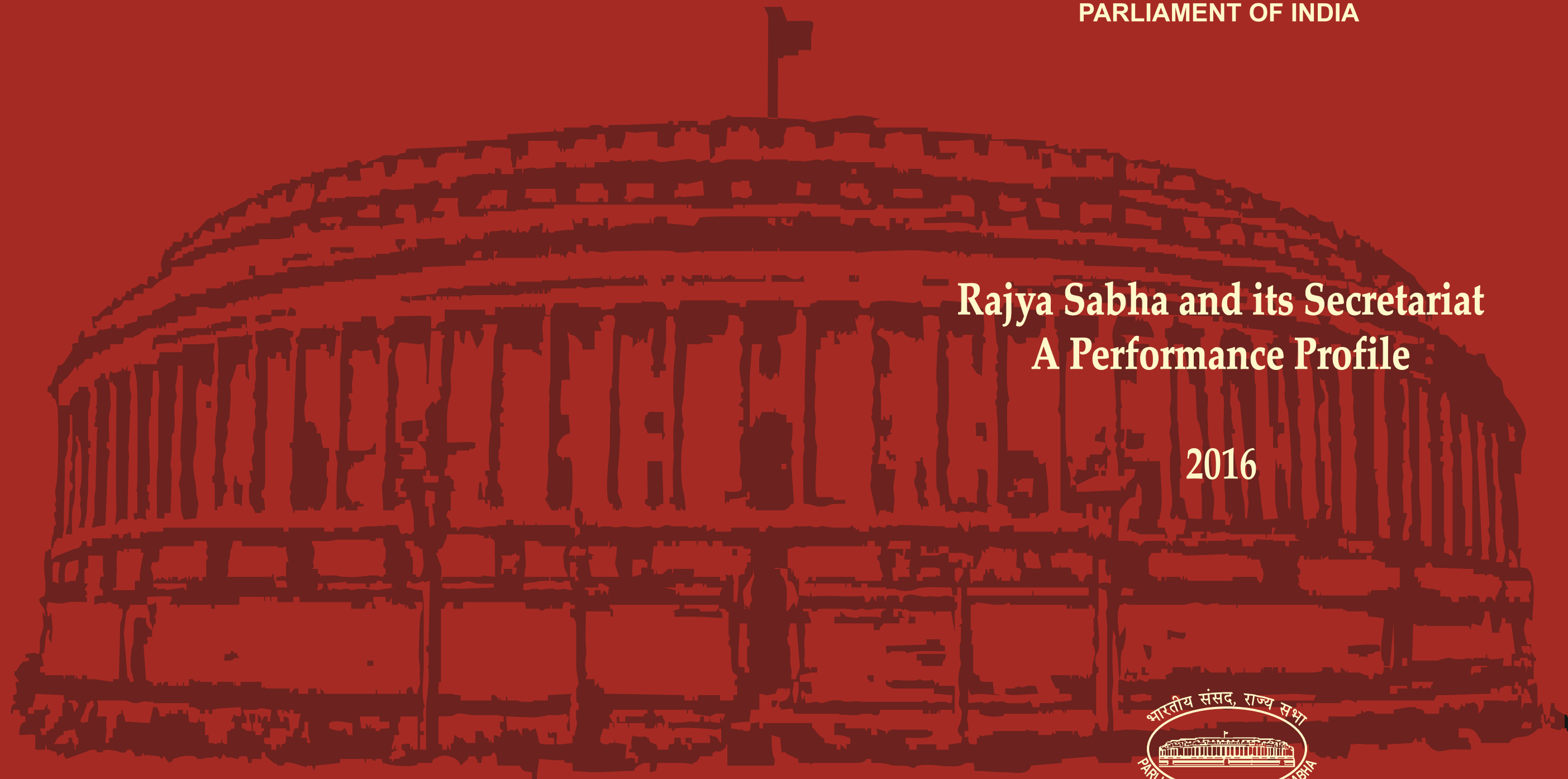




PARLIAMENT OF INDIA



Rajya Sabha and its Secretariat A Performance Profile

2016



PUBLISHED BY SECRETARY-GENERAL, RAJYA SABHA AND PRINTED BY THE
GENERAL MANAGER, GOVERNMENT OF INDIA PRESS, MINTO ROAD, NEW DELHI

RAJYA SABHA SECRETARIAT
NEW DELHI
SEPTEMBER 2017

Hindi version of the Publication is also available



PARLIAMENT OF INDIA

Rajya Sabha and its Secretariat: A Performance Profile—2016



RAJYA SABHA SECRETARIAT
NEW DELHI
SEPTEMBER, 2017

© 2017 Rajya Sabha Secretariat

Rajya Sabha Website:

<http://parliamentofindia.nic.in>

<http://rajyasabha.nic.in>

E-mail : rsrlib@sansad.nic.in

Price: ₹ 130/-

P R E F A C E

This publication seeks to present in a nutshell information about the work transacted by the Rajya Sabha, its Committees and the Rajya Sabha Secretariat during the year 2016. It is meant to familiarise the readers with different aspects of the functioning of the Rajya Sabha.

I hope Members of Parliament and those interested in the working of Parliament will find this publication informative and useful.

NEW DELHI;
September 2017

DESH DEEPAK VERMA
*Secretary-General,
Rajya Sabha.*

C O N T E N T S

	PAGES
1. House at Work	
(i) Question Hour	1
(ii) Legislation	2
(iii) Significant legislative developments during the year 2016	2-7
(iv) Discussion on the working of the Ministries	7
(v) Discussion on Matters of Urgent Public Importance	7-9
(vi) Private Members' Resolutions	9
(vii) Statutory Resolutions	10
(viii) Government Resolutions	10
(ix) Motions under Rule 168 (No Day-Yet-Named Motions).....	10
(x) Privilege Cases	10
(xi) Committee on Rules	10
(xii) Time taken by the Rajya Sabha on various items during the 238 th , 239 th , 240 th and 241 st Sessions	11-13
2. Committees	14-19
3. Parliament and the People	
(i) Verification done by Fire and Technical (F&T) Wing	20-21
(ii) RTI Cell	21
4. New Initiatives	
(i) Parliament Security Service - HRD Initiative — ATP Wing	22-23
(ii) Computerisation	23-25
(iii) O&M Section	25
(iv) Training Programmes	25
(v) M.A. Section	26
(vi) The Library, Reference, Research, Documentation and Information Service (LARRDIS)	26
(vii) Synopsis Section	27
(viii) Verbatim Reporting Service	27
5. International Cooperation and Inter-Parliamentary Dialogue	
(i) Visits of Indian Parliamentary Delegations Abroad	28
(ii) Visits of Foreign Parliamentary Delegations to India	29
6. Secretariat	
(i) O&M : Efficiency, transparency, order and method	30-31
(ii) Dispatch and Distribution Work	31

	PAGES
(iii) Printing Work	31
(iv) Training and Capacity Building of Officers and Staff	31-33
(v) Research notes/interventions/speeches/messages, etc. for use of Presiding Officers and Secretary-General	33-34
(vi) Media, Education and Audio-Visual Unit Work	34-37
(vii) Committee Co-ordination Section	37-38
(viii) Simultaneous Interpretation Service	38
(ix) Editorial and Translation Service	38-42
(x) Verbatim Reporting Service	42
(xi) Main responsibilities of the Officers of the Rajya Sabha Secretariat	43-56

OFFICERS OF THE RAJYA SABHA

Shri M. Venkaiah Naidu

Hon'ble Chairman, Rajya Sabha

Prof. P. J. Kurien

Hon'ble Deputy Chairman, Rajya Sabha

Shri Desh Deepak Verma

Secretary-General, Rajya Sabha



House at Work

In 2016, the Rajya Sabha sat for 72 days - 16 days during the 238th Session, 15 days during the 239th Session, 20 days during the 240th Session and 21 days during the 241st Session. In the whole year, the House sat for 291 hours and 36 minutes.

Summons for the 238th Session (Budget Session) was issued on 5 February, 2016. The Session was scheduled to be held in two parts, i.e. from 23 February, 2016 to 16 March, 2016 and from 25 April, 2016 to 13 May,

Sessions 2016	Date of Summons/ reconvening	Date of Commencement	Number of Sittings	Date of Termination (Adjournment <i>sine die</i>)	Date of Prorogation	Actual Hours of Sittings Hrs./Mts.
238 th	5 Feb., 2016	23 Feb., 2016	16	16 Mar., 2016	30 Mar., 2016	86-35
239 th	7 Apr., 2016	25 Apr., 2016	15	13 May, 2016	19 May, 2016	69-36
240 th	30 June, 2016	18 July, 2016	20	12 Aug., 2016	25 Aug., 2016	112-59
241 st	18 Oct., 2016	16 Nov., 2016	21	16 Dec., 2016	18 Dec., 2016	22-26

2016. The first part of the Session, which commenced on 23 February, 2016, was adjourned *sine die* on 16 March, 2016, to meet again for the second part of the Session on 25 April, 2016. The House was however, prorogued by the President on 30 March, 2016 and therefore, the 238th Session concluded on 16 March, 2016. This being the first Session of the year 2016, the President addressed Members of both the Houses of Parliament assembled together in the Central Hall on 23 February, 2016. Summons for the 239th Session of the Rajya Sabha was issued on 7 April, 2016. The Session commenced on 25 April, 2016 and adjourned *sine die* on 13 May, 2016, as scheduled. The House was prorogued by the President on 19 May, 2016. Summons for the 240th Session of the Rajya Sabha was issued on 30 June, 2016. The 240th Session commenced on 18 July, 2016 and was adjourned *sine die* on 12 August, 2016. The House was prorogued by the President on 25 August, 2016. Summons for the 241st Session of the Rajya Sabha was issued on 18 October, 2016. The Session commenced on 16 November, 2016 and was adjourned *sine die* on 16 December, 2016. The House was prorogued by the President on 18 December, 2016.

During the year, 216 Lists of Business were issued with regard to the business of the House. In all, 4774 papers were laid on the Table of the House.

The average attendance of Members during the 238th, 239th, 240th and 241st Sessions was 162, 161, 190 and 176 respectively. The highest attendance on a day during the 238th, 239th, 240th and 241st Sessions was 197, 172, 207 and 194 respectively.

Simultaneous interpretation of the proceedings of the House and its Committees is done from Hindi to English and *vice versa*. Arrangements also exist for simultaneous interpretation of speeches made in Bengali, Gujarati, Kannada, Malayalam, Odia, Punjabi, Tamil, Telugu and Urdu into English/Hindi. The facility of simultaneous interpretation is also provided on request for conferences and meetings of Consultative Committees of different Ministries.

Question Hour

The second hour of every sitting is devoted to the asking and answering of questions. During this Hour, Members exercise their right to seek information on various issues from the Government on the floor of the House. Questions, in fact, are used by Members as a device to review critically Government's performance in

various fields, to assess the impact of the Government programmes and policies as well as to ventilate public grievances on various matters. During the year, 2016, a total of 28,012 notices of questions, both starred and unstarred, were received, of which 12,308 were admitted and 1170 notices were admitted by clubbing therewith. Out of these, 1065 questions were listed as starred questions and of these, 224 questions, constituting around 21%, were actually taken up for oral answer in the House.

During the year, 5 statements were made or laid by the Ministers correcting replies given by them to the questions, starred and unstarred, in the Rajya Sabha. In regard to Short Notice Questions, 10 notices were received and none was admitted. Besides, 11 notices for Half-an-Hour Discussion arising out of the answers given to starred/unstarred questions were received and none was admitted and discussed on the floor of the House.

Legislation

During the year 2016, the Rajya Sabha held 72 sittings in four Sessions, namely, 238th, 239th, 240th and 241st. Out of the Seventy-two (72) sittings, the House transacted Government Legislative Business and Private Members' Legislative Business in forty-one (41) and six (6) sittings respectively. Two (2) Government Bills were introduced while two (2) were withdrawn in the Rajya Sabha during the year. Eight (8) Bills introduced in the Rajya Sabha were also considered and passed during the year. Forty-eight (48) Private Members' Bills were introduced in the Rajya Sabha and four (4) were considered by the House and out of these, two (2) Bills were withdrawn by the leave of the House.

Significant legislative developments during the year 2016

The Sessions held during the year 2016 witnessed significant legislative developments as detailed below:

- (i) **The Real Estate (Regulation and Development) Bill, 2016:** While the real estate sector has seen rapid growth in recent years, it has remained largely unregulated, with absence of professionalism, standardisation and lack of adequate consumer protection. To address these issues, the Real Estate (Regulation and Development) Bill, 2013 was introduced in the Rajya Sabha on 14 August, 2013. The Bill sought to ensure greater accountability towards consumers and reduce frauds and delays as also the current high transaction costs. It also attempted to balance the interests of consumers/purchasers and promoters to establish symmetry of information between them leading to transparency in contracts. The Bill, *inter alia*, provided to (a) make the registration of real estate project compulsory in case where the area of land proposed to be developed exceed five hundred square meters or number of apartments proposed to be developed exceed eight; (b) impose an obligation upon the real estate agent to register himself with the Authority; (c) establish the Real Estate Regulatory Authority by the appropriate Government to render advice in matters relating to the development of real estate sector, to publish and maintain a website of records of all registered real estate projects and to ensure compliance to the legislation; (d) impose liability upon the promoter to pay compensation to the allottees, in case he fails to discharge his obligations under the legislation; (e) establish the Real Estate Appellate Tribunal by the appropriate Government to hear appeals from the direction, decision or order of the Authority or the adjudicating officer; (g) appoint an adjudicating officer by the Authority for adjudging compensation under the legislation; and (h) make provisions for punishment and penalties for contravention of the legislative provisions and for non-compliance of orders of Authority or Appellate Tribunal. The Bill was referred by the Rajya Sabha to its Select Committee on 6 May, 2015 which presented its report on 30 July, 2015. The Bill, as reported by the Select Committee, was passed by the Rajya Sabha on 10 March, 2016. The Lok Sabha passed the Bill on 15 March, 2016. The Bill received the assent of the President on 25 March, 2016 and became Act No. 16 of 2016.
- (ii) **The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Bill, 2016:** The Unique Identification Authority of India was established by a resolution of the Government of India, Planning Commission *vide* notification dated 28 January, 2009 with the object to

lay down policies and to implement the Unique Identification Scheme of the Government, by which residents of India were to be provided unique identity number *i.e.*, Aadhaar number. The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Bill, 2016 sought to provide for, as a good governance - efficient, transparent and targeted delivery of benefits, subsidies and services being funded from the Consolidated Fund of India to targeted beneficiaries by making enrolment for Aadhaar number statutory for individuals on the basis of demographic and biometric information provided by them, which would be used for their authentication. The Bill further provided for establishment of the Unique Identification Authority of India consisting of a Chairperson, two Members and a Member-Secretary to perform functions in pursuance of the objectives of the Bill; maintenance and updating the information of individuals in the Central Identities Data Repository as specified by regulations and measures pertaining to its security, privacy and confidentiality; and offences and penalties for contravention of relevant statutory provisions. The Bill was introduced in the Lok Sabha on 3 March, 2016 and was passed by that House on 11 March, 2016 certifying it to be a Money Bill. The Rajya Sabha returned the Bill with amendments on 16 March, 2016. The amendments recommended by the Rajya Sabha were, however, not accepted by the Lok Sabha at its sitting held on 16 March, 2016 and the Bill was deemed to have been

passed by both the Houses under clause (4) of Article 109 of the Constitution on 16 March, 2016. The Bill received the assent of the President on 25 March, 2016 and became Act No. 18 of 2016.

- (iii) **The Insolvency and Bankruptcy Code, 2016:** There had been no single law in India that dealt with insolvency and bankruptcy, and the existing framework was found inadequate and ineffective resulting in undue delays in resolution of related matters. The Insolvency and Bankruptcy Code, 2016 aimed at consolidating and amending the laws relating to reorganisation and insolvency resolution of corporate persons, partnership firms and individuals in a time bound manner for maximization of value of assets of such persons, promoting entrepreneurship, availability of credit and balance the interests of all the stakeholders. The Bill sought to designate the National Company Law Tribunal (NCLT) and Debt Recovery Tribunal (DRT) as the Adjudicating Authorities for resolution of insolvency, liquidation and bankruptcy. It provided for establishment of the Insolvency and Bankruptcy Board of India for regulation of insolvency professionals, insolvency professional agencies and information utilities. It also proposed to establish the Insolvency and Bankruptcy Fund of India for the purposes specified in the Code. The Bill was introduced in the Lok Sabha on 21 December, 2015 and was referred to the

The following are some of the statistics relating to Bills which came up before Rajya Sabha during the year 2016:

* Number of sittings during which the Government Bills were introduced, considered or laid/reported as passed by the Lok Sabha	41
* Number of sittings during which the Private Members' Bills were introduced or considered	06
* Number of Government Bills introduced	02
* Number of Private Members' Bills introduced	48
* Number of Government Bills withdrawn/fallen through during the year	02
* Number of Government Bills negatived	00
* Number of Private Members' Bills Passed	00
* Number of Private Members' Bills withdrawn	02
* Number of Private Members' Bills negatived	01
* Number of Private Members' Bills on which debate adjourned/terminated	01
* Number of Government Bills transmitted by Lok Sabha	40
* Number of Government Bills transmitted by Lok Sabha with amendments	00
* Number of Government Bills originated and transmitted by Rajya Sabha	08
* Number of Government Bills transmitted by Rajya Sabha with amendments	10
* Number of Government Bills introduced in the Rajya Sabha and referred to the Department-related Parliamentary Standing Committees	00
* Number of Bills referred to the Select Committee of Rajya Sabha	01
* Number of Bills reported by the Select Committee of Rajya Sabha	02
* Number of Bills referred to the Joint Committees of the Houses of Parliament	02
* Number of Bills reported by the Joint Committees of the Houses of Parliament	02
* Number of Government Bills considered	39
* Number of Government Bills passed/returned/deemed passed	45 [†]
* Number of Government Bills pending at the commencement of the year	54
* Number of Government Bills pending at the end of the year	40
* Number of Private Members' Bills pending at the commencement of the year	127
* Number of Private Members' Bills pending at the end of the year	121
* Number of Bills passed by the Houses of Parliament and assented to by the President	43
* Number of Bills on which assent of the President was obtained by the Rajya Sabha Secretariat	14

[†] Out of 45 Bills, 6 Bills were deemed to have been passed by both the Houses of Parliament under Article 109(5) of the Constitution.

Joint Committee on 23 December, 2015 which presented its report on 28 April, 2016. The Bill was passed by the Lok Sabha on 5 May, 2016. The Rajya Sabha passed the Bill on 11 May, 2016. The Bill received the assent of the President on 28 May, 2016 and became Act No. 31 of 2016.

- (iv) **The Child Labour (Prohibition and Regulation) Amendment Bill, 2016:** The Child Labour (Prohibition and Regulation) Amendment Bill, 2016 sought to amend Child Labour (Prohibition and Regulation) Act, 1986 which provided for prohibition of the engagement of children in certain employments and for regulating the conditions of work of children in certain other employments. The Bill proposed to prohibit employment of children in all occupations and processes to facilitate their enrolment in schools in view of the Right of Children to Free and Compulsory Education Act, 2009, and to prohibit employment of adolescents in hazardous occupations and processes and to regulate their conditions of service in line with the ILO Convention 138 and Convention 182, respectively. The Bill, *inter alia*, inserted a new definition of "adolescent" as a person who has completed fourteenth year of age but has not completed eighteenth year. The definition of "child" was also amended as a person who has not completed his fourteenth year of age or such age as may be specified in the Right of Children to Free and Compulsory Education Act, 2009, whichever is more. Section 3 of the said Act has been amended to prohibit employment of children in all occupations and processes except where the child helps his family after his school hours or helps his family in fields, home-based work, forest gathering or attends technical institutions during vacations for the purpose of learning, but does not include helping in technical institutions as a subordinate labour or in an outsourced work carried out at home. A child has also been allowed to work as an artist in an audio-visual entertainment industry, *viz.*, advertisement, films, television serials or any such other entertainment or sports activities except the circus, provided that no such work shall affect the school education of the child. Further, Section 3A has been inserted to the Act to prohibit employment of adolescents in any hazardous occupation and processes *viz.*, mines, inflammable substances or explosives. Making the penal action more stringent, the Bill provides for enhanced imprisonment and penalty to persons hiring children or adolescents in contravention to the provisions of the Bill. The parents or guardians of such children, however, are not liable for such punishment unless they permit children/adolescents to work in such manner. The Bill further empowers the appropriate Government to make periodic inspection to check for such cases and to confer power and impose duties on a District Magistrate, as may be necessary, to ensure that the provisions of the legislation are properly carried out. The Bill was introduced in the Rajya Sabha on 4 December, 2012 and was referred to the Department-related Parliamentary Standing Committee on Labour for examination and report. The Committee presented its report to the House on 13 December, 2013. The Bill was passed by the Rajya Sabha on 19 July, 2016. The Lok Sabha passed the Bill on 26 July, 2016. The Bill received the assent of the President on 29 July, 2016 and became Act No. 35 of 2016.
- (v) **The Compensatory Afforestation Fund Bill, 2016:** As the diversion of forest land for non-forestry purposes was causing loss to the valuable forests, the Forest (Conservation) Act, 1980 was enacted to maintain a rational balance between the objectives of conservation and development. The compensatory afforestation envisages additional plantation activities by utilising the money deposited by the user agency for the purpose. The Hon'ble Supreme Court in its order in *T.N. Godavarman Thirumulpad V. Union of India* [Writ Petition (C) No. 202 of 1995], dated 30 October, 2002 observed that a Compensatory Afforestation Fund may be created in which all the monies received from the user agencies should be deposited which would be utilised for plantation and protection of forests and wildlife and related activities. In compliance with the direction of the Supreme Court, all monies collected under the scheme was placed under an *ad hoc* Compensatory Afforestation Fund Management and Planning Authority (CAMPA) and deposited in the nationalised banks. The Comptroller and Auditor General (CAG) in its report on Compensatory Afforestation in India (21 of 2013) observed that given the substantial amount of funds, the expenditure there from and its overall objective, the

existing paradigm of CAMPA needed to be reviewed. The CAG recommended to enhance transparency, and to bring the CAMPA within the broader focus of both Parliament and State Legislatures. Towards this end, the CAG suggested to transfer funds under CAMPA into Public Account. Accordingly, the Compensatory Afforestation Fund Bill, 2016 sought to provide for the establishment of funds under the public accounts of India and the public accounts of each State crediting thereto all monies recovered under the Forest (Conservation) Act, 1980. Besides, the Bill provided for the constitution of an authority at national level and at each of the State and Union Territory Administration, for administration and utilisation of monies so collected for undertaking artificial regeneration (plantations), assisted natural regeneration, protection of forests, forest related infrastructure development, Green India Programme and wildlife protection and other related activities. The Bill was introduced in the Lok Sabha on 8 May, 2015 and was referred to the Department-related Parliamentary Standing Committee on Science and Technology, Environment and Forests for examination and report. The Committee presented its report to the House on 26 February, 2016 and the Bill was passed by the Lok Sabha on 3 May, 2016. The Rajya Sabha passed the Bill on 28 July, 2016. The Bill received the assent of the President on 3 August, 2016 and became Act No. 38 of 2016.

- (vi) **The Benami Transactions (Prohibition) Amendment Bill, 2016:** The Benami Transactions (Prohibition) Act, 1988 was enacted to prohibit benami transactions and for the right to recover property held benami. However, the provisions of the Act were found inadequate to deal with benami transactions. It was, therefore, felt necessary to bring comprehensive amendments to the Act to deal with benami transactions. Accordingly, the Benami Transactions (Prohibition) Amendment Bill, 2016 was introduced in the Lok Sabha on 13 May, 2015 to amend the Act in order to prohibit holding property in benami, to restrict right to recover or transfer property held benami and also to provide mechanism and procedure for confiscation of property held benami. The Bill sought to amend the definition of benami transactions, establish adjudicating authorities and an Appellate Tribunal to deal with benami transactions, and specify the penalty for entering into benami transactions. The Bill was passed by the Lok Sabha on 27 July, 2016 and by the Rajya Sabha on 2 August, 2016. The Bill received the assent of the President on 10 August, 2016 and became Act No. 43 of 2016.
- (vii) **The Constitution (One Hundred and Twenty-second Amendment) Bill, 2014:** The Bill sought to amend the Constitution of India for conferring powers on the Parliament, Legislature of every State with respect to the Goods and Services Tax (GST) imposed by the Union or the State. It proposed to give Parliament exclusive power to make laws with respect to the GST, when the supply of goods or services or both takes place in the course of inter-State trade or commerce. The GST would replace a number of indirect taxes being levied by the Union and the State Governments to remove cascading effect of taxes and to provide for a common national market for goods and services. The proposed Central and State Goods and Services Tax would be levied on all transactions involving supply of goods and services, except those which are kept out of the purview of the GST. The Bill, *inter alia*, provided for (a) subsuming of various Central and State indirect taxes and levies, (b) levy of Integrated Goods and Services Tax on inter-State transactions of goods and services, (c) levy of an additional tax on supply of goods, not exceeding 1%, in the course of inter-State trade or commerce to be collected by the Government of India for a period of two years, and assigned to the States from where the supply originates, (d) coverage of all goods and services, except alcoholic liquor for human consumption, for the levy of Goods and Services Tax and leaving petroleum and petroleum products also from its purview till a date notified, (e) compensation to the States for loss of revenue arising on account of implementation of the Goods and Services Tax for a period which may extend to five years and (f) creation of Goods and Services Tax Council under the Chairmanship of Union Finance Minister to examine issues relating to Goods and Services Tax and make recommendations to the Union and the States on parameters like rates, exemption list and threshold limits and establishing mechanism to adjudicate disputes between the Union and State(s) or between States arising out of its recommendations or implementation thereof.

The Bill was introduced in the Lok Sabha on 19 December, 2014 and was passed by that House on 6 May, 2015. The Bill, as passed by the Lok Sabha, was referred by the Rajya Sabha to its Select Committee on 13 May, 2015 which presented its report on 22 July, 2015. The Bill, as reported by the Select Committee, was passed by the Rajya Sabha with amendments on 3 August, 2016. The amendments proposed by the Rajya Sabha were agreed to by the Lok Sabha at its sitting held on 8 August, 2016. As the Bill contained amendments which attracted provisions of clause (b) and (c) of the proviso to clause (2) of Article 368 of the Constitution, the amendments were required to be ratified by the Legislatures of not less than one-half of the States by resolutions to that effect passed by those Legislatures before the Bill was presented to the President for his consent. After fulfilling this constitutional requirement, the Bill received the assent of the President on 8 September, 2016 and it became the Constitution (One Hundred and First Amendment) Act, 2016.

- (viii) **The Rights of Persons with Disabilities Bill, 2016:** The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 was enacted to give effect to the Proclamation on the Full Participation and Equality of the People with Disabilities in the Asian and Pacific Region. The United Nations adopted its Convention on the Rights of Persons with Disabilities, laying down the principles to be followed by the States Parties for empowerment of persons with disabilities. Being a signatory to the Convention, India has an obligation to comply with the provisions of the said Convention which required an entirely new legislation. The Rights of Persons with Disabilities Bill, 2014 was introduced in the Rajya Sabha on 7 February, 2014, which, *inter alia*, provided for (i) definition of nineteen specified disabilities (as against seven before), (ii) enumeration of duties and responsibilities of the appropriate Government, (iii) inclusive education to the children with disabilities in all educational institutions funded by appropriate Government, (iv) a National Fund to provide financial support to persons with disabilities, (v) increase in reservation in posts from existing three per cent to four per cent in the vacancies for persons or class of persons with benchmark disabilities in every government establishment and reservation of not less than five per cent seats for such persons in all government institutions of higher education and other higher education institutions receiving government aid, (vi) appointment of the Chief Commissioner and the State Commissioners to monitor implementation of the proposed legislation, schemes and programmes meant for persons with disabilities, and (vii) penalties for offences committed against persons with disabilities. The Bill was referred to the Department-related Parliamentary Standing Committee on Social Justice and Empowerment on 27 February, 2014 for examination and report and the Committee presented its report on 7 May, 2015. The Bill as amended was passed by the Rajya Sabha on 14 December, 2016. The Lok Sabha passed the Bill on 16 December, 2016. The Bill received the assent of the President on 27 December, 2016 and became Act No. 49 of 2016.
- (ix) **The Election Laws (Amendment) Bill, 2016:** The enactment of the Constitution (One Hundredth Amendment) Act, 2015 resulted in exchange of 51 Bangladeshi enclaves in Indian territory and 111 Indian enclaves in Bangladeshi territory with effect from 31 July, 2015. As per clause (2) of Article 170 of the Constitution, the new areas falling within the border District of the State of West Bengal, *i.e.* Cooch Behar, in consequence of the said Act, had to be incorporated into the relevant Parliamentary and Assembly Constituencies and areas transferred to Bangladesh were to be excluded. Besides, the persons opting to acquire or to retain Indian Citizenship were required to be given voting rights in India. In view of the impending elections in the State of West Bengal in the month of May, 2016, the Election Laws (Amendment) Bill, 2016 was introduced on 24 February, 2016 in the Lok Sabha which sought to amend the Representation of the People Act, 1950 and the Delimitation Act, 2002 to empower the Election Commission to undertake limited delimitation in the areas amalgamated in the Cooch Behar District of the State of West Bengal. The Bill was introduced in the Lok Sabha on 24 February, 2016 and was passed by that House on 25 February, 2016. The Rajya Sabha passed the Bill on 26 February, 2016. The Bill received the assent of the President on 3 March, 2016 and became Act No. 10 of 2016.

- (x) **The National Waterways Bill, 2016:** In many countries, the inland water transport is recognised as fuel efficient, cost effective and environment friendly mode of transport, especially for bulk goods, hazardous goods and over dimensional cargos. Since the inland waterways is lagging behind road and rail sectors in the country, the Central Government evolved a policy for integrated development of inland waterways throughout the country and accordingly identified 101 new inland waterways in addition to five existing national waterways to be declared as national waterways for the purposes of shipping and navigation by a standalone legislation. The National Waterways Bill, 2016 sought to make provisions for existing national waterways, to provide for the declaration of certain inland waterways to be national waterways and also for the regulation and development of the said waterways for the purposes of shipping and navigation and other related matter. The Bill was introduced in the Lok Sabha on 5 May, 2015 and was passed by that House on 21 December, 2015. The Rajya Sabha passed the Bill with formal amendments on 9 March, 2016, which were agreed to by the Lok Sabha on 15 March, 2016. The Bill received the assent of the President on 25 March, 2016 and became Act No. 17 of 2016.
- (xi) **The Anti Hijacking Bill, 2016:** Incidents and attempts of aircraft hijacking in the recent past and threats by the outlawed groups or organisations necessitated a fresh and thorough examination of the preparedness of all concerned to face such exigencies. The Anti Hijacking Bill, 2014 sought to give effect to the Convention for the Suppression of Unlawful Seizure of Aircraft and for matters connected therewith. The Beijing Protocol, 2010 to which India is a signatory, brought out new offences, enlarging the scope of hijacking, expanding the jurisdiction and strengthening extradition and mutual assistance regimes and hence requiring comprehensive amendments to the Anti Hijacking Act, 1982. The existing law had insufficient penalties to deal with new situations and was not deterrent enough to offenders. The Bill sought to repeal the Anti Hijacking Act, 1982 and enact a new legislation covering all aspects of hijacking by offenders and conspirators and to make the law more stringent by award of death penalty for such offences. The Bill was introduced in the Rajya Sabha on 17 December, 2014 and was passed, as amended, on 4 May, 2016. The Bill was passed by the Lok Sabha on 9 May, 2016. The Bill received assent of the President on 13 May, 2016 and became Act No. 30 of 2016.

In addition to the above legislative developments, the following Bills were also passed by both the Houses of Parliament and assented to by the President, namely, the Bureau of Indian Standards Bill, 2016, the Carriage by Air (Amendment) Bill, 2016, the Mines and Minerals (Development and Regulation) Amendment Bill, 2016 and the Regional Centre for Biotechnology Bill, 2016.

Discussion on the working of the Ministries

During the year 2016, the working of the following Ministries was discussed:

- (i) Ministry of Health and Family Welfare on 3.5.2016,
- (ii) Ministry of Human Resource Development on 5.5.2016 and 6.5.2016.

Discussion on Matters of Urgent Public Importance

Procedural devices like 'Calling Attention' and 'Short Duration Discussion' were utilised by Members to raise Matters of Urgent Public Importance on the floor of the House. Besides, Members raised Matters of Public Importance through 'Special Mention' and 'Private Members' Resolutions'. Issues of Urgent Public Importance were also raised by Members as 'Matters raised with permission of the Chairman'. Out of 1506 notices given by Members for 'Matters raised with permission of the Chairman', only 300 matters were allowed to be raised. During the year, in all 217 Matters of Public Importance were mentioned in the House through **Special Mention**. 138 **Calling Attention** notices on the Matters of Urgent Public Importance were received.

However, of the total notices, notices of Calling Attention on the following nine (9) subjects were admitted and discussed in the House:

- (i) Complete breakdown of law and order in Delhi as has been witnessed recently by Shri Anand Sharma, M.P. on 25.2.2016.
- (ii) Inflammatory speeches made by a Minister in the Union Government and elected representatives violating the Constitution and oath of office and the response of the Government thereto by Shri Ghulam Nabi Azad, Leader of the Opposition on 3.3.2016.
- (iii) Imposition of Central Excise Duty on the gold jewellery by the Government leading to resentment among jewellers in the country by Shri Raj Babbar, M.P. on 28.4.2016.
- (iv) Repeated incidents of violence against the cattle traders in various parts of the country by Shri Tapan Kumar Sen, M.P. on 5.5.2016.
- (v) Situation arising due to floods in the country, particularly in Odisha and preventive measures taken by the Government by Shri A.U. Singh Deo, M.P. on 19.7.2016.
- (vi) Construction of barrages by Chhattisgarh Government on Mahanadi river affecting farmers in Odisha by Shri Dilip Kumar Tirkey, M.P. on 26.7.2016.
- (vii) High prices of essential medicines due to absence of Pharmaceutical Pricing Policy in the country by Shri Naresh Agrawal, M.P. on 28.7.2016.
- (viii) Alleged diversion of money from Employees' Provident Fund to the stock market by Shri Ahmed Patel, M.P. on 2.8.2016.
- (ix) Impasse in the appointment of Judges in the High Courts and Supreme Court by Shri Vivek K. Tankha, M.P. on 9.8.2016.

During the year, 157 notices of **Short Duration Discussion** were received, out of which notices on the following ten (10) matters were admitted and discussed in the House:

- (i) Situation arising in the central institutions of higher education with specific reference to Jawaharlal Nehru University and University of Hyderabad by Shri Sitaram Yechury, M.P. on 25.2.2016 and 26.2.2016.
- (ii) Prevailing agrarian crisis in the country by Shri Pramod Tiwari, M.P. on 9.3.2016.
- (iii) Prevailing drought and heat wave conditions and resultant water crisis in the country and the remedial measures taken by the Government in regard thereto by Shri A.U. Singh Deo, M.P. on 27.4.2016.
- (iv) Allegations by bribery and corruption in Agusta Westland chopper deal by Shri Bhupender Yadav, M.P. on 4.5.2016.
- (v) Recent incidents of violence and turmoil in Kashmir Valley resulting in huge loss of lives and property by Shri Ghulam Nabi Azad, Leader of the Opposition on 18.7.2016.
- (vi) Recent incidents of atrocities on Dalits in various parts of the country by Shri Sharad Yadav, M.P. on 21.7.2016.
- (vii) Situation arising out of price rise in the country by Shri Derek O' Brien, M.P. on 27.7.2016.
- (viii) Status of implementation of the Andhra Pradesh Reorganisation Act, 2014 and the assurances given by the then Government to the House on the 20 February, 2014 with regard to the State of Andhra Pradesh by Shri Jairam Ramesh, M.P. on 28.7.2016 and 29.7.2016.

- (ix) Developments in the States of Uttarakhand and Arunachal Pradesh leading to change in the Governments there and the role of Governors in the respective States by Shri Anand Sharma, M.P. on 4.8.2016.

- (x) Draft National Education Policy - 2016, by Shri Sitaram Yechury, M.P. on 11.8.2016.

Private Members' Resolutions

During the 238th Session, one day, *i.e.* 4 March, 2016 was allotted for Private Members' Resolutions. Four (4) notices of Resolutions were received for discussion. However, none of them could be taken up in the House and all of them, alongwith one (1) part-discussed resolution regarding guidelines for *Saansad Adarsh Gram Yojana* by Shri Avinash Pande, M.P. lapsed with the prorogation of the Session.

During the 239th Session, one day, *i.e.* 6 May, 2016 was allotted for Private Members' Resolutions. Four (4) notices of Private Members' Resolutions were received. Out of these, the Resolution regarding need to strengthen the provisions of Indian Penal Code and other laws to protect girls and women from sexual exploitation and to make for other welfare measures for their empowerment moved by Smt. Rajani Patil, M.P., after discussion was withdrawn by leave of the House. Thereafter, Shri D. Raja, M.P. moved the Resolution regarding need to abolish capital punishment in the country, discussion on which remained inconclusive and was carried forward to the next session after taking sense of the House.

During the 240th Session, two days *i.e.* 29 July, 2016 and 12 August, 2016 were allotted for Private Members' Resolutions. Five (5) notices of resolutions were admitted and listed for 29 July, 2016 along with one part-discussed resolution. The Resolution of Shri D. Raja, M.P. regarding need to abolish capital punishment in the country, which was carried forward from the 239th Session, was discussed and after discussion was negatived by the House. Thereafter, Dr. T. Subbarami Reddy, M.P. moved the resolution regarding need to revive infrastructure industry, which remained part-discussed and was carried forward to the next Private Members' Resolution allotted day. However, it could not be taken up on 12 August, 2016 and hence, lapsed with the prorogation of the Session.

During the 241st Session, two days, *i.e.*, 25 November, 2016 and 9 December, 2016 were allotted for Private Members' Resolutions. Four (4) Resolutions were received and listed for 25 November, 2016. Shri Rangasayee Ramakrishna, M.P. moved the resolution regarding the need to strengthen the Panchayati Raj System in the country. The same could not be discussed and was carried forward to the next Private Members' Resolution allotted day. However, it could not be taken up on 9 December, 2016 and lapsed with the prorogation of the Session.

Amendment to Motion of Thanks to the President's Address

On 23 February, 2016 the Hon'ble President of India addressed Members of both Houses of Parliament assembled together in its Central Hall at the commencement of the first Session of the year 2016 (238th Session). The matters dealt within the Address were discussed on 2, 3, 8 and 9 March, 2016 in the Motion of Thanks to the President's Address. Provisions have been made in rules regulating the procedures of the Houses to discuss matters referred to in the Address. The Motion is moved by the Government in each House of Parliament and by tradition, the Motion is adopted without any amendment in both the Houses of Parliament. In 2016, however, the Motion of Thanks was adopted in an amended form in the Rajya Sabha. On 9 March, 2016, the amendment to the Motion moved by the Leader of the Opposition in the Rajya Sabha was adopted with 94 votes in favour as against 63 votes and the Motion of Thanks on the President's Address was adopted, as amended. It is worthwhile to mention that it was the fifth time in the history of the Rajya Sabha that the Motion of Thanks was adopted in an amended form by the House. Prior to this, in the year 1980, 1989, 2001 and 2015 also, the Motion of Thanks was adopted, as amended, by the House.

Statutory Resolutions

The following five (5) notices of Statutory Resolutions were received and processed during the year:

- (i) Statutory Resolution regarding disapproval of the Enemy Property (Amendment and Validation) Second Ordinance, 2016 (No. 3 of 2016) promulgated by the President of India on 2 April, 2016 by Dr. T. Subbarami Reddy, M.P. (Not moved).
- (ii) Statutory Resolution regarding disapproval of the Indian Medical Council (Amendment) Ordinance, 2016 (No. 4 of 2016) promulgated by the President of India on 24 May, 2016 by Dr. T. Subbarami Reddy, M.P. (Negatived).
- (iii) Statutory Resolution regarding disapproval of the Dentists (Amendment) Ordinance, 2016 (No. 5 of 2016) promulgated by the President of India on 24 May, 2016 by Dr. T. Subbarami Reddy, M.P. (Negatived).
- (iv) Statutory Resolution regarding disapproval of the Enemy Property (Amendment and Validation) Third Ordinance, 2016 (No. 6 of 2016) promulgated by the President of India on 2 April, 2016 by Dr. T. Subbarami Reddy, M.P. (Not moved).
- (v) Statutory Resolution regarding disapproval of the Enemy Property (Amendment and Validation) Fourth Ordinance, 2016 (No. 7 of 2016) promulgated by the President of India on 28 August, 2016 by Shri Husain Dalwai, M.P. and Dr. T. Subbarami Reddy, M.P. (Not moved).

Government Resolutions

The following three (3) notices of Government Resolutions were received and processed during the year:

- (i) C.A. Reference No. 1 of 1992 in respect of higher pay scale of ₹ 1400-2300 to the post of photographer in Botanical Survey of India (BSI) by the Minister of State (Independent Charge) of the Ministry of Environment, Forest and Climate Change.
- (ii) C.A. Reference No. 3 of 2004 regarding revision of rules of Transport Allowance to the Central Government Employees by the Minister of Finance.
- (iii) C.A. Reference No. 2 of 2002 regarding grant of House Rent Allowance to the Central Government Employees by the Minister of Finance.

The above mentioned notices of Government Resolutions were admitted; however, none of them was moved.

Motions under Rule 168 (No Day-Yet-Named Motions)

During the year, 2016, a total number of 83 notices were received out of which 32 were admitted. However, none of the admitted motions were taken up for discussion in the House.

Privilege Cases

During the year, 2016, thirty-three (33) notices of breach of privilege and other related matters were received, processed and examined. Four (4) meetings of the Committee of Privileges were held during the year, 2016. The following three Reports of the Committee of Privileges were presented:

- (i) Sixty-second Report regarding matter of breach of privilege arising out of the non-intimation of the arrest and release of Shri Avinash Rai Khanna, Member, Rajya Sabha to the Chairman, Rajya Sabha by the Jammu and Kashmir Police on 1 March, 2016.
- (ii) Sixty-third Report regarding matter of breach of privilege arising out of alleged issue of notices for vacating the official accommodations allotted to Smt. Ambika Soni and Kumari Selja, Members of Rajya Sabha on 17 November, 2016.
- (iii) Sixty-fourth Report regarding matter of breach of privilege arising out of allegedly publishing of a malicious and false report in DNA newspaper and Tehelka Magazine about the functioning of Rajya Sabha TV on 17 November, 2016.

Committee on Rules

No meeting of the Committee was held during the year, 2016.

TABLE

Time Taken by Rajya Sabha on various items of business during the 238th, 239th, 240th and 241st Sessions

Subject	Time Taken			
	238 th Hrs./ Mts.	239 th Hrs./ Mts.	240 th Hrs./ Mts.	241 st Hrs./ Mts.
National Anthem/Song	0-01	0-02	0-02	0-02
President's Address to both Houses of Parliament laid on the Table	0-01	-	-	-
Oath or Affirmation	-	0-16	0-46	-
Obituary References	0-24	0-14	0-12	0-45
Ruling/Reference/Observation/Announcement by the Chair	0-08	0-09	0-14	0-09
Proclamation under Article 356 of the Constitution	0-01	0-01	0-01	-
Felicitations by the Chair	0-01	0-01	0-02	-
Welcome to new Members	-	0-01	0-02	-
Introduction of Ministers by the Prime Minister	-	-	0-03	-
Questions	12-07	8-50	13-49	0-02
Statements by Ministers Correcting Answers to Questions	0-01	0-03	0-01	-
Papers Laid on the Table	0-22	0-18	0-28	0-44
Statements regarding Ordinance(s)-Laid on the Table	-	0-01	0-01	0-01
Reports/Statements of the Committees Presented/Laid on the Table	0-14	0-29	0-20	0-35
Report and Evidence of the Select Committee of the Rajya Sabha on the Enemy Property (Amendment and Validation) Bill, 2016	-	0-01	-	-
Report and Evidence of the Select Committee of the Rajya Sabha on the Prevention of Corruption (Amendment) Bill, 2013			0-01	
Report on Indian Parliamentary Participation at International Conference	-	0-01	-	
Petition praying for Enactment of a Separate Legislation for Offences of Road Rage	0-01	-	-	-
Farewell to Retiring Members	1-37	3-00	-	-
Resignation by Members	0-01	0-02	0-01	-
Withdrawal of Member		0-03		
Panel of Vice-Chairmen	-	-	0-01	-
Information to the House	-	-	0-05	0-04

Subject	Time Taken			
	238 th	239 th	240 th	241 st
	Hrs./ Mts.	Hrs./ Mts.	Hrs./ Mts.	Hrs./ Mts.
Leave of Absence	0-02	0-06	0-01	0-01
Motions for Election/Appointment of Members to various Committees/Bodies	0-02	0-02	0-09	0-03
Motion for Appointment of Members to the Select Committees of the Rajya Sabha	-	0-01	-	-
Motion for Appointment of Members to the Select Committee on the Prevention of Corruption (Amendment) Bill, 2013			0-02	
Motion for Appointment to the Joint Committee on the Insolvency and Bankruptcy Code, 2015	-	0-02	-	-
Motion for Appointment of Members to the Joint Committee on the Enforcement of Security Interest and Recovery of Debts Laws and Miscellaneous Provisions (Amendment) Bill, 2016			0-01	
Motion for Appointment of Members to the Joint Committee on the Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement (Amendment) Second Bill, 2015			0-01	
Motion for extension of time for presentation of the Reports of the Select Committees of the Rajya Sabha	-	0-02	-	-
Motion for extension of time for presentation of the Reports of the Select Committees of the Rajya Sabha on the Prevention of Corruption (Amendment) Bill, 2013	0-01	-	0-01	-
Amendment to the Motion for Reference of the Enemy Property (Amendment and Validation) Bill, 2016 to a Select Committee	-	0-01	-	-
Matters raised with permission	5-20	4-43	7-20	0-03
Special Mentions	0-36	0-42	0-54	0-01
Calling Attention to Matters of Urgent Public Importance	2-43	2-19	7-12	-
Statements by Ministers	0-07	0-06	1-50	0-19
Messages from the Lok Sabha-Reported/Government Bills Laid on the Table	0-13	0-13	0-20	0-03
Recommendations of the Business Advisory Committee	0-04	0-05	0-07	0-04
Statements regarding Government Business	0-03	0-02	0-05	0-04
Motion of Thanks on the President's Address	13-14	-	-	-

Subject	Time Taken			
	238 th Hrs./ Mts.	239 th Hrs./ Mts.	240 th Hrs./ Mts.	241 st Hrs./ Mts.
Short Duration Discussions (Discussion Under Rule 176)	8-08	9-47	25-37	-
Half-an-Hour Discussion			0-37	
Discussion on the Prevailing Situation in Kashmir Valley	-	-	5-54	-
Discussion of Demonetization of Currency				6-13*
Supplementary Demands for Grants-Laid on the Table	0-02	-	0-02	0-01
Budgets-Laid on the Table	0-03	0-01	-	-
Budgets-General Discussion	14-18	-	-	-
Discussion on the Working of the Ministries	-	10-53	-	-
Resolution/Government Resolution	-	-	0-40	-
Statutory Resolution	-	-	0-07	-
Government Legislative Business	10-57	13-18	30-25	1-10
Private Members' Business				
-Private Members' Resolutions	-	2-27	1-24	0-01
-Private Members' Bill	3-45	1-29	1-04	0-09
Valedictory Remarks	-	0-04	0-05	0-02
Points raised	11-58	9-41	12-52	11-50
Total:	86-35	69-36	112-59	22-26

*Discussion remained inconclusive.



Committees

Parliamentary work is transacted not only in the House but also in the Committees, which, in fact, are called mini legislatures. There are at present 12 Standing Committees of the House, to which Members are nominated by the Chairman, Rajya Sabha. With a view to streamline the committee system and making the parliamentary scrutiny of the executive wider and effective, the number of Department-related Parliamentary Standing Committees was increased from 17 to 24 in July, 2004, out of which, 8 function under the control and direction of the Chairman, Rajya Sabha and 16 function under the direction and control of the Speaker, Lok Sabha. The membership of these Committees was also reduced from 45 to 31, out of which 10 members are from the Rajya Sabha and 21 are from the Lok Sabha.

During the year 2016 out of a total of 91 reports presented by the Committees of Rajya Sabha, 81 reports were presented by the 8 Department-related Parliamentary Standing Committees which are serviced by the Rajya Sabha Secretariat. The details of the reports presented by the Committees are given in the Table below:

TABLE

Reports presented by the Committees of the Rajya Sabha during the year 2016

No. of Report	Subject	
<i>Committee on Subordinate Legislation</i>		<i>(Total: 4)</i>
226 th	Report on Statutory Orders laid on the Table of the Rajya Sabha during 237 th Session	
227 th	Report on Statutory Orders laid on the Table of the Rajya Sabha during 238 th Session	
228 th	Report on Delay in Framing of Subordinate Legislation under Acts of Parliament Administered by various Ministries/Departments	
229 th	Report on Statutory Orders laid on the Table of the Rajya Sabha during 239 th Session	
<i>Committee on Petitions</i>		
NIL		
<i>Committee on Government Assurances</i>		<i>(Total: 1)</i>
70 th	Implementation of Assurances laid during the 237 th , 238 th , 239 th and 240 th Sessions/Requests for dropping and extension of time, study visit of the Committee, etc.	
<i>Committee on Papers Laid on Table</i>		<i>(Total:1)</i>
149 th	Annual Reports and Audited Accounts of Bharat Immunologicals and Biologicals Corporation Limited (BIBCOL), Bulandshahr; Railway Sports Promotion Board (RSPB), New Delhi and Rashtriya Mahila Kosh, New Delhi	
<i>Committee on Rules</i>		
NIL		

No. of Report	Subject
<i>Committee of Privileges</i> <i>(Total:3)</i>	
62 nd	Report regarding matter of breach of privilege arising out of the non-intimation of the arrest and release of Shri Avinash Rai Khanna, Member, Rajya Sabha to the Chairman, Rajya Sabha by the Jammu and Kashmir Police
63 rd	Report regarding matter of breach of privilege arising out of alleged issue of notices for vacating the official accommodations allotted to Smt. Ambika Soni and Kumari Selja, Members, Rajya Sabha
64 th	Report regarding matter of breach of privilege arising out of alleged publishing of a malicious and false report in DNA newspaper and Tehelka magazine about the functioning of Rajya Sabha TV
<i>House Committee</i>	
NIL	
<i>Committee on Member of Parliament Local Area Development Scheme (MPLADS)</i>	
NIL	
<i>Committee on Ethics</i> <i>(Total: 1)</i>	
10 th	Non-disclosure of liabilities such as the loans taken from different Banks in his Assets and Liabilities Returns by Dr. Vijay Mallya, Member, Rajya Sabha
<i>Department-related Parliamentary Standing Committee on Commerce</i> <i>(Total: 9)</i>	
123 rd	Export Infrastructure in India
124 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 119 th Report on Rubber Industry in India
125 th	Demands for Grants (2016-17) of the Department of Commerce, Ministry of Commerce and Industry
126 th	Demands for Grants (2016-17) of the Department of Industrial Policy and Promotion, Ministry of Commerce and Industry
127 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 122 nd Report on Ease of Doing Business
128 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 126 th Report on Demands for Grants (2016-17) of the Department of Industrial Policy and Promotion, Ministry of Commerce and Industry
129 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 125 th Report on Demands for Grants (2016-17) of the Department of Commerce, Ministry of Commerce and Industry
130 th	Industrial Policy in the Changing Global Scenario
131 st	Action Taken by Government on the recommendations/observations of the Committee contained in its 123 rd Report on Export Infrastructure in India
<i>Department-related Parliamentary Standing Committee on Home Affairs</i> <i>(Total: 3)</i>	
196 th	Demands for Grants (2016-17) of the Ministry of Development of North Eastern Region
197 th	Demands for Grants (2016-17) of the Ministry of Home Affairs
198 th	Disaster in Chennai caused by torrential rainfall and consequent flooding

No. of Report	Subject	
<i>Department-related Parliamentary Standing Committee on Health and Family Welfare</i>		<i>(Total: 7)</i>
92 nd	The functioning of Medical Council of India	
93 rd	Demands for Grants (2016-17) of the Department of Health and Family Welfare	
94 th	Demands for Grants (2016-17) of the Department of Health Research	
95 th	Demands for Grants (2016-17) of the Ministry of AYUSH	
96 th	Action Taken by Government on recommendations/observations of the Committee contained in its 93 rd Report on Demands for Grants (2016-17) of the Department of Health and Family Welfare	
97 th	Action Taken by Government on recommendations/observations of the Committee contained in its 94 th Report on Demands for Grants (2016-17) of the Department of Health Research	
98 th	Action Taken by Government on recommendations/observations of the Committee contained in its 95 th Report on Demands for Grants (2016-17) of the Ministry of AYUSH	
<i>Department-related Parliamentary Standing Committee on Human Resource Development</i>		<i>(Total: 11)</i>
274 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 265 th Report on Demands for Grants (2015-16) of the Department of Higher Education, Ministry of Human Resource Development	
275 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 268 th Report on Demands for Grants (2015-16) of the Ministry of Women and Child Development	
276 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 267 th Report on Demands for Grants (2015-16) of the Department of School Education and Literacy, Ministry of Human Resource Development.	
277 th	Demands for Grants (2016-17) of the Ministry of Youth Affairs and Sports	
278 th	Demands for Grants (2016-17) of the Ministry of Women and Child Development	
279 th	Demands for Grants (2016-17) of the Department of Higher Education, Ministry of Human Resource Development	
280 th	Demands for Grants (2016-17) of the Department of School Education and Literacy, Ministry of Human Resource Development	
281 st	Performance of National Sports Development Fund & Recruitment and Promotion of Sportspersons (Part III)	
282 nd	Action Taken by Government on the recommendations/observations of the Committee contained in its 278 th Report on Demands for Grants (2016-17) of the Ministry of Women and Child Development	
283 rd	The Implementation of Sarva Shiksha Abhiyan and Mid-Day-Meal Scheme	
285 th	Action Taken by Government on recommendations/observations of the Committee contained in its 280 th Report on Demands for Grants (2016-17) of the Department of School Education and Literacy, Ministry of Human Resource Development	
<i>Department-related Parliamentary Standing Committee on Industry</i>		<i>(Total: 8)</i>
272 nd	Report on Review of Provision of Corporate Social Responsibility under the Companies Act, 2013 pertaining to the Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises	

No. of Report	Subject
273 rd	Demands for Grants (2016-17) of the Department of Heavy Industry, Ministry of Heavy Industries and Public Enterprises
274 th	Demands for Grants (2016-17) of the Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises
275 th	Demands for Grants (2016-17) of the Ministry of Micro, Small and Medium Enterprises
276 th	Action Taken by Government on the recommendations/observations of the Committee in its 274 th Report on Demands for Grants (2016-17) of the Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises
277 th	Action Taken by Government on the recommendations/observations of the Committee in its 273 rd Report on Demands for Grants (2016-17) of the Department of Heavy Industry, Ministry of Heavy Industries and Public Enterprises
278 th	Action Taken by Government on the recommendations/observations of the Committee in its 275 th Report on Demands for Grants (2016-17) of the Ministry of Micro, Small and Medium Enterprises
279 th	Action Taken by Government on the recommendations/observations of the Committee in its 272 nd Report on Review of Provision of Corporate Social Responsibility under the Companies Act, 2013 pertaining to the Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises
	<i>Department-related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice</i>
	(Total: 8)
80 th	Synergy between Tribal Justice System and Regular Justice System of the Country
81 st	Role of Ministry of Law and Justice in Framing/Approving the Provisions of International Covenants/Multilateral/Bilateral Treaties or Agreements
82 nd	Action Taken by Government on the recommendations/observations of the Committee contained in its 75 th Report on Demands for Grants (2015-16) of the Ministry of Law and Justice
83 rd	Action Taken by Government on the recommendations/observations of the Committee contained in its 76 th Report on Demands for Grants (2015-16) of the Ministry of Personnel, Public Grievances and Pensions
84 th	Demands for Grants (2016-17) of the Ministry of Law and Justice
85 th	Demands for Grants (2016-17) of the Ministry of Personnel, Public Grievances and Pensions
86 th	Promotion of Legal Education and Research under the Advocates Act, 1961
87 th	Inordinate Delay in Filling up the Vacancies in the Supreme Court and High Courts
	<i>Department-related Parliamentary Standing Committee on Science and Technology, Environment and Forests</i>
	(Total: 23)
271 st	Action Taken by Government on the recommendations/observations of the Committee contained in its 256 th Report on Demands for Grants (2015-16) of the Department of Atomic Energy
272 nd	Action Taken by Government on the recommendations/observations of the Committee contained in its 255 th Report on Demands for Grants (2015-16) of the Department of Space
273 rd	Action Taken by Government on the recommendations/observations of the Committee contained in its 258 th Report on Demands for Grants (2015-16) of the Department of Science and Technology

No. of Report	Subject
274 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 259 th Report on Demands for Grants (2015-16) of the Department of Biotechnology
275 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 260 th Report on Demands for Grants (2015-16) of the Ministry of Earth Sciences
276 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 257 th Report on Demands for Grants (2015-16) of the Department of Scientific and Industrial Research
277 th	The Compensatory Afforestation Fund Bill, 2015
278 th	Demands for Grants (2016-17) of the Department of Biotechnology
279 th	Demands for Grants (2016-17) of the Department of Space
280 th	Demands for Grants (2016-17) of the Department of Scientific and Industrial Research
281 st	Demands for Grants (2016-17) of the Department of Science and Technology
282 nd	Demands for Grants (2016-17) of the Department of Atomic Energy
283 rd	Demands for Grants (2016-17) of the Ministry of Environment, Forest & Climate Change
284 th	Demands for Grants (2016-17) of the Ministry of Earth Sciences
285 th	Effects of Tobacco Curing on Environment and Health
286 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 278 th Report on Demands for Grants (2016-17) of the Department of Biotechnology
287 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 279 th Report on Demands for Grants (2016-17) of the Department of Space
288 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 280 th Report on Demands for Grants (2016-17) of the Department of Scientific and Industrial Research
289 th	Action Taken by Government on recommendations/observations of the Committee contained in its 281 st Report on Demands for Grants (2016-17) of the Department of Science and Technology
290 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 282 nd Report on Demands for Grants (2016-17) of the Department of Atomic Energy
291 st	Action Taken by Government on the recommendations/observations of the Committee contained in its 284 th Report on Demands for Grants (2016-17) of the Ministry of Earth Sciences
292 nd	Action Taken by Government on the recommendations/observations of the Committee contained in its 284 th Report on Demands for Grants (2016-17) of the Ministry of Environment, Forest and Climate Change
293 rd	Report on Forest Fires and its Effect on Environment, Forests, Bio-diversity and Wildlife and Remedial/ Preventive Measures
<i>Department-related Parliamentary Standing Committee on Transport, Tourism and Culture</i>	
<i>(Total: 12)</i>	
231 st	Demands for Grants (2016-17) of the Ministry of Civil Aviation
232 nd	Demand for Grants (2016-17) of the Ministry of Tourism
233 rd	Demand for Grants (2016-17) of the Ministry of Culture
234 th	Demand for Grants (2016-17) of the Ministry of Road Transport and Highways

No. of Report	Subject
235 th	Demands for Grants (2016-17) of the Ministry of Shipping
236 th	Infrastructure Lending in Road Sector
237 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 230 th Report on issues related to Security at Airports in India
238 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 231 st Report on Demands for Grants (2016-17) of the Ministry of Civil Aviation.
239 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 232 nd Report on Demands for Grants (2016-17) of the Ministry of Tourism
240 th	Action Taken by Government on the recommendations/observations of the Committee contained in its 233 rd Report on Demands for Grants (2016-17) of the Ministry of Culture
241 st	Action Taken by Government on the recommendations/observations of the Committee contained in its 234 th Report on Demands for Grants (2016-17) of the Ministry of Road Transport and Highways
242 nd	Action Taken by Government on the recommendations/observations of the Committee contained in its 235 th Report on Demands for Grants (2016-17) of the Ministry of Shipping



Parliament and the People

There are two Reception Offices located in the Parliament House Complex, one at Parliament House (PH) and the other at the Parliament House Annexe (PHA). These Reception Offices help visitors to meet Members of Parliament, Ministers, officers and staff of the Rajya Sabha Secretariat. The Reception Offices also issue entry passes to the officials of the Ministries/Departments coming to the Parliament House and Parliament House Annexe in connection with their official work. In the year 2016, these Reception Offices issued 59115 entry passes *i.e.* 36478 (including show-round) passes from the Reception Office, PH; 21855 from Reception Office, PHA and 782 manual casual entry passes issued through Talkatora Gate No. 1 to the family members/guests of Hon'ble Members of Parliament, guests of the officials of Rajya Sabha Secretariat and officials who reported for duty inside Parliament House Complex during the session and inter-session period.

The requests for the Public Gallery passes, Distinguished Visitors Gallery passes, DVG (Diplomatic) Weekly passes for witnessing the proceedings of the Rajya Sabha and the Central Hall/Central Hall Gallery passes for witnessing the Joint Sitzings or other functions are received by the Notice Office. After due processing and approval, the Notice Office, in turn, forward these requisitions to the Centralised Pass Issue Cell (CPIC) for issuance of the Passes {Bar Coded or Radio Frequency (RF) Tags}, as the case may be. The request for issuance of Radio Frequency RF Tags is received by the CPIC directly; however, request for granting access to the restricted areas in Rajya Sabha sector through RF tags is received by the CPIC *via* Notice Office only. The work pertaining to the issuance of DVG (Diplomatic) Annual passes to high rank Diplomats like Heads of Foreign Missions, Consulates, Honorary Consulates and Heads of the U.N. Organisations is looked after by the Notice Office. The names of such diplomats are sponsored by the Ministry of External Affairs.

During the year 2016, CPIC, Rajya Sabha Secretariat issued/returned/updated 1681 RF tags. Further, CPIC also issued/renewed 1142 Driver passes, 371 casual passes, 8825 Official Box/Diplomat passes, 1328 Press Gallery passes, 9314 Public/Distinguished Visitors Gallery passes (including group passes) and 202 Central Hall passes in favour of the visitors.

In addition to the above, there was an inflow of 5352 officials of the Ministries, 443 Distinguished Visitors, 9357 visitors of the Public Gallery to witness the proceedings of the Rajya Sabha. Besides, 9410 attendances of the Press Correspondents were also registered. On the recommendation of Members of Parliament/Officers of the Secretariat, 10329 visitors were taken for show-around of the Parliament House by the Parliament Security Service staff. In all, the security staff regulated a flow of 83677 visitors/guests, excluding the passes issued by Reception Offices of the Lok Sabha Secretariat, to officials of the Lok Sabha Secretariat, Rajya Sabha Secretariat, Ministry of Parliamentary Affairs and Allied Services inside the Parliament House Complex during the year.

Verification done by Fire and Technical (F&T) Wing

The F&T Wing of the Parliament Security Service is responsible for verifying the character/antecedent of the individuals who intend to visit the Parliament House Complex. A total number of 5569 verifications were done during the year which include 5284 (same day) verifications done in respect of the visitors of the Distinguished

Visitors Gallery/Public Gallery and of casual labourers, 78 Journalists, 67 casual staff members and 140 PSs/PAs of the Members of Parliament. The verifications were carried out through Special Branch, Delhi Police.

RTI Cell

After the promulgation of the Right to Information (RTI) Act, 2005, the same was implemented in the Rajya Sabha Secretariat *w.e.f.* September, 2005. The RTI has played a pivotal role in bringing the citizens of the country closer to the working of the Parliament. The first Central Public Information Officer (CPIO) and the first Appellate Authority of the Secretariat were appointed *vide* notifications dated 30.9.2005 and 7.10.2015, respectively. Later on, an RTI Cell was set up in May, 2007. The Cell deals with all RTI related work under the supervision of the CPIO, Rajya Sabha Secretariat to carry out the provisions of the RTI Act in the Secretariat. The RTI Cell has mainly been entrusted with the following responsibilities:

- (i) All work relating to the applications received under Section 6(1) of the RTI Act, 2005.
- (ii) All work connected with the transfer of application under Section 6(3) of the RTI Act, 2005.
- (iii) All work relating to appeal received under Section 19(1) of the RTI Act, 2005.
- (iv) All work relating to second appeals under Section 19(3) of the RTI Act, 2005.
- (v) All work relating to discharge of other responsibilities cast upon the Public Authority under the RTI Act, 2005.

The RTI Cell has been using a Computerised Diary Software since 2006 to maintain the information pertaining to the Applications/First Appeals/Second Appeals and the other receipts received in the Cell. The information pertaining to each of the above receipt type has to be maintained and updated in the Software at the section level. Since the work concerning RTI is time-bound, the RTI Cell maintains through the diary software information regarding the receipts, *i.e.* details of the Sections from whom assistance is being sought. Reminders are issued to the concerned Sections/Branches which do not supply information on time. The software is monitored at all levels, including CPIO to check pendency of receipts and their disposal as well.

During the year 2016, the RTI Cell received 649 Offline RTI applications, 678 Online RTI applications, 58 Offline First Appeals, 28 Online First Appeals, 12 Second Appeals filed with the Central Information Commission (CIC), 8 miscellaneous applications and 62 link applications. The Secretariat received a total of ₹ 10,399/- in the form of application fees and towards cost of information under the RTI Act, details of which are maintained separately in a Cash Register.



New Initiatives

Parliament Security Service—HRD initiative—ATP Wing

To strengthen the security management, emphasis is laid on training and grooming of officials in the Parliament Security Service (PSS). During the year 2016, several steps were taken up to enhance the efficiency, knowledge, skills and personality development of the security personnel. In pursuance of achieving this objective, Parliament Security Service organised various in-house trainings and courses with specialised agencies at national and international level. Furthermore, Parliament Security Service personnel also participated in other in-house programmes conducted by the Training Cell of the Rajya Sabha Secretariat.

Under the Anti-Terrorist Assistance (ATA) programme of the USA, BPR&D coordinates specialised training programmes for Indian Police Personnel in India and USA. In this regard, one (1) officer attended ATA-10413 “Chemical, Biological, Radiological and Nuclear-Operation” course at NEPA, Meghalaya and three (3) officers attended ATA-IN15 MTI 01 Management of Terrorist Investigation at Central Detective Training School (CDTS), Ghaziabad during the year. Further, two (2) officials attended Workshop on Self Development and Conflict Management, five (5) officials attended course on DSI investigation of Cyber Crime Cases, five (5) officials attended DSI course on Interrogation Techniques and five (5) officials attended course on Collection and Preservation of Digital Evidence which was conducted at Central Detective Training School (CDTS), Chandigarh. Also, two (2) officials underwent course on Collection and Preservation of Digital Evidence held at CDTS, Ghaziabad and two (2) officials underwent course on Investigation of Terrorist Crime and Post Blast Cases conducted at CDTS, Hyderabad.

Further, during the year, four (4) PSS officials underwent course on ‘Civil Defence and Disaster Management’, two (2) officials on ‘Advance Life Support’, four (4) officials on ‘Unexploded Bomb and Explosive Safety’, four (4) officials on TOT (Training of Trainers) on Radiological and Nuclear Emergency’, four (4) officials on ‘Chemical Disaster First Responders’ and two (2) officials attended course on ‘Basic Life Support’ conducted at National Civil Defence College (NCDC), Nagpur.

Besides, two (2) officials attended the 16th International Seminar on National Bomb Data Centre (NBDC) at NSG, Manesar and seven (7) officials of the PSS underwent course conducted by BPST, Lok Sabha Secretariat, PLB for security officials of Lok Sabha, Rajya Sabha and State Legislatures. NDMA/INMAS, DRDO conducted three (3) different CBRN Defense/Emergencies Management trainings during the year in which 25 officials of the PSS were covered. Three (3) officials are undergoing Post Graduate Diploma in Disaster Rehabilitation and Preparedness course through Red Cross Society, New Delhi in affiliation with GGSIPU (Guru Gobind Singh Indraprastha University) for the session 2016-17.

Training Cell, Rajya Sabha Secretariat conducted three (3) different courses on Parliamentary Practice and Office Procedure in which 21 PSS officials were covered. Three (3) MPs Identification and Familiarisation Programme, prior to each session of Parliament, were conducted. Three (3) different in-house interactive programs were also conducted wherein Trainees, who underwent training at different organisations, shared their training experience through Power Point Presentation. During these sessions, the senior officers of Parliament Security Service also shared their knowledge and experience with the officials. Apart from these, 40 officials of PSS attended 'Introductory Yoga Programme' held at Morarji Desai National Institute of Yoga (MDNIY), New Delhi.

During the year 2016, the Training Wing of the Parliament Security Service covered almost all the Security Personnel *vide* 665 slots in the various in-house/yoga training programmes. Besides, 103 Security Personnel of the Parliament Security Service, Rajya Sabha Secretariat also underwent training with other agencies. It is pertinent to mention that one official of the Service had secured overall 1st position in the course on Interrogation Techniques at Central Detective Training School, Chandigarh.

On 13 December, 2016, a function was organised to pay floral tributes to the martyrs who sacrificed their life during the terrorist attack on Parliament. In this regard, PSS planned and coordinated all the events, *viz.* preparation of invitations, setting up of Blood Donation Camp, publishing Obituary References in the leading newspapers.

Keeping in view the prevailing threat perception and ensuring security of the VVIPs/VIPs and the Parliament House, special briefing sessions were regularly conducted for the Parliament Security Service staff before the commencement of every Session, in which officers gave briefings to the Security Personnel on various security measures on the basis of intelligence inputs received from the intelligence agencies of the country in order to enhance their operational and functional efficiency.

Computerisation

During the year 2016, IT Section (Hardware and Software), after successfully completing numerous activities/initiatives outlined in the last IT Plan, prepared the new IT Plan for the period 2016-18 in coordination with NIC and the User Sections of the Secretariat. The Section has initiated action on various activities as outlined in the new IT Plan as given below :

- (i) Acting on the direction of the Committee on Provision of Computer Equipment to Members of Rajya Sabha and Computerisation Coordination Committee, numerous initiatives towards providing e-Governance training and exposure, in coordination with National e-Governance Division (NeGD) and National Institute for Smart Government (NISG), both wings of Ministry of Electronics and Information Technology (MeitY) entrusted with implementation of Capacity Building Programmes of Government of India, have been initiated/started. This resulted in around 100 Officers getting exposure to newer vistas of e-Governance.
- (ii) The Secretariat also adopted and successfully implemented the e-Gazette facility for online publishing of Gazette Notifications for use by various

New IT Plan (2016-18)

During the year 2016, a new IT Plan (2016-18) was launched with following basic objectives :

- (i) to provide adequate ICT infrastructure in the Secretariat; (ii) to develop a mechanism for web updation and enhancement of web content; (iii) development of new user-friendly software applications to smoothen the work process of various Sections; (iv) creating e-awareness; (v) to use e-Governance tools to upgrade the standard and quality of working environment and also to provide Member oriented, efficient and effective services; (vi) to encourage percolation of IT literacy in the Secretariat; (vii) to reduce the use of paper in the Rajya Sabha and its Secretariat and (viii) to accomplish the goal of 'Digital India'.

Branches/Sections of the Secretariat. The Government of India has dispensed with the physical printing of Gazette Notifications and has started e-publishing of the same to speed up the process. For this purpose, the existing e-gazette website of the Government of India, *i.e.* www.egazette.nic.in has been redesigned for making provision of directly submitting the matter for publication by the indenting Department/Ministry to the Government of India Presses on the web portal.

- (iii) Facilitation Centre for Aadhaar Registration, Digital Locker System with e-sign DSC for Members of Rajya Sabha during the month of February and March, 2016 was organised. Digital Locker is aimed at eliminating the usage of physical documents and enabling the sharing of e-documents across Government agencies *via* mechanism to verify the authenticity of the documents online, since these documents would be e-signed. The facility is available for all Aadhaar card holders.
- (iv) Secured Wi-fi facility in the Parliament House Complex, including the Inner and Outer Lobbies of Rajya Sabha, had been set up by the National Informatics Centre (NIC) for Members of Parliament. A Member can register for a maximum of three portable devices for Wi-fi access in the Parliament House. The facility was also extended to the Gazetted officers of the Secretariat.

During the year 2016, the following software applications were developed/ modified/initiated for Members/ concerned Sections of the Secretariat:

- (i) Parliament Question Processing System (Bilingual) : — Web based Parliament Question Processing System is used for processing of notices of questions submitted by Members. It involves the diarising, clubbing, transferring the questions, automatic balloting, rounding, and preparation of Question List for Starred and Unstarred Questions and various statistical reports. Statistical Analysis on question data is done session-wise for better understanding and planning purposes. The application is bilingual and generates large number of reports in English and Hindi.
- (ii) Sales and Archives – Inventory and Sales Management System : — This software has been developed for Sales and Archives Section to maintain their inventory of various items in the central store as well as inventory of items at various sales counters. It facilitates sale of items and maintains the sale inventory online. It also maintains the cash book and sale/inventory details of all sales counters.
- (iii) Rajya Sabha Credit and Thrift Society MIS : — Rajya Sabha Cooperative Thrift and Credit Society MIS is a web based application to maintain the Society accounts and to disseminate information to its members through the Rajya Sabha Intranet; it maintains the cashbook, ledger, payments and receipts, loans details etc. The individual employee ledger is published on employee's portal to track their transactions. This application keeps the records of share moneys, compulsory deposits, interest, loan, dividend, FD and audit records of all employees.
- (iv) LTC MIS : — LTC MIS is a web based work flow application which facilitates the employees to submit online request for LTC advance and to submit settlement bill request claim after availing the LTC. This is accessible through employee's portal by using their user-id and password. This facilitates the Administration and the Accounting Section to process the LTC bill very efficiently and accurately.

Digital India Award

The year 2016 saw the Secretariat taking major strides in placing relevant data on the Open Government Data (OGD) Platform (<http://data.gov.in>) of the Government of India in compliance with its National Data Sharing and Accessibility Policy (NDSAP). The data sets of Rajya Sabha can be viewed at the portal link https://data.gov.in/catalogs/ministry_department/rajya-sabha. As a result of the coordinated efforts of various Sections in this direction, the Rajya Sabha Secretariat was awarded the '**Silver Icon**' award under the category of 'Open Data Champion' at the Digital India Awards 2016 instituted by the Ministry of Electronics & Information Technology, Government of India, to promote noteworthy e-Governance initiatives. The award ceremony was held on 19 December, 2016 where the Hon'ble Minister of Electronics & Information Technology felicitated the winners.

- (v) CGA MIS : — CGA MIS is web based application being used for maintaining record of the Government Assurances and generate various reports related to assurances given by the Ministers on the floor of the House during Question Hour or during discussion on Bills, Resolutions, Motions, Calling Attention notices, etc. The System generates a large number of Query/Outputs based on the status of the assurance. It also generates reminders for the Ministry.
- (vi) Store Inventory System : — Store Inventory MIS is a web enabled system developed recently to automate all the processes of the Stores Section starting with online request generation for issue of item by the sections/officers of the Secretariat to its approval and then finally issued by the Store. It automatically updates the inventory of each item. The system has the module for procurement of items and generates all reports required by the Stores Section. The Ledger, Issue/Procurement Registers are generated automatically. The System is being fine tuned and shortly will be launched for the use of all the employees of the Secretariat.
- (vii) Preparation of Index of uncorrected debates : — This application is for preparing the Index of verbatim debates for a particular sitting/date.
- (viii) Ballot of Obsolete TVs MIS : — This is a web based application, developed and used for receiving online requests from employees and auto balloting of applicants to decide the priority list of employees for obsolete TVs.

During the year 2016, the Secretariat issued Purchase Orders for the procurement of 35 Desktop Computers, 8 Laptop Computers, 33 Laser Jet Printers, 1 UPS, 1 Scanner, 6 Apple iPads, 6 Handheld Computers, 175 Pen Drives and 2 MS Office Suite 2013. Besides these equipments, LAN items like switches, cables, I/Os, Patch cords etc. were also procured for use in the Rajya Sabha Secretariat.

O&M Section

Inspection Performa in respect of all the sections of the Secretariat was revised by deleting certain columns, viz. staff, space, training, and the Annual Office Inspection of 2016 was carried out using the new Annual Inspection Proforma.

Training Programmes

One of the important assignments of the Training Cell is to explore new vistas for training of the employees of the Secretariat. The following new programmes were conducted in the year 2016:

- (i) As desired by the Secretary-General, a Workshop on 'Hindi Language' in collaboration with Rajbhasha Vibhag, Ministry of Home Affairs was organised for the benefit of Members of Rajya Sabha. A similar Workshop was also organised for the officials of the Rajya Sabha Secretariat.
- (ii) A workshop on 'LTC Software' was organised for the benefit of officials of the Rajya Sabha Secretariat.
- (iii) As desired by the Secretary-General, Training Cell organised a Training Programme on 'English and Hindi Stenography' for the officials of Private Secretaries and Stenographic Service of the Secretariat.

M.A. Section

The House Committee, under M.A. Section, in its meeting held on 18 September, 2013 had given in principle approval for re-development of the existing old flats at North Avenue by demolishing the same in phases. Efforts were made to expedite the re-development of North Avenue and South Avenue M.Ps. flats. In the first phase, it has been decided to demolish flat nos. 1 to 64, North Avenue. The Committee also approved the revised plan of the project in its meeting held on 30 August, 2016. By demolishing the existing single flats, duplex flats having basement and state of the art facilities would be constructed through CPWD after due approval of plan from various agencies. Further, 20 suites belonging to Rajya Sabha Pool, in Western Court Hostel, were got renovated in harmony with the heritage character of the building.

Also, initiatives were taken up with Delhi Police and CPWD for enhancement of security arrangements in MPs' residential areas. Further, initiative was taken to purchase a new vehicle (Innova Crysta), in lieu of old condemned vehicle (Qualis no. 2CL6855), to provide transport facility to Members of Parliament between Parliament premises and the areas of their residences in Delhi.

The Library, Reference, Research, Documentation and Information Service (LARRDIS)

The following new initiatives were undertaken by the LARRDIS during the year 2016:

- (i) *Rajya Sabha Members Biographical Sketches: 1952-2003 (Updated edition)* —Secretary-General has directed that the publication titled 'Rajya Sabha Members Biographical Sketches: 1952-2003' may be updated by the LARRDIS. The publication contains brief bio-data of all the Members of Rajya Sabha from 1952-2003 (updated till November 2003). The process of compilation of the manuscript was initiated on the basis of information published in the biennial editions of the 'Rajya Sabha Who's Who'. Additional entries regarding brief bio-data of Members elected/nominated after November 2003 are being prepared and incorporated at appropriate places in the alphabetical order. The brief bio-data categorised under the alphabets 'D-O' (approx. 900 entries) were compiled and submitted for approval.
- (ii) *Updation of ten Booklet series:* The work relating to the updation of the following ten Booklets has been transferred from the Training Cell to the LARRDIS:
 1. The Law-Making Process;
 2. Rajya Sabha – Its Contribution to Indian Polity;
 3. How to be an Effective Legislator;
 4. Information Management for Legislators – 'A Background Note';
 5. Executive – Its Accountability to Parliament;
 6. Members – Do's & Don'ts;
 7. Information at a Glance;
 8. Committee System in Rajya Sabha;
 9. Role of the Leader of the House, Leader of the Opposition and Whips; and
 10. Parliamentary Privileges.

These booklets are updated for distribution to the newly elected/nominated Members during the orientation programme held every two years. Accordingly, a note was sent to all the concerned Sections along with the tear off sheets of the booklets requesting them to update the information. The information received was compiled and edited; the booklets were updated for the purpose.

Synopsis Section

As part of a continuing new initiative, the Graphic User Interface (GUI) of MANTRA software, developed jointly by the Editorial and Translation Service and C-DAC, Pune for assisting the Synopsis writers in preparing Synopsis in English and its translation into Hindi, was used during 238th, 239th, 240th and 241st Sessions. The translation module was also used for translation of the Obituary References into Hindi. Necessary cooperation was extended to C-DAC, Pune team for bug removal/further enhancement of the software.

Verbatim Reporting Service

Three new Junior Parliamentary Reporters (English) were given on-the-job training by senior and experienced Joint Directors under the guidance of Directors/Joint Secretary. They were helped in learning skills and processes through instructions and personal support. They were also familiarised with the latest rules, ethics and procedures to be followed while introducing and passing Bills/Resolutions etc. and reporting the proceedings of the House.



International Cooperation and Inter-Parliamentary Dialogue

Inter-parliamentary cooperation promotes understanding at the level of people's representatives. In order to promote understanding among parliamentarians of the world and also put forth India's viewpoint at various fora, nine Indian parliamentary delegations attended international conferences/meetings in various countries during the year. During this period, a total of five foreign parliamentary delegations visited India. The details of these visits are given in the Tables (A & B) below:

A. VISITS OF INDIAN PARLIAMENTARY DELEGATIONS ABROAD DURING THE YEAR 2016

Indian Parliamentary Delegations to International Conferences/Meetings

Country	Date of Visit	Purpose of Visit	Name of RS Members
1. Kota Kinabalu Malaysia	8-16 Jan., 2016	23 rd Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC)	Prof. P.J. Kurien, HDC (RS)
2. Lusaka, Zambia	17-26 Mar., 2016	134 th Assembly of IPU	Shri P.L. Punia (INC) Shri Avinash Rai Khanna (BJP) Shri Anil Desai (Shiv Sena)
3. Ulaanbaatar, Mongolia	16-21 Apr., 2016	Goodwill Delegation	Shri Shantaram Naik (INC) Shri K.C. Tyagi [JD(U)]
4. Geneva, Switzerland	13-14 June, 2016	2016 Annual Session of the Parliamentary Conference on the WTO	Shri Pavan Kumar Varma [JD(U)]
5. Valparaiso, Chile	28-30 June, 2016	World e-Parliament Conference*	—
6. New Zealand	16-23 Sept., 2016	Goodwill Delegation	Shri Prem Chand Gupta (RJD) Shri Ranvijay Singh Judev (BJP) Shri Vivek K. Tankha (INC)
7. Republic of Korea	27 Sept. - 2 Oct., 2016	Goodwill Delegation	Shri D. Raja (CPI)
8. Geneva, Switzerland	21-29 Oct., 2016	135 th Assembly of IPU	Shri Anil Desai (Shiv Sena) Smt. Wansuk Syiem (INC) Shri Vivek Gupta (AITC)
9. London, U.K.	11-17 Dec., 2016	62 nd Commonwealth Parliamentary Conference	Shri Sukhendu Sekhar Roy (AITC)

*The Conference was attended by Secretary-General, Rajya Sabha.

B. VISITS OF FOREIGN PARLIAMENTARY DELEGATIONS TO INDIA DURING THE YEAR 2016

	Country	Date of Visit	No. of Delegates	Name of Leader
1.	Belarus	10-14 May, 2016	10	H.E. Dr. Mikhail Myasnikov, Chairman of the Council of the National Assembly of Belarus. The delegation called on Hon'ble Vice-President of India and Chairman, Rajya Sabha on 11 May, 2016 at Parliament House.
2.	Bangladesh	1-7 Aug., 2016	10	H.E. Mr. Fakhrul Imam, Member of Parliament of Bangladesh belonging to Jatiya Party. The delegation called on Hon'ble Deputy Chairman, Rajya Sabha on 2 August, 2016 at Parliament House.
3.	Cambodia	12-15 Sept., 2016	8	Signing of the MoU between Rajya Sabha Secretariat and the Senate of the Kingdom of Cambodia was accomplished on Wednesday 14 September, 2016 in Parliament House.
4.	Jamaica	15 Nov., 2016	1	H.E. Mr. Aubyn Hill, Deputy President of Senate of Jamaica. The delegate called on Hon'ble Deputy Chairman, Rajya Sabha on 15 November, 2016 at Parliament House.
5.	Vietnam	8-11 Dec., 2016	3	H.E. Mrs. Nguyen Thi Kim Ngan, President of the National Assembly of Socialist Republic of Vietnam. The delegation called on Hon'ble Vice-President of India and Chairman, Rajya Sabha on 9 December, 2016 at 6, Maulana Azad Road, New Delhi.



Secretariat

The total staff strength of the Rajya Sabha Secretariat during the year 2016 stood at 1613 (1518+79 tenure+ 16 JIC posts), out of which 431 persons were holding Group 'A' posts. On attaining the age of superannuation, 10 employees retired from service in the Secretariat. Besides, 1 employee took voluntary retirement, 1 employee resigned and 2 employees expired during the year.

The Secretariat consists of the following Services:

- (i) Legislative, Financial, Executive and Administrative Service;
- (ii) Library, Reference, Research, Documentation and Information Service;
- (iii) Verbatim Reporting Service;
- (iv) Private Secretaries & Stenographic Service;
- (v) Simultaneous Interpretation Service;
- (vi) Printing & Publications Service;
- (vii) Editorial and Translation Service;
- (viii) Parliament Security Service;
- (ix) Drivers & Dispatch Riders Service; and
- (x) Messenger Service.

A brief description of the mandate of the Secretary-General, Secretary, Additional Secretaries, Joint Secretaries, Directors and Additional Directors in-charge of different divisions/services is given in the table at the end of the Chapter.

O&M: Efficiency, transparency, order and method

The primary responsibility of the O&M Section is to bring out efficiency and transparency in the working of the Secretariat through improvement in the organisational structure and simplification of procedures, etc.

With a view to achieve target oriented performance with greater accountability, Annual Action Plans for the year 2016 setting goals/targets for all sections were formulated after due consultation with concerned Sections. These were also uploaded on intranet for ready reference of concerned Sections. At the end of the year, concerned Divisional Heads reviewed achievements *vis-a-vis* targets set out in Action Plans of Sections under their charge and submitted a status report. Status Reports of various Sections were examined by O & M Section. In accordance with the directions of Secretary General, the work of the compilation of Annual Action Plan 2017 was initiated in November 2016.

The Section compiled and circulated Annual Report for the year 2015 of the Rajya Sabha Secretariat. The Report besides containing narration of activities undertaken during the year also records the year's achievements *vis-a-vis* targets and new initiatives taken up. It was put both on the Rajya Sabha Internet and Intranet websites. Action was also initiated for preparation of Annual Report for the year 2016.

During the year, inspection of 58 Sections of the Secretariat for identification of problems and constraints within the Sections and to devise ways and means for improvement was undertaken. The observations of the Inspecting Officers were conveyed to the concerned Sections for follow up action and they were requested to furnish Action Taken Reports. Consolidated Section-wise summary of important points observed/recommended by Inspecting Officers during Annual Office Inspection-2016 and status of Action Taken Reports were submitted for information to the Secretary-General. Action has also been initiated to conduct inspection of 58 Sections of the Secretariat for the year 2017.

The work relating to digitization of old records was assigned to O & M Section in the year 2012. During the year, 2016 O&M Section was made nodal Section to coordinate with other Sections of the Secretariat and private vendors were hired for the purpose. The Section prepared 1019 metadata excel sheets for digitization of old records.

Dispatch and Distribution Work

Distribution Section of the Secretariat is the nodal Section for receiving the communications for and on behalf of the Secretariat, its Officers and Sections. It also distributes parliamentary papers to the Presiding Officers, Members, Ministers, Ministries and Departments of the Government and others. Within the Secretariat, the distribution of papers amongst different Sections and Officers is also done by this Section. During the year 2016, the Distribution Section received 1,12,259 communications. The total number of dispatches made by the Distribution Section during the year was 7,26,418 to different addresses.

Printing Work

The Printing and Publications Service is responsible for all work connected with the printing of parliamentary papers such as Bulletins, List of Business, List of Members, Bills, Reports and Evidence of Committees, Who's Who of Members of Rajya Sabha, Debates and their Indices and other publications of the Secretariat brought out from time to time. It also looks after all the preparatory and co-ordination work with the Government of India Press including proof reading, technical advice, monitoring of progress, etc. Printing and Publications Service handled printing of a total of 2,32,207 pages during the year 2016.

Training and Capacity Building of Officers and Staff

Training Cell conducts various training programmes for the Members of Parliament and for officers/staff of the Secretariat. Training Programmes include both in-house trainings and trainings at other institutions. Officers are also nominated for various foreign training programmes/exchange programmes/study visits.

During the year 2016, Training Cell organised various in-house training programmes and workshops on subjects such as Training Programme on Parliamentary Procedure and Office Procedure for the Officials of the LAFEAS, LARRDIS, Printing & Publications Service and Parliament Security Service which was attended by eighteen (18) officials; Induction Level Training Programme on Parliamentary Procedure and Office Procedure for newly recruited Junior Parliamentary Reporters/Security Assistants/Junior Proof Readers, which was attended by nine (9) officials; Training Programme for Proficiency in Typing for newly recruited Senior Executive Assistants and Translators, which was attended by nine (9) officials; Workshop on LTC Software for officials of all Services, which was attended by eighty four (84) officials; Workshop on Hindi Language in collaboration with Rajbhasha Vibhag, Ministry of Home Affairs, for officials of Rajya Sabha Secretariat attended by thirty (30) officials; two Training Programmes on Parliamentary Procedure and Office Procedure for various Services, which was attended by fifteen (15) and nineteen (19) officials respectively; a three day Workshop on Heartfulness Meditation on Self Development and Stress Management for officials of Rajya Sabha Secretariat which was attended by fifty (50) officials; Training Programme on English and Hindi Stenography for officials of Private Secretaries & Stenographic Service, which was attended by eleven (11) officials.

Training Cell sent officials on various training courses organised by the Bureau of Parliamentary Studies and Training, Lok Sabha Secretariat, viz. two (2) officials attended 31st International Training Programme in Legislative Drafting, six (6) officials attended Training Course for officials of Lok Sabha, Rajya Sabha and

State Legislature Secretariats working in Committees, three (3) officials attended Training Course for officials of Lok Sabha, Rajya Sabha and State Legislature Secretariats dealing with Questions, Legislative and Budgetary Processes, seven (7) officials attended Training Course for Security Officials of Lok Sabha and Rajya Sabha and State Legislative Secretariats. Besides, Training Cell sent officials on various training programmes/workshops at the Institute of Secretariat Training and Management (ISTM) as follows—two (2) officials attended 'Training Programme on Administrative Vigilance : Role of IO/PO'; two Training Programmes on 'Reservation in Service for SC/ST/OBC' was attended by one (1) and four (4) officials respectively; one (1) official attended 'Training Programme on Pension and other Retirement Benefit'; two Workshops on 'Noting and Drafting' were organised which were attended by one (1) and three (3) officials respectively; two (2) officials attended Workshop on 'Pay Fixation'; two (2) officials attended Workshop on 'Purchase Management in Government'; two (2) officials attended Workshop on 'Communication Skills'. Apart from this, two (2) officials were sent to attend the Computer Training Programme in Hindi which was organised by Central Hindi Teaching Institute, R.K. Puram, New Delhi. Two (2) officials were sent to attend the Training programme on Income Tax TDS & e-filing which was organised by INGAF, New Delhi. Three (3) officials from Parliament Security Service were nominated for the One-year part time Post Graduate Diploma Course in Disaster Preparedness & Rehabilitation, 2016-17 organised by Indian Red Cross Society (NHQ), New Delhi.

Five hundred and eighteen (518) officials of Parliament Security Service attended various training programmes/workshops: Collection & Preservation of Digital Evidence at CDTs, Ghaziabad; In-house 8th phase of Power Point Presentation; 265 Civil Defence & Disaster Management at National Civil Defence College (NCDC), Nagpur, Maharashtra; 16th International Seminar on National Bomb Data Centre (NBDC) at NSG Training Centre, Manesar, Haryana organised by Ministry of Home Affairs; Investigation of Terrorist Crime and Post Blast cases at CDTs, Hyderabad, Andhra Pradesh; Course ATA-10413 Chemical, Biological, Radiological and Nuclear Operation (CBRNO) at Local Police Academy, North-Eastern Police Academy, Umsaw Shillong, Meghalaya; 5 Advance Life Support Training at National Civil Defence College, Nagpur; 9th phase of In-house Power Point Presentation; Training Programme on Yoga at Morarji Desai National Institute of Yoga (MDNIY), 68, Ashoka Road, New Delhi; 59 Unexploded Bombs & Explosive Safety at National Civil Defence College, Nagpur, Maharashtra; 15 TOT on Radiological & Nuclear Emergencies at National Civil Defence College, Nagpur, Maharashtra; a three day Workshop on Heartfulness Meditation on Self Development and Stress Management for officials of Rajya Sabha Secretariat; 21 Chemical Disaster First Responders at National Civil Defence College, Nagpur, Maharashtra; Self Development and Conflict Management at Central Detective Training School (CDTS), Chandigarh; Course on DSI Investigation of Cyber Crime Cases at CDTs, Chandigarh; DSI course on Interrogation Techniques at CDTs, Chandigarh; Collection & Preservation of Digital Evidence at CDTs, Chandigarh; 10th phase of In-house Power Point Presentation; ATA-IN15 MTI 01, Management of Terrorist Investigation at Central Detective Training School (BPR&D), Ghaziabad, U.P.; Basic Life Support at National Civil Defence College, Nagpur; Course on ATA-11404 (Hostage Negotiation Training Course) at Central Detective Training School (BPR&D), Ghaziabad, Uttar Pradesh.

During the year 2016, one (1) officer from LARRDI Service of the Rajya Sabha Secretariat was nominated to attend the 32nd IFLA (International Federation of Library Associations and Institutions) Pre-Conference of Library and Research Services at Washington D.C. and the 82nd IFLA General Conference at Columbus, Ohio, USA.

Training Cell also organised a Refresher Course in IT Skills for the Members of Rajya Sabha and their Personal Staff in collaboration with the National Informatics Centre (NIC). Two (2) Personal Staff of Members of Parliament attended this programme. A Workshop on 'Hindi Language' in collaboration with Rajbhasha Vibhag, Ministry of Home Affairs was also organised for the benefit of Members of Rajya Sabha. Five (5) Members of Parliament attended this workshop.

An Orientation Programme for newly elected and nominated Members of Rajya Sabha was organised on 30 and 31 July, 2016 in the Main Committee Room, Parliament House Annexe, New Delhi. The programme

was attended by 29 Members. The programme was inaugurated by the Hon'ble Chairman, Rajya Sabha. The aim of programme was to familiarise newly elected and nominated Members with various aspects of Parliamentary practice and procedure. It consisted of several sessions/lectures/discussions on specific topics, conducted by eminent Parliamentarians. On this occasion, an exhibition on 'Rajya Sabha and its Working' was also organised.

Research notes/interventions/speeches/messages, etc., for use of Presiding Officers and Secretary-General.

During the year, the Library, Reference, Research, Documentation and Information Service (LARRDIS) prepared a number of speeches/interventions/notes/briefs/communications/papers on various items of agenda for use of the Secretary-General for various Parliamentary Conferences such as the Association for Secretaries-General of Parliaments (ASGP) meeting held in Lusaka, Zambia from 20-23 March, 2016, SOCATT Conference held in Dhaka, Bangladesh from 5-10 September, 2016, 56th Conference of Secretaries and 78th Conference of Presiding Officers of Legislative Bodies in India held at Gandhinagar, Gujarat from 22-23 January, 2016; for use of the Deputy Chairman at Conferences such as 78th Conference of Presiding Officers of Legislative Bodies held in Gandhinagar, Gujarat from 21-23 January, 2016, 15th Annual Conference of the North-East Commonwealth Parliamentary Association (NERCPA) from 28 May to 2 June, 2016 held in Agartala, Tripura; and for the use of Rajya Sabha delegates at 134th Assembly of the IPU held in Lusaka, Zambia from 19-23 March, 2016 and 135th Assembly of the IPU held in Geneva, Switzerland from 22-27 October, 2016. In all 28 speeches and other write-ups were prepared for various conferences in 2016.

Besides, 6 speeches, 2 write ups/presentations, 6 briefs/notes/information backgrounder, 2 factsheets/interventions and points/questions for 2 meetings/programmes were also prepared for use of the Chairman/Deputy Chairman/Secretary-General which included speeches for use at the farewell function in honour of retired and retiring Members of Rajya Sabha, Inaugural Address, Welcome Address, Valedictory Address and Vote of Thanks for the Orientation Programme for the newly elected and nominated Members of Rajya Sabha held from 30-31 July, 2016 and a message in Hindi for the 11th edition of *Nutan Pratibimb*.

In addition, comparative notes on Parliament of India and the Parliaments of Belarus, European Union, Bangladesh, Turkey, Cambodia, Mongolia, France and Vietnam were prepared for use of the Chairman and Secretary-General, Rajya Sabha during the visits of Parliamentary delegations from these countries. Besides, the LARRDIS was also involved in the Publications, namely 'Rajya Sabha and its Secretariat: A Performance Profile 2015' (English and Hindi); and 'Who's Who Rajya Sabha 2016'.

Dr. S. Radhakrishnan Chair and Rajya Sabha Fellowships

The Council of States (Rajya Sabha) has instituted a Chair named after Dr. S. Radhakrishnan, the first Vice-President of India and Chairman of Rajya Sabha and two Rajya Sabha Fellowships with the objective of promoting an in-depth inquiry and research on different aspects of parliamentary democracy in India. As Search and Advisory Committee has been constituted to assist the Hon'ble Chairman, Rajya Sabha in the selection as well as operation of the Chair and the Fellowships. The duration period of the Chair is for two years and that of the Fellowships is for one year.

Prof. (Dr.) N.R. Madhava Menon, an eminent authority on legal education, founder of National Law School of India University (NLSIU) in India and former Member, Commission on Centre-State Relations, Government of India, was awarded the first Dr. S. Radhakrishnan Chair. Prof. Peter Ronald deSouza, Faculty, Centre for the Study of Developing Societies (CSDS), New Delhi, has been awarded the second Dr. S. Radhakrishnan Chair for two years, i.e. from May 2015 to April 2017. His research project is titled "Offensive Expression: The 'threshold' question in Indian democracy".

The first two Rajya Sabha Fellowships were awarded to Dr. Rahul Ramagundam and Dr. M. Manisha for the year 2010-11. In the second round of Rajya Sabha Fellowships for the year 2011-12, the Fellowships were awarded to Ms. Suvarna Damle and Dr. Jayaprakash Mavinakuli. The latter however, expressed his inability to carry on the research project and therefore was no longer a Fellow. In the third round of Rajya Sabha Fellowships, Dr. K.K. Kailash, Assistant Professor, Department of Political Science, University of Hyderabad and Dr. Hilal Ahmed, Associate Fellow, CSDS, were awarded Fellowships for the year 2015-16. The final reports of Dr. Hilal Ahmed and Dr. K.K. Kailash have been received. The first Report from Prof. Peter Ronald deSouza is awaited.

Three research questionnaires on topics 'Study on Harassment, Intimidation and Violence against Women in Parliament', 'Co-operation Between National Human Rights Institutions and Parliaments' and 'Technical Co-operation Programme (TCP) Comparative Research Paper on the Governance of Parliamentary Administration' were received from the Inter-Parliamentary Union and one questionnaire was received from SOCATT for 'The Table' Volume 2015. Replies to these questionnaires were prepared and sent to the Conference and Protocol Section, Rajya Sabha Secretariat for further action. Prior to the commencement of the Sessions of Rajya Sabha, list of issues likely to be raised during the Session is prepared. During the year 2016, 4 lists of issues for 238th, 239th, 240th and 241st session, were prepared and around 53 issues were identified and put up to the Secretary-General.

Besides, brief reviews of the important discussions and legislative business transacted in Rajya Sabha during the 237th, 238th, 239th and 240th Sessions were prepared for being published in the Journal of Parliamentary Information (JPI), brought out by the Lok Sabha Secretariat. Statistical information relating to the 237th, 238th, 239th and 240th Sessions of Rajya Sabha and sittings of the various Committees of Rajya Sabha including latest party positions were also compiled for the same purpose.

As directed by the Secretary-General, after the conclusion of every Session, a letter containing significant developments on Parliamentary procedures, points of constitutional or procedural importance, rulings/observations/directions from the Chair, number of reports presented by the Committees including DRPSCs, etc. is prepared. This letter is sent by the Secretary-General, Rajya Sabha to the Secretary-General, Lok Sabha. Five letters relating to the 237th, 238th, 239th, 240th and 241st Sessions prepared by the LARRDIS were sent to the Secretary-General, Lok Sabha.

The LARRDIS also maintains a small library for use of officers and staff of the Secretariat who are permitted to borrow books for official use. During the year 2016, 163 books were procured of which 21 were added to the Library and 142 were supplied to officers/sections of the Secretariat for official use as per their requisitions. Besides, 369 books/magazines were issued to the officers and staff of the Secretariat. Apart from subscribing magazines/journals (22) and newspapers (11 English and 9 Hindi) for the Library, it is also a nodal section to process reimbursement claims of newspapers/magazines being subscribed by the Chairman, Deputy Chairman, Chairmen of Committees of the Rajya Sabha, Leader of the Opposition, Secretary-General, Secretary and Additional Secretaries. During the year 2016, a total of 400 bills/claims regarding newspapers/magazines were processed by the Section.

Media, Education and Audio-Visual Unit Work

The Press & Media Unit, created on 17 November, 2003, was rechristened as the Media, Education and Audio-Visual Unit as part of the restructuring of the LARRDIS *w.e.f.* 19 September, 2008. The Unit continues to function as the nodal section for liaising with media organisations, correspondents and journalists.

During the year 2016, Media, Education and Audio-Visual Unit issued 248 permanent photo passes to the correspondents of newspapers/news agencies/electronic media having a sanctioned quota for the Rajya Sabha Press Gallery for one-year duration and 37 passes issued to journalists under Long and Distinguished Service category which included 7 newly accredited journalists under the aforesaid category. During the year, 3 news channels were given Temporary Press Gallery passes, 1 news channel was admitted to the Rajya Sabha Press Gallery, 1 newspaper was given Temporary Press Gallery pass and 3 newspapers and 2 journalists under the Freelance category were admitted to the Rajya Sabha Press Gallery. Quota of Press Gallery pass of 2 news channel was increased to 1 pass each. Three (3) journalists were provided Central Hall facility in the year 2016. Also, during the year, names of 775 journalists eligible for Temporary and Sessional passes were recommended to the Centralised Pass Issue Cell (CPIC) for issuance of bar coded passes. Besides, names of 285 journalists having Annual Rajya Sabha Press Gallery passes were sent to the Centralised Pass Issue Cell (CPIC) for issuance of the R.F. Tags. The Unit also handles the work relating to the issuance of Parking Labels to press correspondents to enable them to have access to the Parliament House Complex. During the year, 89 Annual Parking Labels and 36 Sessional Parking Labels were issued to the media persons.

The Unit manages a Press Counter near the Press Gallery of Rajya Sabha. During the Session days, one official of the unit is deputed to the Press Counter to provide parliamentary papers to the media persons of both print and electronic media covering the proceedings of the Rajya Sabha. Copies of Parliamentary papers such as Bills, List of Business, List of Starred/Unstarred Questions, Statements made by the Ministers, Reports of the various Parliamentary Committees, Special Mentions, etc. were supplied/ made available at the Press Counter during the sessions. Apart from this, various press releases and notices were also supplied to media persons through the Press Counter.

The Unit made arrangements for still photography of the following events:

- (i) Paying of floral tributes on 32 occasions in Central Hall on the birth anniversaries of National Leaders and former Speakers of Lok Sabha;
- (ii) Meeting of Chairman, Committee on Commerce with the swiss Parliamentary Delegation on 12 February, 2016;
- (iii) Meeting of the Hon'ble Chairman, Rajya Sabha with the Leaders of various political parties on 20 February, 2016;
- (iv) President's Address to both Houses of Parliament assembled together in Central Hall on 23 February, 2016;
- (v) Felicitation of Shri M. Mumtaj Alia for undertaking the 'Walk of Hope' 2015-16—A Padyatra for peace and harmony from Kanyakumari to Kashmir on 29 February, 2016;
- (vi) Farewell function in honour of retiring/retired Members of Rajya Sabha held on 15 March, 2016;
- (vii) Rajya Sabha Day function held on 1 April, 2016 and 5 April, 2016;
- (viii) Call on by the Parliamentary Delegation from Belarus with the Hon'ble Chairman, Rajya Sabha on 11 May, 2016;
- (ix) Farewell fuction of retiring employees of Rajya Sabha Secretariat held on 28 January, 31 March, 29 April, 30 June, 31 August, 30 Novemebr and 30 December, 2016;
- (x) Call on by the Parliamentary Delegations from France, Italy, Denmark and Finland, etc. with the Hon'ble Deputy Chairman, Rajya Sabha on 9 February, 2016, call on by the Japanese Delegation with the Hon'ble Deputy Chairman, Rajya Sabha on 8 April, 2016, call on by the Speaker, Meghalaya Legislative Assembly and Chairman of NERCPA with the Hon'ble Deputy Chairman, Rajya Sabha on 28 April, 2016, call on by the Committee on Papers Laid on the Table, Andhra Pradesh Legislative Council with the Hon'ble Deputy Chairman, Rajya Sabha on 25 July, 2016, call on by the Parliamentary Delegation from Bangladesh with the Hon'ble Deputy Chairman, Rajya Sabha on 2 August, 2016, call on by the Parliamentary Delegation from Jamaica with the Hon'ble Deputy Chairman, Rajya Sabha on 15 November, 2016, call on by the delegation from Mar Thoma Syrian Church of Malabar, on 17 November, 2016 and call on by the delegation from YMCA, New Delhi on 23 November, 2016;
- (xi) Meeting of Hon'ble Deputy Chairman, Rajya Sabha along with M.Ps, from Kerala with Shri Dharmendra Pradhan, Hon'ble Minister of State (Independent Charge) of the Ministry of Petroleum and Natural Gas on 24 November 2016;
- (xii) Oath taking ceremony of newly elected/re-elected/nominated Members of Rajya Sabha held on 4 April, 21 April, 28 June, 8 July and 14 October, 2016;
- (xiii) Meeting of Cambodian Senate's Commission on Investigation, Clearance and Anti-Corruption with the Committee on Personnel, Public Grievances, Law and Justice on 26 April, 2016;
- (xiv) Presentation of Committee Report to the Hon'ble Chairman, Rajya Sabha by the Chairman, Committee on Personnel, Public Grievances, Law and Justice on 28 June, 2016;

- (xv) Commemoration of International Day of Yoga on 21 June, 2016;
- (xvi) Function of Book Release by Hon'ble Chairman, Rajya Sabha on 10 August, 2016;
- (xvii) Meeting of Parliamentary Delegation from Cambodia with the Secretary-General, Rajya Sabha on 14 September, 2016;
- (xviii) Floral tributes to martyrs who sacrificed their lives during terrorist attack on Parliament House held on 13 December, 2016.

The Unit also carried out a large amount of liaison work with media persons of various news agencies, electronic and print media for giving wide publicity to the following activities and events that took place during the year:

- (i) Valedictory Remarks by the Hon'ble Chairman, Rajya Sabha on the conclusion of the 238th, 239th, 240th and 241st Sessions of Rajya Sabha;
- (ii) Circulation of Statistical Information regarding the 238th, 239th, 240th and 241st Sessions of Rajya Sabha;
- (iii) Invited select media organisations to cover the call on the Hon'ble Deputy Chairman, Rajya Sabha by the Parliamentary Delegation from France, Italy, Denmark and Finland, etc. on 9 February, 2016;
- (iv) Invited select media organisations to cover the meeting of Chairman, Committee on Commerce, with the Swiss Parliamentary Delegation on 12 February, 2016;
- (v) Invited select media organisations to cover the felicitation of Shri M. Mumtaj Ali for undertaking the 'Walk of Hope' 2015-16—A Padyatra for peace and harmony from Kanyakumari to Kashmir on 29 February, 2016;
- (vi) Invited select media organisations to cover Farewell function in the honour of retiring/retired Members of Rajya Sabha held on 15 March, 2016;
- (vii) Invited select media organisations to cover the Press Conference of Committee on Personnel, Public Grievances, Law and Justice on 10 and 15 March, 2016;
- (viii) Invited select media organisations to cover the Press Conference of Committee on Science and Technology, Environment and Forests on 7 April, 2016;
- (ix) Invited select media organisations to cover the Oath taking ceremony of newly elected/re-elected/nominated Members of Rajya Sabha held on 4 April, 21 April, 28 June, 8 July and 14 October, 2016;
- (x) Invited select media organisations to cover the call on the Hon'ble Chairman, Rajya Sabha by the Parliamentary Delegation from Belarus on 11 May, 2016;
- (xi) Invited select media organisations to cover the Orientation Programme organised for newly elected/nominated Members of Rajya Sabha on 30 and 31 July, 2016;
- (xii) Invited select media organisations to cover the call on the Hon'ble Deputy Chairman, Rajya Sabha by the Delegation from Bangladesh on 2 August, 2016;
- (xiii) Invited select media organisations to cover the meeting of Secretary-General, Rajya Sabha with the Delegation from the Senate of the Kingdom of Cambodia on 14 September, 2016;
- (xiv) Invited select media organisations to cover the call on the Hon'ble Chairman, Rajya Sabha by the Parliamentary Delegation from Jamaica on 15 November, 2016;
- (xv) Invited select media organisations to cover the floral tributes to martyrs who sacrificed their lives during terrorist attack on Parliament House held on 13 December, 2016.

The Media Advisory Committee of Rajya Sabha has four Office bearers namely, Chairman, Vice-Chairman, Secretary and Joint Secretary appointed by the Hon'ble Chairman, Rajya Sabha from amongst the members of the Committee. The primary function of the Committee is to render advice to the Rajya Sabha Secretariat regarding admission of various media organisations to the Press Gallery of Rajya Sabha to enable them to cover the proceedings of the House. During the year, the Committee held four meetings. The Media, Education and Audio-Visual Unit provided secretarial assistance to the Committee which, *inter alia*, included preparing agenda for the meetings, issuing notices for the meetings, making necessary arrangements for lunches/ refreshments for the meetings, preparation of minutes of the meetings and follow-up action on the recommendations of the Committee.

During the year, total 1600 SMSes were sent to journalists informing them about important parliamentary events. The Unit organised press conferences for the Chairman, Committee on Personnel, Public Grievances, Law and Justice on 10 and 15 March, 2016 and the Chairman, Committee on Science and Technology, Environment and Forests on 7 April, 2016.

The Unit issued Press communique regarding the summoning and prorogation of 238th, 239th, 240th and 241st Sessions of Rajya Sabha. Press releases were also issued on the occasion of presentation of Committee reports and Press Conferences on 8 March, 27 April, and 22 December, 2016. Press Release was issued regarding Prof. P.J. Kurien, Hon'ble Deputy Chairman addressing the 78th Conference of the Presiding Officers of Legislative bodies in India on 24 January, 2016. Press Release regarding the Call on by the Parliamentary Delegation from France, Italy, Denmark and Finland etc. with Hon'ble Deputy Chairman, Rajya Sabha on 9 February, 2016 was issued. Press releases regarding All Party Meet in Parliament House on 20 February, 2016, farewell function of retired/retiring Members of Rajya Sabha on 15 March, 2016, oath taking ceremony in Parliament on 4 April, 21 April, 28 June, 8 July and on 14 October, 2016 were also issued. Three Press Releases regarding Orientation Programme for newly elected/nominated Members of Rajya Sabha on 30 and 31 July, 2016 were issued. Press Release regarding meeting of Senate of the Kingdom of Cambodia with Secretary-General, Rajya Sabha on 14 September, 2016 and regarding celebration of Hindi Pakhwada on 28 September, 2016 were also issued during the year 2016.

The work related to issuance of advertisements in various newspapers through Directorate of Advertising and Visual Publicity (DAVP) has also been assigned to the Unit. Since DAVP decided to charge money from the non-paying clients, the Unit has been entrusted with the work related to the monitoring the expenditure of the budget allocated for the advertisements through DAVP. The Unit confirms the availability of budget and standardisation of advertisements brought out by various Committees and other Sections of the Secretariat.

During the year, one RTI Query was replied on 15 March, 2016. Monthly Expenditure Projection (MEP) & Quarterly Expenditure Projection pertaining to the Unit and DAVP were sent to Estt. (Accounts) & Budget Section and MS&A Section *w.e.f.* September 2016 till March, 2017 in the first week of subsequent months. In addition, the Unit also processed bills for refreshment/photographs, etc. from time to time.

Committee Coordination Section

During the year 2016, the Committee Coordination Section dealt with a total number of 58 elections and 52 nominations of Members of Rajya Sabha to various Statutory Bodies/Committees. Accordingly, Notices of Motions for election/requests for nomination of Members of Rajya Sabha to the various Joint Parliamentary Committees/Statutory Bodies were processed and the specified number of Members got elected/nominated thereto. These included Committee on Public Accounts; Committee on Public Undertakings; Committee on the Welfare of Scheduled Castes and Scheduled Tribes; Joint Committee on Offices of Profit; Committee on Welfare of Other Backward Classes; Joint Committee on Salaries and Allowances of Members of Parliament; Committee on Empowerment of Women; Library Committee; Joint Committee on Food Management in Parliament House Complex; Committee on Security in Parliament House Complex. Further, action for re-constitution of the Department-related Parliamentary Standing Committees (DPSCs) and nomination of Members

of Rajya Sabha thereto as well as appointment of Chairpersons of eight DPSCs coming under the jurisdiction of Hon'ble Chairman, Rajya Sabha was initiated and the Committees were re-constituted *w.e.f.* 1 September, 2016. Eight Standing Committees of Rajya Sabha (House Committees) were also re-constituted *w.e.f.* 15 September, 2016. Besides, the Committee on Ethics and Committee on Member of Parliament Local Area Development Scheme were also re-constituted *w.e.f.* 5 October, 2016.

Requests from various Central Government agencies and State Governments seeking approval of Hon'ble Chairman, Rajya Sabha to the nomination of Members of Rajya Sabha to various Committees/Bodies constituted by them were received, examined and processed in accordance with the provisions contained in the Parliament (Prevention of Disqualification) Act, 1959 and other relevant Statutes. Wherever considered necessary, references were made to the Joint Committee on Offices of Profit for its opinion/recommendation and accordingly, cases were placed before the Chairman, Rajya Sabha for his consideration/orders. During the year, eight requests seeking approval of the Hon'ble Chairman, Rajya Sabha to the nomination of Members to various bodies as well as queries relating to 'Offices of Profit' were referred to the Joint Committee on Offices of Profit for its view/recommendation.

In addition, a total of 228 Reports/Statements of various Committee received from the Lok Sabha Secretariat were also laid on the Table of Rajya Sabha and 8 Reports were presented to the Hon'ble Chairman, Rajya Sabha during the inter-session period.

Simultaneous Interpretation Service

During the year 2016, the Simultaneous Interpretation Service provided interpretation facility in 72 sittings covering 4 sessions of the House. It also provided interpretation service in 220 meetings of the different Parliamentary Committees. The Service interpreted all the speeches made in the regional languages in the House into English/Hindi. The Service also prepared the verbatim translation of the speeches made in regional languages into English/Hindi for inclusion in the day's proceedings. It was also called upon to render translation of 22 documents received in the Rajya Sabha Secretariat in regional languages into English/Hindi. Apart from this, the Service also compiled 12 Rulings given by the Chair during the year.

In addition, the Service also covered 5 meetings of the Consultative Committees attached to various Ministries. It also provided interpretation facility during the International Conference on Yoga organised by the Department of AYUSH. The Service provided real time and urgent translation of the Independence Day speech of the Hon'ble Prime Minister into English on 15 August, 2016. It also provided interpretation facility during the engagements of the Hon'ble Prime Minister with foreign dignitaries. The Conference of the National Green Tribunal was also covered by the Service. The Service also provided the facility of consecutive interpretation for the meetings of the Judges Inquiry Committee during the year.

Editorial and Translation Service

The Editorial and Translation Service is responsible for translation (from English to Hindi and *vice-versa*), vetting, editing and finalisation of every paper, document and publication relating to the House, various committees of Parliament, Chairman's Office and various sections of the Secretariat, editing and indexing of parliamentary debates and ensuring implementation of the provisions of the Official Languages Act, 1963. The Service is working through 11 Sections as under:-

Translation Section-I

This Section deals with the translation of Parliamentary papers directly related with the proceedings of the Rajya Sabha such as Papers Laid on the Table (PLOT), List of Business (LOB)/Revised List of Business, Parliamentary Bulletins Part-I & Part-II, Private Members' Bills, Amendments to Government and Private Members' Bills, Motions, Resolutions, Notices of Calling Attention, Half-an-Hour Discussion, various Publications of the Secretariat, Speeches and Messages of the Hon'ble Chairman and Deputy Chairman, Notifications, Tender Notices, Advertisements, Press Releases, RTIs, Memoranda, Disciplinary proceedings, etc. The MANTRA software, which is a translation tool jointly developed by the Rajya Sabha Secretariat and C-DAC,

Pune, is being used to translate Bulletin Part-I, PLOT, LOB during Session. At present, this Section is also using the tool for translation of Bulletin Part-II on experimental basis under MANTRA Rajya Sabha Project Phase-II. The computerised diary and dispatch package was continuously used and updated throughout the year. Translation Section-I's Daily Papers Publishing Software developed by the National Informatics Centre (NIC) for uploading Hindi version of LOB, PLOT and Bulletin Part-I and Part-II on the Rajya Sabha Website, was updated on regular basis.

The Section translated, vetted and finalised total 31892 pages during the year 2016, with the break-up details as, parliamentary papers: as per revised feedback 11063 pages, RTIs/Notifications/Orders/Memoranda/miscellaneous work: 5558 pages, Publications: 6418 pages and Speeches of Hon'ble Vice-President of India/Chairman, Rajya Sabha and Deputy Chairman, Rajya Sabha: 759 pages and checking of MANTRA Lexicon/Structures: 8094 pages.

Translation (Committee-I) Section

This Section provides Hindi version of the Committee Reports, Action Taken Reports (ATRs), Notices, Agenda Papers, Minutes of the Meetings, Memoranda, Press Releases, Questionnaires, Tour Programmes, Letters, Opening Remarks for the Committee Chairmen, RTIs, Items & Formulae, Draft List of Business (LOB) items, Notes and Publications. This Section looks after Hindi translation work of 11 Committees of Rajya Sabha namely: the Committee on Human Resource Development, Committee on Home Affairs, Committee on Industry, Committee on Transport, Tourism and Culture, Committee on Subordinate Legislation, Committee on Petitions, Committee on Provision of Computer Equipment to Members of Rajya Sabha, Committee on Member of Parliament Local Area Development Scheme, General Purposes Committee, Business Advisory Committee, Committee Co-ordination.

Apart from the above, the reports of *ad hoc* Committees when constituted are also received from time to time for translation. Besides, this Section also provides English version of various papers such as letters, representations/memoranda, etc. received by the Parliamentary Committees in Hindi language. During the year 2016, total number of pages received for translation was 9530, out of which there were 81 Committee Reports, consisting of 5843 pages. All these papers were translated, vetted and finalised with the help of other Sections of the Editorial and Translation Service.

Before the commencement of each Session of Parliament, a circular under the heading 'Translation of Parliamentary Committee Reports' seeking cooperation and compliance by the Parliamentary Committees of Rajya Sabha on the Guidelines contained therein and 'Outcome Circular' providing a report on the said compliance was posted on the Rajya Sabha Intranet.

Translation (Committee-II) Section

This Section provides Hindi version of Committee Reports, ATRs, Notices, Agenda Papers, Minutes of the Meetings, Memoranda, Press Releases, Questionnaires, Tour Programmes, Letters, Opening Remarks for the Committee Chairmen, RTIs, Items & Formulae, Draft List of Business LOB items, Notes and Publications pertaining to the ten(10) Committees of Rajya Sabha namely, Committee on Commerce, Committee on Science and Technology, Environment and Forests, Committee on Health and Family Welfare, Committee on Personnel, Public Grievances, Law and Justice, Committee on Government Assurances, Committee on Papers Laid on the Table, Committee on Ethics, House Committee, Committee of Privileges and Committee on Rules.

Apart from these, the reports of *ad hoc* Committees when constituted are also received from time to time for translation. Besides, this Section also provides English version of various papers such as letters, representations/memoranda, etc. received by the Parliamentary Committees in Hindi language. During the year 2016, total number of pages received for translation was 14573, out of which there were 124 Committee Reports consisting of 10883 pages. All the papers were translated, vetted and finalised with the help of other Sections of the Editorial and Translation Service.

Before the commencement of each Session of Parliament, a circular under the heading 'Translation of Parliamentary Committee Reports' seeking cooperation and compliance by the Parliamentary Committees of Rajya Sabha on the Guidelines contained therein and 'Outcome Circular' providing a report on the said compliance was posted on the Rajya Sabha Intranet.

Translation Section-II

This Section has been entrusted mainly with the task of providing Hindi translation of the Starred and Unstarred Question Lists to the Question Branch. During the inter-session period, it also assists other Sections of the Editorial and Translation Service in translation and vetting of Debates, Committee Reports and Notices of Questions originally received in Hindi, etc.

During the year 2016, translation and vetting of 1095 Starred Questions and 11,411 Unstarred Questions was undertaken. Further, 3982 Notices of questions originally received in Hindi were translated and 3573 questions were vetted. Ballots of Question (Hindi Version) of 162 pages were also prepared. Errata to Question Lists of 139 pages were issued and corrections were carried out in 139 Questions Lists at proof stage. English version of Statistical Information of 95 pages were translated into Hindi and vetted. Bulletins Part-II relating to Questions of 139 pages were translated and vetted. Translation of 3060 pages of debates and vetting of 2591 pages of debates was done. Translation of 3241 pages of debates and vetting of 3638 pages of debates was done. 439 pages of Committee Reports were translated and 248 pages were vetted. Besides, translation of 323 pages and vetting of 256 pages of miscellaneous work was also undertaken by the Section.

Translation (OIH) Section

This Section has been entrusted mainly with the task of providing translation of Notices of Questions originally received in Hindi. During the session and inter-session periods, this Section also assists other Sections of the Editorial and Translation Service in translation and vetting of Listed Questions, Debates, Committee Reports and other miscellaneous work.

Translation and vetting of 5102 Questions originally received in Hindi (OIH) was done during the year. Further, the translation of 1074 and vetting of 1318 Listed Questions was undertaken. The Section also assisted other Sections of the Editorial and Translation Service by vetting 693 pages of Committee Reports, translation of 195 pages of Debates and vetting of 451 pages of Debates.

Editing (English) Section

The Section deals with the job of editing of floor version of Rajya Sabha Debates or 'Official Reports' of the Rajya Sabha which are the full reports of the day-to-day proceedings of the Rajya Sabha. During the year 2016, the Section sent 1 Debate of 234th Session, 13 Debates of the 235th Session, 17 Debates of the 236th Session, 20 Debates of the 237th Session, 16 Debates of the 238th Session, 15 Debates of the 239th Session and 20 Debates of the 240th Session to the Printing Section for printing. In addition to this, Indices to Debates of the 234th and 235th Sessions were prepared and sent for publication during the year.

Editing (Hindi) Section

Editing (Hindi) Section primarily deals with the verbatim translation of Rajya Sabha Debates in Hindi, preparation of Master copies of the edited Debates and also preparation of Hindi version of Alphabetical Lists of Members of Rajya Sabha and the List of Council of Ministers.

During the year 2016, Editing (Hindi) Section sent 22 Debates of the 230th Session, 3 Debates of the 231st Session and 17 Debates of the 232nd Session to Printing Section after completing them in all respects. Alphabetical List of Members of Rajya Sabha and List of Council of Ministers were also updated at the commencement of each session of the year. Apart from this, this Section also uploaded 6 Debates of the 229th Session, 5 Debates of the 230th Session, 2 Debates of 231st Session and 1 Debate of 232nd Session on the Hindi website of Rajya Sabha after receiving the same from Printing Section. In addition to it, the Section also extended assistance to other Sections of the Editorial and Translation Service particularly during the Session periods as per the urgency of work in those Sections.

English Debates Section

The Section has been entrusted mainly with the work of preparing English version of Rajya Sabha Debates. Due to non-availability of Translators, the designated work of the Section could not be initiated. During the year 2016, the reports pertaining to Review of Annual Action Plan-2015; Annual Report-2015 Annual Action Plan 2017 were sent to O&M Section. The information pertaining to updation of the publication titled "Rajya Sabha Statistical Information 1952-2013" was also sent to Committee Coordination Section.

Rajbhasha Prabhag

During the year 2016, *Hindi Pakhwara* was organised by *Rajbhasha Prabhag* in the Secretariat from 14 to 28 September, 2016 with a view to promote interest in Hindi and encourage the use of Hindi among officers and staff of the Secretariat in their official work. To mark this occasion, various competitions were organised for officers/staff of the Secretariat and the winners in these competitions were suitably rewarded with cash incentives and certificates. *Rajbhasha shield* was also awarded to Establishment (Accounts) and Budget Section for doing maximum work in Hindi during September, 2015 to August, 2016. The 11th issue of the in-house magazine *Nutan Pratibimb* was published and released on the occasion of Prize Distribution ceremony of *Hindi Pakhwara* on 28 September, 2016. Quarterly Progress Reports were collected from all Sections of the Secretariat and on the basis of grading of these Reports, three Sections, namely Committee Section (COPLOT), Committee Section (Petitions) and Committee Section (Commerce) were given Certificate of Excellence. Review Report of Quarterly Progress Reports received during October, 2014 to September, 2015 was prepared and presented in the 23rd meeting of *Rajbhasha Karyanvayan Samiti* held on 11.2.2016. The 24th meeting of *Rajbhasha Karyanvayan Samiti* was held on 11.7.2016. Inspection of all Sections of the Secretariat was done to assess the official work done by them in Hindi and the report prepared in this regard was presented in the 24th meeting of *Rajbhasha Karyanvayan Samiti*. In addition to the work allocated to *Rajbhasha Prabhag*, the Section also provided assistance to other Sections of Editorial and Translation Service as and when required.

Digitisation and Hindi Web Updation Cell

During the year 2016, total 21,004 pages of Official Debates of the Rajya Sabha were digitised. Digitised debates of the 234th, 235th and 236th Sessions were got uploaded on the Web portal for Debates (<http://rsdebate.nic.in>) with user-friendly search facility. The Portal of Debates now contains all the debates from the 1st Session to the 236th Session. Under the drive to identify technical errors in the database of debate portal, around 14474 entries of meta-data were reviewed and 672 incorrect entries were got rectified through NIC.

All the dynamic as well as static links and web pages on Hindi Website of Rajya Sabha were regularly updated and contents received in Hindi from the concerned Sections were promptly uploaded in accordance with the provisions of Website Quality Manual. Sustained efforts were made to present an updated mirror Hindi version of English website of Rajya Sabha. Technical errors faced during updation of data on Hindi website through various applications were also got rectified through NIC.

Besides the above-mentioned regular work, the Cell also extended help to other Sections of E&T Service for translation of 71 Unstarred Questions/OIH Questions and vetting of 155 Unstarred Questions/OIH Questions, translation of 46 pages of various Committee Reports, preparation of synopsis of 200 minutes of Rajya Sabha Debates, and typing of 33 pages during their exigencies.

Apart from the above, for the purpose of training and record, all steps involved in the process of digitisation of debates were mapped in a useful document form. Internal hands-on training of digitisation of debates was given to 15 clerks. Further, functioning of the existing software application being used for digitisation of debates was reviewed and steps were taken in the direction of upgradation of the software into a web-based intranet application.

Synopsis Section

The Synopsis Section is entrusted with the job of preparing synopsis of proceedings of Rajya Sabha on a daily basis during session. During the 238th, 239th, 240th and 241st Sessions held in 2016, the Synopsis Section issued Synopsis/Supplements in CRC form of the day-to-day proceedings of the Rajya Sabha containing 921 pages in English and 972 pages in Hindi covering 72 sittings of the Rajya Sabha. Contents Lists containing 77 pages in English and 72 pages in Hindi for the 237th, 238th, 239th and 240th Sessions were also brought out by the Synopsis Section. Synopsis in Hindi and English was also uploaded on the Rajya Sabha Website on daily basis during the Sessions.

In addition to the above work, the Section shared the work of other Sections of the Editorial and Translation Service, namely Translation Section-II, Translation (OIH) Section, Translation (Committees) Section-I and Translation (Committees) Session-II, Editing (English) Section and Editing (Hindi) Section in reviewing and vetting the Parliamentary Debates, Parliamentary Questions and Committee Reports.

Further, Graphic User Interface (GUI) of 'MANTRA Synopsis' was used in the Synopsis Section during 238th, 239th, 240th and 241st Session for preparation and compilation of synopsis in English and Hindi. The translation module was also used for translation of the Obituary References into Hindi. Necessary cooperation was extended to C-DAC, Pune team for bug removal/further enhancement of the software.

Verbatim Reporting Service

During the year 2016, the Verbatim Reporting Service provided verbatim reports of all the sittings of the 238th, 239th, 240th and 241st Sessions of Rajya Sabha. The proceedings were uploaded and made available on the internet on a day-to-day basis. The Verbatim Reporting Service also covered 183 meetings of various Committees and provided verbatim reports of the proceedings of the Committee meetings well in time to facilitate the Committees to prepare their Reports. It also covered the Orientation Programme for newly elected and nominated Members of Rajya Sabha held in July 2016.

Words and Expressions which were found unparliamentary or derogatory were put up to the Presiding Officer through Secretary-General for expunction and after obtaining the orders, such 'Expunged Data' was provided to the Media Unit, Rajya Sabha Secretariat, on daily basis during the Session period. For ensuring correct reporting of the proceedings of the House in the Press/Media, the Service rendered assistance to the Press/Media representatives through Media Units, as was necessary. Also assistance was given to the Staff, Sections, various Ministries, MPs and Ministers by supplying the copies of desired Verbatim Proceedings. Apart from this, the Service assisted in ensuring that Expuncations/Not Recorded portions, ordered by the Chair, were correctly carried out in the DVDs/VCDs of the House proceedings prepared by the Lobby Office. Members desirous of having their Urdu speeches reproduced in Persian script were provided with the same, in addition to Devnagari script during Session period.

During the year, the Verbatim Reporting Service also rendered, on loan basis, reporting services for the Governors' Conference at Rashtrapati Bhavan. In addition to this, it also provided its services for covering the speech of the Hon'ble Prime Minister from the ramparts of Red Fort on the Independence Day.

As requested by Personnel Section, the Verbatim Reporting Service provided its services for recording the proceedings of 15 meetings of Judges Inquiry Committee. Further, it also provided services to the Recruitment Section of Rajya Sabha Secretariat and Joint Recruitment Cell of Lok Sabha Secretariat for recruitment of various posts. The Service also held competitive examination in Hindi typewriting during *Hindi Pakhwara*.

RAJYA SABHA SECRETARIAT

(As on 15.9.2017)

Main responsibilities of the officers of the Rajya Sabha Secretariat

Name, Designation & Official Telephone Nos.	Main Responsibility
Shri Desh Deepak Verma, Secretary-General 2303-4695 2301-7355 2301-8676 2379-2940 (Fax) 2303-4142 (PHA) 2301-5557 (PHA)	<i>Parliamentary Adviser to the Hon'ble Chairman, Rajya Sabha and through him to the House. Administrative Head of the Secretariat of Rajya Sabha and overall in-charge of all administrative and executive functions on behalf of and in the name of the Chairman</i>
Shri P.P.K. Ramacharyulu, Additional Secretary (P) 2302-4204 2301-2592 2301-5585 (Fax)	<i>Personnel Section; Estt. (General) Section; Committee Section (MPLADS); Recruitment Cell; Rajya Sabha Television Channel; Committee Section (PPG); Question Branch; Committee Co-ordination Section; Committee Section (HA); Committee Section (H&FW); Any other work assigned</i>
Shri Mukul Pande, Additional Secretary (L) 2303-4693 2301-8044 2309-3965	<i>Table Office; Notice Office, Lobby Office; Legislative Section; Bill Office; IT Sections (H&S); Committee on Provision of Computer to Members of Rajya Sabha; Parliament Security Service, Committee Section (Government Assurances); LARRDIS (Units 1 to 3); LARRDIS (Units 5 to 8); Conference and Protocol Section; Training Cell; Any other work assigned</i>
Shri Chandra Shekhar Mishra, Joint Secretary (E&T) 2303-4239 2301-6431 2309-3160(Tele-Fax)	<i>Editorial & Translation Service; Any other work assigned</i>
Shri Choudhury Ramakanta Das, Joint Secretary (I) 2303-4456 2309-3559 2301-3927 (Tele-Fax)	<i>Simultaneous Interpretation Service; Any other work assigned</i>
Shri M.K. Khan, Joint Secretary (Q) 2303-4047 2309-3715 2379-4328 (Tele-Fax)	<i>Question Branch; Committee Section (Ethics); Committee Section (S&T); Committee Section (Petitions); Any other work assigned</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Shri J.G. Negi, Joint Secretary (P&P) 2303-4261 2309-3194 2309-2213 (Tele-Fax)	<i>Printing & Publications Service; Committee Section (Subordinate Legislation); Committee Section (T&T); Welfare Unit; Sales & Archives Section; O & M Section, Any other work assigned</i>
Shri K.P. Singh, Joint Secretary (HRD) 2303-4056 2379-2852 2379-3563 (Tele-Fax)	<i>Committee Section (HRD); Stenographers Pool; Work relating to Dr. Radhakrishanan Chair and Rajya Sabha Fellowships; Committee Section (PPG); Any other work assigned</i>
Shri Jagdish Kumar, Joint Secretary (MA) 2303-4061 2309-2148 2301-2007 (Tele-Fax)	<i>M.A. Section including House Committee; Committee Section (COPLLOT); Committee Section (Industry); G.A. Section, Distribution Branch; Stores Section; Any other work assigned</i>
Shri Rohtas, Joint Secretary (T) 2303-4668 2301-2083 2309-3554 (Tele-Fax)	<i>Table Office; Notice Office; Lobby Office; Committee Section (HA); Any other assigned</i>
Shri Ashok Kumar Anand, Joint Secretary (Reporting) 2303-4137 2379-3419	<i>Verbatim Reporting Service; Any other work assigned</i>
Shri S.D. Nautiyal, Joint Secretary (LR) 2303-4063 2301-4850	<i>Library, Reference, Research Documentation and Information Service; Any other work assigned</i>
Shri J. Sundriyal, Joint Secretary (MSA) 2303-4240 2301-3158 2309-3550 (Tele- Fax)	<i>MS & A Branch; Committee Section (H&FW); Committee Co-ordination Section; Additional charge of 'Rajya Sabha Forum' on Panchayati Raj; Any other work assigned</i>
Smt. Sunita Sekaran, Director (PPG) 2303-4121 2301-2009	<i>Committee Section (PPG); Committee Section (Ethics)</i>
Shri S.K. Tripathi, Director (L) 2303-4967 2309-2163	<i>Bill Office; Committee Section (Govt. Assurances); Legislative Section</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Shri A.K. Gandhi, Director (Comm) 2303-4216 2301-6806	<i>Committee Section (Commerce); Question Branch (One Group)</i>
Shri Pradeep Chaturvedi, Director	<i>-on Deputation-</i>
Shri Vimal Kumar, Director (HA) 2303-4123 2301-1991	<i>Committee Section (HA); Stores Section</i>
Shri M.C. Tiwari, Director (Com-I) 2303-4124 2301-1973	<i>Committee Section (Subordinate Legislation); Committee Section (MPLADS); Committee Section (HRD)</i>
Shri S. Jason, Director (C&P) 2303-4327 2301-2522	<i>Conference & Protocol Section; Training Cell</i>
Shri Arun Sharma, Director (Q) & CPIO 2303-4018 2379-3243	<i>Question Branch (One group); CPIO</i>
Smt. M. Sasilekha Nair, Director (G) 2303-4066 2301-8620	<i>Estt. (General) Section; M.A. Section; Committee Section (Industry)</i>
Shri Dharmendra Kumar Mishra, Director (E) 2303-5410 2301-4957	<i>Estt. (A/Cs) & Budget Section; Finance Cell</i>
Shri K. Sudhakaran, Director (T) 2303-5445 2309-2047	<i>Lobby Office; Notice Office; Table Office</i>
Shri Vidya Sagar Prasad Singh, Director (MSA) 2303-5411 2379-2819	<i>MS&A Branch; Question Branch (One Group)</i>
Shri Swarabji B., Director (T&T) & Web Supervisor 2303-4201 2309-2150	<i>Committee Section (T&T); Distribution Branch; Question Branch (One Group); Web Supervisor</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Smt. Arpana Mendiratta, Director (S&A) 2303-4084 2309-3089	<i>Sales & Archives Section; Question Branch (One Group); Committee Section (COPLLOT)</i>
Shri Tirlok Nath Pandey, Director (S&T) 2303-5429	<i>Committee Section (S&T); Committee Co-ordination Section</i>
Shri Rakesh Prasad, Director (P) 2303-5425 2309-2147	<i>Personnel Section; Recruitment Cell</i>
Shri Rajiva Srivastava, Director (IT) 2303-5444	<i>IT Section (H&S)</i>
Shri Rakesh Naithani, Director (Petitions) 2303-5257	<i>Committee Section (Petitions); Committee Section (H&FW)</i>
Shri K.N. Earendra Kumar, Director (GA) 2303-5447	<i>G.A. Section; O & M Section</i>
Shri D.K. Juneja, Additional Director (Rectt-II) 2303-5431	<i>Recruitment Cell</i>
Shri Shashi Bhushan, Additional Director (IT) 2303-5448	<i>IT Sections (H&S); Question Branch (One Group)</i>
Shri P. Narayanan, Pay & Accounts officer 2303-5459	<i>Pay & Accounts Office</i>
Dr. (Smt.) Subhashree, Panigrahi, Additional Director (HA) 2303-4292	<i>Committee Section (HA)</i>
Shri A.K. Mallick, Additional Director (GA) 2303-4093	<i>G.A. Section; Committee Section (Petitions)</i>
Shri Ravinder Kumar, Additional Director (Trg) & CAPIO 2303-5187	<i>Training Cell; CAPIO</i>
Shri A.K. Sahoo, Additional Director (PPG) 2303-5365	<i>Committee Section (PPG)</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Shri Vinay Shankar Singh, Additional Director (HRD) 2303-5446	<i>Committee Section (HRD); Question Branch (One Group)</i>
Shri S.C. Dixit, Additional Director (MS&A) 2303-4540	<i>MS&A Branch</i>
Shri S. Rangarajan, Additional Director (COPLLOT) 2303-4014	<i>Committee Section (COPLLOT)</i>
Shri Sameer Suryapani, Additional Director (Co-ord) 2303-5415	<i>Committee Co-ordination Section</i>
Shri Prem Singh, Additional Director (MA) 2303-5583	<i>M.A. Section</i>
Shri Roshan Lal, Additional Director (Stores) 2303-4353	<i>Stores Section</i>
Shri Ravindra Singh Rawat, Additional Director (Com-I) 2303-5254	<i>Committee Section (Subordinate Legislation); Question Branch (One Group)</i>
Shri Rakesh Anand, Additional Director (COSL) 2303-5556	<i>Committee Section (Subordinate Legislation)</i>
Shri Sanjeev Chandra, Additional Director (RTI) 2303-5433	<i>RTI Cell; Question Branch (One Group)</i>
Shri J. K. Mallick, Additional Director (Ind.) 2303-5364	<i>Committee Section (Industry)</i>
Shri Girija Shankar Prasad, Additional Director (O&M) 2303-5428	<i>O&M Section</i>
Shri Narendra Kumar, Additional Director (Comm) 2303-4057	<i>Committee Section (Commerce)</i>
Shri B.M.S Rana, Additional Director (G) 2303-5308	<i>Estt. (G) Section; Committee Section (Ethics)</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Shri Rajendra Prasad Tiwari, Additional Director (MPLADS) 2303-5434	<i>Committee Section (MPLADS); Committee Section (Govt. Assurances)</i>
Shri Dinesh Singh, Additional Director (H&FW) 2303-5581	<i>Committee Section (H&FW)</i>
Shri Vinoy Kumar Pathak, Additional Director (Q-IV) & Welfare Officer 2303-5427	<i>Question Branch (One Group); Welfare Unit</i>
Shri Rajendra Prasad Shukla, Additional Director (D) 2303-4598	<i>Distribution Branch</i>
Shri Vijay Kumar, Additional Director (L) 2303-5485	<i>Bill Office; Legislative Section</i>
Smt. Monica Baa, Additional Director (T &T) (<i>in situ</i>) 2303-4535	<i>Committee Section (T&T)</i>
Shri Mohd. Salamuddin, Additional Director 2303-4033	<i>-on temporary Deputation-</i>
Shri Bhupendra Bhaskar, Additional Director (HA) (<i>in situ</i>) 2303-4034	<i>Committee Section (HA)</i>
Dr. Raghab P. Dash, Director (LARRDIS) 2372-4701 2372-4744	<i>Library, Reference, Research, Documentation and Information Service</i>
Shri Pawan Kumar, Director (LARRDIS) 2372-4702 2372-4745	<i>Library, Reference, Research, Documentation and Information Service</i>
Shri D.S. Prasanna Kumar, Director (LARRDIS) 2372-4703 2372-4746	<i>Library, Reference, Research, Documentation and Information Service</i>
Dr. (Smt.) Rosey Sailo Damodaran, Additional Director (LARRDIS) 2372-4704	<i>Library, Reference, Research, Documentation and Information Service</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Shri R.K. Sahoo, Additional Director (LARRDIS) 2372-4707	<i>Library, Reference, Research, Documentation and Information Service</i>
Shri Narender Kumar, Additional Director (LARRDIS) 2372-4710	<i>Library, Reference, Research, Documentation and Information Service</i>
Smt. Meena Kandwal, Additional Director (LARRDIS) 2372-4711	<i>Library, Reference, Research, Documentation and Information Service</i>
Smt. Vandana Singh, Additional Director (LARRDIS) 2372-4709	<i>Library, Reference, Research, Documentation and Information Service</i>
Smt. Nirmala Bhatt, Director (Reporting) 2303-4275	<i>Verbatim Reporting Service</i>
Shri Vimal Kumar, Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Smt. Girija Prakash, Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Smt. Meena Pandey, Additional Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Smt. Sangeeta Chawala, Additional Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Shri Tara Datt Bhatt, Additional Director (Reporting) 2303-4068 2303-4775	<i>Verbatim Reporting Service</i>
Shri K.G. Grampurohit, Additional Director (Reporting) 2303-4080 2303-4731	<i>Verbatim Reporting Service</i>
Shri Kishori Lal, Additional Director (Reporting) 2303-4080 2303-4731	<i>Verbatim Reporting Service</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Smt. Selvi Kennedy, Additional Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Shri Gyanendra Singh, Additional Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Shri Ajit Singh Chalia, Additional Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Shri N. Babu Rao, Additional Director (Reporting) 2303-4397 2303-4731	<i>Verbatim Reporting Service</i>
Shri Udham Singh Yadav, Additional Director (Reporting) 2303-4397 2303-4731	<i>Verbatim Reporting Service</i>
Smt. Parveen Kaul, Additional Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Shri Pradeep Bhatt, Additional Director (Reporting) 2303-4731 2303-4080	<i>Verbatim Reporting Service</i>
Smt. Lata Prakash, Additional Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Ms. S. Kalaichelvi, Additional Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Shri Hitendra Kumar, Additional Director (Reporting) 2303-4731 2303-4080	<i>Verbatim Reporting Service</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Shri Kamal Sikri, Additional Director (Reporting) 2303-4731 2303-4080	<i>Verbatim Reporting Service</i>
Shri Gurvinder Singh Popli, Additional Director (Reporting) 2303-4775 2303-4068	<i>Verbatim Reporting Service</i>
Shri Sunil Kumar, Additional Director (Reporting) 2303-4080 2303-4731	<i>Verbatim Reporting Service</i>
Shri Yashpal Singh Rawat, Additional Director (Reporting) 2303-4731 2303-4080	<i>Verbatim Reporting Service</i>
Shri Vinod Kumar, Additional Director (Reporting) 2303-4731 2303-4080	<i>Verbatim Reporting Service</i>
Shri Arun Kumar Gupta, Additional Director (Reporting) 2303-4731 2303-4080	<i>Verbatim Reporting Service</i>
Ms. Sadhna Kumari, Additional Director (Reporting) 2303-4731 2303-4080	<i>Verbatim Reporting Service</i>
Shri Prem Shankar Verma, Additional Director (Reporting) 2303-4731 2303-4080	<i>Verbatim Reporting Service</i>
Shri Vinay Kumar, Additional Director (Reporting) 2303-4731 2303-4080	<i>Verbatim Reporting Service</i>
Smt. Usha Dhingra, Director (PSSS) 2303-4842 2301-2567	<i>Private Secretaries & Stenographic Service</i>
Smt. Suman Ahuja, Additional Director (PSSS) 2303-4699	<i>Private Secretaries & Stenographic Service</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Smt. Parvathy Venkitachalam, Additional Director (PSSS) 2303-5793	<i>Private Secretaries & Stenographic Service</i>
Smt. Saroj Bala Rikh, Additional Director (PSSS) 2303-5795	<i>Private Secretaries & Stenographic Service</i>
Smt. Shefali Gupta, Additional Director (PSSS) 2303-4842	<i>Private Secretaries & Stenographic Service</i>
Smt. Manju Aggarwal, Additional Director (PSSS) 2303-4842 2301-2567	<i>Private Secretaries & Stenographic Service</i>
Shri Anil Kumar, Additional Director (PSSS)	<i>-on Deputation-</i>
Smt. Madhu Rajput, Additional Director (PSSS) 2303-5787	<i>Private Secretaries & Stenographic Service</i>
Shri Badruddin, Additional Director (PSSS)	<i>-on Deputation-</i>
Smt. Sunita Batheja, Additional Director (PSSS) 2303-4706	<i>Private Secretaries & Stenographic Service</i>
Smt. Sangita Sharma Additional Director (PSSS) 2303-5410 2301-4957	<i>Private Secretaries & Stenographic Service</i>
Smt. Anuradha Sharma, Additional Director (PSSS) 2303-4898	<i>Private Secretaries & Stenographic Service</i>
Shri Komal Bhatnagar, Additional Director (PSSS) 2303-5786	<i>Private Secretaries & Stenographic Service</i>
Smt. Urmil Saini, Additional Director (PSSS) 2303-4121	<i>Private Secretaries & Stenographic Service</i>
Kum. Madhu Sharma, Additional Director (PSSS) 2303-4123 2301-1991	<i>Private Secretaries & Stenographic Service</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Smt. Nishi Chadha, Director (Interpretation) 2303-4725 2303-4618 2309-4935	<i>Simultaneous Interpretation Service</i>
Shri Joe Mathew, Director (Interpretation) 2303-4725 2303-4618	<i>Simultaneous Interpretation Service</i>
Shri K.S. Somashekhar, Director (Interpretation) 2303-4725 2303-4618	<i>Simultaneous Interpretation Service</i>
Shri Vinod Kumar Tyagi, Additional Director (Interpretation) 2303-4725 2303-4618	<i>Simultaneous Interpretation Service</i>
Smt. Kusum Sudhir, Additional Director (Interpretation) 2303-4572 2303-4565	<i>Simultaneous Interpretation Service</i>
Smt. Nupur Goswami, Additional Director (Interpretation) 2303-4618 2303-4725	<i>Simultaneous Interpretation Service</i>
Shri Babu Ram, Additional Director (Interpretation) 2303-4565 2303-4572	<i>Simultaneous Interpretation Service</i>
Shri Ashok Kumar Birla, Additional Director (Interpretation) 2303-4565 2303-4572	<i>Simultaneous Interpretation Service</i>
Shri Krishna Menon, Additional Director (Interpretation) 2303-4725 2303-4618	<i>Simultaneous Interpretation Service</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Dr. Sumanta Kumar Bhowmick, Additional Director (Interpretation) 2303-4725 2303-4618	<i>Simultaneous Interpretation Service</i>
Shri Sanjay Vatsa, Additional Director (Interpretation)	<i>-on Deputation-</i>
Shri Manoj Kumar Hasija, Additional Director (Interpretation) 2303-5400	<i>Simultaneous Interpretation Service</i>
Shri Manjul Kumar Pandey, Additional Director (Interpretation) 2303-4725 2303-4618	<i>Simultaneous Interpretation Service</i>
Shri Kamlesh Kumar Mishra, Additional Director (Interpretation) 2303-4565	<i>Simultaneous Interpretation Service</i>
Shri Rana Dharendra Pratap Yadav, Additional Director (Interpretation) 2303-4565	<i>Simultaneous Interpretation Service</i>
Shri Guru Dutt, Additional Director (P&P) 2303-5181	<i>Printing & Publications Service</i>
Smt. Santosh Nasa, Additional Director (P&P) 2303-5638	<i>Printing & Publications Service</i>
Shri Birendra Kumar, Director (E&T) 2372-4754 2372-4742 2373-7862 (Tele-Fax)	<i>Editorial & Translation Service</i>
Smt. Sulakashana Sharma, Director (E&T) 2372-4756 2372-4743 2373-7862 (Tele-Fax)	<i>Editorial & Translation Service</i>
Smt. Suchitra Sanyal, Director (E&T) 2372-4708	<i>Editorial & Translation Service</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Shri Bhalendu Bhushan Dwivedi, Additional Director (E&T) 2372-4706	<i>Editorial & Translation Service</i>
Smt. Punam Sahni, Additional Director (E&T) 2303-5456	<i>Editorial & Translation Service</i>
Shri Dinesh Chandra Sharma, Additional Director (E&T) 2303-4237	<i>Editorial & Translation Service</i>
Shri Subhash Chander, Additional Director (E&T) 2372-4755	<i>Editorial & Translation Service</i>
Shri Sanjay Kumar Khursija, Additional Director (E&T) 2303-4191 2309-2871	<i>Editorial & Translation Service</i>
Shri Prem Kumar, Additional Director (E&T) 2372-4758	<i>Editorial & Translation Service</i>
Shri Rajender Kumar Sharma, Additional Director (E&T) 2303-4558	<i>Editorial & Translation Service</i>
Shri Devendra Yadav, Director (Security) 2303-5054 2303-5215 2301-1218	<i>Parliament Security Service</i>
Shri Rajeev Sharma, Special Director (Security) 2303-4780 2301-7827 (Tele-Fax)	<i>Parliament Security Service</i>
Shri Sunil Shokeen, Additional Director (Security) 2303-4192	<i>Parliament Security Service</i>
Shri Dharam Bir Sharma, Additional Director (Security) 2303-5565	<i>Parliament Security Service</i>
Shri Shajee Augustin, Additional Director (Security) 2303-4685 2303-4114	<i>Parliament Security Service</i>

Name, Designation & Official Telephone Nos.	Main Responsibility
Shri Dharmendra Kumar Gautam, Additional Director (Security) 2303-5077 2301-1370 (Tele-Fax)	<i>Parliament Security Service</i>
Shri J.M. Bhardwaj, Additional Director [Security (Technical)] 2303-4483	<i>Parliament Security Service</i>
Shri Neeraj Tewari, Additional Director (Security) 2303-4487	<i>Parliament Security Service</i>
Shri Surinder Singh, Additional Director (Security) 2141-0228	<i>Parliament Security Service</i>
Shri Niladri Sarkar, Additional Director (Security) 2303-5598 2301-1485 (Tele-Fax)	<i>Parliament Security Service</i>
Shri Pawan Kumar Singh, Additional Director (Security) 2303-4646	<i>Parliament Security Service</i>
Shri Jai Gopal Kookna, Additional Director (Security) 2303-5712	<i>Parliament Security Service</i>
Shri Ajay Kumar Thakur, Additional Director (Security) 2303-5654	<i>Parliament Security Service</i>

Do you want more information on Rajya Sabha?

For more information readers may like to refer to the following publications:

1. Rules of Procedure and Conduct of Business in the Council of States
2. Rajya Sabha At Work
3. Rajya Sabha Practice & Procedure Series (1-21)
4. An Introduction to Parliament of India

These publications can be purchased from the Sales Counter, Rajya Sabha Secretariat, Parliament House Reception Office, New Delhi (Tel.: 23034360) and also from the Executive Officer, Sales and Archives Section, Rajya Sabha Secretariat, Room No. 002, Parliament House Annexe, New Delhi - 110001 (Tel.: 23034160).

Information regarding Rajya Sabha is also available on the Internet at <http://parliamentofindia.nic.in> and <http://rajyasabha.nic.in>.