
4.	CGHS Cards prepared of MPs (17th Lok Sabha) till date including addition/deletion	415
5.	Cases for purchase of artificial appliances	04
6.	Surrender Certificates	317

#### Staff

7.	Medical Assistance to officers and staff and their dependents	230
8.	Permission given to staff and officers and their dependents covered under CGHS/ CS(MA) Rules for taking treatment in Private Hospitals empanelled under CGHS	409
9.	Cases for purchase of artificial appliances	40
10.	Ex-post-facto approval for the treatment taken by staff/ officers and their dependents	360
11.	Credit Letter issued to officers/staff or their dependents admitted in emergency condition	107
12.	Medical Advance to Officers and Staff	28
13.	Appointment/Extension of Authorised Medical Attendant for Officers/Staff	129



	Issuance of surrender certificates officers/staff	09
14.	Permission given under Compulsory Health Checkup Scheme for officers/staff over 40 years	327
15.	Scholarships given to Group C Staff	06
16.	Number of Meritorious Awards	To be decided
17.	<b>Expenditure from Staff Benefit Fund:</b> (i) Financial assistance in case of demise of officers/staff, (ii) Financial assistance in case of demise of dependents of officers/staff (iii) Financial assistance in case of self illness (iv) Financial assistance in case of dependents' illness (v) for preparation of Mementoes (vi) for purchasing of shawls (vii) for promotion of sports (viii) Financial assistance to Shri Tirath Ram, Casual Labour. (ix) Financial assistance to staff affected by cyclone Fani  Total expenditure from Staff Benefit Fund	08 (Rs. 2,40,000/-) 12 (Rs. 2,80,000/-) 04 (Rs. 70,000/-) 02 (Rs.24,812/-) 60 (Rs. 1,40,880/-) 60 (Rs. 40,000/-) Rs. 2,41,106/- Rs.20,947/- Rs 2,00,000/-  Rs. 12,57,745/-
18.	Lok Sabha Secretariat Compassionate Fund (providing financial assistance to the staff members in need)	-
19.	Validation passes including Photo Identity Cards for the Officers & Staff	100
20.	LSS Officer's Forum (arranging meetings to discuss matters of common interest, bidding farewell to retiring members)	12
21.	Number of Send-off functions to bid farewell to retiring officials	12
22.	LSS Co-op. Thrift & Credit Society (facilitating the functioning of the Society)	Total membership- 1948 Annual transactions- Rs.16,32,65,069/-
23.	Number of RTI cases deposited of	05
24.	Number of applications of employees	07

	forwarded to civil/police authorities for redressal of their grievances.	
25.	Forwarding request of Booking of Holiday Home	171
26.	Organization of Yoga Shivar	1
27.	Number of Condolence Meetings held during the year	08

## E. OTHER BRANCHES

### 1. CONFERENCE BRANCH

#### CPA CELL

#### WORK DONE DURING THE YEAR 2019

1.56 The break-up of the work done in the Committee during the year was as under:

During the year 2019, CPA Cell attended to communications, Conference preparations, coordination and logistical support for the following delegations going abroad / Seminars / Conferences held abroad and other inland Conferences / Seminars / Standing Committing Meetings:

#### A. Events attended by Indian Parliamentary Delegations:

- (i) **11 to 15 April, 2019**  
CPA Mid-Year Executive Committee Meeting and CPA Regional Secretaries Meeting in Ottawa, Canada
- (ii) **22 to 29 September, 2019**  
The 64th Commonwealth Parliamentary Conference in Kampala, Uganda
- (iii) **24 to 28 November, 2019**  
The 10<sup>th</sup> Commonwealth Youth Parliament in Delhi Legislative Assembly, Delhi

#### B. CPA India Region and Presiding Officers' Conference events:

- (i) **28 August, 2019**
  - (a) Meeting of Executive Committee of CPA India Region in Committee Room 'C', Parliament House Annexe, New Delhi
  - (b) Meeting of Presiding Officers of Legislative Bodies in India
  - (c) Briefing Meeting of delegates attending the 64<sup>th</sup> Commonwealth Parliamentary Conference in Kampala, Uganda
- (ii) **16 November, 2019**  
Committee of Presiding Officers to evaluate the use of Communication & Information Technology in the functioning of Legislatures and Suggest Way Forward in Assam House, New Delhi
- (iii) **29 November, 2019**  
Committee of Presiding Officers to look into the matter of Smooth Functioning of the House in Committee Room 'C', Parliament House Annexe, New Delhi
- (iv) **6 December, 2019**  
Committee of Presiding Officers to examine the matter of Financial Independence of Legislature Secretariats in Jaipur, Rajasthan.

**(v) 17 to 19 December, 2018**

The Conferences of Presiding Officers and Secretaries of Legislative Bodies in India in Dehradun, Uttarakhand

**C. CSPOC Events:****(i) 10 to 11 January, 2019**

Meeting of the Standing Committee of the Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) in Valletta, Malta

**D. Events which were processed but not materialized:**

Necessary actions related to the following events were processed in the Branch. However, these events could not materialize / visit regretted / postponed:

**(i) 23 to 26 January, 2019**

Working Group on CPA Programme in London

**(ii) March, 2019**

Observance of Commonwealth Day in London

**(iii) 26 to 29 March, 2019**

Modern Slavery Project Legislative Drafting UK CPA Branch Seminar in London

**(iv) 19 to 22 May, 2019**

British Islands and Mediterranean Region (BIMR) Annual Conference in Guernsey

**(v) 17 to 19 June, 2019**

Westminster Workshop on Gender Sensitive Scrutiny in London

**(vi) 6 to 8 November, 2019**

The 15<sup>th</sup> Biennial Australasian Council of Public Accounts Committee (ACPAC) Conference in Canberra, Australia

**(vii) 25 to 29 November, 2019**

The 68<sup>th</sup> Westminster Seminar on Effective Parliaments at the Houses of Parliament, Westminster, London

**(viii) 16 to 18 December, 2019**

The CPA UK Modern Slavery Project in Perth, Western Australia

**(ix) 2 to 3 December, 2019**

Antarctic Parliamentary Assembly in London, UK

**E. Other Information**

During the year 2019, CPA Cell also dealt with accounts, audit, filing of Income Tax Return, depositing TDS Quarterly with income tax authority in respect of the CPA India Region Accounts and the Corpus Fund of All India Presiding Officers' Conference (AIPOC). Officers from CPA Cell have been deputed to accompany various

Indian Parliamentary Delegations going abroad and for duties with Foreign Parliamentary Delegations visiting India. Proposal for supplying Articles to "*The Parliamentarian*" was received and processed.

Briefing Meetings were arranged for delegates attending CPA Conference / Seminars / Workshops. CPA Cell also attended to all work relating to issue of Passport, affixing Visa to the countries of visit and all work in connection with receiving / seeing-off of delegates at the Airport at the time of arrival and departure, including check-in and check-out, coordination with CISF, Bureau of Civil Aviation Security, concerned Airlines, etc.

**F. RTI and Felicitations**

Further, during the year 2019, Conference Branch (CPA Cell) also attended to the following works:

1.	RTI applications answered / disposed	10
2.	Newly elected Chairmen / Speakers felicitated	12

## IPU CELL

### WORK DONE DURING THE YEAR 2019

1.57 The break-up of the work done in the Committee during the year was as under:

#### (A) Events attended by Indian Parliamentary Delegations

##### (I) Statutory Assemblies of IPU

1. **6 to 10 April, 2019.**  
The 140<sup>th</sup> Assembly of the Inter-Parliamentary Union held in Doha (Qatar).
2. **13 to 17 October, 2019**  
The 141<sup>st</sup> Assembly of the IPU held in Belgrade (Serbia).

##### (II) Specialized Meetings/conferences

3. **1 and 2 September, 2019**  
  
Fourth South Asian Speakers' Summit on Achieving the Sustainable Development Goals (SDGs) held in Male, Maldives
4. **3 to 5 September, 2019**  
  
Meeting of Standing Committee on Budget and Planning of Asian Parliamentary Assembly (APA) held in Baghdad (Iraq)
5. **30 September to 3 October, 2019**  
IPU-UN Regional Conference on Countering Terrorism and Extremism held in Kuala Lumpur, Malaysia
6. **7 to 11 October, 2019**
  - (i) 44<sup>th</sup> Session of the Steering Committee of Parliamentary Conference on the WTO;
  - (ii) Parliamentary Session within the framework of WTO Public forum 2019;
  - (iii) WTO Public Forum 2019 held in Geneva (Switzerland)

7. **3 to 5 November, 2019**

Sixth G20 Parliamentary Speakers' Summit (P20) in Tokyo, Japan

8. **13 to 18 December, 2019**

2nd Executive Council Meeting and 12th Plenary Session of the Asian Parliamentary Assembly (APA) held in Antalya, Turkey

**(B) Information supplied to the Branches of the Secretariat & Other Bodies:**

Compiled information regarding participation of Indian Parliamentary Delegations to various conference/ meetings abroad was supplied to JPI Section, LARRDIS for inclusion in the IPG Newsletter/Journal of Parliamentary Information (JPI).

About 7 applications under RTI ACT, 2005 seeking information were received and desired information was supplied to the applicants through the Information Cell.

**(C) Debit Claims Settlement:**

All debit claims received from Ministry of External Affairs have been processed for settlement. Presently, no debit claim is pending with the Cell.

**(D) Updation of Web Page:**

The Cell uploaded information regarding the participation of the parliamentary delegations on the Home Page of Lok Sabha at regular intervals of time.

## OTHER THAN CPA & IPU CELLS

### (1) WORK DONE DURING THE YEAR 2019

1.58 The break-up of the work done in the Branch during the year was as under:-

#### 1. Meeting of the Executive Committee of the IPG

Two meetings of the Executive Committee of the IPG were held on 7 January, 2019 and 12 December, 2019 in the Speaker's Committee Room, Parliament House.

#### 2. Annual General Meeting of the Indian Parliamentary Group

The Annual General Meeting (AGM) of the Indian Parliamentary Group (IPG) was held on 7 January, 2019 in the Main Committee Room, Parliament House Annexe, New Delhi.

#### 3. Meeting of India-Russian Federation Parliamentary Friendship Group

A meeting of the India – Russian Federation Parliamentary Friendship Group with the visiting delegation of the Group on Cooperation between the Federation Council of the Federal Assembly of the Russian Federation and Rajya Sabha was held on 6 February, 2019 in Committee Room 'E', Parliament House Annexe, New Delhi.

#### 4. Function to commemorate 70<sup>th</sup> anniversary of the adoption of the Constitution Day - 'Samvidhan Divas'

A function to commemorate 70<sup>th</sup> Anniversary of the adoption of the Constitution Day – 'Samvidhan Divas' was held on Tuesday, the 26<sup>th</sup> November, 2019 in Central Hall, Parliament House. Hon'ble President of India, Vice- President & Chairman Rajya Sabha, Prime Minister of India and Speaker, Lok Sabha graced the occasion and addressed the distinguished gathering. Members of Parliament of both Rajya Sabha and Lok Sabha attended the function.

On the occasion, Hon'ble President of India launched 'National Youth Parliament Scheme Portal' of Ministry of Parliamentary Affairs. A publication titled "Role of Rajya Sabha in Indian Parliamentary Democracy", a set of Coins and a Stamp and First Day Cover to commemorate the 250<sup>th</sup> Session of Rajya Sabha were also released. Hon'ble President of India also released the Lok Sabha Calendar 2020 on the theme 'India's Constitution @ 70' and inaugurated the Exhibition on 'Making of the Constitution' organized by Lok Sabha Secretariat

#### 5. Annual Report of Indian Parliamentary Group

Annual Report for the year 2018-2019 containing information related to IPG, IPD, FPD, Calls on by HS, IPU, CPA were compiled and prepared.



## 6. List of Members of Indian Parliamentary Group

List of Members of Indian Parliamentary Group is periodically updated on the website of IPG i.e. [ipg@nic.in](mailto:ipg@nic.in)

## 7. IPG Newsletter

Information of functions / meetings of Indian Parliamentary Group, Indian Parliamentary Delegations' visit abroad, Foreign Parliamentary Delegation visiting India under Bilateral Exchange and Call-on / Meetings held during 2019 were compiled and sent to JPI Section, LARRDIS for inclusion in the IPG Newsletter / Journal of Parliamentary Information (JPI). The approved IPG Newsletter has been uploaded on the website of Indian Parliamentary Group i.e. [ipg@nic.in](mailto:ipg@nic.in) .

## 8. Fax Messages / Letter of Introduction

During the year 15 Fax Messages and Letters of Introduction were issued to our Missions abroad to receive/see off of Members / Associate Members of IPG at airports and to extend due courtesies and necessary assistance.

## MESSAGES TO FOREIGN PARLIAMENTS

During the year the 32 Messages (Congratulatory/Condolence) were sent to Foreign Parliaments from Hon'ble Speaker, Lok Sabha.

**Consolidated Budget Estimate / Revised Estimate for the year 2019-20 was prepared and forwarded to IFU for the following Heads of Account under charge of Conference Branch;-**

- (i) Indian Parliamentary Delegations going abroad;
- (ii) Foreign Parliamentary Delegations visiting India;
- (iii) Conferences of Presiding Officers and Secretaries of Legislative Bodies in India;
- (iv) Conference of Chairmen of Parliamentary Committees;
- (v) Seminars and Talks under the auspices of the IPG;
- (vi) Contributions to CPA and IPU;
- (vii) Regional CPA Seminar, if any (with India as host);
- (viii) International Conferences, if any (Commonwealth Parliamentary Conference / Inter-Parliamentary Union Assembly / Conference of Commonwealth Speakers and Presiding Officers/ SAARC Speakers and Presiding Officers Conference/ South Asia Speakers and Presiding Officers Summit on SDGs hosted / being hosted by India); and
- (ix) Expenditure under Hospitality Grant in connection with entertainment and visit of foreign dignitaries.

## 2. INFORMATION CELL

### RIGHT TO INFORMATION ACT, 2005

#### WORK DONE DURING THE YEAR 2019

1.59 The break-up of the work done in the Branch during the year was as under:-

(a) The number of requests made to the public authority.	<b>1971</b>
(b) (i) No. of First Appeals  (ii) The number of decisions (1 <sup>st</sup> appeal) where applicants were not entitled to access the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked.	<b>200</b>  <b>50 (approx.)</b>  Information was not provided under Sections 2(f), 2(j) and 8(1)(j) of the RTI Act, 2005.
(c) The number of 2 <sup>nd</sup> appeals referred to the Central information Commission for review, the nature of the appeals and the outcome of the appeals.	<b>19</b>  Dismissed. In most of the cases CIC upheld the contention of this Secretariat.  In one or two cases, CIC directed this authority to provide additional information, if any.
(d) Particulars of any disciplinary action taken against any officer in respect of the administration of this Act.	<b>NIL</b>
(e) The amount of charges collected by the public authority under this Act.	<b>Rs. 6,011</b>
(f) Any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act.	Efforts have been made to upload as much information as possible on the website of the Lok Sabha Secretariat i.e. <a href="http://www.loksabha.nic.in">www.loksabha.nic.in</a> – to facilitate online access by the information seekers.
(g) Recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernization, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.	<b>NIL</b>

### 3. RECRUITMENT BRANCH

#### WORK DONE DURING THE YEAR 2019

1.60 The break-up of the work done in the Branch during the year was as under:-

- (i) Issue of advertisement(s) : a) Advt. No. 1/2019 for 3 posts  
(Curatorial Assistant,  
Conservation Assistant,  
Technical Assistant)
- b) Advt. no. 2/2019 for 1 post  
(Parliamentary Reporter)
- c) OM No. RB011/19/2019-RB for 1 post  
{Security Assistant Grade-II(Technical)}
- (ii) Processing of applications : 361
- (iii) Issue of call-letters : 361 [issued through post/by hand]
- (iv) Number of Interviews/  
examinations conducted : 01 Open Examination and  
09 Departmental Examinations
- (v) Expenditure incurred : ₹1,05,557\*  
on conduct of examinations

\* The amount includes actual expenditure incurred during the year 2018 but settled in 2019.

#### OPEN EXAMINATIONS HELD IN 2019

Sl. No.	Name of the post	Nature of exam	Date of exam	Applications received	Eligible	Remarks
1.	Welfare Officer - Advt. 1/2018	Typing Test	28.02.2019	277	28	Result declared on 18.03.2019 (None qualified)
		Personal Interview		--	13	

#### DEPARTMENTAL EXAMINATIONS HELD IN 2019

Sl. No.	Name of the post	Nature of exam	Date of exam	Applications received	Eligible	Remarks
1.	Junior Library Assistant in LSS - (Circular No. 31472 dated 17.12.2018)	Typing Test	19.01.2019	01	01	Result declared on 22.02.2019 (No candidate was successful)

2.	Parliamentary Interpreter ( <i>Erstwhile designation - Parliamentary Interpreter Grade-II</i> ) - (Circular No. 31596 dated 29.04.2019)	1st/2nd Simultaneous Interpretation Test	28.05.2019	03 (English/Hindi)	03	Result declared on 24.09.2019 (02 passed)
3.	Parliamentary Reporter ( <i>Erstwhile designation - Parliamentary Reporter Grade-II</i> ) - (Circular No. 31597 dated 29.04.2019)	Written Test/ Stenography Test	31.05.2019	05 (Written)  03 (Stenography)	05 (Written)  03 (Stenography)	Result declared on 20.06.2019 (Written - 5 passed) (Stenography - No candidate qualified)
4.	Assistant Executive Officer( <i>Erstwhile designation - Executive Assistant</i> ) - (Circular No. 31598 dated 29.04.2019)	Typing Test	14.06.2019	35	35	Result declared on 08.07.2019 (15 passed)
5.	Parliamentary Interpreter ( <i>Erstwhile designation - Parliamentary Interpreter Grade-II</i> ) - (Circular No. 31832 dated 11.11.2019)	1st/2nd Simultaneous Interpretation Test	16.12.2019	English/Hindi-2 Bodo - 1 Gujarati - 1	04	Result under process
6.	Assistant Executive Officer ( <i>Erstwhile designation – Executive Assistant</i> ) - (Circular No. 31831 dated 11.11.2019)	Typing Test	18.12.2019	18	18	
7.	Parliamentary Reporter ( <i>Erstwhile designation - Parliamentary Reporter Grade-II</i> ) - (Circular No. 31833 dated 11.11.2019)	Written Test/ Stenography Test	21.12.2019	03 (Stenography Test)	03	
8.	Secretariat Assistants appointed on Compassionate Grounds - (Circular No. 31834 dated 11.11.2019)	Written Test Typing Test	23.12.2019	06 (English)	06	
9.	Secretariat Assistants appointed on Conditional basis - (Circular No. 31834 dated 11.11.2019)	Typing Test	23.12.2019	06 (English)	06	

#### 4. PAY AND ACCOUNTS OFFICE

(Deals with Member and Gazetted Officer, Non-Gazetted Employees, e-payment preparation of Cheques and Funds Branches)

##### WORK DONE DURING THE YEAR 2019

1.61 The break-up of the work done in the Branch during the year was as under:-

Total number of bills processed (Statement attached) :

##### I. Maintenance of GPF Accounts

(i)	Number of GP Funds accounts maintained with : broad sheets	1422
(ii)	Number of cases for final payments on superannuation processed	58
(iii)	Number of Computerized statements of GPF released :	1422
(iv)	Recasting of accounts on receipt : of balances from other Ministries/Departments	22
(v)	Transferred accounts of subscribers to Ministries/ :	05
(vi)	Payment made under Deposit Link Insurance Scheme :	08
(vii)	Number of Bill of GPF Adv.\withdrawal cleared :	278
(viii)	Cheque Deposit :	19
(ix)	Allotted/Revised GPF nominations :	02

##### II. Processing and settlement of Pension cases

(i)	No. of superannuation pension cases cleared :	51
(ii)	No. of voluntary/compulsory retirement pension cases cleared :	04
(iii)	Payment of CVP to retirees :	54
(iv)	Payment of revised CVP :	00(7 <sup>th</sup> CPC)
(v)	Payment of DCRG to retirees/Expired :	65
(vi)	Payment of revised DCRG :	03
(vii)	No. of family pension cases cleared :	07
(viii)	(1) Payment of Leave Encashment LTC :	-
	(2) Payment of leave encashment on unutilized EL/HPL (Retirement) :	101

(ix)	No. of new cases cleared in respect of ex-MPs pension	:	162
(x)	No. of cases attended regarding discontinuance of ex-MPs pension	:	67
(xi)	Revised pension in respect of ex-MPs and Authority letter under SSA issued to Central Pension Accounting Office	:	507
(xii)	Payment of family pension to the legal heirs of the Deceased (sitting)MPs/ex-MPs	:	31
(xiii)	No. of residual pension cases attended	:	2
(xiv)	No. of PPOs issued to CPAO		
	1. In respect of staff	:	64
	2. In respect of MPs	:	162
(xv)	(xivA) No. of PPOs returned by CPAO	:	65
(xvi)	Attended no. of time-barred sanction regarding payment of pension in respect of ex-MPs	:	-
(xvii)	No. of case in r/o ex-MPs Revised Family Pension	:	49
(xviii)	Letters to MTNL	:	04
III.	<u>Defined Contribution Scheme:</u>		
i)	Total number of New Pension Scheme Subscriptions		1088
ii)	Number of New cases received and attended during the year 2019	:	72
IV	Issued salary certificates to Members of Parliament /staff	:	756
V	Returned Rent Bill Vouchers of staff to the Directorate of Estates after verification from the AN-II	:	570
VI	No. of cheques issued for payment 1.1.19 to 31.12.19	:	2197
VII	Number of paragraph issued for Bulleting Part-II	:	2
VIII	Number of Circulars issued by the P&AO	:	5
IX	Number of Debit claims received from the MEA	:	04
X	Number of settled Debit claims received from the MEA	:	04
XI	Number of Debit claims received from Northern Railway	:	10
XII	Number of Debit claims settled related to Northern Railway	:	04

**Statement**

Sl. No.	Subject	No .of Bills
1.	Salary bills of Member of Parliament (Lok Sabha)	971
2.	Salary Bill of PA's of Member of Parliament (LS)	1089
3.	Members TA/DA Bills	6150
4.	Bills of Indian Airlines for MPs	5214
5.	Bill of Indian Airlines for HS/HDS	116
6.	Members Water and Electricity Bills	47
7.	Members conveyance advance Bills	-
8.	Members Telephone Bills	102
9.	Medical Bills HS/HDS	-
10.	Medical Bills of MPs Lok Sabha	262
11.	Bills of Committee Tour	221
12.	TA/DA Bills of MPs attending Consultative Committee Meeting	33
13.	Indian Parliamentary Delegation visiting abroad Bills	75
14.	Bills of Foreign Parliamentary Delegation coming to India	82
15.	Pay and Allowance Bills of Officer and staff of Lok Sabha Sectt.	2068
16.	Honorarium bill of Officer/Staff	53
17.	LTC advance/settlement claims of Officers and Staff	946
18.	House Building Advance	11
19.	Travelling Allowance/IAC Bills officers and staff	1179
20.	Contingency Bills	1826
21.	Gratuity and commutation bills to retirees	117
22.	Leave encashment bills LTC Leave encashment of unutilized EL/HPL (Retirement)	239
23.	General Provident Fund Bills	380
24.	Bicycle Advance bills of staff	-
25.	Festival Advance bills	-
26.	BPST	249
27.	CGEGIS	44
28.	Computer/MC/Scooter Advance Bills	55
29.	Salary and TA/DA Bills of HS/HDS	28
30.	Salary bills of LOP, Lok Sabha	-
31.	Salary bills of staff of LOP, Lok Sabha	-
32.	TA/DA Bills of LOP staff	-
33.	Medical Bills of LOP, Lok Sabha	-

34.	Security deposit/refund bills	61
35.	Computer bills of MPs	236
36.	LSTV	546
37.	Non-official witness bills	1
38.	Petrol Lubricants bills (Maintenance of AC buses)	49
39.	Medical Bills of staff /officers	5256
40.	Salary Bills of Chief Whip/Medical	10
41.	No. of RTI (Received and Reply given to Information Cell)	19
42.	Number of Cheques issued	1644

(C) There is no significant change in the organization policy, procedure or practice during the year.



## 5. MEMBERS' FACILITIES AND COMMITTEE CO-ORDINATION BRANCH ( ERSTWHILE COMMITTEE CO-ORDINATION BRANCH)

### (1) WORK DONE DURING THE YEAR 2019

1.62 The break-up of the work done in the Branch during the year was as under:-

- (a) Material collected from all the DRSC Branches and other Parliamentary Committee Branches for compilation of the following publications.
  - (i) 'DRSCs- Summary of Work 2018-19;
  - (ii) 'Parliamentary Committees (other than Financial and DRSCs) Summary of Work 2018-19.
- (b) Circulated requests received from Legislative Assemblies of various States for postponement of study visits to their respective States.
- (c) Supplied information relating to working of DRSCs to Table Office and PPR Wing time to time.
- (d) Prepared consolidated statements for the information of Hon'ble Speaker / Secretary-General on the following subjects after collecting the information from all DRSCs Branches and other Parliamentary Committee Branches:-
  - (i) Monthly statement regarding Progress of Work done and material uploaded on e-portal by Parliamentary Committees;
  - (ii) Monthly statement regarding Progress of Work done by Parliamentary Committees;
  - (iii) Monthly Progress Report on settlement of study tour bills by Parliamentary Committee Branches;
  - (iv) Quarterly statements regarding the Study Tours (Fourteenth, Fifteenth and Sixteenth Lok Sabha) of Parliamentary Committees – stay arrangements and settlement of bills for reimbursement of expenditure;
  - (v) Critical analysis made by DRSC Branches in respect of Statements made by Minister under Direction 73 A regarding status of implementation of DRSCs recommendations;
  - (vi) Collected and furnished the information relating to number of sittings of different Parliamentary Committees attended by Members during the 17th Lok Sabha till November, 2019 for the perusal of Hon'ble Speaker;
  - (vii) Updated/revised the 'Introductory Guide' for the use of DRSCs;
  - (viii) Revised /updated the Procedure and Practice for DRSCs for official use.
- (e) Matters relating to decision on mandate of newly added Member's Facilities to Committee Coordination Branch.

- (f) Information under the Right to Information (RTI) Act, 2005 relating to Parliamentary Committee Branches was collected, compiled for onward transmission to Information Cell in the context of various applications as and when received.
- (g) Two photocopier machines installed in the Branch catered to all photo copying needs of DRSCs and other Branches. During the period under review 123916 pages (approx) were xeroxed.

**(h) Work done for newly created Members' Facilities and Committee Coordination Branch**

**(i) Work done on Members' Facilitation Counter**

Initially, both the works viz. (i) pertaining to 'Centralized arrangement of travel, stay and other logistics for study tours of Parliamentary Committees serviced by Lok Sabha Secretariat' and (ii) setting up 'Members' Facilitation Counter' were examined and processed in details taking into account various factors like, manpower required for running Round-the-Clock Facilitation Counter for the benefit of Members of Lok Sabha including setting up Information Centre, Medical Centre, Transport Desks etc. However, in the light of Medical Centre already working for this purpose, a decision was taken by Competent Authority to handover the work pertaining to Information Centre and Medical Centre with M.S Branch and Welfare Branch and work pertaining to the Centralized arrangement of travel, stay and other logistics for study tours of Parliamentary Committees serviced by Lok Sabha Secretariat remained with MFCCB.

**(ii) Work done on Centralized arrangement of travel, stay and other logistics for study tours of Parliamentary Committees serviced by Lok Sabha Secretariat.**

The Branch with the approval of Secretary-General undertook a detailed exercise on the subject matter from September, 2019 onwards ranging from obtaining details of hotels alongwith their prevailing tariffs from different Group of hotels across the country, holding consultations with three PSUs of IRCTC, Ashok Travel and Tours, Balmer & Lawrie and apprising the same to Secretary-General from time to time. Subsequently, with the approval of Secretary-General wrote to three PSUs to give their offer on Request for Procurement (RFP) in the light of observations made by IFU.

## 6. RESERVATION CELL FOR SC/ST EMPLOYEES

### (1) WORK DONE DURING THE YEAR 2019

1.63 The break-up of the work done in the Branch during the year was as under:-

Sl.No.	Job element	Nos.	Remarks
1.	Representations	-	*
2.	Promotion Proposals	16	
3.	Vetting of vacancies	10	
4.	RTI	-	
5.	Reservation Roster Register	05	
6.	Files submitted to Secretary General	-	
7.	Miscellaneous	04	

\* Most of the work undertaken in the Cell depends on the work forwarded by AN-I/ Representations received from staff, hence the variation.

**PERSONNEL STRENGTH OF LEGISLATIVE, FINANCIAL COMMITTEE, EXECUTIVE AND ADMINISTRATIVE SERVICE**

The personnel strength of the various Branches/Sections/Committees of LAFEA Service

Director-34

Addl. Director-35

DS/US-98

SL. No.	Name of Branch	EO/PO /LO/ CO	AEO/RE O	PA/APS /PS/JD	Sec. Asst./ Sr.Sec .Asst.	Xerox Operator	Chamber Attndt./ Attendant	Total
		P	P	P	P	P	P	P
<b>HOUSE RELATED BRANCHES</b>								
1.	Legislative Branch-I	1	4	2	2	1	3	13
2.	Legislative Branch-II	1	2	2	1	-	3	9
3.	Parliamentary Notice Office	3	4	-	-	-	5	12
4.	Members' Stenos Pool	-	-	14	-	-	2	16
5.	Privileges & Ethics Branch	1	1	-	3	-	1	6
6.	Question Branch	11	39	-	14	1	5	70
7.	Table Office	3	1	1	6	-	24	35
<b>Financial Committee Branches</b>								
1.	Estimates Committee	2	3	1	1	-	1	8
2.	Public Accounts Committee	2	3	1	2	1	2	11
3.	Public Undertakings Committee	-	3	2	-	-	2	7
4.	Railway Convention Committee						1	1
<b>Departmentally Related Standing Committee Branches</b>								
1.	Agriculture Committee	1	3	-	3	-	1	8
2.	Chemicals and Fertilizers	1	2	1	1	-	1	6
3.	Coal and Steel Committee	2	1	1	-	-	1	6
4.	Defence Committee	-	4	-	1	-	1	6
5.	Energy Committee	1	2	1	-	-	1	5
6.	External Affairs Committee	-	2	-	2	-	1	5
7.	Finance Committee	2	2	1	2	-	1	8
8.	Food, consumer Affairs & Distribution Committee	1	-	2	-	-	1	4
9.	Information Technology Committee	-	4	2	-	-	1	7
10.	Labour Committee	-	2	-	2	-	1	5

11.	Petroleum and Natural Gas Committee	-	1	-	2	-	1	4
12.	Railways Committee	1	1	1	1	-	1	5
13.	Rural Development	1	2	-	2	-	1	6
14.	Social Justice and Empowerment Committee	1	2	1	1	-	1	6
15.	Urban Development	-	1	-	1	-	1	3
16.	Water Resources Committee	1	3	-	1	-	1	6
<b>Other Committee Branches (including Ad-hoc Committee)</b>								
1.	Committee Branch-I	2	3	-	2	1	1	9
2.	Committee Branch-II	3	4	1	2	-	2	12
*3.	Government Assurances Committee	2	2	-	2	-	1	7
4.	Subordinate Legislation Committee	1	3	1	-	-	1	6
5.	Empowerment of Women Committee	1	1	-	1	-	1	4
6.	Joint Committee on Security in Parliament	1	-	-	1	-	1	3
7.	MPLADS Committee	-	1	-	2	-	1	4
8.	Petition Committee	1	1	-	2	-	1	5
9.	Scheduled Castes and Tribes Committee	-	3	1	1	-	2	7
10.	Committee on Welfare of Other Backwards Classes (OBC)	1	3	-	2	-	1	7
11.	Internal Complaints Committee	-	-	1	-	-	1	2
<b>Administrative Branches</b>								
1.	Administration Branch-I	5	17	1	7	1	4	35
2.	Administration-II	5	5	-	3	36 Drivers	1	50
3.	Organisation and Methods Section	2	3	1	1	-	2	9
<b>Service Branches</b>								
1.	Bills and Payment Branch	6	15	-	3	-	3	27
2.	Computer (HW & SW) Management Branch	4	6+1 (ARO)		2+1 (JLA)	-	2	15
3.	Distribution Branch	5	8	-	2	7+1 Despatch rider	29	56
4.	General Procurement Branch	1	4	-	1	-	1	7

5.	General Stores Branch	2	1	-	2	-	2	7
6.	General Works Branch	1	6	-	4	1 Muralist	2	14
7.	Heritage Management Branch	-	1	-	1	-	1	3
8.	Integrated Finance Unit (IFU)	1	3	1	-	-	1	6
9.	Members' Salaries and Allowances Branch	3	13	-	3	-	2	21
10.	Members' Service Branch	4	6	2	2	(10 drivers) at Transport desk	-	24
11.	Sales and Records Branch	2	6	-	-	-	-	8
12.	Welfare Branch	-	2	-	3	1	2	8
<b>Other Branches</b>								
1.	Conference Branch	7	6	1	3	1	3	21
2.	Information Cell	3	2	-	2	-	2	9
3.	Recruitment Branch	1	5	-	2	-	1	9
4.	Pay and Accounts Office	13	19	1	-	-	5	38
5.	Committee Coordination Branch	1	1	-	2	1	1	6
6.	Reservation Cell for SC/ST Employees	1	1	-	1	-	1	■
	<b>*Total</b>							

\* Actual strength is yet to be finalized.

1 Dispatch Rider in Distribution Branch, 1 Muralist in G.W. Branch, 36 staff car driver and 10 Drivers in MS Branch have been placed in the Column of Xerox Operator of the concerned Branch.

**PART-II**

**LIBRARY AND REFERENCE, RESEARCH, DOCUMENTATION AND  
INFORMATION SERVICE**

The Library and Reference, Research, Documentation and Information Service (LARRIDS) caters to the information needs of the Members of Parliament on various topical matters in such manner that factual, objective and unbiased information is supplied to them.

**(A) RESEARCH AND INFORMATION**

**(Research Related Sections/Wings)**

**(i) PARLIAMENTARY AFFAIRS WING**

**WORK DONE DURING THE YEAR 2019**

2.1 The break-up of the work done in the Cell during the year was as under:-

<b>Sl. No.</b>	<b>Items of work</b>	<b>Total No.</b>
1.	Speeches/ Presentations/ Addresses/Interventions/Talking Points	43
2.	Briefs/ Background Notes/ Articles/ Write-ups/ etc.	29
3.	Messages/Letters/ communications	20
4.	Questions for HS/ Delegates/ Questionnaire/ Questions and Answers	10
5.	S.G.'s Sessional D.O. Letters	03
6.	Suggestions & Amendments on Draft Resolutions	03
7.	Books/ Booklets	02
8.	Miscellaneous Items	22

**(ii) POLITICAL AFFAIRS WING**

**WORK DONE DURING THE YEAR 2019**

2.2 The break-up of the work done in the Wing during the year was as under:-

<b>Sl. No.</b>	<b>Items</b>	<b>2018</b>
1.	Speeches/ Talking Points /Interventions/Introductory Remarks/ Presentations / Messages.	73
2.	Briefs/Background Papers/Resolutions/Country Notes/Discussion Papers/ Research Notes/ Bullet points etc.	17
3.	Articles/Foreword/Preface/Publication /Miscellaneous	28
4.	Booklets/Brochures/ Bio-profile	04
5.	Work in progress for the Publication: "Addresses delivered by foreign dignitaries in the Central Hall of Parliament".	-



### (iii) LEGAL AND CONSTITUTIONAL AFFAIRS WING

#### WORK DONE DURING THE YEAR 2019

2.3 The break-up of the work done in the Wing during the year was as under:-

<p><b>Publications</b></p> <p><b>1. Publication of 'Procedure and Practice of Legal and Constitutional Affairs Wing'</b></p> <ul style="list-style-type: none"> <li>• Proof pages of English and Hindi Versions received.</li> <li>• Examined and sent to Rotaprint for final printing.</li> <li>• Printed copies received from Rotaprint. Hard copy and softcopy sent to O&amp;M Section and Acquisition Section for record.</li> </ul> <p><b>2. Updation of "The Constitution of India" (English and Hindi versions)</b></p> <ul style="list-style-type: none"> <li>• Prepared proposal and got approval of 950 English and 600 Hindi version.</li> <li>• U.O. Note alongwith two copy each of English and Hindi version sent to the Ministry of Law and Justice (Legislative Department) for updation.</li> <li>• Printing Branch intimated and cover design requested from them.</li> <li>• Preface prepared and got approved from SG and Manuscripts (English and Hindi Versions) got approved from SG.</li> <li>• Manuscript and Preface sent to the Printing Branch for printing.</li> <li>• First Proof (English and Hindi versions) examined by the Branch and sent to the Ministry of Law and Justice (Legislative Department) for scrutiny.</li> <li>• First Proof (English and Hindi versions) as examined by the M/o Law &amp; Justice and sent to the Printing Section for Second proof.</li> <li>• Second Proof (English and Hindi versions) examined by the Branch, but could not be processed due to queries raised by SG.</li> <li>• Matter to be taken up again for Orders from SG.</li> </ul>	<p>01</p> <p>01</p>
<p><b>I. Ad hoc Items</b></p> <ol style="list-style-type: none"> <li>1. Speeches/Addresses/TalkingPoints/Messages/Presentation papers/Bullet Points for interaction/Questions &amp; Answers, etc.</li> <li>2. Briefs/Write-ups/Reports/Resolutions/Questionnaires/Explanatory Notes/Reference Notes/Legislative Notes/Brief Write-ups.</li> <li>3. References of Hon'ble MPs during the last Session period.</li> </ol> <p><b>III. Miscellaneous Items of Work</b></p>	<p>35</p> <p>32</p> <p>81</p> <p>44</p>

**(iv) ECONOMIC AND FINANCIAL AFFAIRS WING**

**WORK DONE DURING THE YEAR 2019**

2.4 The break-up of the work done in the Wing during the year was as under:-

Sl. No.	Assignments	No. of Items
1.	Briefs	47
2.	Speeches/Interventions/Talking Points	79
3.	Background Notes/ Discussion Papers/ Detailed Write-ups	04
4.	Amendments to IPU/WTO related Resolutions	05
5.	Messages from HS	08
6.	Research Notes	07
7.	Publication/Booklets	05
8.	Miscellaneous items that include Annual Administrative Report, sets of subjects suggested, Questions and Answers, etc.	18
9.	During the constitution of the 17 <sup>th</sup> Lok Sabha, the officials of the Wing also involved in preparation of Who's Who and also in the MS Branch for coordinating with the newly elected MPs.	

## (v) JOURNAL OF PARLIAMENTARY INFORMATION SECTION

### WORK DONE DURING THE YEAR 2019

2.5 The break-up of the work done in the Section during the year was as under:-

Sl. No.	Job Element	Work done in the Branch/Section/Unit/Cell etc.
1.	Journal of Parliamentary Information (Quarterly)	<ul style="list-style-type: none"> <li>• December 2018</li> <li>• March 2019</li> <li>• June 2019</li> <li>• September 2019</li> </ul> (Soft copies of all the above four issues have been uploaded on the Lok Sabha webpage)
2.	IPG Newsletter (Quarterly)	<ul style="list-style-type: none"> <li>• January, 2019</li> <li>• April, 2019</li> <li>• July, 2019</li> <li>• October, 2019</li> </ul> (All Issues have been uploaded on the webpage)

#### **Ad-hoc items:**

Sl.No.	Assignments	No. of Items
1.	<i>Briefs</i> on the subjects of parliamentary interest for the use of Indian Parliamentary Delegations including HS/HDS/SG attending various national and international parliamentary Conferences/ Seminars/ Workshops, etc.	11
2.	Speeches/Interventions for the use of Indian Parliamentary Delegations attending various national and international parliamentary Conferences such as IPU, CPA, etc.	10
3.	Messages for use of Hon'ble Speaker	10
4.	Miscellaneous items that include proposals of themes/subjects for different Conferences, compilation of factual/statistical information, Answers to Questions/ Questionnaires, Annual Administrative Report, etc.	04

## (vi) SOCIAL AFFAIRS WING

### (1) WORK DONE DURING THE YEAR 2019

2.6 The break-up of the work done in the Wing during the year was as under:-

A quantitative Statement showing the work done by the Wing in the year 2019 is given below:

#### A. Statistical Statement of *Ad hoc* Items attended to:

Sl. No.	Items	Number
1	Speeches/Interventions/Addresses	35
2	Briefs	23
3	Messages	03
4	Questions and Answers	01
5	Talking Points	05
6	Suggestion for Subjects/Topics for IPU/CPA Conference	07
7	Miscellaneous	17

#### B. Miscellaneous Items

1. Preparation of the table of reporting structure for APR.
2. Preparation of Write-up on how to make legislation for Orientation Programme for MPs at BPST.
3. Profile of Sh. Somnath Chatterjee (Former HS).
4. Response to Questionnaire sent by the IPU Cell on Parliamentary engagement with the UN.
5. List of possible questions for the use of HS at the briefing meeting.
6. Request for comments on draft resolution adopted by the First Executive Council on 27 October, 2019 at Rize, Turkey.
7. Brochure on Practice and Procedure– Parliament Library and Reference, Documentation and Information Service (LARRDIS)
8. Preparation of Annual Administrative Report for the year 2018.
9. Revision of Annual Administrative Report in New Format for the year 2018.

10. Opening Remarks for the use of HS on “How to make Legislation on Parliamentary Privileges & Ethics at Orientation Programme for newly elected members of the 17<sup>th</sup> Lok Sabha.
11. Regional report on highlighting situation regarding women’s representation in India.
12. Commonwealth Women Parliamentarians Template for reports on developments in Branches and Regions.
13. Preparation of Brief note and list of questions for the use of HS at 141st Assembly of the Inter-Parliamentary Union at Belgrade, Serbia.
14. Preparation of concept Note, Questions and Answers for the use of HS at 141st Assembly of the Inter-Parliamentary Union at Belgrade, Serbia.
15. APA Resolutions: Request for comments on four draft Resolutions.

**(vii) PRACTICE AND PROCEDURE UNIT****WORK DONE DURING THE YEAR 2019**

2.7 The break-up of the work done in the Wing during the year was as under:-

Sl. No.	Job element	Work done in the Branch
		2019
(i)	(ii)	(iii)
1.	Speeches/Addresses /Interventions/Presentations/Talking points/Citation	48
2.	Briefs/Article/Write-ups/Papers	35
3.	Questionnaire/Replies to Questions	7
4.	Reports/Suggestions of Agenda topics for CPA/IPU & other National International Conferences/Resolution	7
5.	RTI, Proof checking, Miscellaneous	31
6.	Brochure	-
7.	Messages	25
8.	Information Bulletins/Books/Booklets/Bio-profiles	4
9.	Publication other	2
10.	Publication of a book on Late Shri Atal Bihari Vajpayee, Former Prime Minister of India	1
11.	Duty regarding constitution of 17th LS	1

## (viii) EDUCATIONAL AND SCIENTIFIC AFFAIRS WING

### WORK DONE DURING THE YEAR 2019

2.8 The break-up of the work done in the Wing during the year was as under:-

#### I. Research/Ad-hoc items

Briefs/Background Notes	-	04
Speeches/Interventions/Resolution/Talking points	-	11
Messages	-	07
Miscellaneous items that include proposals of themes/subjects for different Conferences, compilation of factual/statistical information, Answers to Questions/ Questionnaires, Annual Administrative Report, Annual Inspection Report, etc.	-	10
Audio clips of Speeches of former Prime Minister, Shri Atal Bihari Vajpayee in Lok Sabha – 53 Audio speeches heard, edited, assigned caption and forwarded to AV Unit/Computer Centre for uploading in the web page of Lok Sabha	-	53 Audio speeches
On direction of HS Office, locations of inscriptions in Parliament House were checked and proposal for printing of a booklet was prepared. Subsequently, a proposal was also made to constitute a Committee on inscriptions in Parliament House and submitted.	-	01

#### II. Publications/Books

1. 'Selected Speeches of Smt. Sumitra Mahajan, Speaker, Lok Sabha'- all Selected Speeches were edited, suitable title was given, footnote updated, relevant photographs were selected, Profile of Smt. Sumitra Mahajan was prepared and sent for printing. The 1st proof has been received and being checked.
2. Hand Book for Members i.e, '17th Lok Sabha – A Brief Introduction' Members Bio - Profiles of 6 States prepared and completed.
3. 'Profiles Handbook for the Conference of Presiding Officers and Secretaries of Legislative Bodies in India' held in Dehradun, Uttarakhand from 17 to 21 December 2019 – Profile of HS and SG(Lok Sabha), HDC and SG(Rajya Sabha); Speakers and Secretaries of Legislative Bodies were prepared, photographs scanned and uploaded on the website of Lok Sabha.
4. Citation on Shri Ghulam Nabi Azad for Outstanding Parliamentarian Award, 2015.
5. Portraits of National Indian Leaders and former Speaker in Central Hall.

**(ix) WHO'S WHO CELL****WORK DONE DURING THE YEAR 2019**

2.9 The break-up of the work done in the Cell during the year was as under:-

S. No.	Items	2019
1.	No. of requests for information received under the RTI Act, 2005	128
2.	Publication* Members of 17 <sup>th</sup> Lok Sabha : A Brief Introduction	1
3.	Briefs/Speeches and other Ad-hoc Assignments	14
4.	Feeding and Updating of Members' information on the Website of Lok Sabha <a href="http://www.loksabha.nic.in">www.loksabha.nic.in</a>	1375*
5.	Miscellaneous items of Work (includes preparing various types of customized information )	85

- \* (i) No. of Brief bio-datas of newly elected Members fed on the website 283
- (ii) Got updated style of writing names, change in address, phone numbers, Email ID etc. in the homepage as per requests received from Members 274
- (iii) Updated the Committee Membership 818



## 2. PRESS AND PUBLIC RELATIONS WING

### WORK DONE DURING THE YEAR 2018

2.10 The break-up of the work done in the Wing during the year was as under:-

1. Admission of newspapers/news agencies/correspondents *etc.* to the Press Gallery and matters connected thereto:

Dealt with 98 requests.

2. Press Gallery and other passes:

Issue/Renewal of Passes to media-persons:

- i) 302 RF Tags issued / renewed;
- ii) 753/16 Sessional/Temporary Press Gallery passes;
- iii) 139 General Duty passes for support staff of newspapers/news agencies;
- iv) 353/96 Passes to officials of Doordarshan/AIR for telecasting/broadcasting of Lok Sabha proceedings. Also issued 15 casual passes;
- v) 522 casual passes for camera persons / photographers;
- vi) 283 Passes to cameramen accredited to the PIB to cover various functions held in PH/PHA/PLB;
- vii) 79 Sessional Car Park Labels to media-persons/agencies; and
- viii) 114 Annual Car Park Labels to media-persons/agencies;

The Registrar of Newspapers for India (RNI), the Audit Bureau of Circulation (ABC) and Press Information Bureau (PIB) were contacted regularly to intimate the daily circulation/operation of newspapers/agencies/electronic channels accredited to the Lok Sabha Press Gallery.

3. Distribution of Parliamentary Papers:

All parliamentary papers, viz. List of Business, Bulletins Part I, Starred and Un-starred Questions Lists, copies of Bills, Statements made by Ministers, Observations and rulings of the Hon'ble Speaker and other papers were distributed to accredited correspondents and to correspondents who attended the Press Gallery on temporary passes. Reports of Parliamentary Committees were distributed after they were laid on the Table of the House. Besides, copies of Papers laid on the Table were made available to them.

4. Facilities to Media:

This Wing provided all facilities to the correspondents of the mass media covering Parliament. These facilities include provision and upkeep of three Press rooms in Parliament House for media representatives, supply of parliamentary papers, daily agenda, Committee reports, other papers laid on the Table of the House, etc. to all accredited correspondents of Parliament (about 450 in number). Photocopy and fax facilities for functional use were made available to media persons free of cost. The facility regarding simultaneous interpretation of the proceedings of Parliament were made available to the correspondents of mass media, in the Press Galleries of both the Houses of Lok Sabha and Rajya Sabha.

A Media Work Station with ten computers, one TV set and a telephone connection was manned for media persons in the Parliament Library Building to enable them to file their stories on parliamentary proceedings, events and activities.

Two dedicated canteens were made available for media persons in room nos. 54 and 71 in Parliament House. Besides, two air-conditioned Media Stands, one each opposite Building Gates 1 and 4 of Parliament House, were set up and maintained regularly, equipped with all logistics, to facilitate media persons to take bytes of Ministers and Members of Parliament. Wi-fi facility has been made available at Press Rooms (54, 55, 59, 60 and 61) in Parliament House and Media Work Station in Room No. FB-141 in Parliament Library Building to enable better connectivity to media persons. Accredited correspondents have been given access to resources in Parliament Library for reference purposes.

5. Supply of Information:

458 references received from the Press/media-persons and the general public were attended to.

## 6. Press Releases:

Press Releases/Notes/Obituaries/HS Messages on festivals, Summoning and Prorogation of the Lok Sabha and expunge/non-recorded as ordered by the Chair, etc. on parliamentary matters pertaining to the Sessions of Lok Sabha, visits of Indian Parliamentary Delegations, Conferences/Seminars and floral tributes at the portraits of national leaders in the Central Hall and other parliamentary functions were issued. Press Releases received from Parliamentary Committees were also issued. Press Releases on various functions (other than parliamentary functions) attended by the Hon'ble Speaker were issued to the print as well as to the electronic media.

## 7. Media Coverage:

Newspapers were scanned and news clippings related to all these functions were put up for the perusal of the Hon'ble Speaker and the Secretary-General.

8. Arrangements were made for media coverage (both Photographs and Press Releases issued) on the Birth anniversaries of National Leaders whose portraits adorn the walls of Central Hall and also of Former Speakers of Lok Sabha.

## 9. Applications under Right to Information Act, 2005:

Dealt with 03 application under the Right to Information Act, 2005.

## 10. Arrangements for National/International Conferences/Events:

Necessary arrangements were made for:-

- (i) Yoga Day Celebrations led by Lok Sabha Speaker and Members of Parliament on 21 June 2019.
- (ii) Swachhata Abhiyan held on 13 and 14 July 2019 at Parliament House Estate.
- (iii) Tree Plantation Programme led by Prime Minister, Lok Sabha Speaker and Union Ministers, held in Parliament House Estate on 26 July 2019.
- (iv) Dynamic Facade Lighting in Parliament House Estate inaugurated by Prime Minister on 13 August 2019.
- (v) 73<sup>rd</sup> Independence Day celebrations led by Lok Sabha Speaker Shri Om Birla hoisting the National Flag near the Mahatma Gandhi Statue at the Parliament House on 15 August 2019.
- (vi) Fourth South Asian Speaker's Summit on Achieving The Sustainable Development Goals (SDGs) in Male, Maldives on 1 and 2 September, 2019
- (vii) Fit India Movement celebrations led by Lok Sabha Speaker in Parliament House Estate on 06 September 2019
- (viii) The 64th Commonwealth Parliamentary Conference in Kampala, Uganda from 22 to 29 September, 2019
- (ix) Mahatma Gandhi's 150th Birth Anniversary celebrations led by Lok Sabha Speaker.
- (x) 141st Assembly of the Inter-Parliamentary Union in Belgrade, Serbia from 13 to 17 October, 2019
- (xi) Sixth G-20 Parliamentary Speaker's Summit (P20) in Tokyo, Japan from 3 to 5 November, 2019.
- (xii) Camp office set up for coverage of 79th Conference of Presiding Officers' of Legislative Bodies in India held in Dehradun, Uttarakhand from 17-21 December 2019

11. During the year, 58 Press Advisories were issued for various functions.
12. Press Releases - 130 Press Releases for various functions were issued to media in English and Hindi along with photographs during the year 2019
13. Setting up of Temporary Studio for Newly elected Members for Seventeenth Lok Sabha  
A temporary photo studio was set up in Committee Room No. 62 of Parliament House to take photographs of Hon'ble Members of Lok Sabha for official use in several areas, including identity cards.
14. Press Conferences:  
Necessary arrangements were made for Press Conferences held by Hon'ble Speaker on 21 June, 10 August and 13 December 2019.
15. Facilitating Coverage of Events attended by Hon'ble Speaker outside Delhi  
All necessary arrangements were made to ensure press coverage of events attended by Hon'ble Speaker in and outside Delhi. Interviews were lined up with prominent print and electronic media organisations.
16. Email, Short Messaging Service:  
During the period, PPR Wing sent regular E-mails and SMSs to accredited media persons informing them about the Press Advisories, gist of Press releases, etc.
17. Social Media Platforms:  
Information and photographs relating to events attended by Hon'ble Speaker, Chairpersons of Departmental Related Standing Committees, Secretary General and other dignitaries were posted regularly on verified Facebook and Twitter handles of Lok Sabha Secretariat.
18. Dedicated Website of PPR:  
The website of PPR, [www.pprloksabha.nic.in](http://www.pprloksabha.nic.in) earlier part of the website [www.loksabha.nic.in](http://www.loksabha.nic.in) was delinked, redesigned and made accessible to all stakeholders.
19. Photographs:  
Coordinated photo coverage of all the functions cited above through Photo Division, M/s Studio Sabharwal and Photo Sections of *PTI* and *UNI*. Photographs of all these functions were obtained for publicity/presentation/record.
20. Display of Birthday Lists of MPs:  
Lists showing the dates of Birth of Ministers and Members of Lok Sabha were verified from the Lok Sabha Website and displayed on the notice board near Ground Floor Library, Parliament House, and on the notice board at the Outer Lobby during the Sessions.
21. Information Folders:  
Information Folders were distributed to Parliamentary Delegations visiting India and to dignitaries who attended various training programmes organized by the BPST and others.
22. Research Work:  
The Wing dealt with updating of the PPR Brief as also the Information Folder titled 'Press & Public Relations Service'.
23. Film Shots:  
Dealt with requests for taking film shots in the Parliament House Complex.
24. Charts:

Revised the Master Chart comprising photographs of Members of the 16<sup>th</sup> Lok Sabha as per the latest Division Numbers for placing it on the Table of the Hon'ble Speaker, Lok Sabha and for use at other locations.

25. Greeting Cards:

New Year Greeting Cards and Deepawali Greeting Cards in English and Hindi (about 1,000 in number) were issued to media-persons, on behalf of HS and the Press and Public Relations Wing.

26. Bills:

- i) Bills from various Branches of this Secretariat pertaining to advertisements in Newspapers were received and scrutinized.
- ii) Bills received from Railway Canteen / Tea Board / UNI / PTI / M/s Studio Sabharwal / HS office and others were checked/verified and sent to B&P Branch for payment.

27. Lok Sabha Calendar:

Copies of Lok Sabha Calendars (11,000) were distributed to dignitaries, MPs, media persons, allied agencies, officers and staff of the Secretariat and others.

Put up the proposals for the year 2020 with alternative designs and write-ups. After approval, steps were taken to print and distribute the calendars.

28. Computerization:

Updated lists of about 450 correspondents and 235 newspapers/news agencies accredited to the Lok Sabha Press Gallery. Besides, list of Editors of national newspapers, along with their addresses, telephone nos., etc., were stored in the computer and was updated from time to time. Details of various types of passes were also stored in the computer by CPIC, in consultation with this Wing and distribution thereof.

29. Press Releases and Photographs on Speaker's Homepage:

Uploaded Press Releases and photographs on the Speaker's Homepage, as also on the website [www.pprloksabha.nic.in](http://www.pprloksabha.nic.in).

30. DAVP/BoC:

PPR Wing is the nodal Branch to process bills (received from DAVP/BoC) of various Branches of Lok Sabha Secretariat in respect of advertisements issued in newspapers by DAVP.

Circulars were uploaded on the Lok Sabha Intranet reminding various branches to adhere to the prescribed procedure while forwarding such pending bills to PPR for settlement. The branches were also reminded telephonically.

31. Sessional statements of the work done by Lok Sabha:

Issued circulars/notes to Branches of the Secretariat for compiling information about 'Statement of Work transacted by Lok Sabha' during the Seventeenth session of 16th Lok Sabha and First and Second Sessions of the 17th Lok Sabha.

Prepared the Sessional Statements and got them uploaded on the Lok Sabha Website and [www.pprloksabha.nic.in](http://www.pprloksabha.nic.in).

### 3. PARLIAMENTARY MUSEUM & ARCHIVES

#### WORK DONE DURING THE YEAR 2019

2.11 The break-up of the work done in the PRIDE during the year was as under:-

#### (A) Photographs and Photo Archives Unit

(i)	No. of photographs of important parliamentary events and eminent parliamentarians procured/received.	630
(ii)	No. of photographs Accessioned/classified/captioned and added	325
(iii)	No. of photographs supplied (Hard Copy) on demand to:	789
	- HS Office	
	- O/o Chairpersons, various Committees	
	- Rajya Sabha Secretariat	
	- General Works Branch	
	- Reference Division	
	- Other branches of Lok Sabha/Rajya Sabha Secretariat	
(iv)	No. of soft copies of photographs e-mailed and supplied on demand to :	925
	- LSTV	
	- Who's Who Cell	
	- Computer Management Branch (Software Unit)	
	- Parliament Library	
	- Rajya Sabha Secretariat	
	- Ministry of Law and Justice	
	- Ministry of External Affairs	
	- Ministry of Parliamentary Affairs	
	- Member of Parliament	
	- State Legislative Assemblies	
	- Nehru Memorial Museum and Library	
(v)	No. of new photographs put into albums	325
(vi)	No. of bills of photographs and exhibition processed for payment	33
(vii)	No. of photographs scanned, colour corrected and data fed for digitization work	325
(viii)	No. of DVDs of photographs taken by the official photographer in the Parliament House Complex added	61

- Procedure and Practice of PMA prepared and got printed.
- Write up on PMA prepared and sent for various publications of Lok Sabha Secretariat on the constitution of 17<sup>th</sup> Lok Sabha.
- Issued Para for Deposit of Archival Materials in PMA for Bulletin Part – II of Lok Sabha and Rajya Sabha during Sessions of Parliament.

- Supplied contents of the Digital Exhibition to Dopt, Government of India and Department of Justice, Ministry of Law and Justice, Government of India.
- A model of Chhattisgarh Legislature/Buildings received 01
- No. of gift items, souvenirs etc. added to the existing collection 04

#### 4. PARLIAMENTARY RESEARCH & TRAINING INSTITUTE FOR DEMOCRACIES (PRIDE)

##### WORK DONE DURING THE YEAR 2019

2.12 The break-up of the work done in the PRIDE during the year was as under:-

##### PROGRAMMES ORGANISED BY THE PRIDE DURING THE YEAR 2019

Name of the course	No. of Programmes	No. of Participants
Programmes for Indian participants in PRIDE		
Programmes for MPs/MLAs	8	624
Programmes for Media Persons	1	20
Appreciation Courses	19	1260
Training Programmes/Courses for State Legislatures, Lok Sabha and Rajya Sabha Secretariat	10	404
Training Programmes/Courses for PA to MPs	3	176
Study Visits (National)	96	4106
Study Visits (for Tribals/Panchayat Members)	2	104
Programmes for Foreign participants in PRIDE		
Programmes for MPs	2	9
Legislative Drafting Programme	1	40
Parliamentary Internship Programme	1	44
Programmes for Foreign Parliamentarians	6	85
Study Visits (International)	22	648
Programmes exclusively for Lok Sabha Secretariat Officers in PRIDE and within India/Abroad		
Training Programmes/Courses	5	129
Programmes Abroad	8	49
Total	184	7,698

## (B) LIBRARY, REFERENCE AND DOCUMENTATION

### 1. ACQUISITION SECTION

#### (1) WORK DONE DURING THE YEAR 2019

2.13 The break-up of the work done in the Wing during the year was as under:-

Sl. No.	Job Element	Work done
1.	<b><u>Addition of Books in Parliament Library</u></b>	
	<b><u>Purchase</u></b>	
	(a) Received on approval	: 2780 (935 Hindi & 1845 English)
	(b) Selection for purchase (English & Hindi books)	: 692 (432 English & 260 Hindi books)
	(c) Quotations called	: 03
	(d) Addition of books suggested by MPs / Staff	: 48
	(e) Books acquired for Officers / Branches	: 78
	(f) Total books accessioned	: 720
	(i) Main Library	: 707
	(ii) Staff Library	: 12
	(iii) Children's Corner	: 01
	<b><u>Under Copyright / Complimentary</u></b>	
	(a) Receipt of books under P&R Act, 1867	: 6500
	(b) Accessioned	: 981
	(c) Regional language books	: 363
	(d) CDs/DVDs received	: 02
	(e) Donated to Institution / Schools	: 1565
	(f) Sorting & Transliteration of Regional Books	: 1249
2.	Received Government reports and other publications	: 13050



3.	Checking of availability of books (Libsys / Internet)	: 12830
4.	Feeding of bibliographic details of books in Libsys	: 1673 Purchase and Complimentary
5.	Accessioning of Books in Libsys	: 720 Purchase and Complimentary
6.	Developed orders for book suppliers	: 240
7.	Data Entry of Processed Hindi Books + Sanskrit	: 1713
8.	Spine Stickers generated of processed Hindi books + Sanskrit	: 2370
9.	File development of Hindi & English Books (Approval No.)	: 1334
10.	Verification of Branch Library Registers / Issuing No Dues Certificate	: 9/151
11.	Empanelment of book supplied for supply of books onapproval basis to the Parliament Library	: 43
12.	Letters / Emails / Quotations / Acknowledgements to States / UTs / Institutions / Organizations / Ministries / others for publications	: 1610
13	Opening and Distribution of Library Dak (i) Parcels	: 9660
	(ii) Gunny Bags	: 08
14.	Queries attended	: 1860
15.	Weeding out of old / obsolete publications	: 215
16.	Barcodes Generated	: 2768 of 692 books
17.	Report submitted	AAR for the year 2018
18.	Total no. of files dealt with	424
19.	Entries fed into the computer for the purpose of computerization of Branch Library Register	1792

20. Collected information from bound volumes about composition of LibraryCommittee/Library Sub-Committee and number of sittings held, from 1953 to2019

21. Contacted, procured and checked quality of the 30 audio CDs for addition to the

## Parliament Library

22. Meeting with a member of Saktck foundation for conversion of two printed publications into audio CD

23. Checked email IDs of AS/JS/Addl. Dir. of Lok Sabha Secretariat for institutional

membership of NDLI database

**Onward Transmission of Publications**

Lok Sabha Debates (Hindi and English version), Indices to Lok Sabha Debates, Private Members' Bills and Government Bills as introduced and passed are sent to the National Library, Kolkata and Public Libraries at Chennai and Mumbai under the provision of Section 3 of the Delivery of Books & Newspapers (Public Libraries) Act, 1954.

**Library Finance**

The budget for the year 2019-20 was allocated as under:-

<b>Sl. No.</b>	<b>Head of Accounts</b>	<b>Budget Grant 2018-2019</b>
1.	Books	₹ 26,00,000
2.	Govt. Publications	₹ 2,00,000
3.	Newspapers & Periodicals	₹ 58,00,000
4.	Research Div. (JPI Section)	₹ 1,80,000
5.	Refreshment	₹ 20,000
	<b>Total</b>	<b>₹ 88,00,000</b>

During the year 2019, the Acquisition Section processed 281 Bills of ₹8,72,270/- for procurement of books, 3 Bills for Refreshment served at three Library Committee meetings of ₹4,527/-. For the year 2020-21, the IFU has been requested to allocate budget grant of ₹ 95,20,000/- .

**Procedural Change**

The work pertaining to generating and affixing of Barcode Labels was commenced on a trial basis in August 2017 and became fully functional in 2019 by making necessary setting in the Cataloguing module of 'LIBSYS 7'. The Barcode Labels are pasted on top left corner of cover page, back of the

title page and secret page of each accessioned book.

## 2. ADMINISTRATION AND PRESERVATION SECTION

### WORK DONE DURING THE YEAR 2019

2.14 The break-up of the work done in the Wing during the year was as under:-

The A&P Section has four distinct Units, i.e. (A) Library Administration Unit, (B) Preservation Unit, (C) Physical Verification of books Unit and (D) Library Dak Unit

#### A. Library Administration Unit

During the year under report, the Unit dealt with general administrative matters and other miscellaneous assignments, which, inter alia included:

##### (i) General Administration

- (a) Preparation of Duty Roster for deployment of Staff working in the Library Division during Session periods.
- (b) Compilation and updation of organizational and establishment chart pertaining to LARRDI Service.
- © Preparation and compilation of monthly resume of work done in Library Division.
- (d) Correspondence, email and communication with State Universities/Colleges with regard to their Study Visit to the Parliament Library.
- (e) Maintenance of Routine Orders regarding Parliament Library

##### (ii) Grant of Library Facilities:

- (a) Requests were received from MPs, Research Scholars (Indian and Foreign), and Officials of various Ministries/Departments of Government of India: 134
- (b) Library Passes were issued/renewed: 47
- (c) Casual Entry Passes were issued: 557

##### (iii) Visits to Parliament Library along with the arrangements made by PRIDE (Erstwhile BPST):

During the year, the Section arranged show rounds/visits of 120 groups comprising 5125 (approx.) visitors to the Parliament Library

#### B. Preservation Unit

The Unit deals with the preservation of Library documents from harmful elements such as insects, pests and fungi. Liaisoned with National Physical Laboratory, New Delhi for preservation of original/calligraphed copy of Constitution of India.

### C. Physical Verification of Books

Physical verification of Library books was undertaken from 25th March, 2019 to 4th April, 2019 and 80,000 books were verified. The physical verification report alongwith action taken on all the observations/suggestions/findings was submitted to O&M Section on 27.05.2019.

### D. Library Dak Unit

Library Dak Unit set up in Room No. F039, 'I' Block Parliament Library Building deals with the sorting out of the dak received in Parliament Library. A total number of 5,00,000 (approx) publications/letters were received/distributed to the concerned sections/officers of LARRDIS during the year. These include Newspapers, Periodicals, Books, Acts & Bills, Gazettes, Notifications and other official/unofficial papers.

Sl.No	Job element	Work Done
1.	Grant of Library Facilities to Research Scholars	134 Requests received and 47 passes issued
2.	Issued casual entry passes	557
3.	Visits to Parliament Library along with the arrangements made by PRIDE (Erstwhile BPST)	5125 persons (approx) in 120 batches (Students, Teachers, MLAs/MLCs, Officers) (Indian and Foreign)
4.	Publications/ letters received through Dak distributed to the Sections/ Officers of LARRDIS	5,00,000 (approx)
5.	Total number of files dealt with	250 (approx.)

### 3. AUDIO VISUAL & TELECASTING UNIT

#### WORK DONE DURING THE YEAR 2019

2.15 The break-up of the work done in the Unit during the year was as under:-

**(1) Video Coverage**

Video coverage of the reception of newly elected members of Parliament of 17<sup>th</sup> Lok Sabha in Room No. 62, Parliament House from 23 to 30 June 2019.

**(2) Coordination for recordings on DVC Pro Cassettes/ Professional Discs with LSTV**

i)	Parliamentary proceedings-	502
ii)	LSTV programmes/Parliamentary events-	1693

**(3) Uploading of video recording Lok Sabha proceeding on Member's Portal**

Uploaded video clips of individual speeches of members of Lok Sabha during 2<sup>nd</sup> Session of 17<sup>th</sup> Lok Sabha - 1743

**(4) Uploading of audio recording of the speeches of Former Prime Ministers of India delivered in Lok Sabha on the Website of Parliament Library.**

Edited/Prepared audio CDs of recordings of the 184 speeches of Former Prime Ministers of India Shri P.V.Narasimha Rao, Shri H.D Deve Gowda, Shri I.K.Gujaral, Shri Atal Bihari Vajpayee, Dr. Manmohan Singh and Shri Narendra Modi in Lok Sabha from the video cassettes for uploading the same on the Parliament Library Website

**(5) Dubbing of speeches/ parliamentary functions/ events**

i)	No. of requests received and processed from Ministries/MPs/others	-1196
ii)	No. of CDs/DVDs of parliamentary proceedings and other parliamentary functions/events prepared/supplied to HS Office/ HDS Office/MPs/SG Office and Others	
a)	VCDs/DVDs (on payment basis)	- 1388
	b) VCDs/DVDs (on complimentary basis)	-52
	c) Amount deposited with B&P Branch	Rs 1,58,000/-

**(6) No. of queries attended under RTI Act, 2005- 13**

**(7) Accessioning of Cassettes/VCDs/Professional Discs/Hard Discs**

i)	DVC Pro Cassettes of LSTV Programmes	-1203
	(Accn. No. 29873-31076)	
ii)	Professional Discs of LSTV programmes	-155

(Acc. No. 1-155)

- iii) DVC Pro Cassettes of Lok Sabha proceedings - 218  
(Acc No. PAVL 7353A-7600)
- iv) Professional Discs of Lok Sabha proceedings -274  
(Acc. No. 1-274) at Lok Sabha proceedings
- v) Hard Discs of Lok Sabha proceedings (Acc. NO. 1-20) -20

**(8) Preparation & feeding of Log sheets of LSTV programmes**

- (i) Acc. Nos. entered on Log sheets - 2228
- (ii) Fed data into computer database - 2228

**(9) Arranged for procurement of blank cassettes/ DVDs/CDs/ Professional Discs from GW Branch/Computer Centre.**

- (i) Professional Blue Ray Discs - 700
- (ii) DVDs/CDs - 1600
- (iii) Hard Discs - 20

All the blank cassettes have been assigned LS/AV numbers.

**(10) Issue/Return of cassettes/DVDs/ Professional Discs/Hard Discs to LSTV Channel/AV Unit**

**Issued:**

- (i) Blank - 3299
- (ii) Recorded - 2149

**Returned:**

- (i) After recording - 1541
- (ii) Recorded - 2014

**(11) Floral Tributes to the National Leaders**

- (i) Made arrangements for playing the audio cassettes/CD(s) of speeches of 36 National Leaders and former Speakers, whose portraits are displayed/put up in the Central Hall, Parliament House during the Floral Tribute functions held on the occasion of their birth anniversaries. Sent Information to the General Works Branch about the playing of audio speeches of the dignitaries.
- (ii) Sent few CDs of the audio clips of the speech of National Leaders to All India Radio for refurbishing the audio quality.
- (iii) One audio clip of the speech of Shri Atal Bihari Vajpayee, former Prime Minister of India prepared in the Unit.

**(12) Live telecast/broadcast of the Parliamentary Functions/Events**

Made arrangements for 'live' telecast/broadcast of the following events through Doordarshan/All India Radio and also got recorded the events on DVC Pro cassettes/Professional Discs.

- (i) President's Address to members of both the Houses of Parliament on 31 January 2019 in the Central Hall, Parliament House.

- (ii) Presentation of Union Budget on 1 February 2019 in Lok Sabha.
- (iii) Live Telecast /Broadcast of the unveiling portrait of Bharat Ratna Shri Atal Bihari Vajpayee, former Prime Minister of India on 12 February 2019 in the Central Hall Parliament House.
- (iv) Live Telecast/Broadcast of the Inaugural Session of Orientation programme for newly elected members of the the Seventeenth Lok Sabha held on 3<sup>rd</sup> July 2019.
- (v) Launching of 'Fit India Movement' by Hon'ble Speaker, Lok Sabha in Parliament on 6<sup>th</sup> September 2019.
- (vi) Floral tributes to the martyrs, who sacrificed their lives during terrorist attack on Parliament (on 13 December 2001), held on 13 December 2019 in Parliament House.
- (vii) Telecast/broadcast of Question Hour in Lok Sabha and Rajya Sabha on alternate week by the Doordarshan and All India Radio on their national channel and DD-news.

**(13) Viewing & Listening facilities for MPs & Others:**

Viewing of Lok Sabha Proceedings/ LSTV Programmes by MPs & others in Viewing Room  
- 321

**(14) Research and Publication Work**

Updated and revised portion related to AV&T Unit in the Publication "16<sup>th</sup> Lok Sabha - a study" information folder published by PPR Wing and Procedure and Practice of Lok Sabha Secretariat.

**(15) Sending of Paragraphs for publishing in Bulletin Part II, Lok Sabha.**

- (i) Updated and sent the approved paragraphs relating to Audio Visual and Telecasting Unit to Table Office, for inclusion in Lok Sabha Bulletin Part II during session of Lok Sabha.
- (ii) Prepared and sent the approved paragraph relating to uploading of video clips of the individual Speeches of the members in Lok Sabha on Member's Portal to Table office for inclusion in Lok Sabha Bulletin Part-II during session of Lok Sabha.

**(16) Digitization of old video recordings of Lok Sabha proceedings and Parliamentary events and Procurement of Infrastructure for Digital Media archives.**

- (i) Convened meetings of Core Committee of AV&T Unit and put up draft Tender Document with regard to SITC (Supply, Installation, Testing and Commissioning) of LTO/Optical disc based Archiving System as suggested by the Core Committee.
- (ii) A Three member Technical Evaluation Committee has been constituted.

#### 4. DOCUMENTATION SECTION

##### WORK DONE DURING THE YEAR 2019

2.16 The break-up of the work done in the Section during the year was as under:-

- (a) Scrutinized Periodicals/Journals/ Hindi Newspapers  
English- 659  
Hindi - 742
- (b) Number of articles Indexed  
English- 3,906  
Hindi - 1,984
- (c) Subject Heading Assigned  
English-16,265  
Hindi - 7,525
- (d) Number of Indexed articles containing the bibliographical details, annotations etc. fed into Computer  
English- 3,800  
Hindi - 1,982
- (e) Number of pages of articles scanned/ downloaded  
English- 19,319  
Hindi - 6,926
- (f) Number of articles with full text scanned/ downloaded and uploaded on Libsys Server  
English- 3,906  
Hindi - 1,984
- (g) Number of MSS of Parliamentary Documentation checked/queries resolved/corrected/bound: 24 issues of 2019  
  
Number of MSS of SansadiyaPralekhanchecked/queries resolved/corrected/bound: 24 issues of 2019
- (h) Number of issues of Parliamentary Documentation brought out: 24  
*Number of issues of SansadiyaPralekhan brought out: 24*
- (i) Weekly current articles uploaded on Parliamentary Library Website  
English- 490  
Hindi - 460
- (j) Electronic version of Parliamentary Documentation and SansadiyaPralekhan E-mailed to Members of Parliament and officers of Lok Sabha Secretariat.



Parliamentary Documentation- 24 Issues of 2019

SansadiyaPralekhan- 24 Issues of 2019

(k) Number of references from MPs and Officers/Branches/attended to:  
English- 124

Hindi - 88

### **Miscellaneous Work**

(i) Updated write up on Documentation Section for inclusion in the various Publications/ information folders being brought out by the Branches of Lok Sabha Secretariat.

(ii) Renewed cover page of Parliamentary Documentation and Sansadiya Pralekhan for the year 2020.

(iii) Assigned titles and got uploaded audio of 25 Parliamentary speeches of Prime Minister Shri Narendra Modi and former Prime Minister Shri Inder Kumar Gujral on Parliamentary Library Homepage.

(iv) Translated 494 pages of Lok Sabha debates from English to Hindi, pending with the Translation Branch.

(v) Liasioned with Libsys Corporation to sort out problems relating to "Article Module" in Libsys Software used in the Section.

## 5. MEMBERS'REFERENCE SERVICE

### WORK DONE DURING THE YEAR 2019

2.17 The break-up of the work done in the Service during the year was as under:-

During the year 2019, a total of **8260 references were received of which about 7333 were received during the Session period**. On an average, **110 references were received per sitting** during the Session period. Besides relevant statistical data and other factual material, detailed Research Notes and Information Folders were supplied to members in response to their reference requisitions.

An analysis of the references received during the Sessions held in 2019 reveals that information in the case of about **82 per cent references were required on the same day, 16 per cent within 2-3 days and 2 per cent within 4-7 days**. A subject-wise analysis of the references received shows that about **40 per cent of the references were on political, social matters and matters related with human resource development; 19 per cent on economic, financial and legal matters; 23 per cent on agriculture, rural development and environmental subjects; 18 per cent on matters relating to industry, infrastructure and defence/international**.

2. About **1017 references, constituting approximately 13 per cent of the total, were received from members during the inter-Session periods in 2019**.

### 3. Online Reference Service through member's e-Portal:

- As an initiative towards e-Parliament and Paperless Secretariat, a Members' e-Portal for the benefit of members was launched on 17 July 2016.
- The portal offers several online services including online references. The module, namely, 'Online Reference Services' has been incorporated in the Portal to facilitate members to send their reference queries online and get the desired information through e-resources in the inbox of the Portal.
- In the year 2019, a total of 761 online references were received and disposed of by sending information from e-resources.
- During the year 2019, 508 articles from e-journals on important and burning topics/subjects were made available online at the web page of Reference Service to provide latest and updated information on varied subjects to members.

#### 4. Briefing Sessions for the Members of Parliament on important Legislative Business

As a step towards capacity building of the Members of Parliament, a new initiative has been taken by the Hon'ble Speaker, Lok Sabha to organise Briefing Session on important Legislative Business before the House. The objective is to improve the awareness of Members of Parliament on the legislative issues before the House. Senior Officers from the Ministry / Department concerned brief the Members.

During the Winter Session of Parliament, 2019, nine Briefing Sessions were organised. The Bills on which the Briefing Sessions were organised are as follows: The Chit Fund (Amendment) Bill, 2019, The Taxation Laws (Amendment) Ordinance, 2019, The Prohibition of Electronic Cigarettes (Production, Manufacturing, Import, Export, Sale, Distribution, Storage and Advertisement) Bill, 2019, The International Financial Services Centres Authority Bill, 2019, The Recycling of Ships Bill, 2019, The Industrial Relations Code, 2019, The Arms (Amendment) Bill, 2019, The Anti-Maritime Piracy Bill, 2019 and The Code on Social Security, 2019.

#### 5. Initiatives taken for Paperless Office:

- The number of copies of Legislative/Reference Notes that used to be risographed for distribution purposes have been considerably reduced.
- These Notes were made available online on Intranet and Parliament Library website also. These were e-mailed to members of both Houses for their use and also were sent in the Inbox of members'e-portal.

#### 6. Computerization of Reference Register:

Reference requisitions received from members in the Division are now being registered in the software developed by NIC for keeping record. These requisitions can be searched by Member-wise, Desk-wise, Officer-wise and Date-wise under url link '10.21.202.187/reference\_input/search\_offline.aspx.'

#### 7. Anticipatory Referencing Work during Inter-Session Period

- Members' Reference Service prepares Legislative/Reference Notes, Background Notes, Fact Sheets, Information Folders etc. on topical issues as part of anticipatory referencing work during Inter-Session period.

<b>Total No. Information Folders prepared (English &amp; Hindi) -</b>	<b>23</b>
<b>Total No. of Reference / Research Notes made -</b>	<b>08</b>
<b>Total No. of Legislative Notes prepared -</b>	<b>32</b>

## **FACTSHEET**

Indian Railways - Safety Performance

## **MISCELLANEOUS**

- i) Brochure Matter for Parliament Library webpage on Members' Reference Service.
- ii) Updation of Publication: The Parliament of India: Sixteenth Lok Sabha (2014-2019) – A Study

## 6. GAZETTES AND DEBATES SECTION

### WORK DONE DURING THE YEAR 2019

2.18 The break-up of the work done in the Branch during the year was as under:-

(a)	No. of Debates added:	912
(b)	No. of publications issued:	1316
(c)	No. of publications received back and placed in their respective shelves:	2552
(d)	No. of sets of Gazettes, Debates and Notifications got bound:	528
(e)	No. of queries attended to:	1258
(f)	No. of scholars provided access to G & D holdings:	173
(g)	No. of photocopies of documents arranged on payment from the Reprography unit:	7296
(h)	No. of Papers Laid on the Table received and shelved:	1416
(i)	No. of Debates/Gazette notifications culled out/supplied for reference purpose in the Section:	1616
(j)	No. of applications received, examined and information supplied through Information Cell under the RTI Act, 2005:	159
(k)	No. of Appeals received under RTI Act, 2005:	07
(l)	No. of sources regarding applications/appeals under RTI Act,2005 consulted:	2322 (Approx.)
(m)	No. of files dealt with:	154
(n)	No. of Members of Parliament attended:	38
(o)	Assistance provided to MPs/Ex. MPs, PSs/PAs of Ministers,Research Scholars in culling out speeches.	

## **7. MICROFILMING UNIT**

### **THE WORK DONE DURING THE YEAR 2019:-**

No microfilming work was done during the year 2019 because of the non existence of the Branch.

The work performed by an official who has been assigned the additional charge of maintaining the microfilms in addition to his posting in Software Unit during the year 2019 include:-

- (i). Preparation of Annual Administrative Report for the Year 2018.
- (ii). Coordination with the CPWD (Air-Conditioning) for regular checking of temperature and humidity in the cold storage area of the Microfilming Unit, where master microfilm rolls are kept preserved.
- (iii). Arrangement for the matching of inventory of equipment installed in the Microfilming Unit by the officials from the General Store Branch.

## 8. PARLIAMENT LIBRARY

### (Circulation Counter)

#### WORK DONE DURING THE YEAR 2018

2.19 The break-up of the work done in the Library during the year was as under:-

#### Books Circulation Counter, PLB

Sl. No.	Items of works	Nos.
1.	No. of books issued	2314
2.	No. of books received back	2170
3.	No. of reminders issued to members/officials	23
4.	No. of books acquired on inter-Library loan	08
5.	No. of new Library members registered	195
6.	No. of no dues issued to members/Staff	1319
7.	No. of on-the-spot references from MPs/Ex-MPs, Ministries, officers of the Lok Sabha and the Rajya Sabha Secretariats, Libraries, Information Centers and Research Scholars, etc., attended to	17733
8.	No. of visits by distinguished personalities	83
9.	No. of entries fed into the computers	1304
10.	No. of books reserved for Members of Parliament	212
11.	No. of members from whom cost recovered	21
12.	No. of publications rectified, re-labeled and re-arranged in various sectors of the Library.	6000
13.	No. of book cards interpolated	1365
14.	No. of slips interpolated	1458
15.	No. of research scholars attended	64
16.	No. of e-files & e-receipts dealt with	66
17.	RTI applications pertaining to Calligraphed Constitution of India, Constituent Assembly Debates, Books etc.	21
18.	Card interpolated on book pocket	1364
19.	No. of desired pages from publications got photocopied.	160
20.	Study tours attended	11

**Member's Assistance Counter, PLB**

<b>Sl. No.</b>	<b>Items of Work</b>	<b>Nos.</b>
1.	No. of on-the-spot references/queries attended to	2075
2.	No. of subject index cards prepared and interpolated	974
3.	No of pages got photocopied of publications on payment basis (as desired by MPs/Ex-MPs/scholars, etc.)	6327
4.	No. of research scholars attended	03
5.	No. of Members/users visited	780
6.	Study Visit/tours attended	07
7.	Files pertaining to Calligraphed Constitution of India and other matters relating to Branch.	46
8.	Bibliographies prepared	185
9.	Requisition slips interpolated	75
10.	RTI applications pertaining to Calligraphed Constitution of India, Constituent Assembly Debates, Books etc.	15
11.	No dues issued	321

- Got printed 1500 copies of the replica of Calligraphed 'Constitution of India (EnglishVersion) from Survey of India in February 2019.
- Got uploaded two loose sheets, i.e , 'Brief History' and 'List of Illustrations' of 'Calligraphed Constitution of India' (Hindi & English) on the Lok Sabha webpage.
- Prepared proposal for printing of copies of Calligraphed Constitution of India (EnglishVersion) in an abridged edition(A-4 size ) and got approved from CompetentAuthority.

**Members' Reference Desk including Members' Reading Room, PH**

This Desk meets the demands of books, reports, newspapers, periodicals, acts & billsetc.of Members and ex-Members of Parliament and also supplies on-the-spot references to them. It sends their requisitions to Reference Wing to supply them detailed information as requested.

<b>Sl. No.</b>	<b>Items of Work</b>	<b>No.s</b>
1.	On the spot references from Members and Ex-Members of Parliament.	5983
2.	No. of Requisitions received from Members and Ex-Members of Parliament for detail background material.	8260
3.	Attended to various delegations from India and foreign countries from time to time.	47



4.	No. of RTI replied	51
5.	Got displayed reference/Legislative Notes on Notice Board in Members' Reading Room, Parliament House.	38
6.	No. of profiles of dignitaries and distinguished personalities checked and updated (prior to final printing) whenever required, i.e., profiles of Shri K.S. Hegde, Dr.Shama Prasad Mookerjee, Shri G.S. Dhillon, Shri Rajiv Gandhi, Dr.BalramJakkhar, Lokmanya Bal Gangadhar Tilak, Shri DadabhaiNaoroji, Sardar Hukam Singh, Shri P.A. Sangma in Hindi and English when paying them floral tributes	09
7.	No. of pages from Lok Sabha/Rajya Sabha Debates got translated in Hindi.	152
8.	No. of Audio speeches of former Prime Ministers, i.e., Sh. H.D. Devegowda and Sh. Atal Bihari Vajpayee listened, edited and re-edited the interruptions wherever required. After giving them suitable titles, got them uploaded.	55

- Displayed quotations in Hindi/English of eminent authors/ personalities on Notice Boards of Parliament Library, PH.
- Got printed 1500 copies of the replica of Calligraphed 'Constitution of India (English Version)' from Survey of India in February 2019.
- Got uploaded two loose sheets, i.e , 'Brief History' and 'List of Illustrations' of 'Calligraphed Constitution of India' (Hindi & English) on the Lok Sabha Homepage.
- Prepared proposal for printing of copies of Calligraphed Constitution of India (English version) in an abridged edition(A-4 size ) and got approved by Competent Authority.

## 9. PRESS CLIPPINGS SECTION

### WORK DONE DURING THE YEAR 2018

2.20 The break-up of the work done in the Library during the year was as under:-

1. Details of the work done by the Press Clipping Section during **the year 2019** are given below :-

(i)	No. of newspapers examined/scrutinized	:	9,383
(ii)	No. of Press Clippings marked/Uploaded	:	1,23,276
(iii)	No. of Press Clippings manually cut/pasted	:	4,910
(iv)	No. of Press Clippings Digitally cut/pasted:	:	1,18,366
(v)	No. of Press Clippings classified	:	1,23,276
(vi)	Keywords assigned	:	4,38,957
(vii)	No. of references/queries attended to	:	140
(ix)	No. of e-mail of 'S' clippings folders sent to HS's Office and 18 Senior officials	:	4,08,240
(x)	No. of Hindi Newspapers scrutinized for Media Coverage of Hon'ble Speaker PatrikaIndore Nai Dunia, Dainik Bhaskar, (Indore and Delhi ed.)	:	720
(xi)	No. of clippings of media coverage of Hon'ble Speaker from three e-papers of (Indore and Delhi ed.) namely DainikBhashkar, Nai Dunia, and Patrika submitted as 'S' clippings	:	166
(xii)	Sent news clippings on whats' up Group for HS :		2420 news items

## 5. PROCESSING SECTION

### WORK DONE DURING THE YEAR 2019

2.21 The break-up of the work done in the Section during the year was as under:-

- (i) No. of Government publications and LT papers scrutinized-10775
- (ii) No. of Government publications and LT papers selected-10186
- (iii) No. of Government publications accessioned- 4317(3265 Centre, 960 State, 76 UN,16 eReports)
- (iv) No. of Books classified and catalogued- 2219 (596 Hindi, 1186 English, 30 Sanskrit and 407 Regional languages)
- (v) No. of Government publications classified and catalogued- 3887 (2584 Central Government Reports, 1211 State Government Reports, 76 UN, 16eReports).
- (vi) No. of books and reports labeled-12417
- (vii) No. of Shelf List Cards pertaining to Books and Reports in English and Hindi interpolated- 6878
- (viii) Issues of Parliament Library Bulletin January-December 2019 brought out and distributed.
- (ix) No. of queries from the library, branches of Lok Sabha Secretariat/Rajya Sabha Secretariat/Ministries etc. attended to – 302
- (x) No. of Books (2219) and Reports (4317) fed into the computer -6536.
- (xi) No. of files dealt with – Payment of AMC to Libsys Ltd., Consolidated monthly resumes of work done by the staffs, Parliament Library Bulletins, Request for development of software programme for uploading eReports, Request for 10 data entry operators, Request for replacement of three outdated computers and other miscellaneous files etc.

### Procedural Changes

- (i) Direct feeding of English and Regional books onto the computer has been started w.e.f February 2018.
- (ii) Direct feeding of eReports onto the Computer has been started since September 2019.
- (iii) From September 2019, Reports received in electronic form are uploaded in the Parliament Library website under the Heading 'e-Resources'

### Miscellaneous

- (i) Coordinated with Libsys Ltd regarding:-  
Uploading of data pertaining to new additions in the Library holdings on Intranet as well as internet.  
Provision for unlimited entry of characters/ alphabets in all fields while feeding Reports.
- (ii) Coordinated with Circulation Counter regarding books to be displayed on and by the dignitaries at the time of floral tribute on the occasion of their respective birth anniversaries in the Central Hall in respect of the following dignitaries:-

- Shri C. Rajagopalachari – 34books
  - Chaudhary Charan Singh – 14books
  - Pandit Madan Mohan Malaviya- 46books
  - Shri Atal Bihari Vajpayee – 63books
  -
- (iii) Checked information regarding availability of record of Hindi copies of all Committee (i since 1952 and sent to the DigitizationUnit.
  - (iv) Provided revised information and statistics regarding function of Processing Section for inclusion in the 'Parliament of India Souvenir' of 16<sup>th</sup> Lok Sabha and pamphlet on 'Library Services'.
  - (v) Sent approved details of Action taken on the issues related to Processing Section to Acquisition Section for inclusion in the Agenda of Library Committee meetings held during every session period.
  - (vi) Renewed cover-page of 'Parliament Library Bulletin' for the year2020.

## 11. PUBLICATIONS UNIT

### (1) WORK DONE DURING THE YEAR 2019

2.22 The break-up of the work done in the Section during the year was as under:-

Details of the work done by the Publications Unit during the year 2019 are given below:

- (i) No. of Information Folders of National 24 Leaders, revised/checked/edited, printed/ reprinted and distributed to MPs, Ex-MPs, Media Persons, and other Dignitaries, etc
- (ii) Distributed Information Folders 12 of Former Speakers
- (iii) Arrangement of the stock of the 1,47,363 Publications Unit (Books, Monographs, (stock position) Information Folders, etc.)
- (iv) Updated Stock Register of LSS/LARRDIS periodicals/ publications received from time to time.
- (v) Attended to the demands for books/publications, etc from various Branches of Lok Sabha/Rajya Sabha Secretariats, Institutions, Organizations, etc.
- (vi) Maintained liaison with concerned Sections of the LARRDIS, Printing Branch, Rota Print, Bindery Section and 'D' Branch for timely publication/distribution of all LARRDIS publications.
- (vii) Sent printed copies of the Information Folders of National Leaders/ former Speakers through Members e-portal.

## 12. REPROGRAPHY SECTION

### (1) WORK DONE DURING THE YEAR 2019

2.23 The break-up of the work done in the Section during the year was as under:-

<b>(a)</b>	Total number of pages photocopied by all three Units. 1. FB-54, 54A PLB 2. G-037, PLB 3. Room No.45, Library Ground Floor, (PH)	<b>93,492 pages</b>
<b>(b)</b>	Total amount (in rupees) collected for Hindi & English typing work.	<b>Rs. 3,717 /-</b>
<b>(c)</b>	Total amount (in rupees) collected for photocopy work	<b>Rs. 56,725/-</b>
<b>(d)</b>	Total Amount (in rupees) collected in lieu of photocopies and typing services deposited with B&P Branch.	<b>Rs. 60,442/-</b>

### 13. CHILDREN'S CORNER

#### (2) WORK DONE DURING THE YEAR 2019

2.24 The break-up of the work done in the Corner during the year was as under:-

(a) Number of books added		01
(b) Number of issues of periodicals added		162 issues
(c) Number of books classified		01
(d) Number of catalogue cards prepared	01	
(e) Number of applications for issue for Entry Pass to new members put up		75
(f) Number of membership passes issued/renewed		283
(g) Number of children/visitors/MPs/ VIPs visited the Children's Corner	837	

## 14. ACTS AND BILLS SECTION

### (1) WORK DONE DURING THE YEAR 2019

2.25 The break-up of the work done in the Section during the year was as under:-

(a)	Corrections/Amendments carried out in loose copies of Central Acts, Constitution of India and Government of India (Allocation of Business) Rules, 1961	1103
(b)	No. of demands/queries attended and publications issued to Members' Assistance Counter (PH), Members' Circulation Counter, Research & Reference Wings and other branches of Lok Sabha and Rajya Sabha Secretariat	668
(c)	No. of applications under the RTI Act 2005 examined and information supplied to the Information Cell for onward transmission to the applicants.	04
(d)	No. of entries of Central Acts, State Acts, Government Bills, Private Members' Bills, Ordinances made in the respective Accession Registers.	571
(e)	No. of binding sets of Acts/Bills/Ordinances prepared along with an Index and got bound from Bindery Section	42
(f)	No. of letters sent to Ministries/Departments of the Government of India/State Governments for supply of State Acts/Rules/Notifications, etc.	27
(g)	No. of Catalogue Cards of Acts, Bills and Ordinances prepared and interpolated in Catalogue cabinets.	1060
(h)	No. of copies of Notifications sorted out, arranged, classified and filed in respective folders.	2950
(i)	No. of spare copies of Notifications, Government Bills, Private Members' Bills weeded out.	2785
(j)	Downloading of Acts/Rules/Bills from various web resources for record and use.	1741
(k)	No. of files dealt with.	108
(l)	Members of Parliament, PA/PS to Members, Research Scholars and other visitors attended for legislative information and research	35
(m)	Maintained/updated the holdings in the Acts and Bills Section.	



## 15. DIGITISATION UNIT

### (1) WORK DONE DURING THE YEAR 2019

2.26 The break-up of the work done in the Unit during the year was as under:-

- (i) **Full Text of Lok Sabha Debate (Module II):** A total of 1122 days of debates of Hindi version of Lok Sabha Debates from 12<sup>th</sup> to 14<sup>th</sup> LS were checked for pagination, quality and were entered in DAMG module through Input modules by the Submitters. 1018 entries were checked by the Verifiers through various parameters. 965 entries exported and uploaded till 31 December 2019.
- (ii) **Lok Sabha Debate by Member/Title split, extracted and entered into DAMG Software, NIC (Module-I):** A total of 380 entries of part 1 of 12<sup>th</sup> LS were checked for pagination, quality and were entered in DAMG module through Input modules by the Submitters. 84 entries were checked by the Verifiers through various parameters and exported and uploaded till 31 December 2019.
- (iii) **Parliamentary Documents:** A total of 245 text of Parliamentary committee Reports were entered into DAMG Software module of 16<sup>th</sup> and 17<sup>th</sup> LS. The same were checked for various parameters before exported to admin module. A total number of 18 budget speeches in Hindi and English version were also entered into the system. 83 Presidential Addresses were also processed and entered into this collection. A new collection "Resume of Work" was also initiated and a total of 170 entries were uploaded after entry in input modules.
- (iv) **Historical Debates:** In 2019, the unit accomplished completion of historical debates comprising of range of date from 1858 to 1952. A total of 2317 days of significant historical debates dates were checked and entered in the DAMG database.
- (v) **Checking of entries on portal w.r.t. presentation and layout and compatibility.**
  - a) A comprehensive list of 6624 MPs participated in the proceedings from 1<sup>st</sup> to 16<sup>th</sup> Lok Sabha included in the database was examined regarding issue of prefixes viz. Shri, Advocate, Dr. etc. and variation/Duplication in names of the same member for maintaining uniformity in the names of MPs in whole database.
  - b) 7000(Approx.) keywords were checked on the PDL for duplication and relevancy.
  - c) Cross Checking of Committee Reports of 13<sup>th</sup> to 16<sup>th</sup> LS.
  - d) Rectification in language option of Explore by option and other necessary matters.
  - e) Member's names were checked on the portal for duplication from 1<sup>st</sup> to 16<sup>th</sup> LS.
  - f) All the debates of 13<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> Lok Sabha were checked (1705 debates)

- g) Throughout the year meetings were conducted and in coordination with NIC personnel up-gradation of DAMG Software, improvisation in input programs for submission and verification of entries were carried out.
- h) Website traffic/ site analytics was got enabled by NIC.
- i) Feedback regarding the portal was received from various branches and a few modifications were carried out accordingly.
- j) 1459 historical debates were checked on the portal.

(vi) **Write-ups**

a) **Procedure and Practice Volume of the Digitisation Unit**

A fresh volume of the Publication "Procedure and Practice of the Digitisation Unit" was conceptualised and prepared. 10 Chapters on various procedures of digitisation from concept to uploading and checking of the data were drafted and revised with screen shots.

**Other Write-ups:**

- a) revision in the 16<sup>th</sup> edition of the "Handbook for members of the Parliament
- b) updation in the publication "Parliament of India : The Sixteenth Lok Sabha 2014-2019- A Study"
- c) Updation in contents of website for various collections.

- (vii) **Financial matters of the project:** Put up comprehensive notes for seeking budget on need basis from IFU. Approvals and sanctions were taken for releasing amount of ₹ 20.97 lakh.

- (viii) **NICSI programmers engaged in the PDL project:** Proposal was put up for extension of tenure of Programmers engaged in Parliament Digital Library Project through NIC/ NICSI.

(ix) **Project of Digitisation of Files/records**

- a) Proposal sent to NIC for giving a detailed project report regarding the engagement of Vendors for undertaking of digitisation of approx 10 lakh pages of file/records.
- b) Proposal was put up for engagement of 12 Office Assistants Level II (Data entry operator) for Parliament Digital Library Project through NIC/ NICSI.

- (x) **Procurement of Cloud / hard disk:** Notes were sent to Software Unit regarding the provision of 20 TB space on LSS Cloud server.

(xi) **Miscellaneous items**

(i) **Dissemination of information regarding Parliament Digital Library:**

- a) Scrolls were run on Members' Portal and LSTV, in English and Hindi alternately, for wider publicity of Digital Library during 1<sup>st</sup> session of 17<sup>th</sup> Lok Sabha.
- b) A desk was set up in the Reading Room of the Parliament Library, Parliament House to address the queries of hon. M.Ps relating to the Parliament Digital Library, from 18<sup>th</sup> November 2019 till 3<sup>rd</sup> December, 2019. The staff attended to the queries and also sent the desired information by the members through e.mail.
- c) Presentations were given about project during the Training Programmes for PAs/Personal Staff of MPs conducted by PRIDE on 25/26 Nov and 5/6 Dec 2019.

(xii) **Binding of documents** :Binding of documents was undertaken and after binding/stapling handed over approx 1000 documents to the concerned branches.

(xiii) **References attended**

- a) With reference to the reference sought by Former Speaker Shri Shivraj V Patil and Smt. Beena Naik, wife of Late Shri Shantaram Naik, information was culled out from PDL website and shared through Gdrive/mail
- b) 114 (approx.) **References on NRC/NPR** and Citizenship Bill were culled out and handed over in both soft and hard copies.

(xiv) **No. of files dealt with:** There was movement of 444 files received and 244 files forwarded, 44 receipts as per the report generated from efile MIS Reports. In addition, communication was also undertaken through 300 mails.

## 16. STAFF LIBRARY

### (1) WORK DONE DURING THE YEAR 2019

2.27 The break-up of the work done in the Library during the year was as under:-

(1)	No. of purchased books added	-	12
(2)	No. of complimentary books added	-	444
(3)	No. of books accessioned	-	440
(4)	No. of books classified and catalogued	-	419/444
(5)	No. of book cards prepared	-	444
(6)	No. of book slips/corners/stickers pasted on books	-	444/444/888
(7)	No. of bibliographic entries fed in the SOUL	-	456
(8)	No. of publications issued	-	1979
(09)	No. of publications received back	-	1937
(10)	No. of new library membership cards issued	-	64
(11)	No. of 'No Dues Certificates' issued	-	318
(12)	No. of newspapers entered in the register	-	5444
(13)	No. of periodicals entered in the register	-	561
(14)	No. of books rectified/shelved	-	7500
(15)	No. of periodical/newspapers shelved	-	6300
(16)	No. of queries/references attended	-	1482
(17)	No. of Catalogue Cards Interpolated	-	434
(18)	No. of Membership details fed in SOUL Software	-	84
(19)	No. of periodicals fed in SOUL Software	-	561

## LIBRARY AND REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE

**The personnel strength of the various Branches/Sections/Committees of LARRDI Service**

**Director- 11**

**Addl. Director- 17**

**JD- 27**

SL. No.	Name of Branch	RO/EO	ARO	Jr./Sr .Lib. Astd.	AEO	PA/PS APS/Sec Asst/ Sr.Sec Asst.	Jr./Sr .LibA ttdt.	Xerox/ Repro graphe r Oper.	Chambe r Attdt./ Attdt.	Total
<b>Research Related Sections / Wings</b>										
(i)	Parliamentary Affairs Wing	1	-	-	-	1	-	-	1	3
(ii)	Political Affairs Wing	2	1	-	-	2	-	-	1	6
(iii)	Legal and Constitutional Affairs Wing	1	-	1	-	2	-	-	1	7
(iv)	Economic and Financial Affairs Wing	1	-	-	1	1	-	-	1	4
(v)	Journal of Parliamentary Information Section	-	-	1	-	1	-	-	1	3
(vi)	Social Affairs Wing	-	-	-	-	2	-	-	1	3
(vii)	Practice and Procedure Unit	2	-	-	-	2	-	-	1	5
(viii)	Educational and Scientific Affairs Wing	1	-	-	-	1	-	-	-	2
(ix)	Who's and Who Cell	1	1	-	1	-	-	-	1	3

2.	Press and Public Relations Wing	1	-	2	-	2	-	1	1	7
3.	Parliamentary Museum & Archives	1	1	-	-	-	-	-	1	3
4.	Parliamentary Research & Training Institute For Democracies (PRIDE)	3	2	1	1	4	-	-	4	15
<b>Library, Reference and Documentation</b>										
1.	Acquisition Section	1	-	2	1	1	-	-	1	6
2.	Administration and Preservation Section	-	-	-	-	1	-	-	-	1
3.	Audio-Visual and Telecasting Unit	1	-	2	-	1	-	-	1	5
4.	Documentation Section	-	1	1	-	2	-	-	1	5
5.	Members' Reference Service	2	1	1	-	3	1	-	2	10
6.	Gazettes and Debates Section	-	1	-	-	-	1	-	2	4
7.	Microfilming Unit	-	-	-	-	-	-	-	-	
8.	Circulation Counter	1	1	2	-	1	2	-	3	10
9.	Press Clipping Section	2	4	4	-	1	1	-	2	14
10.	Processing Section	2	1	1	-	2	-	-	1	7
11.	Publications Unit	-	-	-	-	1	-	-	2	3
12.	Reprography Service	-	-	-	1	1	-	3	2	7
13.	Children's	-	-	-	1	-	-	-	1 session al atndt	1

	Corner									
14.	Acts and Bills Section	1	-	-	-	-	1	-	-	2
15.	Digitization Unit	-	2	3	-	1	1	-	1	8
16.	Staff Library	1 DO/RO	-	-	-	1	2	-	-	4
<b>*Total</b>										

\* Actual strength is yet to be finalized.

**PART-III****VERBATIM REPORTING SERVICE****REPORTERS BRANCH****(1) WORK DONE DURING THE YEAR 2018**

3.1 The break-up of the work done in the Branch during the year was as under:-

**SITTINGS HELD:**

The last session, the Seventeenth Session, of the Sixteenth Lok Sabha was held from 31.01.2019 to 13.02.2019. During this period, the Government presented the Interim Budget. This was followed by the constitution of the new Lok Sabha, the Seventeenth Lok Sabha, and its First Session was held from 17.06.2019 to 06.08.2019. Along with the Oath Taking Ceremony of the Members of Parliament, the Budget for the year 2019-2020 was presented during this period. The year came to an end with the holding of the Second Session from 18.11.2019 to 13.12.2019.

Overall, there were 67 sittings of Lok Sabha during the year under report. The proceedings reported verbatim totalled 449.25 hours (English: 181.38 hours; Hindi: 252.43 hours; and Regional Languages: 15.04 hours). The time taken for preparing the proceedings, excluding the duration of speeches made in regional languages, was 7818.18 man-hours.

**SPEECHES, STATEMENTS, MATTERS UNDER RULE 377, ETC., AS LAID ON THE TABLE (IN PAGES):**

There were, in all, 2872 pages (551 pages in Interim Budget Session held during January-February, 2019; 1960 pages in Budget Session held during June-August, 2019; and 361 pages in Winter Session held during November-December, 2019) which included Matters under Rule 377, Submissions, Statements by Ministers, Speeches of hon. Members during various discussions, etc., laid on the Table of the House for incorporating them in the Lok Sabha proceedings during the year under report.

**SPEECHES IN REGIONAL LANGUAGES:** English translations of 223 speeches (20 speeches during January-February, 2019; 118 speeches during June-August, 2019; and 85 speeches during November-December, 2019) in regional languages totalling 15.04 hours were incorporated in the Lok Sabha Debates with the assistance of the Interpreters' Branch.



**SUPPLY OF PERSIAN SCRIPT:**

Persian script, in addition to Devanagari script was supplied to those Members who spoke in Urdu and desired to have copies of their speeches in the Persian script.

**LANGUAGE-WISE PERCENTAGE OF HOUSE PROCEEDINGS:**

The language-wise percentage of House proceedings in English, Hindi and Regional languages was as under:

English	:	40.42
Hindi	:	56.23
Regional Languages	:	03.35

**OTHER WORK DONE:****a) EXPUNCTIONS/NOT-RECORDING OF PROCEEDINGS:**

There were 456 occasions during the year when the Chair ordered expunctions or not-recording of words or expressions from the House proceedings.

**b) WIT, HUMOUR, POETRY AND COUPLETS:**

During the period under report, there were 277 occasions when the hon. Members recited poems/couplets or made humourous remarks, which were culled out from the proceedings for their listing under "Wit and Humour in Parliament" before they were uploaded on the website.

**REPORTING VERBATIM OF PARLIAMENTARY COMMITTEES / SEMINARS / BPST LECTURES, ETC:**

During the year under report, verbatim proceedings of Parliamentary Committees, Seminars, Lectures/Talks organized by the PRIDE, Speeches delivered by hon. Speaker, IPG etc., were prepared for a total duration of 334.58 hours, totaling 111 committee days, out of which 169.43 hours were in English and 165.15 hours were in Hindi.

The total time taken for preparing the Committee proceedings verbatim was approximately 6029.4 man-hours.

**TOTAL VOLUME OF REPORTING WORK DURING THE YEAR:**

Reporting Work	Total Volume Hrs. -- Mts.	Volume in English Hrs. – Mts.	Volume in Hindi Hrs. – Mts.	Regional Languages Hrs. – Mts.
House	449-25	181-38	252-43	15-04
Committees (Both Inter-Session and Session periods)	334-58	169-43	165-15	00-00
Total	783-83	350-81	417-58	15-04
Percentage	100	44.79	53.29	1.92

**SUPPLY OF COPIES OF MINISTERS'S SPEECHES TO PIB/PRESS:**

Copies of speeches made by Ministers/Members or Special Mentions made by Members were supplied to the Press/PIB, HS Office, Ministers' Offices and PMO on request. The Press Correspondents were also given facilities to check portions of proceedings, whenever the need arose.

**SUPPLY OF STATISTICS/PERCENTAGE OF PARTICIPATION/TIME ALLOTTED TO MEMBERS OF VARIOUS POLITICAL PARTIES DURING EACH SESSION PERIOD:**

Upon the request of the competent authorities, the herculean task of compiling the data relating to supply of statistics/percentage of participation/time allotted to Members of various political parties during each Session period for the year under report was undertaken and completed successfully.

**MISCELLANEOUS ITEMS OF WORK UNDERTAKEN:** During the year under Report, the Branch 03 also undertook the task of compiling various amendments/cut-motions moved by the Members of Parliament to Motion of Thanks on the President's Address, Demands for Grants and the Finance Bill in order to incorporate them in the proceedings of the House, which involves painstaking efforts and meticulous approach/care.

**STATUS OF COMPUTERISATION:**

The new software currently in use is found to be quite useful meeting the expectations/standards of the Reporters' Branch. From our side, we have conveyed our satisfaction about its functioning/performance to the authorities concerned. We are eagerly looking forward for its final clearance so that the software professionals are available at hand, as and when the need arises.

**STAFF STRENGTH (As on 01.01.2020)**

Out of total staff strength of 82, the number of staff in position at present is 50. The remaining 32 posts are lying vacant as on date.

**Officers:**

<b>Name of the Post</b>	<b>Sanctioned Strength</b>	<b>Staff in Position</b>	<b>Posts lying Vacant</b>
Director (R)	02	02	00
Addl. Director (R)	09	08	01
		<b>English Hindi</b>	
Joint. Director (R)	26	13 11	02
Senior Parliamentary Reporter	21	01 01	19
Parliamentary Reporter	24	06 07	11

**Ministerial/Clerical Staff**

<b>Name of the Post</b>	<b>Sanctioned Strength</b>	<b>Staff in Position</b>	<b>Posts lying Vacant</b>
Sr. P.A.	2	1 JD + 1 Sr. P.A.	-
Sectt. Assistant (Urdu)	1	1 Sr. Exe. Assistant (Urdu)	-
Sr. Sectt. Assistant	1	1	-
Sectt. Assistant	1	1 Exe. Assistant	-
Attendants attached to the Branch	5	4	1
Attendants attached to the Directors	2	2	0

**PART-IV****SIMULTANEOUS INTERPRETATION SERVICE****INTERPRETERS BRANCH****(1) WORK DONE DURING THE YEAR 2018**

4.1 The break-up of the work done in the Branch during the year was as under:-

**Interpretation Work**

1. Interpretation of the proceedings of the House.	--	480 hrs. 34 mts. (approx.) (72 sittings)
2. Regional language speeches delivered and interpreted in the House.		
(a) Number of speeches	--	225
(b) Total duration	--	944 mts. (Waiting time for speeches 462 hrs.42 mts. approx.)
(c) Time taken for translation	--	185 hrs. 35 mts.(approx.)
3. Interpretation of the proceedings of the Departmentally Related Standing Committees / Other Parliamentary Committees / <i>Ad hoc</i> Committees / JPCs / PRIDE lectures <i>etc.</i>		
-(a) Number of sittings	--	301
(b) Duration of sittings	--	478 hrs.06mts.(approx.)
4. Interpretation in meetings presided over by the Hon'ble Speaker.	--	27
5. Interpretation in the conferences presided over by the PM	--	3
6. Interpretation in Consultative Committee sittings.	--	16
7. Interpretation in Presiding Officers Conference	--	1

**Translation Work**

Translation of "377 Notices"/ Petitions / Documents / Articles / Representations / Newspaper reports in Regional languages into English ---- Translated 23 pages.

During the interregnum as a special assignment debates were translated – 786 pages

Total - 809 pages

**Miscellaneous Work**

Officers of this Service had been engaged as nodal officers relating to the work for the constitution of the 17<sup>th</sup> Lok Sabha. And senior officers were also engaged by the Recruitment Branch for exam duties.

### **Training and Interactive Programme During Inter-Session**

- (i) Training-cum-practice (interpretation) sessions were held in Room No.139, Parliament House Annexe, whenever it was made available to us.
- (ii) Interactive sessions and general discussions are an integral part of Training and Practice Programme. Such programmes were held during the Inter-Session to keep Interpreters abreast of day-to-day happenings within and outside the country. These sessions were organized to impart training and practice in the art of speech-making which is an indispensable part of the art of interpretation. All Interpreters took part in these discussions and shared with others their understanding of specific issues. In addition to discussion on issues of topical interest, we also have a deliberation on issues before Parliament on the eve of every Session to further enhance the awareness level of Interpreters.
- (iii) Group Discussions on current affairs and important issues were held on Fridays in Room No. 148, Parliament House.

### **Number of Files**

In this year the approximate number of files dealt by the Service was 208.

### **Number of RTI**

During this year 2 RTI queries were handled.

#### **Strength of the Service**

<b>NAME OF POST</b>	<b>SANCTIONED STRENGTH (as on 31.12.19)</b>	<b>ACTUAL STRENGTH (as on 31.12.19)</b>
Director (Interpretation)	3	3
Addl. Director (Interpretation)	4	4
Joint Director (Interpretation)	10	10
Sr. Parliamentary Interpreter	13	9
Parliamentary Interpreter	17	5
<b>TOTAL</b>	<b>47</b>	<b>31</b>

Branch Staff	-	1 EA	and 2 Attdts.
Personal staff of Director(I) [ShChander Mohan]	-	1 PS	and 1 Attdt. Personal staff of
Director(I) [Sh. R.K. Yadav]	-	1 PA	and 1 Attdt.
Personal staff of Director(I) [Sh. Atul Anand]	-	1 PS	and 1 Attdt.

## PART-V

### EDITORIAL AND TRANSLATION SERVICE

#### 1. EDITOTRIAL BRANCH

##### WORK DONE DURING THE YEAR 2019

5.1 The break-up of the work done in the Branch during the year was as under:-

##### Work executed by the Branch during the year 2019

###### (i) Debates (Original Version)

**17 Debates** of Thirteenth Session of the 16<sup>th</sup> Lok Sabha (11.12.2018 to 05.01.2019) comprising **15279 pages**; **10 Debates** of Fourteenth Session of 16<sup>th</sup> Lok Sabha (31.01.2019 to 13.02.2019) comprising **7359 pages**; and **37 Debates** of 1<sup>st</sup> Session of 17<sup>th</sup> Lok Sabha (17.06.2019 to 06.08.2019) comprising **24944 pages** were edited, scrutinized and finalized. In all, **64 Debates of Original Version** comprising **47582 pages** were edited and finalized.

###### (ii) Corrections in speeches by Members:

Corrections received in **553** speeches of Members / Ministers were examined, scrutinized and their admissibility decided in each case by the concerned Assistant Editor / Editor to whom the Debate was allotted for editing and finalization. In some cases, Reporters' Branch was consulted and in certain cases, they were requested to verify corrections/additions/deletions from tape record/reporter's notes.

###### (iii) Uploading of Debates on Lok Sabha Website

**Total 64 Debates (original version) were edited on computers and uploaded on the Lok Sabha website. These were also transmitted online to Computer Management Branch (Software Unit). Around 16894 pages** (i.e. minus 30688 pages of Part-I which are not incorporated on uploaded version) were checked and all corrections tallied with the manually prepared Original Version of Debates.

###### (iv) Comparison of typed speeches laid on the Table

**1991 pages** of typed speeches, which were laid on the Table of the House, were compared for inclusion in the electronic version of Debates.

###### (v) Updating of Alphabetical List of MPs of 16<sup>th</sup> Lok Sabha and List of Council of Ministers and preparation of Alphabetical List of MPs of 17<sup>th</sup> Lok Sabha and List of Council of Ministers

Alphabetical lists of Members of 16<sup>th</sup> Lok Sabha and Council of Ministers (bilingual- Hindi and English) were updated before each session and circulated to all concerned Branches online. Also Alphabetical lists of Members

of 17<sup>th</sup> Lok Sabha and Council of Ministers (Bilingual- Hindi and English) were prepared. These lists are treated authentic by the Reporters Branch, Question Branches, Committee Branches, Printing and Publication Service and Translation Branches, as these are of immense reference value and ensure uniformity in the style of name of Member/Minister.

(vi) **Copyright Cases and Supply of Debates**

**5 cases** under the Copyright Act for permission to reproduce extracts from Lok Sabha Debates/publications were handled in the Branch during the year. Most of these cases were legal and technical in nature and required deep understanding of the Acts, Rules and Guidelines.

A Para detailing the procedure regarding Copyright in Lok Sabha Debates is issued in Bulletin Part –II for the information of Members of Parliament during session period.

(vii) **Finalisation of Practice and Procedure of the Branch**

Practice and Procedure of the Branch comprising 165 pages was prepared, finalised and got printed.

(viii) **Updation of Handbook for Members, Abstract Series and Sixteenth Lok Sabha – A study**

(ix) **Information under Right to Information Act**

4 cases under RTI were disposed of during the year 2019.

(x) **Emblem Act**

4 cases under *Emblem Act* were disposed of during the year 2019.

(xi) **Unparliamentary Expressions**

This Branch brings out Annual and Quinquennial issues of Unparliamentary Expressions. Annual issue of Unparliamentary Expressions, 2018 comprising 56 pages were prepared. The Annual Issue is published for departmental use only.

(xii) **Constituent Assembly Debates (Hindi and English Versions)**

1500 sets of English version of Debates and 500 sets of Hindi version of Debates were got reprinted in 2015-2016 respectively. 272 sets of English version and 50 sets of Hindi version have been supplied to Sales and Records Branch for sale purpose during 2019. The available stock at the end of 2019 is 160 copies (English Version) and 251 copies (Hindi Version).

(xiii) **Assistance lent to other Branches of E&T Service**

The Branch also lent its support to other Branches of E&T Service in disposing of urgent and time-bound items of work, such as preparation of Synopsis of Debates (630 pages); translation and revision of notices of OIH questions (760 questions), translation and revision of Debates (English) Branch (445 pages) and Debates (Hindi) Branch (280 pages) during March to May 2019, Conference work (4 pages), work from Committee Branches (43

pages), Bills from PP Branch (192 pages), work from Speaker's Office (6 pages). Thus, all the above items of work containing about **2360 pages** were handled by the Branch.

One Editor and one Assistant Editor were deputed to PP Branch for two days for translation and revision of amendments to President's Address. Further, one Secretariat Assistant and one Private Secretary were deputed to Synopsis Branch for whole winter Session and one week respectively.

(xiv) **Typing Work & Miscellaneous Works**

***Typing Work: -***

- (a) Corrections in **16894 Pages (30688** pages minus Part-I) of the edited copies of **64** Debates were fed on Computers before releasing on the Lok Sabha *Website*.
- (b) Typing of Contents pages of Original Debates (**1267 pages**), Synopsis of Debates (**544 pages**), Laid speeches in the Debates (**1827pages**), Committee work and work from other Branches (**1054 pages**), Unparliamentary Expressions (**631entries**), Alphabetical lists of Members of 17<sup>th</sup> Lok Sabha and Council of Ministers (bilingual-Hindi and English)(**39 pages**), Practice and Procedure of the Branch (**165 pages**) and Branch notes & drafts, etc. (**455 pages**)  
- **Total 5982pages.**

**Miscellaneous Work: -**

Maintenance of File Register, Debates Register, Corrections Register, Furniture Register, Computer Hardware Register, CA Debates Register, Procurement of Branch Stationery, Library record, etc.



## **2. SYNOPSIS BRANCH**

### **(1) WORK DONE DURING THE YEAR 2019**

5.2 The break-up of the work done in Branch during the year was as under:-

#### **(A) WORK DONE BY THE BRANCH DURING THE YEAR 2019:**

During the year 2019, Hindi and English versions of Synopses of 16<sup>th</sup> & 17<sup>th</sup> sessions of 16<sup>th</sup> Lok Sabha and 1<sup>st</sup> & 2<sup>nd</sup> sessions of 17<sup>th</sup> Lok Sabha were brought out by the Branch, which comprised of 144 main and 118 supplementary issues. A total of 8381 pages were prepared after going through 19363 pages of Debates and scrutiny of 2227 printed pages of both English and Hindi versions of Synopses received from Press was done.

During aforesaid sessions, a large number of speeches were laid on the Table of the House which formed part of the proceedings and covered in the supplements of Synopsis.

Besides, before the constitution of 17<sup>th</sup> Lok Sabha, relevant chapters in The Abstracts Series on Parliamentary Procedure, Handbook for Members, Lok Sabha and Procedure & Practice 2019 Edition of Synopsis Branch were also updated.

#### **(B) PREPARATION OF CLASSIFIED CONTENTS:**

Classified contents in alphabetical order to the Synopses for the purpose of Sessional volumes of bilingual versions of Synopses comprising of 80 pages were also prepared and printed.

#### **(C) MISCELLANEOUS WORK:**

During the inter-session period, the Branch also extended a helping hand to other sister branches of Editorial and Translation Service in expeditious disposal of their items of works. Some of the officers and typing hands were also deployed to render their services for PPR Wing pertaining to various Conferences attended by Hon. Speaker abroad.

The additional items of work other than Synopsis comprised of translation and revision of 2793 pages of Debates (English version) under a project undertaken by the Editorial & Translation Service to complete the translation of pending Parliamentary Debates. The Branch also carried out revision and translation of 200 OIH questions and 51 speeches received from other Branches of E&T Service. During the period, finalization of 1 Debate (Hindi version) containing 300 pages was also carried out by the Branch (Annexure-I).

#### **(D) TYPING WORK:**

During the year, typing work done in the Branch includes 10331 pages of Synopses, Debates etc (Annexure-I). During the inter-session period, English and Hindi typists assisted other sister branches in disposal of the work relating to typing of translated versions of Debates (English) and speeches for inclusion in original versions of Debates, Committee Reports, Articles received from Publications and Rajbhasha Branches etc. Occasionally, the typists were also temporarily deputed to other Branches like Editorial Branch and Rajbhasha Branch for urgent typing work during inter-session period.

### 3. DEBATES (HINDI) BRANCH

#### WORK DONE DURING THE YEAR 2019

5.3 The break-up of the work done in Branch during the year was as under:-

#### (a) WORK DONE BY THE BRANCH DURING THE YEAR, 2019

The break-up of the work done during the year is as under:-

(i) **TRANSLATION AND REVISION OF LOK SABHA DEBATES (HINDI VERSION):** During the year 2019, **143** Lok Sabha Debates comprising of **9567** pages were processed, translated from English into Hindi and revised. This includes 62 debates of VI session to XII session and 67 debates of XIII, XIV, XV and XVI sessions of 16<sup>th</sup> Lok Sabha and 14 debates of I session of 17<sup>th</sup> Lok Sabha respectively.

(ii) **EDITING OF LOK SABHA DEBATES:**

**96425** pages of **73** sets of Debates (Part-I & Part-II) of Lok Sabha (Hindi Version) pertaining to XII, XIII, XIV, XV and XVI Sessions of 16<sup>th</sup> Lok Sabha and Part -I of **80** Debates pertaining to IX, X and XI sessions of 16<sup>th</sup> Lok Sabha were edited.

(iii) **FINALISATION OF DEBATES FOR PRINTING:** Manuscripts of **67** Lok Sabha Debates of 16<sup>th</sup> Lok Sabha (Hindi Version) were finalised and sent to press for printing.

(iv) **SCRUTINY OF PROOFS OF LOK SABHA DEBATES :**

**7381** Columns of proofs of **12** Debates of XV and XVI Sessions of 16<sup>th</sup> Lok Sabha were checked and scrutinised.

(v) **PREPARATION OF CONTENTS OF LOK SABHA DEBATES:**

Contents of **160** Debates containing **1511** pages were prepared and checked.

(vi) **SCRUTINY OF PRINTED DEBATES AND RELEASE THEREOF FOR CIRCULATION:**

**01** printed Lok Sabha Debate (Hindi Version) pertaining to XV Session of 15<sup>th</sup> Lok Sabha was scrutinised, corrigenda thereof issued and released for circulation.

#### (b) MISCELLANEOUS WORK :

**613** Notices of OIH questions, **329** pages of Committee Reports, **291** pages of work received from Parliamentary Paper Branch, **181** pages of Debates (English) Branch and **94** pages of work received from Publication, Synopsis and Conference Branches were translated and duly revised.

## **4. DEBATES (ENGLISH) BRANCH**

### **WORK DONE DURING THE YEAR 2019**

5.4 The break-up of the work done in Branch during the year was as under:-

#### **A. DEBATES**

##### **(i) EDITING, TRANSLATION, REVISION AND COMPARISON**

During the year 2019, total 136 Debates of 8<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> Sessions of 16<sup>th</sup> Lok Sabha and 1st Session of 17<sup>th</sup> Lok Sabha were translated. Out of it, 44 Debates consisting of a total of 2128 pages were translated from Hindi into English in the Branch and 92 Debates were translated in other Branches and services. 55 Debates of 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> Lok Sabha consisting of a total of 37,324 pages of manuscript were processed, revised and compared in the Branch.

##### **(ii) FINALISATION OF DEBATES FOR PRINTING**

Manuscripts of 55 Debates of 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> Lok Sabha consisting of 37,324 pages were finalized and 75 Debates of 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> Lok Sabha were sent to press for printing.

##### **(iii) SCRUTINY OF PROOFS OF DEBATES**

31,295 columns of 42 proofs of Debates of 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> Sessions of 15th Lok Sabha and 1<sup>st</sup>, 2<sup>nd</sup>, 13<sup>th</sup> and 14<sup>th</sup> Sessions of 16<sup>th</sup> Lok Sabha were checked and scrutinized.

##### **(iv) RELEASE OF DEBATES FOR CIRCULATION**

25 Printed Debates pertaining to 13th, 14<sup>th</sup> and 15<sup>th</sup> Sessions of 15th Lok Sabha were scrutinized and released for circulation.

#### **B. OTHER ITEMS OF WORK**

- (i) 1147 Notices of OIH questions were translated into English and revised.
- (ii) Synopsis of 94 speeches (391 pages) were prepared and typed.
- (iii) Other miscellaneous items of work consisting of 302 pages received from other Branches and the Ministry of Home Affairs were translated/ revised/scrutinised.
- (iv) Updation of Procedure and Practice Booklet of Debates (English) Branch.

#### **C. TYPING**

A total of 2,285 pages of Debates and other items of work were typed and compared in the Branch during the year 2019. The assistance of the typists was also taken for editing the Question Sets and in finalisation of the Debates.

## **5. TRANSLATION (INDEX) BRANCH**

### **WORK DONE DURING THE YEAR 2019**

5.5 The break-up of the work done in Branch during the year was as under:-

#### **A. WORK RELATING TO INDEX ( ENGLISH VERSION OF DEBATES)**

During the year under review the following items of work were disposed off:

1. Marking of Keywords in 11 Debates pertaining to 13<sup>th</sup> and 14<sup>th</sup> Sessions of 15<sup>th</sup> Lok Sabha.
2. Revision of keywords marked in 11 Debates pertaining to 13<sup>th</sup> and 14<sup>th</sup> Sessions of 15<sup>th</sup> Lok Sabha.
3. Checking of checklist of 11 Debates pertaining to 12<sup>th</sup> and 13<sup>th</sup> Sessions of 15<sup>th</sup> Lok Sabha
4. 01 Indices pertaining to 7<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha was sent for printing.
5. Checking of proof of 01 Indices pertaining to 6<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha
6. Release order of printed Index of 6<sup>th</sup> Session of 10<sup>th</sup> Lok Sabha issued.

#### **B. WORK RELATING TO INDEX (HINDI VERSION OF DEBATES)**

During the year under review the following items of work were disposed off:

1. Marking of keywords in 36 Debates pertaining to 6<sup>th</sup>, 7<sup>th</sup> Sessions of 10<sup>th</sup> Lok Sabha and 15<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha and 2<sup>nd</sup> Session of 16<sup>th</sup> Lok Sabha.
2. Revision of keywords in 36 Debates pertaining to 6<sup>th</sup>, 7<sup>th</sup> Sessions of 10<sup>th</sup> Lok Sabha and 15<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha and 2<sup>nd</sup> Session of 16<sup>th</sup> Lok Sabha.
3. Checking of Checklists of 36 Debates pertaining to 6<sup>th</sup>, 7<sup>th</sup> Session of 10<sup>th</sup> Lok Sabha and 15<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha
4. Revision of 02 Sessional Volumes of Indexes to Debates pertaining to 6<sup>th</sup> Session of 10<sup>th</sup> Lok Sabha and 15<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha comprising of 67 Debates.
5. 02 manuscripts pertaining to 6<sup>th</sup> Session of 10<sup>th</sup> Lok Sabha and 15<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha were sent for printing.
6. Checking of Proof of 02 Index pertaining to 13<sup>th</sup> and 14<sup>th</sup> Sessions of 15<sup>th</sup> Lok Sabha
7. Release Orders of printed Indices of 13<sup>th</sup> and 14<sup>th</sup> Sessions of 15<sup>th</sup> Lok Sabha were issued.

**C.** The Practice and Procedure of the Branch for preparing Indices to Hindi version of Debates and English version of Debates was reviewed(123 pages) and sent for printing. The scrutiny of the proof of Practice and Procedure was carried out by the Branch.

#### **D. ASSISTANCE RENDERED TO OTHER BRANCHES OF E&T SERVICE BY Tr.(INDEX) BRANCH**

- i. Preparation of Synopsis of 441 Speeches (1323 pages).
- ii. Translation and Revision of Committee Reports and Conference related work (300 pages).
- iii. Translation and Revision of 650 OIH Notices.

- iv. Translation and Revision of 07 Private Member's Bills (65 pages).
- v. Translation of Hindi Debates i.e. Debates dated : 17-12-15, 27-04-16, 03-08-16, 16-03-17, 17-03-17, 30-03-17, 28-03-17, 04-08-17 and 08-02-18 during the period i.e. 29<sup>th</sup> March, 2019 to 10<sup>th</sup> May, 2019 (911 pages)

## **E. TYPING WORK**

### **(a) Typing Work of Index English version of Debates**

1. Typing of index entries (20,022 entries) of 46 Debates (1725 pages) pertaining to 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Sessions of 15<sup>th</sup> Lok Sabha.
2. Corrections were carried out in 11 Checklists of Debates (495 pages) pertaining to 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Lok Sabha.
3. Corrections were carried out in 01 Sessional Volume and 01 Manuscript of Indices to Debates pertaining to 7<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha.

### **(b) Typing Work of Index Hindi version of Debates**

1. Typing of Index entries (11,425 Entries) of 36 Debates pertaining to 6<sup>th</sup>, 7<sup>th</sup> Session of 10<sup>th</sup> Lok Sabha, 15<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha and 2<sup>nd</sup> Session of 16<sup>th</sup> Lok Sabha (1008 Pages).
2. Corrections were carried out in Checklists of 45 Debates pertaining to 6<sup>th</sup> Session and 7<sup>th</sup> Session of 10<sup>th</sup> Lok Sabha and 15<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha
3. Total 882 entries of 67 Debates were edited for preparing MSS to 15<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha and 6<sup>th</sup> Session of 10<sup>th</sup> Lok Sabha.
4. Corrections were carried out in 02 Sessional Volumes and 02 Manuscripts of Indices to Debates pertaining to 6<sup>th</sup> Session of 10<sup>th</sup> Lok Sabha and 15<sup>th</sup> Session of 15<sup>th</sup> Lok Sabha.

### **(c) Typing of other items of work:**

In addition to this, 797 pages (English) and 900 pages (Hindi) of Synopsis, Laid speeches for inclusion in Original Version of Debates, Committee Reports and Conference related work of other Branches of the Service and Branch notes were typed in English and Hindi respectively. The booklet of Practice and Procedure containing 123 pages of English and Hindi were also typed in the Branch.

## COMMITTEE WING

### 6. TRANSLATION(C-I) BRANCH

#### WORK DONE DURING THE YEAR 2019

5.6 The break-up of the work done in Branch during the year was as under:-

#### (1) Preparation of Hindi Version of various Committee Reports

During the period, January, 2019 to December, 2019, the Branch rendered complete Hindi version of **112** original Reports/Action Taken Reports involving translation/Revision of **6576** pages (Annexure I) on various subjects under examination of **10 Parliamentary Committees** viz. PAC, Petroleum and Natural Gas, Coal and Steel, Water Resources, Privilege, Ethics, Protocol, Papers Laid, Joint Committee on Installation of Statues/Portraits of National Leaders and Parliamentarians in Parliament House Complex and Joint Committee on Maintenance of Heritage Character and Development of Parliament House Complex for the purpose of simultaneous presentation of English and Hindi versions of these Reports in both the Houses of Parliament.

#### (2) Translation and Editing/Vetting of Allied items of work received from ten Parliamentary Committees

The branch also undertook the translation and editing/vetting of 4928 pages of allied items of work related to various Committees such as Notices, Reminders, Agenda papers of Sittings, List of Points, Tour Programmes and Background Material for Tour Programmes, Forwarding Letters, Minutes of Sittings, Representations, Memoranda, Proceedings of Committees, Welcome Addresses, Speeches of the Chairmen of the Committees and Gist of Recommendations of Committee Reports.

#### (3) Scrutiny of Proofs of Committee Reports

Moreover, **64** Proofs of Committee Reports consisting of **4189** printed pages were scrutinised by the Branch.

Thus, work related to Parliamentary Committees totalling **15,693 pages** was carried out by the Branch.

#### (4) Miscellaneous Work

Other than, the work of **10 Parliamentary Committees** entrusted to the branch, the following additional work was also done in the branch.

- (i) Translation and Revision of 08 Debates from Hindi into English consisting of **2118** pages.
- (ii) Translation and Revision of 13 Debates from English into Hindi consisting of **2808** pages.
- (iii) Translation/Revision of **310** Notices of OIH Questions.

Above miscellaneous work of **5236** pages received from sister branches was also disposed.

#### (5) Typing Work

**11504** pages of various Committee Reports and other allied items of work related to various Committees were typed and compared by the Branch during the said period.

## 7. TRANSLATION (C-II) BRANCH

### WORK DONE DURING THE YEAR 2019

5.7 The break-up of the work done in Branch during the year was as under:-

#### 1. Work done during the year 2019

During the year 2019 the following items of work were attended to in the Branch:-

##### (a) REPORTS

During the period from January, 2019 to December, 2019, the branch translated, vetted, typed and compiled 33 Reports of Parliamentary Committees and other work consisting of 1280 pages for simultaneous presentation of English and Hindi Version of the Committee Reports in the Houses of Parliament.

##### (b) MISCELLNEOUS WORK - NOTICES OF SITTINGS, MINUTES, MEMORANDA ETC.

2039 Pages of Memoranda, Press Communiques, List of Points, Minutes of Sittings, Letters, Notices of Sittings, Notifications, Agenda Papers, Petitions, Representations, Tour Programmes, etc. were translated, vetted and typed.

##### (c) SCRUTINY OF PROOFS

Proofs of 87 Committee Reports consisting of 5314 pages were scrutinized and queries resolved.

##### (d) TYPING AND COMPARISON WORK

In addition, 4885 pages of typed material were also compared.

##### (e) ASSISTANCE TO OTHER BRANCHES

Assistance of 2456 pages in translation and vetting of Debates (Hindi to English and vice versa), Committee Reports, OIH Notices of Questions (Starred/Unstarred) etc. was rendered to sister branches as and when required for timely disposal of work of these branches.

## 8. TRANSLATION (C-III) BRANCH

### WORK DONE DURING THE YEAR 2019

5.8 The break-up of the work done in Branch during the year was as under:-

(a) **REPORTS**

During the period from January, 2019 to December, 2019, the officials and officers of the Branch translated, vetted, typed and compiled 38 Committee Reports and other allied items of work consisting of 1734 pages pertaining to the above Parliamentary Committees for their simultaneous presentation of English and Hindi Versions in the both Houses of Parliament (Annexure-I)

(b) **MISCELLANEOUS WORK - NOTICES OF SITTINGS MINUTES, MEMORANDA ETC.**

As many as 1663 Pages of Memoranda, Press Releases, Lists of Points, Minutes of sittings, Letters, Notices of sittings, Notifications, Agenda Papers, Representations, Tour Programmes, Proceedings of sittings, gists of Memoranda/Letters of non-official witnesses of the Committees and RTI letters related to Committees were translated and vetted (Annexure-I).

(c) **TYPING & COMPARISON WORK**

3809 pages including notices/letters were typed in the branch and rendered assistance of typing to other branches.

(d) **SCRUTINY OF PROOFS**

A total number of 38 Proofs of Reports and other printed materials consisting of 3909 pages (1303 computed pages) were scrutinized and queries thereof resolved.

(e) **ASSISTANCE TO OTHER BRANCHES**

In our pursuit to sharing additional burden, the Branch lent assistance to other sister branches of E&T Service for timely disposal of urgent items of work and as many as 453 notices of OIH Questions and 4419 pages of Debates (Hindi to English) were translated and revised and finalised in the Branch in addition to attending the work assigned to it.

In a nut shell, total number of 10422 pages of Reports and other allied items were translated, revised, typed, compared, scrutinized and compiled by the Branch during the year 2019.



## 9. TRANSLATION (C-IV) BRANCH

### WORK DONE DURING THE YEAR 2019

5.9 The break-up of the work done in Branch during the year was as under:-

#### (1) Preparation of Hindi Version of various Committee Reports

During the period from January to December, 2019, the Branch rendered Hindi version of **26** original Reports/Action Taken Reports on various subjects under examination of Committees for simultaneous presentation of English and Hindi version of the Reports in both the Houses of Parliament involving translation/Revision of **1609** pages. Since general election for 17th Lok Sabha was announced in March, 2019 and 17<sup>th</sup> Lok Sabha was constituted in June 2019, less quantum of work was received from Parliamentary committees.

#### (2) Translation and Revision/vetting of Allied items of work related to various Committees

**4616** pages of allied items of work related to various Committees such as Notices, Reminders, Agenda papers of Sittings, List of Points, Tour Programmes and Background Material for Tour Programmes, Forwarding Letters, Minutes of Sittings, Representations, Memoranda, Proceedings of Committees, Welcome Addresses and Speeches of the Chairmen of the Committees were translated and revised in the Branch.

#### (3) Scrutiny of Proofs of Committee Reports

**50** Proofs of Committee Reports consisting of **3627** printed pages were scrutinised by the Branch.

#### (4) Miscellaneous Work

- (i) Translation/Revision of Debates (English) consisting of **990** pages.
- (ii) Translation /Revision of Debates (Hindi) consisting of **1132** pages.
- (iii) Translation/Revision of **920** Notices of OIH Questions.
- (iv) Finalisation of Debates (English) dated 09.07.2014 consisting of **784** pages.
- (v) Editing of Question set of English debate dated 25.07.2018 consisting of **400** pages.

#### (5) Typing Work

**6392** pages of various Committee Reports and other allied items of work related to various Committees, work received from other branches and Branch notes etc. were typed and compared by the Branch during the said period.

## 10. TRANSLATION (C-V) BRANCH

### WORK DONE DURING THE YEAR 2019

5.10 The break-up of the work done in Branch during the year was as under:-

(a) **DRAFT REPORTS/ACTION TAKEN REPORTS**

During the period the Branch translated, vetted, typed and compiled 46 Departmentally Related Standing Committee Reports and the reports of other Committees and also other allied items of work consisting of 2310 pages for simultaneous presentation of English and Hindi versions of the Committee Reports in both the Houses of Parliament.

(b) **NOTICES OF SITTINGS, MINUTES, MEMORANDA ETC.**

1489 pages of Memoranda, Press Releases, Lists of Points, Minutes of sittings, Letters, Notices of Sitings, Notifications, Agenda Papers, Representations, Tour Programmes, Proceedings etc, were translated and vetted.

(c) **SCRUTINY OF PROOFS**

24 Proofs of DRSCs Reports and other printed material consisting of 1138 pages were scrutinized and queries resolved.

(d) **COMPARISON/TYPING WORK**

4902 pages of other material were also typed and 1634 Pages were compared.

(e) **ASSISTANCE RENDERED TO OTHER SISTER BRANCHES**

Assistance of 3112 pages in translation and vetting of Lok Sabha Debates (Hindi to English and vice versa), Parliamentary Papers, Starred/Unstarred OIH Questions, Conference work etc, was rendered to sister branches as and when required for timely disposal of urgent items of work of these branches. In addition, 15 Hindi debates consisting of 8925 pages were finalized during the period.

## QUESTIONS AND PARLIAMENTARY PAPERS WING

### 11. TRANSLATION (OIH-Q) BRANCH

#### WORK DONE DURING THE YEAR 2019

5.11 The break-up of the work done in Branch during the year was as under:-

#### 1. NOTICES OF QUESTIONS ORIGINALLY RECEIVED IN HINDI

In the year **2019**, the Branch received **13,997** Notices of OIH Questions. Out of the said **13,997** Notices of OIH Questions received by the Branch, **7,531** Notices of Questions were translated and revised by this Branch and 6,466 Notices of Questions were disposed by other sister Branches of the Editorial & Translation Service.

#### 2. SHORT NOTICE QUESTIONS

**6** Short Notice Questions and 12 notices for Half-an-Hour Discussion were translated into English and revised during the year 2019.

#### 3. LETTERS RECEIVED FROM MEMBERS OF PARLIAMENT

About **670** pages of other miscellaneous correspondence received originally in Hindi from various Members of Parliament through Question Branch were translated into English and revised, got typed and compared.

#### 4. WORK RECEIVED FROM OTHER BRANCHES OF THE SERVICE

During the inter-session period, the Branch rendered assistance to various Branches under Editorial and Translation Service for smooth and quick disposal of work.

During the year 2019, Debates relating to 16<sup>th</sup> Lok Sabha comprising 6,409 pages were translated into English, revised, got typed and compared. Synopsis of 1,181 pages of speeches of Hon'ble Members was prepared. 201 pages of Reports of various Committees received from TR - Committee Branches were translated into Hindi and revised.

#### 5. Miscellaneous Work

**324** pages of work related to **Who's Who** and **Parliamentary conference**, etc. received from **Publications Branch** was translated, revised, got typed and compared.

#### 6. TYPING WORK

**3,261** pages of Lok Sabha Debates, Synopsis and other miscellaneous work were typed in the Branch.

## 12. TRANSLATION (ENGLISH QUESTION) BRANCH

### WORK DONE DURING THE YEAR 2019

5.12 The break-up of the work done in Branch during the year was as under:-

#### (1) QUESTIONS

##### (a) Lists of Questions

Complete Lists of Questions for Oral and Written Answers and also Short Notice Questions pertaining to some portions of sixteenth sessions of Sixteenth Lok Sabha and first and second session of Seventeenth Lok Sabha were brought out in Hindi simultaneously with their English versions. The total number of Questions translated during the year was 13,371.

##### (b) Proofs & Corrigenda

The Proofs of the aforesaid Question Lists in Hindi running into 1221 printed pages were scrutinized. Printed Question Lists in Hindi were also gone through and corrigenda thereto running into 1041 pages were issued.

##### (c) Member-wise Index to Lists of Starred/Unstarred Questions

During the year, the Branch prepared Member-wise Index to the lists of Starred/Unstarred Questions along with translation and revision of letters to Hon'ble MPs, Half-an-Hour discussion etc running into 368 pages.

##### (d) Preparation of various lists/statements running into 379 pages.

#### (2) Various Publications

The Branch translated and revised materials relating to the following items:

Work related to Conference – 53 pages

Work related to LARRDIS – 82 pages

Work related to RajbhashaPrabhag – 29 pages

Work related to IPU Branch – 161

**(3) O.I.H.**

During the year Branch also translated and revised 312 notices of O.I.H. Questions.

**(4) DEBATES AND COMMITTEE REPORTS****(a) Debates**

During the year the Branch translated and revised 6817 pages of Hindi Debates and 2654 pages of English Debates.

**(b) Parliamentary Committees**

The Branch undertook translation and revision of 80 pages of Reports pertaining to various Parliamentary Committees.

**(5) Work related to Synopsis Branch**

The Branch prepared synopsis of debates both in Hindi and English versions running into 42 pages.

**(6)** Preparation of Debates set of Hindi Debates dated 2/7/18, 26/7/18, 17/12/18, 12/12/18, 13/12/18, 14/12/18, 28/3/18, 2/4/18, 4/4/18, 5/4/18, 20/7/18, 23/7/18, 24/7/18, 25/7/18, 27/7/18, 30/7/18, 31/7/18, 1/8/18 and 2/8/18

**(7)** Editing of Questions sets (1/3 of 2654 pages) 885 pages

**Comparison Work**

76 computed pages (consisting of 203 pages) belonging to Debates (English), Committee work, RajbhashaPrabhag work were compared.

**(8) TYPING WORK**

3060 pages comprising of Index in Hindi to Lists of Starred and Unstarred Questions, contents of Debates, Committee Reports and various other items of work were typed.

### 13. TRANSLATION (PARLIAMENTARY PAPERS) BRANCH

#### WORK DONE DURING THE YEAR 2019

5.13 The break-up of the work done in Branch during the year was as under:-

- (i) The list of Business and Revised List of Business were translated, revised and typed in the Branch on daily basis during session period. The advance copies of Lists of Business in English were supplied by Table Office in full or in convenient batches. Thereafter, the Translators of the Branch translated the same into Hindi. The Assistant Editors of the Branch thoroughly revised/vetted the translation and submitted the same to the concerned Editors for second revision/vetting. After going through the same, the concerned Editors submitted the translated version of Lists of Business to the Joint Director of the Branch for final vetting and editing. On receipt of the final copy of the Lists of Business, all corrections, additions, deletions, alterations etc. made therein by the Table Office were carefully gone through and suitably carried out in the Hindi versions by the Branch.
- (ii) As in the case of Lists of Business, Table Office supplied advance copies of the English versions of Bulletin Part I and Bulletin Part II in full or in convenient batches as soon as these were ready. Hindi versions of the above Bulletins were prepared by the Translators from the advance copies and the same were revised/checked/vetted by the Assistant Editors/Editors of the Branch and put up for final vetting to the Joint Director of the Branch.
- (iii) The Branch undertook Legislative work viz. drafting of Hindi version of Private Members' Bills and Resolutions, checking of proofs of Private Members' Bills and also Amendments to Government Bills. This Branch also translated and revised Private Members' Bills from Hindi to English as per notices given by Private Members, issued lists of Government Amendments to Government Bills, Amendment by Private Members to Government Bills and ensured timely printing and circulation thereof and dealt with all other matters connected herewith. The receipt of Private Members' Bills for translation has increased manifold during the recent years and it is becoming more and more difficult to handle the increased workload with the same manpower.
- (iv) All notices of Motions and Resolutions and Amendments thereto, Cut Motions etc. received in Hindi were promptly translated into English and vice versa by Translators in this Branch and after revision/vetting by Assistant Editors/Editors and approval by Joint Director, these were sent to the respective Branches for further necessary action.
- (v) In order to ensure prompt disposal of Notices relating to Calling Attention, Matters of Urgent Public Importance, Adjournments, Formulae, References and Submissions etc. received in P.N.O., requisite number of staff members were deployed at Table Office for duty during the session period to render translation from Hindi into English and vice versa.

- (vi) While translating the Notices in the admitted form, which were originally received in Hindi, due care was taken to ensure that the contents of the original notices given by the Members was retained as far as possible. While translating the Notices received in English, due care was taken to express them into simple and intelligible language, keeping the sense of the motion intact.
- (vii) The Hindi manuscripts of all the Parliamentary Papers and Legislative Papers were typed and carefully compared before sending to the Printing Branch in order to obviate printing mistake. The MSS of the matter sent for printing were saved in the computer of the Branch for reference and record till the hard copy thereof is received in the Branch from Printing Branch.
- (viii) The Hindi manuscripts of all Parliamentary Papers and Legislative Papers along with checked proofs of Private Members' Bills were sent for final printing and circulation simultaneously with English versions. Soon after each session, sets of Lists of Business and all other Parliamentary and Legislative Papers issued during each session are culled and arranged into bound sets and kept in the Branch for reference purposes.
- (ix) In addition to the above work, Branch also prepared Hindi/English version of Reports, Newsletters, Letters, misc. materials received from Conference Branch, CPA Cell & IPU Cell round the year. Bulletin Part II was also a regular feature. At least one Assistant Editor, one Translator and a Typist worked beyond office hours to dispose of work relating to Bulletin Part-II.
- (x) During the inter-session period, apart from attending to the work related to Branch, this Branch also extends its help to other Branches of the E&T Service in translation/revision/typing work particularly work related to OIH Branch.
- (xi) During session period, Officers and staff of the Branch also attended office on Saturdays/Sundays & other holidays to dispose of the work related to this Branch and other Branches of the Service.
- (xii) The Branch also prepared manuscript of terminology related to Parliamentary Papers, Bills, Amendments and Motions etc. for the use of the Branch and other Branches of the service.

During the year, 2019 the following items of work were translated, revised and typed in the Branch:-

	<b><u>Items of work</u></b>	<b><u>No. of pages</u></b>
	<b>A. <u>Sessional Papers</u></b>	
(i)	List of Business	1524
(ii)	Bulletin Part I	2071
(iii)	Bulletin Part II	4314
(iv)	Letter/Notices/Notifications received from Table Office.(A) and	687

## Table Office(B)/L.B.- I and L.B.- II/PNO

(v)	Notices under Rules 184, 193, 197 and Submission by Members	367
(vi)	Notices and Agenda of Business Advisory Committee and Reports thereof	34
(vii)	Resume of work done by Lok Sabha	253
<b>B. <u>Legislative Papers</u></b>		
(viii)	Private Members' Bills and Resolutions	4406
(ix)	Amendments to Government Bills	687
(x)	Cut motion	600
<b>C. <u>Work related to Conference Branch</u></b>		
(x)	IPG Newsletters	429
(xi)	Reports of IPU, CPU and other misc. work pertaining to Conference Branch	612
<b>D. <u>Misc. Work</u></b>		
(i)	Debate/work from other Branch/Misc. work	1914
<b>Total:</b>		<b>17898</b>
<b>E. <u>Scrutiny of Proofs/Comparisons</u></b>		
(xii)	Scrutiny of Proofs of S.R.Os/PMBs/ Resume of work done during various sessions of Lok Sabha and scrutiny of Printed Lists of Business, Bulletin Part I, Bulletin Part II, Cut Motions/ Amendments (quantified in terms of 1/3 of 31359 pages)	2270
(xiii)	Comparison of typed materials (quantified in terms of 31359 pages)	1/3 of 2122
<b>Grand Total:</b>		<b>22290</b>

## 3. Typing work done in the Branch during the year 2019

A total of 14548 pages were typed and compared during the year.



## 14. TRANSLATION (PUBLICATIONS) BRANCH

### WORK DONE DURING THE YEAR 2019

5.14 The break-up of the work done in Branch during the year was as under:-

#### (a) Translation/Revision of Publications

During the year 2019, the Branch undertook translation and revision (Hindi to English & vice-versa) of the material running into 14934 pages of the following important parliamentary publications, Booklets, profiles, besides pamphlets, brochures, write ups, speeches and work received from other Branches of LAFEAS and Editorial and Translation Service.

##### (i) Publications

• Atal Bihari Vajpayee- A Commemorative Volume
• Rules of Procedure and Conduct of Business in Lok Sabha
• Directions by Hon'ble Speaker
• Handbook for Members
• Parliamentary Procedures - Abstract Series
• Information Guide for Members
• Information Folders for Members
• Government and Parliament- Procedure to be followed by Ministries in connection with Parliamentary work
• Report of National Legislators Conference

##### (ii) Proofs

• Atal Bihari Vajpayee- A Commemorative Volume
• Rules of Procedure and Conduct of Business in Lok Sabha
• Directions by Hon'ble Speaker
• Handbook for Members
• Parliament of India
• Parliamentary Procedures – Abstract Series
• Constitution of India
• Information Guide for Members
• Information Folders for Members
• Report of National Legislators Conference
• Booklet on SDG and India
• Procedure and Practice of LCA, PA Wing, Tr (Publications)
• Information Bulletins/Legislative Bulletins/ Background Notes

(iii) *Profiles*

1. Netaji Subhas Chandra Bose
2. Lala Lajpat Rai
3. Shri M.A. Ayyangar
4. Smt. Sarojini Naidu
5. Shri Morarji Desai
6. Dr. Ram Manohar Lohia
7. Dr. B.R. Ambedkar
8. Pandit Motilal Nehru
9. Gurudev Rabindranath Tagore
10. Dr. Neelam Sanjiva Reddy
11. Swatantraveer Vinayak Damodar Savarkar
12. Sh. K.S. Hedge
13. Dr. Shyama Prasad Mookherjee
14. Shri G.S. Dhillon
15. Lokmanya Bal Gangadhar Tilak
16. Sh. Rajiv Gandhi
17. Dr. Balram Jakhar
18. Sh. P.A. Sangma
19. Sardar Hukum Singh
20. Dadabhai Nauroji
21. Shri GMC Balayogi
22. Mahatma Gandhi
23. Sh. Lal Bahadur Shastri
24. Dr. Baliram Bhagat
25. Sardar Vallabhbhai Patel
26. Deshbandhu Chittaranjan Das
27. Maulana Abul Kalam Azad
28. Pt. Jawahar Lal Nehru
29. Smt. Indira Gandhi
30. Sh. Rabi Ray
31. Sh. G.V. Mavalankar
32. Dr. Rajendra Prasad
33. Sh. C. Rajagopalachari
34. Chaudhary Charan Singh
35. Pt. Madan Mohan Malviya

**(iv) Information Bulletins/Legislative Notes/Reference Notes/ Pamphlets/Write ups/Brochures/Booklets**

• Booklet on Atal Bihari Vajpayee
• The Chit fund (Amendment) Bill, 2019
• The Taxation Laws (Amendment) Ordinance, 2019
• The Prohibition of Electronic Cigarettes (Production, Manufacturing, Import, Export, Sale, Distribution, Storage and Advertisement) Ordinance, 2019
• The International Financial Services Centres Authority Bill, 2019
• The Recycling of Ships Bill, 2019
• National Institute of Design (Amendment) Bill, 2019
• The Industrial Relations Code, 2019
• Jal Shakti Abhiyan
• The Arms (Amendment) Bill, 2019
• MSME in India
• Citizenship (Amendment) Bill, 2019
• Anti-Maritime Piracy Bill, 2019
• The Constitution (One hundred and Twenty Sixth Amendment) Bill, 2019
• The Central Sanskrit Universities Bill, 2019
• BPST booklets
• Procedure and Practice of LCA and PA Wing

**(b) Scrutiny of proofs**

6252 pages of proofs of Hindi version of the publications/profiles mentioned in the preceding paragraphs were scrutinised.

**(c) Typing Work**

As many as 8709 pages were typed and compared in the Branch during the year 2019.

15.

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## क. वर्ष केदौरानकियागयाकार्य

वर्ष 2019केदौरानराजभाषाप्रभागद्वाराकिएगएकार्योंकाविवरणइसप्रकारहै:

## 1. पत्रिकाओंकाप्रकाशन

वर्ष 2019केदौरान'संसदीयपत्रिका', दिसम्बर, 2017 के अंक को अगले आदेश तक के लिए रोक कर रखा गया है।

## 2. □ □ □ □ □ □ □ □ □ □ □ □ □ □

राजभाषा प्रभाग द्वाराप्रकाशितसंसदीयपत्रिकाकेदिसम्बर, 2017अंकके50 पृष्ठों का अनुवाद, पुनरीक्षण, मिलान कार्य तथा शुद्धिपत्र तैयार किया गया।

## 3. हिन्दीपखवाड़ाकेदौरानप्रतियोगिताओंकाआयोजन

प्रभागद्वारा "हिन्दीपखवाड़ा-2019 " केदौरानसचिवालयकेअधिकारियोंएवंकर्मचारियोंकेलिए 1 सितम्बरसे 14 सितम्बर, 2019तकविभिन्नप्रतियोगिताएँआयोजितकीगई।इनमें "हिन्दीटंकण (टाइपिंग)", , हिंदी वर्तनी, हिन्दी टिप्पण एवं प्रारूपण (हिन्दी भाषी), हिन्दी टिप्पण एवं प्रारूपण (गैर हिन्दी भाषी), हिंदी साहित्य एवं संसदीयज्ञान, शब्द अत्याक्षरी (हिन्दी भाषी), शब्द अत्याक्षरी (गैर हिन्दी भाषी), नारा लेखन, स्वरचित कविता पाठ, हिन्दी कहानी पाठ, वाद-विवाद प्रतियोगिता (हिन्दी भाषी) अराजपत्रित, वाद-विवाद प्रतियोगिता (हिन्दी भाषी) राजपत्रित, वाद-विवाद प्रतियोगिता (गैर हिन्दी भाषी) राजपत्रित एवं अराजपत्रित। इन प्रतियोगिताओं में कुल 1371 आवेदन प्राप्त हुए जिनमें से 975 प्रतिभागी सम्मिलित हुए।

## 4. हिन्दीपखवाड़ेकापुरस्कारवितरण

हिन्दीपखवाड़ेकासमापन 24 सितम्बर, 2019 को विजेताओं को पुरस्कार वितरण के साथ संपन्न हुआ। इसअवसरपरमाननीय अध्यक्ष, लोकसभा द्वारा 71विजेताओंकोपुरस्कारराशिएवंस्मृतिचिह्नप्रदानकिएगए।इसअवसरपरअन्यसभीप्रतिभागियोंकोभीस्मृतिचिह्नप्रदानकिएगए।

## 5. अंतर्राष्ट्रीयसम्मेलनसंबंधीकार्य-अनुवादकार्य-

718

पुनरीक्षणकार्य-	685
मिलानकार्य-	856
टंकणकार्य-	485

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**कुलकार्य -2744**

**6. □□□□□□□□□□**

वर्ष 2019 के दौरान प्रभाग द्वारा किए गए विविध कार्यों का विवरण इस प्रकार है:

(क) अनुवाद/पुनरीक्षण-मूल प्रश्न (हिन्दी),	
वाद-विवाद (हिंदी), वाद विवाद (अंग्रेजी),	
वाद-विवाद का सारांश विधेयक,	
समिति प्रतिवेदन, सम्मेलन	8660
संसदीय पत्रिका	150

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कुल 8810

(ख) <u>टिप्पण तथा अन्य विविध कार्य</u>	332
(ग) <u>प्रभाग में कुल टंकण कार्य</u>	1030
(घ) <u>प्रभाग में कुल मिलान कार्य</u>	1905

**संसदीय मंजूषा\* और संसदीय पत्रिका\***

1. पत्रिकाओं के तैयार किए गए अंक	4
2. पत्रिकाओं के विभिन्न अंकों की पांडुलिपि के पृष्ठ	2294
3. पत्रिकाओं के विभिन्न अंकों के प्रूफों के पृष्ठ	1766
4. पत्रिकाओं के विभिन्न अंकों की मुद्रित प्रतियों के पृष्ठों 408 का अवलोकन	
5. अनूदित पृष्ठ	596
6. पुनरीक्षित/संपादित पृष्ठ	2294
7. टंकित पृष्ठ	2886
8. मिलान किए गए पृष्ठ	2886

\*संसदीय मंजूषा और\* संसदीय पत्रिका का प्रकाशन महासचिव महोदय के मौखिक आदेशानुसार अगले आदेशों तक के लिए रोक दिया गया है।

\*\* इस बार हिन्दी पखवाड़े में कुछ प्रतियोगिताओं को शामिल किए जाने के कारण प्रतिभागियों की संख्या अधिक रही। अतः कार्य अधिक हुआ।

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1. अंतर संसदीय संघ की 141वीं सभा संबंधी सम्मेलन, बेलग्रेड, सर्बिया
2. छठे जी-20 संसदीय अध्यक्षों का सम्मेलन, टोक्यो जापान
3. भारत में विधायी निकायों के पीठासीन अधिकारियों का सम्मेलन, देहरादून
4. राष्ट्रमंडल देशों के अध्यक्षों और पीठासीन अधिकारियों (सीएसपीओसी) का 25वां सम्मेलन ओटावा, कनाडा

# **SANCTIONED AND PRESENT PERSONNEL STRENGTH OF THE VARIOUS BRANCHES OF E&T SERVICE**

**DIRECTORS - 15**

**ADDITIONAL DIRECTORS - 15**

Sl. No.	Name of the Branch	Joint Directors	Editors	Asstt. Editors	Translators/ Hindi Asstt.	P.A./ Sr./ Jr. Clerk	Attendants	Total
	<b>Editorial &amp; Debates Wing</b>							
1.	Editorial	1	7	-	-	5+1 (Reprogr apher)	1	14
2.	Synopsis	1	7	3	-	4	1	16
3.	Debates (Hindi)	1	1	4	11	2	1	20
4.	Debates (English)	1	4	1	2	4	1	13
5.	Translation (Index)	1	2	2	-	1	1	7
	<b>Committee Wing</b>							
6.	Translation (Committee-I)	1	3	2	5	1(AEO )	1	13
7.	Translation (Committee-II)	1	2	3	4	1	1	12
8.	Translation (Committee-III)	1	1	6	1	1	1	11
9.	Translation (Committee-IV)	1	2	3	2	1(AEO )	1	10
10.	Translation (Committee-V)	1	1	5	2	1	1	11
	<b>Questions &amp; Parl. Papers Wing</b>							
11.	Translation (OIH-Q)	1	3	3	3	1	1	12
12.	Translation (EQ)	1	3	7	9	1	2	23
13.	Translation (PP)	1	2	5	6	3	1	
14.	Translation (Publications)	1	2	5	6	3	1	18
15.	RajbhashaPra bhag	1	1	1	2	1	1	7
	<b>Total</b>							

\* Actual strength is yet to be finalized.

## PART-VI

### PRINTING AND PUBLICATIONS SERVICE

#### 1. PRINTING SECTION

##### WORK DONE DURING THE YEAR 2019

6.1 The break-up of the work done in Branch during the year was as under:-

(a) *Regular jobs printed during the year 2019:*

1. Lok Sabha Debates (EV&HV) of
2. DRSC Reports (EV&HV)
3. Information Bulletin on Safety of Children (EV & HV)
4. Greeting Cards— Deepawali greeting cards for the use of HS Office
5. Profile Folders of National Leaders/eminent parliamentarians (EV & HV)
6. HS Bio-data (EV & HV)
7. Various petty jobs like Letterheads, Visiting Cards, BPST Certificates, Delegation Pamphlets, Designing of Logos, etc.
8. Cover pages of HS Speeches and different other subjects.

(b) *Prestigious /important jobs printed during the year 2019:*

1. Parliament of India - Coffee Table Book (EV &HV)
2. Lok Sabha Calendar - 2020
3. Lok Sabha Diary - 2020
4. Atal Bihari Vajpeyee in Parliament : A Commemorative Volume
5. Rules of Procedure and Conduct of Business in Lok Sabha (EV & HV)
6. Directions by Speaker, Lok Sabha (EV & HV)
7. BPST Brochure (EV& HV)
8. Handbook for Members (EV & HV)
9. Parliamentary Procedure Abstract Series (EV & HV)
10. SCTC Booklet - Socio-economic Impact of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes during Sixteenth Lok Sabha (EV)
11. Brief Introduction of Members of 17<sup>th</sup> Lok Sabha
12. Folders - Facilities provided to Members of Parliament (EV & HV)
13. Hindi Message by HS



## 14. Letterhead sets for HS Office

(c) *Special initiatives :*

1. e-procurement process was initiated for procurement of all printing services in place of manual tendering process. 7 e-tenders were floated and finalised for the formation of panels of printers for the printing of various jobs i.e. DRSC Reports, Lok Sabha Debates, Prestigious publications, minor printing jobs, etc. Online tenders were floated and finalized for the printing of Lok Sabha Calendar 2020 and Lok Sabha Diary 2020. In addition to above 5 off-line quotations for specific and urgent nature of jobs were processed and finalised. Besides ensuring greater transparency in the system, adoption of e-procurement process also resulted in substantial savings for the Lok Sabha Secretariat.
2. The Section took initiative towards minimization of number of printed copies of various jobs viz. sessional papers, DRSC Reports etc..
3. At the time of constitution of 17<sup>th</sup> Lok Sabha, many prestigious publications were printed for the use of newly elected members.

(d) *Miscellaneous work:*

1. The quantum of typing work done during the year was 10,850 pages (approx.).
2. 11 orders for publishing of Govt. Bills/Pvt. Members' Bills in Gazette of India were placed to Govt. of India Press.

(e) *Volume of Work Done :*

3452 jobs comprising of 1,43,296 pages of manuscript were received from different Branches and 1,09,344 (approx.) proof and revised proof pages were scrutinised and print orders were placed for printing. The quantum of work dealt with in this Section during the period under report is as under:

<b>Name of Jobs</b>	<b>Manuscript Pages</b>	<b>Proof/Printed Pages (Approx.)</b>
Lok Sabha Debates	46,161	15,587
Financial and other Committees Reports	6,629	8,763
Standing Committees (DRSCs) Reports	16,560	17,382
Prestigious and other Misc. Publications	10,132	36,055
Sessional Jobs	13,700	18,140
Bills (Govt./Private)	5,754	8,099
Pre-printing jobs	44,360	5,318
<b>Grand Total:</b>	<b>1,43,296</b>	<b>1,09,344</b>

(f) *Payment of bills :*

During the period under review, Govt. of India Press and Private Presses raised Bills amounting to Rs. 11,23,13,059 for payment, which were processed and sent to B&P Branch.

## 2. ROTAPRINT SECTION

### WORK DONE DURING THE YEAR 2019

6.2 The break-up of the work done in Branch during the year was as under:-

1. A number of different printing jobs of the Secretariat were executed in this Section which includes, jobs relating to the commencement of the Session *i.e.* Summons, Provisional Calendars of Sittings, Chart showing dates of Ballot, Bulletin Part-II (English and Hindi versions); Index to Lok Sabha Debates; Speeches of Delegates to international and national conferences; Programme Booklets of incoming and outgoing delegates; Study Tour Booklets of various Committees; Presiding Officers and Secretaries and State Legislature; Starred/Unstarred Forms of Question Lists, Name Cubes, Luggage Tags, IPG Annual Reports, List of Members of IPG & IPU; Background Notes; Table/Menu Cards; Car Park Labels; Forms for various Branches; Parliamentary Library Bulletin; Corrigenda to the list of Questions (both Oral and Written); Coupon for new year items to Officer/staff of Secretariat; Answer Sheets for Joint Recruitment Cell; Scribbling Pads, Programme Schedule, Vote of Thanks and List of Participants, Scripts (in English and Hindi) for various Training and Orientation Programmes organised by PRIDE; File covers; DO Letter of SG from LARRDIS; JPI Circulation letter; Certificates for Children's Corner and Welfare Branch; DRSCs Reports; Tickets (Ferry service); Parliament Library Bulletin monthly-wise; Speaker's Initiatives; Casual Entry Passes for (PH/PHA/PLB); Allied Service passes (PSS&D&T Wing); Booklets of contents of Synopsis of Lok Sabha Debates; Booklet on Salary, Allowances and Pension of Members; Public/Official/Speaker's/Press Gallery Passes; SRO Bulletin Part-II; All types of Registers of various Branches; Procedure and Practice of various Branches; Booklet of different types of forms for new elected members of 17<sup>th</sup> Lok Sabha; Oral and Written List of Question (EV) and other miscellaneous publications of the Secretariat brought out from time to time. In addition, general and personalized stationery of MPs and Chairmen of Parliamentary Committees; Letterheads, Scribbling pads and envelopes of Offices of HS, HDS, and SG were also carried out in the Section.

2. The job of List of Questions for Oral and Written Answers entrusted for in-house overnight execution was carried out during the year 2019. A total number of 156 jobs of Question List having 10,57,290 impressions were done by the Section. On an average, 1 Officer and 8 staff members were deputed at Night Shift to execute the List of Questions on 52 days.

3. A large no. of different types of Forms, Registers, Booklets and other material of information to the newly elected members of Seventeenth Lok Sabha were received for printing during this period. A total no. of 165 jobs were executed relating to the constitution of 17<sup>th</sup> Lok Sabha.

The break-up of the work done in the Section during the year was as under :

Sl. No.	Job details	Total
1.	<b>Offset &amp; Digital Duplicator/Copier Unit</b>  (i) No. of Jobs Undertaken (inclusive of Night Duty = 156)  (ii) No. of Impressions printed	  1164  52,99,032
2.	<b>Screen Printing Unit</b>  (i) No. of Jobs Undertaken  (ii) No. of Impressions printed	  1,152  10,56,485
3.	<b>Computer (DTP) Unit</b>  No. of Pages composed/corrected	  56,812
4.	<b>RP/Bindery Store Unit</b>  Notes sent to General Stores Branch  Items issued – Consumable & Paper items Items received – Consumable items	  49  1,691 115
5.	<b>Proof Reading Unit</b>  No. of pages taken for proof reading	  24,670
<b>TOTAL NUMBER OF JOBS UNDERTAKEN</b> <b>[Sl.No. 1 (i) &amp; 2 (i)]</b>		2,316
<b>TOTAL NUMBER OF IMPRESSIONS PRINTED</b> <b>[Sl. No. 1(ii) &amp; 2(ii)]</b>		63,55,517

### 3. PROOF READING SECTION

#### WORK DONE DURING THE YEAR 2019

6.3 The break-up of the work done in Branch during the year was as under:-

(a) Proof Reading and Scrutiny of Regular Jobs during the Year 2019:

The following important jobs were also checked during the year:-

- 1) Atal Bihari Vajpayee in Parliament ( EV& HV)
- 2) 698 Nos. Private Members' and Government Bills ( EV& HV)
- 3) 558 Committee Reports ( EV& HV)
- 4) List of Members ( EV& HV)
- 5) Booklet—a brief note on CGHS Facilities extended to MPs
- 6) Information Handbook and Diary of Events
- 7) Profiles of National Leaders/Eminent Parliamentarians ( EV& HV)
- 8) Information Bulletins on various issues ( EV& HV)
- 9) Directions by Speaker ( EV& HV)
- 10) Abstract Series
- 11) Programme Booklets and Speeches of the Members
- 12) Constitution of India (EV & HV)
- 13) Members of 17<sup>th</sup> LS—A brief introduction
- 14) Compendium—National Legislators Conference.

In addition to above, Proofs of LS Diary, 2020; LS Calender, 2020; Greeting Cards; Profile of H.S.; List of Delegates; etc. were also got checked.

(b) Volume of Work Done:

The quantum of Checking Work Done in Proof Reading Section during the Year 2019:-

Sl. No.	Name of Jobs	Proof Pages	Printed Pages
1.	Sessional Papers ( List of Questions/List of Business, Bulletins, Govt./Private Members' Bills, Synopsis and Summons, etc.)	9203	28963
2.	Important <i>Ad hoc</i> & Misc. Publications	23456	-
3.	Reports of various Committees including Standing Committees and Financial Committees	37025	-
4.	Periodicals and Profiles	1072	-

5.	(a) Work received from Rota Print Section (Programme of incoming and outgoing Parliamentary Delegations and Speeches, etc.)	12294	-
	(b) Work executed by deputing staff at Rota Print Section for overnight printing of Question Lists	14250	-
	Total	97300	28963
	Grand Total ( Proof + Printed Pages)		126263

#### 4. BINDERY SECTION

##### WORK DONE DURING THE YEAR 2019

6.4 The break-up of the work done in Branch during the year was as under:-

Sl.No.	Job element	Work Done
1.	Library Books	2,811
2.	Registers	3,673
3.	Branch Records and Materials	1,648
4.	Folders, Full Cloth File Covers, Luggage Tags, etc.	3,395
5.	Gift Packing	1,117
6.	Spiral Binding	395
7.	Ad-hoc Publications (Prog. Booklets, Briefs, Synopsis, Scripts, Information Bulletin, etc.)	52,314
8.	Forms (making pads and numbering etc.)	3,00,042
9.	Creasing/Pasting of Cello Tapes on File Covers	21,000
10.	Miscellaneous Work	
	(a) Numbering	3,54,768
	(b) Creasing	51,337
	(c) Perforating	1,34,505
	(d) Gathering/Set Gathering	6,25,100
11.	Making of Pads (Sales Branch)	11,715
12.	Envelopes (Sales Branch) (Pkt. of 25)	7,459
13.	Post Cards (Sales Branch) –do-	102
14.	Inland Letters (Sales Branch) –do-	38
15.	Inland Letters/Envelopes (Official) (Pkt. of 25)	963
16.	Pads (Official) (Pkt. of 25)	840
17.	Ink Lettering on Bound Books, Registers, Folders, etc.	3,141
18.	Gold Lettering on Bound Books, Registers, Folders, etc.	1,600

## PERSONNEL STRENGTH OF PRINTING AND PUBLICATIONS SERVICE

**The personnel strength of the various Sections of Printing and Publications Service**

**Director-2**

**Addl. Director- 2**

**Joint Director- 2**

**Deputy Director- 3**

Sl. No.	Name of Section	P.O/ Manger	Asstt. Printing/Pr oduction Officer/Jr. Production Asstt./Print ing Asstt.	Sect.Asst ./Sr.Sec Asstt.	Proof Reader/ Jr. Proof Reader	Binder/ Sr.Binder	DTP Opera/ Lithogra phic Opera./ Compos itor	Attd./ Ware house	Total
1.	Printing Section	2	5	-	3	-	-	2	12
2.	Rotaprint Section	3	6	4	2+2 (printer)	-	3	2	22
3.	Proof Reading Section	2	16	-	27	-	-	2	39
4.	Bindary Section	-	13	-	-	14	-	1	28
<b>5.</b>	<b>*Total</b>								

\* Actual strength is yet to be finalized.

## PART-VII

### LOK SABHA TELEVISION UNIT

#### WORK DONE DURING THE YEAR 2019

7.1 The break-up of the work done in Branch during the year was as under:-

##### **Work relating to Consultants:**

- i. Work relating to extension of term/termination of engagement of Consultants in LSTV and Annual Appraisal of performance of Consultants in LSTV Channel.
- ii. Processed matters pertaining to consultants of LSTV Channel including extension of various facilities, individual matters concerning the consultants, disciplinary matters and maintenance of personal files of the Consultants, their leave accounts, fee and work relating thereto.
- iii. Processed the matter pertaining to renewal of Medi-claim policy for the Consultants of LSTV Channel.
- iv. Processed the matter pertaining to reimbursement of Tuition Fees of child/children to Consultants of LSTV.
- v. Obtained Administrative approval for tours performed by officials of LSTV Channel and non-officials members of LSTV Committee and processed requests for grant of TA/DA advance and contingency advance for such tours and forwarding of the bills for settlement to DDO-LSTV.
- vi. Issue and return of Mobile phones to Consultants/officials of LSTV Channel and processed the verified bills to AN-II Branch for settlement and also processed mobile phone bills relating to the consultants of LSTV for Payment.
- vii. Dealt with requests for grant of advances from imprest money fund and settlement of bills relating thereto.
- viii. Dealt with various requests of LSTV for providing transport facilities to the officials/Consultants/Guests of Lok Sabha Television Channel and processing of bills relating thereto.
- ix. Arranged stationery items from General Store Branch and distributed/issued to the staff of LSTV Channel.
- x. Arranged/procured make-up items for the Makeup-Room of LSTV Channel on monthly basis.

##### **Work relating to Meetings:**

- xi. Prepared Agenda Papers and Memoranda for LSTV meetings including that of management Advisory Committee, Programming Advisory Committee, Procurement & Technical Committee of LSTV Channel. Prepared the draft minutes of the Committee meetings and took follow up action on the recommendations thereon.
- xii. Arranged meeting of Additional Secretary, E-i-C cum CE, LSTV with representatives of Doordarshan Kendra, BECIL on technical matters.
- xiii. Coordination with Doordarshan, Films Divisions, NFDC, PSBT, BECIL and other agencies as per the requirement of the Channel.



**Work relating to AMC/Technical issues of LSTV:**

- xiv. Processed the matter for renewal of agreement between LSS and BECIL: for comprehensive AMC of Teleport of LSTV Channel.
- xv. Processed the cases relating to repairing of defective equipment in the Channel.
- xvi. Dealt with requests for hiring of technical equipment for various programmes of LSTV Channel and made arrangement for hiring of camera equipment on the basis of requests received from LSTV. Examined and processed bills relating to hiring of technical equipment.

**Work relating to telecast**

- xvii. Facilitated the live telecast of the Parliamentary functions held in the Central Hall, Parliament House including President's Address to the Joint Sitting of Parliament.
- xviii. Continued with arrangements with Vigyan Prasar and processed the fresh proposal received from them for telecast of scientific programmes on LSTV Channel.
- xix. Processed the matter pertaining to telecast of documentaries/short films.
- xx. Running/displaying of scrolls/information sent by various branches on LSTV Channel.

**Work relating to Bills/Payments:**

- xxi. Processed bills received from Northern Railway Catering for serving of refreshments for meeting of LSTV channel.
- xxii. Processed the Bills received from Central News Agency etc. regarding Newspapers and other periodicals.
- xxiii. Processed the matter relating to NOCC (Network Operation Control Centre) Charges.
- xxiv. Processed the bills of M/s Ashok Travels and Tours for booking air tickets for the Consultants of LSTV Channel for their official tour in connection with the recording/coverage of various programmes for the Channel and non-official members of LSTV Committees.
- xxv. Renewal of services of 1 and 2 MBPS MTNL Lease Line for LSTV Channel and settlement of their bills.
- xxvi. Processed the matter regarding renewal of Wireless Planning & Coordination (WPC) license fee of LSTV Teleport and Dish Antenna.
- xxvii. Payment of Indira Gandhi National Centre for Arts (IGNCA) for supply of the programmes/documentaries to LSTV Channel.
- xxviii. Processed the matter relating to extension of term of engagement of Guest Anchors of LSTV Channel and processing of payment thereof.
- xxix. Payment of honorarium to Guest-participants of LSTV Programmes.
- xxx. Payment of honorarium to Guest-Anchors of LSTV Programmes.

**Work relating to General Administration:**

- xxxi. Prepared LSTV Budget: RE-2018-19 and BE-2019-20.
- xxxii. Processed the remittance of Service Tax and Educational Cess component of the Revenue Receipts received by LSTV Channel as part of their receipts.

- xxxiii. Arrangement of refreshment, lunch and dinner to the staff of LSTV Channel on special occasions like Union Budget, Republic Day and Independence Day.
- xxxiv. Processed the proposal for designing and redesigning the sets of LSTV Channel.

**Work relating to RTI:**

- xxxv. Processed the requests received from Information Cell under Right to Information Act, 2005.

**Other Miscellaneous Work:**

- xxxvi. Sent Video clippings of Parliamentary speeches to Hon'ble members participating in Lok Sabha Proceedings through SMS, e-mail and Whatsapp.
- xxxvii. Attended to other miscellaneous items of work marked to the Branch from time to time and dealt with various Branches of the Secretariat for day-to-day requirement of LSTV Channel.
- xxxviii. Other miscellaneous and day-to-day Administrative matters pertaining to LSTV Channel.

**Personnel Strength of LSTV Channel Unit**

SL. No.	Designation	Actual Strength
i.	Additional Director	1
ii.	Joint Director	1
iii.	Executive Officer	4
iv.	Assistant Executive Officer	2
v.	Sr. Library Assistant	1
vi.	Sr. Secretariat Assistant	1
vii.	Sr. Chamber Attendant	2
viii.	Chamber Attendant	2
ix.	Attendant Gr.II	2

## PART-VIII

### FUNCTIONS OF PARLIAMENT SECURITY SERVICE

#### WORK DONE DURING THE YEAR 2019

8.1 The break-up of the work done in Branch during the year was as under:-

#### Non-Technical

Parliament Security Service carry out multifaceted security and administrative work, which is escalating year by year and the augmented work of PSS has been defined herein with a Comparative Graph of Data showing the surging workload of Parliament Security in Parliament House Complex -**2018& 2019** is as under:

- a) Access Control of Man, Material & Vehicle is the prime work of PSS and all entrants have been provided entry on valid pass/ permission issued by the Competent Authority only.
- b) As the security access control point ORG-PLB, TKR-II-PHA and Building Gate No. 1-PH functions 24X7 and deployment of staff is maintained.
- c) The Security Assistant are assigned the following duties during their turn on duty:
  - I. To get issued & check the Wireless set and keys of the Iron/ Building Gate before the start of their duty.
  - II. To disarm and open the Power Fence Gate before opening the Iron Gate if required.
  - III. To visually search the nearby area of duty points/ area of responsibility.
  - IV. Iron gates are first line of interaction with any entrants/ visitors/ vehicles/ material etc.
  - V. Identification of Hon'ble MPs, Ex-MPs, Governors, Chief Ministers, Ministers, Foreign Parliamentary Delegations, State Legislative Delegations, Senior Officers of both the Secretariats, Ministries etc.
  - VI. To regulate the Access control of occupants and Vehicles & unauthorized occupants and vehicles are directed to Reception Office for obtaining necessary permission/ passes for entering into the PH Complex.
  - VII. To arrange ITDC Ferry vehicle(s) available for Hon'ble MPs, Ex-MPs, who are coming in their without labels vehicles, commercial vehicles like auto, taxi etc.
  - VIII. Identification of validity of Labels/ Identity Card of occupants of entering vehicles.
  - IX. Attentively listen to the announcement made by the Vehicle Announcement System for tallying the vehicle No, Make of Vehicle & Colour of Vehicle.
  - X. Checking of Valid Entry passes of drivers, officials etc.
  - XI. Proper handling of WT Set and communication with Communication Control Room and other stations.
  - XII. Noting down of messages received from Communication Control Room for coming designated visitors/ dignitaries and their vehicles.
  - XIII. Handling of operations of Boom - Barriers/ Flap Barriers.

- XIV. Manual Checking & matching in TFT Screen of entering MPs, Ex-MPs, Governors, Chief Ministers, Ministers, Delegations (Foreign Parliamentary Delegations/ State Legislative Delegations), Senior Officer of both Secretariats, Ministries etc.
  - XV. To direct the Security Assistant (Technical) deployed in Local Control Station to lower the active bollards for facilitating the heavy vehicles.
  - XVI. To communicate malfunctioning of security gadgets to CCS for rectification.
  - XVII. Some gate functions from 0800 hrs to 1900 in intersession and in session time the closing of such gates is ensured only after clearance from EDA/PH, EDA/PHA, EDA/RSS and Supervisory Officer.
  - XVIII. To communicate the information of mob/ demonstrators/ dharna/ riots coming towards Parliament House Complex or any unusual situation to Control Room/ Senior Officers.
- d) In view of the constitution of the 17<sup>th</sup> Lok Sabha, immaculate security arrangements were implemented for round the clock for providing hassle free entry to the newly elected Members of Parliament.
  - e) Various functions like the Presidential Address before the commencement of the Budgets Session-2019 of 17<sup>th</sup> Lok Sabha was planned and conducted very effectively.
  - f) Contingency Drill/ Alarm Bell Rehearsals and through Anti Sabotage Checks/ visual checks of the entire PH Complex were carried out before every session and on routinely during sessions due to the paucity of manpower the assistance of allied security agencies was also sought for better outcome.
  - g) Hassle free access and movement of HE President, Hon'ble Vice-President, Hon'ble Prime Minister, Hon'ble Speaker/ Deputy Speaker/ Ministers/ MPs was regulated in a professional manner.
  - h) Elaborate Security arrangements were made in the PH Complex during the following important functions in addition to routine duties:
    - I. **36** Floral Tribute functions were smoothly conducted at the portraits of National Leaders and former Speakers of Lok Sabha in Central Hall of Parliament.
    - II. All call on of Hon'ble Speaker by National/ International Parliamentary Delegations during the year 2019 were facilitated by the PSS officers/ staff.
    - III. Birth/ Death Anniversary of Dr. B R Ambedkar on **14.04.2019/ 06.12.2019** respectively were organized in Plot-115, PH Complex, which was attended by VVIPs, VIPs, invitees & general public.
    - IV. The **18<sup>th</sup> Anniversary of Martyrs** who laid down their lives during the Terrorist Attack on Parliament House on **13<sup>th</sup> December 2001** was held on **13.12.2019** for paying Floral Tribute to the Martyrs. A Blood donation Camp in association with the Indian Red Cross Society (IRCS) was also organized on this occasion and a large number of officers/ staff from Lok Sabha/ Rajya Sabha Secretariat and other Security and allied agencies working in Parliament House had donated blood on the occasion.
  - i) **83534** persons were facilitated to witness the proceeding of Lok Sabha during the year 2018 under the issuance passes for **Public Gallery: 64885, Special Gallery: 429, Speaker's Gallery: 1873, Distinguish Visitor's Gallery: 342, Rajya Sabha Gallery: 195, Diplomat Gallery: 23& Press Gallery: 10806**. Their admission to various galleries was properly regulated and strict vigil was maintained by the security staff.
  - j) **4981** Officers of various Ministries and Govt. Departments visited the Official Box of Lok Sabha during the year 2019 for official duties during Session period and their entry was well regulated by the Parliament Security Service.

- k) **53488** visitors were escorted for shown around of Parliament House during Inter- Session period on the recommendation of Hon'ble Ministers/ MPs, Senior Officers of the Secretariat and Education/ Government Institution, while **28949** visitors escorted for the Parliament Museum at Parliament Library Building.
- l) A total number of **2,00,528** Casual Entry Permits were issued through **Reception Office, Parliament House:1,30,184, Reception Office, PHA: 31,341 and Reception Office, PLB: 19,003**Casual Entry permits were issued. In addition to the Invitees/ Guests of LSTV in PLB were issued **2188 (Computerized or Manual Passes)**.
- m) **1034** Numbers of fresh Yellow Casual Entry Passes (meant for contractors/ casual labourers) issued wherein **9430** Yellow Casual Entry Passes were extended and **646**numbers of Pink Casual Entry Passes (meant for allied security agencies) were issued through D&T Wing and **2,117** Pink Casual Entry Passes were extended, Parliament House. **14,027** numbers of Casual/ Monthly Entry Permits were issued through Parliament Security Service Office, PHA, while.
- n) *A total number of **1,121** which include **Parliament House: 262, Parliament House Annexe: 460, & Parliament Library Building: 223, Extension to PHA: 176** Seminars/ Conferences/ Functions/ Meetings/ Calls on were held and attended by the Vice-President/ Prime Minister/ Hon'ble Speaker/ Hon'ble Deputy Speaker/ VIPs for which proper security arrangements were made.*
- o) Additional Security arrangements were made during occasions (Total **333**: Cabinet Meetings/ Visits of Hon'ble Chairman, Rajya Sabha,Lunches/ Dinners/ Refreshments etc. in **PH: 78, PLB: 223, PHA: 13& EPHA: 19**) attended by the HE President/ Hon'ble Vice-President/ Prime Minister/ Hon'ble Speaker/ Hon'ble Deputy Speaker/ VVIPs/ VIPs/ foreign Delegates.
- p) **63 Officials** from Parliament Security Service, Lok Sabha (**13** from Non-Technical &**50** from Technical) were imparted training in **17 Training/ Courses** at various training facilities in India and abroad during the year 2019 due to acute shortage of manpower in PSS (NT) very few personnel could be spared for Training/ Courses.
- q) The Centralized Pass Issue Cell issues Casual Entry Passes: Sessional Passes, Gallery Passes, Media passes, Radio Frequency Tags for Individual & Vehicles, Identity Cards, Bar Code Passes, Parking Labels etc to Hon'ble MPs, Officers, Staff, Allied Agencies and visitors during Session/ Inter-Session period throughout the year on permanent, Sessional and daily basis as the case may be.

Comparative years	2017	2018	2019
Public Gallery Visitors	67,743	1,00,398	83,534
Show Round Visitors	78,713	1,02,989	53,488
Parliament Museum Visitors	32,574	34,921	28,949
Functions/ Meetings/ Call on	8,447	3,823	1,121

Casual Entry Passes - Officials/ Visitors issued from Reception Offices of Parliament House Complex during the years 2017, 2018 & 2019:

Comparative Years	2017	2018	2019
Parliament House	78,713	1,18,776	1,30,184
Parliament House Annexe	75,065	44,175	31,341
Parliament Library Building	32,574	32,939	19,003
Passes issued for LSTV Guests	2,493	4,955	2188

Casual Entry Passes issued to Casual Labours working under the various contractor of CPWD in Parliament House Complex - 2017, 2018 & 2019:

Comparative years	2017	2018	2019
D&T Wing, PH	13905	12520	13227
PSS Office, PHA	29016	24288	14,027
Reception Office, PLB	699	193	193

## TECHNICAL WING

### WORK DONE DURING THE YEAR 2019

8.2 The break-up of the work done in Branch during the year was as under:-

- Induction of 04 (Four) new sniffer dogs into LSS Dog squad on 18/03/2019 after their procurement and 06 (Six) months training with LSS dog handlers at NTCD, BSF.
- Successfully completed the procurement process of the following security equipment approved for EPHA including their installation and commissioning:
  - 09 (Nine) X-ray Baggage Inspection Systems
  - 09 (Nine) Door Frame Metal Detectors
  - 02 (Two) Non Linear Junction Detectors
- Procurement of 600 (Six hundred) Nos. of Anti Pollution Dust Masks for PSS personnel deployed at various entry point in PH Complex.
- Completed the assessment of the serviceability/un-serviceability of 29 (Twenty nine) sets of obsolete 2G/3G cell phone jammers currently installed in PH Complex by the Technical board for condemnation/replacement.
- Arranged demonstration of Cell Phone Jammer, Model: 'CJR-05 with B-41 and Wi-Fi 5GHz appliqué unit' of M/s BEL in PH Complex for evaluation by the Technical Committee of PSS and the officials of NTRO, IB and SPG.
- Accorded approval of SG, LS for extending the CAMC of 14 (Fourteen) old XBISs procured

during the year 2002 to M/s ECIL Rapiscan Ltd., for the FY: 2019-20.

- Accorded approval of JS (S) for extending the CAMC of 03 (Three) NLJDs 'NJE- 4000' procured in 2008 to M/s Security Shoppe (India) Pvt. Ltd., for FY:2019-20.
- Maintenance and serviceability of Anti-Sabotage Equipment which are not under CAMC:
  - Maintenance of 50 HHMDs (Garrette Super Scanner), 50 HHMDs(Gold-1)
  - Maintenance of 25 (Twenty five) LED Search Lights
  - Maintenance of 29 (Twenty nine) sets of 2G and 3G cell Phone jammers.
  - Charging batteries of Wireless Sets and which are being issued by A.S. Wing on daily basis to PSS staff deployed at various access control points in PHC.
- Attended 7,385 calls for A.S. Checks of materials at TKR-1/TKR-II locations.
- Attended 6,673 calls for AS Check of materials at IG-8 location of PH.
- Attended 1,063 calls for AS Check of vehicles carrying materials at IG-8/IG-9 locations.
- Attended 1,288 calls for AS Check of vehicles at TKR-I/TKR-II/MEG-6(PHA) locations.
- Carried out A.S. Check of more than 10,000 vehicles parked at designated parking slots at Media, MP Self parking and TKR1 Cycle Stand, PLB basement and parking in front of BG-3 on daily basis.
- Attended 136 service calls of XBISs and 22 service calls of DFMDs installed at various locations in PH/PLB/PHA/EPHA and rectified the faults.
- Processed and settled bills pertaining to procurement and Anti Sabotage Equipment, CAMC, Ferry bills of BSF, Feeding Bills of LSS dog squad, Medical treatment of LSS dogs, Pay & allowances of BSF dog handlers.
- Cell Phone Jammers installed, operated and monitored at more than 500 locations during Parliament session in LS/RS Chambers and during VVIP Programmes/ meetings in Central Hall, PLB Auditorium and various committee rooms.
- De-bugging of HS Chamber and Chairman Chambers carried out using Omni Spectral Correlator, Model: 'OSCOR OSC 5000E' before commencement of every Parliament Session.
- Carried out A.S. Checks of Parliament House including Central Hall on daily basis, A.S. Checks of LS Chamber, RS Chamber and Safe House on daily basis during Parliament session, A.S. Checks of venues of functions in PLB, PHA & EPHA as per schedule and A.S. Check of the venues during Dr. Ambedkar Birth Anniversary/MahapariNirvan Divas & Floral tribute to Martyrs on 13<sup>th</sup> December. The details of A.S. Checks carried out during the year are asunder:

<b>Name of the venue</b>	<b>No. of occasions A. S. Checks carried out</b>
LS and RS Chambers (During Session & Advance ASC)	74
Central Hall, Courtyards & its Gallery	243
PLB Auditorium (During Session & VVIP programmes)	74
HS Chamber and Chairman Chamber	243
Committee Rooms of PH (53, 62 & 63)	243

Committee rooms of PLB (During VVIP programmes)	40
Committee rooms of PHA (During VVIP programmes)	30
Committee rooms of EPH and Auditorium EPHA	45
Outer areas of PH complex (Daily basis)	365
A.S. Checks during incidents of flying objects landed in PHC and recovery of articles.	29

- Files pertaining to daily A.S. Check reports, AS Check report of materials and Status Report of Anti Sabotage Equipment submitted on daily basis.

**B. Work done by Central Command Station (Technical) during the year 2019.**

- Actively involved in the preparation of Identity Cards for the newly elected members of 17th Lok Sabha & their spouses in the month of May & June 2019.
- Programming of RF Tags (660 new RF Tags were programmed for various categories like Lok Sabha Members, Vehicles of Lok Sabha Members and Vehicle of Rajya Sabha Members and Sessional Officials etc.).
- 248 Nos. of Daily Checking reports.
- 179 Nos. of Daily reports for Persons & Vehicles who entered PH complex with invalid RF Tags.
- 12 Nos. of Monthly reports for Persons & Vehicles who entered PH Complex with invalid RF Tags.
- 15 Nos. of Weekly reports of Barcode Passes scanned through various gates of Parliament House Complex during Session.
- 11 Nos. of signatures of Media personnel were scanned.
- Supervision of the maintenance of the software related problems.
- Designing, Modification and Printing of passes in D&T.
- 48 Nos. of General reports generated.
- 16 Nos. of Casual Visitors Daily reports generated in PDF format.
- 2 Nos. of RTI queries replied.
- Supervision of maintenance of Network and hardware related problem of PC and server.
- Software related complaints of RF Readers, Flap Barriers and TFT Displays at various entry points of Iron Gates and Building Gates.
- Problems being faced at user level in the IPIS Software of Access Control System were looked after for its corrections, modification and restoration with ECIL.
- Downtime penalty calculation for the year 2018-2019.

**C. Work done by Communication Unit during the year 2019**

- Operation of modern TETRA communication system with complete distribution of hand-held wireless



set to security agencies viz. Parliament Security Service (Lok Sabha, Rajya Sabha), Delhi Police, PDG (CRPF), NDRF, IB and NSG.

- SMS regarding VVIP programmes and Dharnas are being sent on TETRA wireless radios twice, daily at about 0830 hrs and 0930 hrs. Same SMS is also sent on personal mobile of Officers of PSS Lok Sabha and Rajya Sabha at 0630 hrs daily and whenever required over.
- Integration of TETRA communication system with new CCTV system is being utilized in Communication Control Room for effective co-ordination & monitoring.
- Incident management of all emergency situations are being done by Communication Control Room. Total 37 Nos of Incidents/Emergencies successfully handled by Communication Unit with quick response in the year 2019.
- Contingency drill/rehearsals were carried out before commencement of each session of the Parliament in co-ordination with various allied security agencies.
- (vi). A total of **409** Nos of VVIPs/VIPs movements (Hon'ble President, Hon'ble Vice-President, Hon'ble Prime Minister, Hon'ble Speaker, Hon'ble Dy. Chairman, Hon'ble Dy. Speaker and foreign delegations) during session period and **186** nos of movements during intersession period were regulated to PH complex in professional and most effective manner in the year 2019.
- Call signs/Code names received from Delhi Police and SPG on monthly basis and special occasions (Republic day/Independence day) are updated and distributed to concerned officers of PSS (Lok Sabha and Rajya Sabha), Delhi Police and CRPF (PDG). Master call sign list of all PSS officers (Lok Sabha/Rajya Sabha), all duty Points of PH complex, Delhi Police and CRPF (PDG) is updated and distributed to the concerned before commencement of each Parliament session. Considering the promotion and retirement of all concerned PSS officers, the Master call sign list is rearranged, updated and distributed every year in the month of January also.
- In-house Dharnas displayed by different parties in the year 2019 were 88. Details of Dharnas as per session wise are as stated below.

SI No.	Session	Dharnas
(a)	Winter Session-2018(01-09 January2019)	30
(b)	Interim Budget session	21
(c)	Budget and Monsoon session	15
(d)	Winter session	22
<b>Total</b>		<b>88</b>

#### **D. Work done by the CCTV Unit during the year 2019**

- The CCTV Unit has carried out round the clock surveillance of Parliament House Complex during the year 2019. Apart from surveillance of PH Complex, the CCTV Unit has covered all the Floral Tributes held in Central Hall of Parliament House, and various committee meetings held in committee rooms in PH Complex.
- The CCTV Unit has covered all the Sessions held during the year 2019 and preserved the recordings

of the Lok Sabha proceedings.

- The CCTV Unit covered the inaugural address of Hon'ble President, of both Houses of Parliament on 31.01.2019.
- The CCTV Unit covered the inaugural address of Hon'ble President, of both Houses of Parliament on 20.06.2019
- The CCTV Unit covered the Yoga Shivir organized on the occasion of International Yoga Diwas on 21.06.2019.
- The CCTV Unit covered the function to commemorate 70<sup>th</sup> anniversary of adoption of Constitution of India "Samvidhan Divas" on 26.11.2019 at Central Hall, Parliament House
- Special Functions organized in Parliament House on 14<sup>th</sup> April 2019 (Dr Ambedkar Jayanti), 06<sup>th</sup> December 2019 (Mahaparinirvana Divas) and 13th December 2019 (Martyrs Day) was also covered by installing additional cameras and recordings are preserved.
- CCTV Unit ensured surveillance and monitored/recorded all incidences of breach of security, sensitive activities like Dharnas, processions etc. and all other important events. The CCTV Unit ensured surveillance of the entire Parliament House Complex and brings any breach in security to the notice of higher authorities and security agencies
- CCTV unit got the faulty 02 Nos. of 40 KVA UPS installed at DC-1 replaced by new 40 KVA UPS to ensure the uninterrupted operation of DC-1.
- The CCTV Unit has also processed the case of up-gradation of CCTV System with New Solution of CCTV System comprising of state-of-art technology Audio / Video Analytics System through MHA as per the direction of JPC on Security.
- The CCTV Unit has also processed the case of extension of AMC of existing CCTV System installed in PHC through MHA.
- Five personnel from Rajya Sabha Security are also working in CCTV Unit. It is pertinent to mention here that much more manpower will be needed when Secondary Control Room at PHA will become fully functional on implementation of CCTV Up-gradation Project as it is a herculean task for CCTV Unit to have surveillance of the entire Parliament House Complex through the 491 Cameras along with maintenance and up-gradation tasks. The number of cameras will become 741(491+250) on the implementation of CCTV Cameras in new building PHA (E-PHA).

**E. Work done by Local Control Station Unit during the year 2019.**

- (i). LCS-05 hut at IG-05 location is renovated.
- (ii). Movements of Hon'ble President, Hon. Vice-President, Hon'ble Prime Minister, Hon'ble Speaker, Hon'ble Dy. Speaker, Hon'ble Dy. Chairman and other foreign dignitaries/delegations were regulated to PH complex and provide the safe passage to arcade through the concerned entry gates by use of the VIP panel.
- (iii). Safety loop and Crash loop test will be carried out using a vehicle provided by M/s ECIL and report will be submitted to the higher authority on routine basis.

- (iv). The LCS Wing has smoothly regulated around 1500 movements of Hon'ble President, Hon. Vice-President, Hon'ble Prime Minister, Hon'ble Ex-Prime Minister Sh. Manmohan Singh, Smt. Sonia Gandhi, Ambassadors and other foreign dignitaries/delegations through IronGate-7.
- (v). The LCS Wing also smoothly regulated around 2500 movements of Hon'ble Speaker, Hon'ble Dy. Speaker, Hon'ble Dy. Chairman, Sh. LK Advani, Ex-Prime Minister Sh. HD Deve Gowda and other foreign delegations through IronGate-1.
- (vi). Total 47 crash incidents occurred at Iron gates in PH complex, which were immediately catered to

#### **F. Work done by the of Power Fence & ESS Unit during the year 2019.**

- The expenditure of Rs. 6, 25,000 was approved by the competent authority for restoration of power fence from MEG-4 to MEG-6 which was damaged due to CPWD work while building construction work in EPHA and the said restoration work is under progress.
- The restoration of Power Fence zone-4 & Zone-5 (partial) of EPHA has been completed and same is operational. However, restoration of Power Fence Zone-2 & Zone-3 of EPHA is under progress.
- The expenditure of Rs. 50,179.50 was approved by the competent authority for replacement of the lock at IG-9. Consequently, the lock was replaced and the bill in respect of said lock has been settled in financial year 2019-2020.

#### **Strength of Parliament Security Service (Non-Technical)**

Sl. No.	Designation	Strength	
		Sanctioned	Actual
1.	Joint Secretary (Security)	01	01
2.	Director (Security)	02	02
3.	Additional Director (Security)	02	02
4.	Joint Director (Security)	10	09
5.	Deputy Director (Security)	09	09
6.	Security Officer	31	31
7.	Assistant Security Officer	61	63
8.	Security Assistant Grade – I	69	56
9.	Security Assistant Grade – II	128	10
<b>Total</b>		<b>313</b>	<b>183</b>

#### **Strength of Parliament Security Service (Technical)**

Sl. No.	Designation	Strength	
		Sanctioned	Actual
1.	Joint Director (Technical)	03	03
2.	Deputy Director (Technical)	08	08
3.	Security Officer (Technical)	11	04
4.	Assistant Security Officer (Technical)	50	30
5.	Security Assistant Grade – I (Technical)	52	00

6.	Security Assistant Grade – II (Technical)	70	55
7.	Security Assistant Grade – II (Pharma)	01	01
8.	Security Guard (Dog Handler)	13	13
<b>Total</b>		<b>208</b>	<b>114</b>

**Strength of Parliament Security Service (Housekeeping Wing)**

Sl. No.	Designation	Strength	
		Sanctioned	Actual
1.	Senior Housekeeper	16	15
2.	Housekeeper Grade – I	31	31
3.	Housekeeper Grade – II	39	27
4.	Housekeeper Grade – III	39	24
5.	Farrash	00	05
<b>Total</b>		<b>125</b>	<b>102</b>

**PART-IX****PARLIAMENT MUSEUM****WORK DONE DURING THE YEAR 2019**

9.1 The break-up of the work done in Branch during the year was as under:-

Sl. No.	Assignments	No. of items/ Remarks
1.	Foreign Dignitaries/Delegates, Speakers/Members of Foreign Parliaments, State Legislative Assemblies, Members of Lok Sabha & Rajya Sabha visiting the Museum.	142
2.	School and college students visiting the Museum.	11131
3.	Visitors working in Parliament complex, their guests/family members visiting the Museum.	12497
4.	No. of Museum entry tickets sold.	5179
5.	Total amount collected through Sales of Museum Entry Tickets and deposited with B&P Branch.	Rs.51790/-
6.	No. of remarks/observations/appreciations given by visitors	65
7.	No. of bills processed for upkeep/repair/purchase/AMC of gadgets.	NIL
8.	Gift items received from Hon'ble Speaker (i) Brass item.	1
9.	No. of quotations received/examined/put up with regard to various items.	1
10.	No. of times inventory of gadgets and artifacts tallied/their physical verification done	O&M Audit (1)
11.	Work related to publicity of Museum:  (i) Prepared/revised/updated write-up for inclusion in the IPG Newsletter and JPI. (ii) Updating publication – Union & State Legislatures in India (1993-Edition). (iii) Updated information on Parliament Museum in folder for Members of 17 <sup>th</sup> Lok Sabha. (iv) Updated publication "Parliament of India" 16 <sup>th</sup> Lok Sabha (2014-19) a study. (v) Revision of publication titled – Govt. and Parliament procedure to be followed by ministries in connection with Parliament work. (vi) Para Bulletin Part-II, Lok Sabha/Rajya Sabha, regarding, requesting the Members to visit the Parliament Museum with their families got approved and issued before the commencement of every Session. (vii) Prepared/sent advertisement about Parliament Museum for publication in various newspapers all over the country. Advertisement appeared in national dailies put up. (viii) Prepared a note for kind consideration and approval of the Competent Authority regarding Publicity of Museum by way of telecasting promo filler advertisement	4 Yes Yes Yes Yes 3 Nil
12.	Meeting of Parliament Museum Committee	Nil

13.	<p>Conservation work done as under:</p> <p>Parliament Museum:</p> <ul style="list-style-type: none"> <li>(i) Oil portrait infected with fungus.</li> <li>(ii) Original dress of Watch &amp; Ward Official of Central Legislative Assembly infected with fungus.</li> <li>(iii) Restoration of eyelids of model of Pt. Nehru.</li> </ul> <p>Parliament House:</p> <ul style="list-style-type: none"> <li>(i) Assisted in Conservation of oil paintings in Central Hall.</li> <li>(ii) Assisted in Conservation of murals in Parliament House.</li> <li>(iii) Submitted a report regarding condition of photographs in Rajya Sabha Gallery.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
14.	Meeting of Heritage Committee attended by Officer of Museum.	3
15.	<p>Rectification of Museum exhibits:</p> <ul style="list-style-type: none"> <li>(i) All the pipes of Nehru Animatronics has been changed.</li> <li>(ii) Hardware and Software problem of Transfer of Power has been rectified.</li> </ul>	<p>Yes</p> <p>Yes</p>
16.	<p>Modernization of Parliament Museum:</p> <p>On the basis of the desire and directions of the then, Hon'ble Speaker, Lok Sabha, as expressed by her regarding Modernization of Parliament Museum in collaboration with IGNCA, in the Joint Meeting with the representatives of Indira Gandhi National Centre for Arts (IGNCA) and Senior Officers of Parliament Museum, held on 4<sup>th</sup> September, 2018, prepared a draft agreement for signing with (IGNCA) to carry out the modernization work. The same was sent to Mr. Ajay Dignpaul, Advocate on Panel of Lok Sabha Secretariat for vetting. Sent the corrected draft agreement to Shri Sachchidanand Joshi, Member Secretary, IGNCA for perusal. In reply many detailed clarifications and suggestions for amendment to the clauses of the above said agreement were sent by IGNCA. Further, Parliament Museum sent the clarifications to IGNCA. After this no further progress took place in this regard.</p>	
17.	<p>Assistance in setting up of exhibitions- :</p> <ul style="list-style-type: none"> <li>(i) Developed touch screen multimedia presentation software on Constituent Assembly for Exhibition on History of Constitution of India (26<sup>th</sup> Nov-29 Nov 2019) at PLB. Technical support also provided for setting up of this exhibition.</li> <li>(ii) Exhibition on History of Constitution of India organized by DOPT, GOI at North Block (11-12 December, 2019). All digital contents has been provided for this exhibition.</li> </ul>	<p>Yes</p> <p>Yes</p>
18.	The Transfer of Power Exhibit made Functional by replacing the workstation and re-installing required software by way of expertise available in-house, in the Museum. The file regarding updation of video clip of Hon'ble Speaker is under submission and presently, the file is pending with Senior Technical Director, NIC for about two months.	Yes
19.	<p>Participation in Conference/Seminars:</p> <ul style="list-style-type: none"> <li>(i) Annual Conference of Museum Association of India held at</li> </ul>	

	Prayagraj.	2 Officers
20.	<p>The work of Short Study Visits was transferred from PRIDE to Parliament Museum vide SG's order dated 1 November 2019. Thus, Short Study Visits, since then, conducted by Parliament Museum for Officers undergoing training at various Govt. Departments, Organizations and Institutions, students and teachers from Schools/Colleges/Universities for show-round of the Chambers of Lok Sabha/Rajya Sabha and Central Hall (during inter-session) and witnessing the proceedings of the House during Parliament Session.</p> <p>(i) Delegation</p> <p>(ii) Universities/Colleges</p>	<p>4</p> <p>2</p>
21.	<p>Miscellaneous work related to Museum:</p> <p>(i) Reminders/notes put up to AN-I Branch regarding Recruitment of Museum guides.</p> <p>(ii) Put up file for approval and forwarded it to Sales Branch informing them about the prolonged 'Out of Stock' status of items on display in Souvenir shop as frequently complaint by the visitors.</p> <p>(iii) No. of applications/information dealt under the RTI Act, 2005.</p> <p>(iv) Duty Roster prepared for Officers/Officials of Parliament Museum on monthly basis for their deployment on every Saturday.</p> <p>(v) Initiated the file regarding Annual Maintenance Contract (AMC) of Computers/TFTs Work Station along with TFT monitor installed in Parliament Museum.</p> <p>(vi) Initiated the process for approval of AMC of Air Compressor required for Nehru Animatronics.</p> <p>(vii) Initiated file for procurement of LED/OLED display system for Lok Sabha/Rajya Sabha Exhibits and after approval, sent to GW Branch concerned and the file is still pending with them.</p> <p>(viii) Initiated file for procurement of LED display systems for various Receptions of Parliament House Complex and after approval, sent to GW Branch concerned and the file is still pending with them.</p> <p>(ix) Initiated file for procurement of Touch Screen and Non-Touch Screen Computers for the exhibits of Parliament Museum and after approval sent to Computer Management Branch (Hardware Unit) concerned and the file still pending with them.</p> <p>(x) Prepared files and got them approved for payment of refreshment bills for the following meetings/items:</p> <p>(a) Meeting with Hon'ble Speaker, LS, on Modernization of</p>	<p>2</p> <p>1</p> <p>1</p> <p>12</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>

	Parliament Museum.	1
	(b) Meeting with Experts regarding Modernization of Parliament Museum.	1
	(c) Drinking packaged water bottles for VVIPs/MPs, etc.	1
	(xi) Initiated file for approval regarding Renewal of Annual Subscription fees for Institutional Membership of Museum Association of India.	

**Staff strength as on 31 December 2019**

1. Director (PM)	1
2. Deputy Secretary (PM)	1
3. Senior Technical Officer	1
4. Senior Conservator	1
5. Curator	1
6. Executive Officer	1
7. Deputy Curator	1 (on contract basis)
8. Assistant Technical Officer	1
9. Senior Secretariat Assistant	1
10. Secretariat Assistant	1
11. Guide (Hindi)	1 (On contract)
12. Attendant	5 (2 on temporary posting)
13. Housekeeper	1