



PARLIAMENT OF INDIA

Rajya Sabha and its Secretariat A Performance Profile

2020



RAJYA SABHA SECRETARIAT
NEW DELHI
SEPTEMBER 2021



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RAJYA SABHA SECRETARIAT
NEW DELHI
2021

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PREFACE

This publication presents in a nutshell information about the work transacted by the Rajya Sabha, its Committees and the Rajya Sabha Secretariat during the year 2020. It is meant to familiarise the stakeholders 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 2021

DR. P.P.K. RAMCHARYULU
Secretary-General,
Rajya Sabha.

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OFFICERS OF RAJYA SABHA

Shri M. Venkaiah Naidu
Hon'ble Chairman, Rajya Sabha

Shri Harivansh
Hon'ble Deputy Chairman, Rajya Sabha

Dr. P.P.K. Ramacharyulu
Secretary-General, Rajya Sabha



House at Work

In 2020, the Rajya Sabha had 33 sittings during the two sessions, 23 days during the 251st Session and 10 days during the 252nd Session. This was the lowest number of sittings in a year since the inception of Rajya Sabha in 1952. Of the total scheduled sitting time of 164 hours and 19 minutes during the two Sessions, the House sat for 130 hours and 47 minutes. A total of, 41 hours and 52 minutes of the House were lost due to disruptions. The House, however, made up 14 hours and 12 minutes of this loss by sitting late or by skipping lunch/recess.

Summons for the 251st Session (Budget Session) of the Rajya Sabha was issued on 15 January, 2020. The Session was scheduled to be held in two parts *i.e.*, from 31 January, 2020 to 11 February, 2020 and from 2 March, 2020 to 3 April, 2020. The first part of the Session, which commenced on 31 January, 2020 was adjourned on 11 February, 2020. The House re-assembled on 2 March, 2020 for the second part of the Session. However, the second part of the Session which was scheduled to end on 3 April, 2020 was adjourned *sine die* on 23 March, 2020, after consensus among the political parties and in view of the spread of corona virus and related issues. The House was prorogued by President on 29 March, 2020. This being the first Session of the year, the President addressed Members of both the Houses of Parliament assembled together in the Central Hall on 31 January 2020. Summons for the 252nd Session of the Rajya Sabha was issued on 31 August, 2020. The 252nd Session commenced on 14 September, 2020 and was scheduled till 1 October, 2020. However, the House was adjourned *sine die* on the 23 September, 2020, ahead of schedule due to COVID-19 pandemic in the country.

Sessions 2020	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.
251 st	15 Jan. 2020	31 Jan. 2020	23	23 March 2020	29 March 2020	91 - 19
252 nd	31 Aug. 2020	14 Sept. 2020	10	23 Sept. 2020	30 Sept. 2020	39 - 28

During the year 2020, 4521 papers and 137 Reports and Statements of various committees, including Department-related Parliamentary Standing Committees, were laid on the Table of the House.

The average attendance of Members per day during the 251st and 252nd Sessions was 169 and 170, respectively. The highest attendance on a day during these Sessions was 189 (On 5 February 2020) and 187 (on 14 September, 2020) respectively.

Simultaneous interpretation of the proceedings of the House and its Committees from Hindi to English and *vice versa* is always enabled. Arrangements also exist for simultaneous interpretation of speeches made in 21 other scheduled languages *viz.* Assamese, Bengali, Bodo, Gujarati, Kannada, Malayalam, Maithili, Manipuri, Marathi, Nepali, Odia, Punjabi, Sanskrit, Tamil, Telugu, Urdu, Dogri, Kashmiri, Konkani, Santhali and Sindhi 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. However, during 252nd Session there was no Question Hour and only Unstarred Questions were

Chairman's observation regarding Punctuality of Members

On 20 March, 2020, as soon as the House met at 11.00 a.m., Hon'ble Chairman made the following observation regarding punctuality of the Members:

I have a suggestion which I would like to develop as a practice. The hon. Members, who want to attend the Parliament Session, should be present in their seats before the Chairman comes. ...Members come a little late and then they have to take their seats and they have to pass through two or three Members and then they have to talk to them.....by the time I will be taking up some issue, attention will not be there. Decorum is one thing and also discipline. It is a live telecast...Just think about it...it should be avoided.

laid on the Table of the House. 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 the 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 two Sessions held in 2020, a total of 17,774 notices of questions, both Starred and Unstarred, were received, of which 5242 were admitted and 731 notices were admitted by clubbing therewith. Out of these, 315 questions were listed as Starred questions and of these, 79 questions, constituting nearly 25.08 % were actually taken up for oral answers in the House. Further, one statement was laid by the Minister correcting reply to question given in the Rajya Sabha. With regard to Short Notice Questions (SNQ), total 12 notices were received and none were admitted. During 251st Session, 3 notices of SNQ were received and all were disallowed. During 252nd Session, 9 notices of SNQ were received and all were returned since there was no Question Hour during the Session. Hence, out of total 12 notices of SNQ received during the year, 3 were disallowed and 9 were returned. Besides, 1 notice for Half-an-Hour Discussion (HAD), arising out of the answers given to Starred/Unstarred questions, was received during the 251st Session which was lapsed. During 252nd session, no notice of HAD was received.

Legislative Business

Out of total thirty-three (33) sittings held during the two Sessions during the year 2020, the House transacted Government Legislative Business in twenty-two (22) sittings and Private Members' Legislative Business in two (2) sittings. Seven (7) Government Bills were introduced during the year, while three (3) Bills which were introduced in the years 2007, 2008 and 2018 and had been pending in the Rajya Sabha, were withdrawn during the year. Seventeen (17) Private Members' Bills were introduced in the Rajya Sabha and two (2) Bills were withdrawn. In total, thirty-nine (39) Bills were passed/ returned by the Rajya Sabha during the year (See *Annexure*).

Discussion on the working of the Ministries

During the year 2020, the following four Ministries were selected in the Business Advisory Committee (BAC) to discuss their working:

1. Ministry of Rural Development and Ministry of Agriculture and Farmer's Welfare (were to be discussed together);
2. Ministry of Micro, Small and Medium Enterprises (18 March, 2020 and 19 March, 2020);

The following are some of the statistics relating to Bills which came up before the Rajya Sabha during the year 2020:

Out of total 33 sittings held during two sessions of 2020, number of sittings during which the Government Bills were considered, withdrawn or laid/reported as passed by the Lok Sabha	22
Number of sittings during which the Private Members' Bills were introduced or considered	2
Number of Government Bills introduced	7
Number of Private Members' Bills introduced	17
Number of Government Bills withdrawn/fallen through during the year	3
Number of Government Bills negatived	Nil
Number of Private Members' Bill passed	Nil
Number of Private Members' Bills withdrawn	2
Number of Private Members' Bills negatived	Nil
Number of Private Members' Bills on which debate adjourned/terminated/part-discussed	Nil
Number of Government Bills transmitted by Lok Sabha and laid, considered, passed/returned	33
Number of Government Bills transmitted by Lok Sabha with amendments	1
Number of Government Bills originated in and transmitted by Rajya Sabha	7
Number of Government Bills transmitted by Rajya Sabha with amendments	1
Number of Government Bills introduced in the Rajya Sabha and referred to the Department-related Parliamentary Standing Committees	Nil
Number of Bills referred to the Select Committee of the Rajya Sabha	Nil
Number of Bills reported by the Select Committee of the Rajya Sabha	1
Number of Bills referred to the Joint Committees of the Houses of Parliament	Nil
Number of Bills reported by the Joint Committees of the Houses of Parliament	Nil
Number of Government Bills considered	35
Number of Government Bills passed/returned/deemed passed	39
Number of Government Bills pending at the commencement of the year	32
Number of Government Bills pending at the end of the year	30
Number of Private Members' Bills pending at the commencement of the year	200
Number of Private Members' Bills pending at the end of the year	88
Number of Bills passed by Houses of Parliament and assented to by the President	39
Number of Bills on which assent of the President was obtained by the Rajya Sabha Secretariat	20

3. Ministry of Law and Justice; and
4. Ministry of Railways (16 March, 2020 and 17 March, 2020).

Working of only two Ministries was discussed on the dates as mentioned above. The discussion on the working of the Ministry of Law and Justice initiated on 19 March, 2020 could not be concluded.

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' (Zero Hour Submissions). Out of 867 notices given by Members for 'Matters raised with permission of the Chairman', 262 matters were allowed to be raised. During the year, in all 145 Matters of Public Importance were mentioned in the House through Special Mention.

Thirty-two (32) Calling Attention notices on the matters of urgent public importance were received during the year. However, none of them was admitted. Further, 33 notices of Short Duration Discussion were received, out of which one (1) notice on the subject 'Law and Order Situation in Some Parts of Delhi' by Shri Kapil Sibal, was admitted and discussed on 12 March, 2020.

Private Members' Resolutions

During 251st Session, three days *i.e.*, 06 March, 2020, 20 March, 2020 and 3 April, 2020 were allotted for Private Members' Business (Resolutions) and ten notices of Private Members' Resolutions were admitted and listed. The five notices of Private Members' Resolution listed on 6 March, 2020 could not be taken up due to early adjournment of the House. Out of the 5 notices listed for discussion on Private Members' Resolution day *i.e.* on 20 March, 2020, the resolution moved by Shri Binoy Viswam regarding current unemployment situation and the need to bring legislation, was discussed but remained inconclusive. The Private Members' Business (Resolutions) slated for 3 April, 2020 could not be held due to early adjournment of the Session *sine die*.

During 252nd Session, no Private Members' Business was scheduled.

Statutory Resolutions

Eleven (11) notices of Statutory Resolutions were received from Members and processed during the year. Out of these, seven (7) Resolutions were negatived and four (4) Resolutions were not moved.

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

During the year 2020, a total number of three (3) notices were received and admitted. However, none of the admitted Motion was taken up for discussion in the House as no date was allotted under Rule 172 for taking up discussion on any such admitted motion.

Observation by the Chair reg. 'Special Mentions' and 'Matters Raised with Permission of the Chair'

On 18th March, 2020 during the Zero Hour, when Special Mentions were being taken up, Hon'ble Chairman called the name of a Member to make a Special Mention but he was not present in the House. Taking exception to the absence of the Member, the Hon'ble Chairman observed, "*The Members who have given notice and remain absent will not get an opportunity for one week. Already, we are implementing another direction, that is, the Members who give notice, present in the House and do not speak when asked, are not given opportunity for 15 days. Now, in addition to that, this is a latest guideline. Please understand you are depriving opportunity to other Members because we will be only taking some ten or twelve Special Mentions and maximum 20 Zero Hour submissions. The others are losing an opportunity.*"

Adjournment of the House after making Obituary Reference

In a departure from the extant guidelines of adjourning the House for the entire day after making of Obituary Reference in respect of a Sitting Member, who dies during the Session period, as laid down by the General Purposes Committee, the House after making Obituary Reference on 18 September, 2020 in respect of Shri Ashok Gasti, a Sitting Member, who passed away during the 252nd Session, was adjourned for half an hour.

Privilege Cases

During the year 2020, eight (8) notices of breach of privilege and other related matters were received and processed. However, Hon'ble Chairman did not refer any of the matters to the Committee of Privileges for examination, investigation and report. One meeting of the Committee of Privileges was held on 3 January 2020, to consider the matters which included breach of privilege arising out of alleged harassment caused to Shri V. Vijayasai Reddy, Member, Rajya Sabha; portrayal of Members of Parliament in a poor light by lowering the dignity of Parliament in a TV programme by CNN IBN Channel; casting aspersions on the Speaker, Andhra Pradesh Legislative Assembly by Shri V. Vijayasai Reddy, Member, Rajya Sabha; casting aspersion on Hon'ble Chairman, Rajya Sabha by a Member of Rajya Sabha in a press interview and consideration of the ATR received from the Ministry of Home Affairs on the direction contained in the 67th Report of the Committee of Privileges.

Arrangements made for the working of the House due to COVID-19 pandemic

The Monsoon Session of Parliament was held during September 2020 amidst extraordinary circumstances due to prevailing COVID-19 pandemic and the need for maintaining social distancing norms.

In view of the prevailing pandemic conditions, instead of the usual time of sittings of the Rajya Sabha from 11.00 a.m. to 6.00 p.m., the House sat from 9.00 a.m. to 1.00 p.m. except on the first day i.e., 14 September, 2020 when it met from 3.00 p.m. to 7.00 p.m. Also, information about the issue of Summons was sent to the Members through e-mail.

With a view to maintain the social distancing norms, the seating arrangement for the Members was made in the Rajya Sabha Chamber, Galleries of the House (except Press Gallery) and in the Lok Sabha Chamber. The Central Hall was also kept reserved exclusively for the use of sitting members of Rajya Sabha/Lok Sabha while the respective House was in Session. In compliance of the 6 feet social distancing norm with Members seated in a staggered manner, special seating arrangements were made for 57 Members in the Rajya Sabha Chamber, 51 Members in the four Galleries of Rajya Sabha and 136 Members in the Lok Sabha Chamber. As all the Members of a party/group could not be seated at one place, the Members were accommodated at the three places in proportion to their party strength in the House. Members were not assigned specific seats and instead, parties were allocated a bunch of seat(s). The respective Leaders of parties/groups decided where their party members would be seated at the three locations, under intimation to the Secretariat.

Seamless and synchronised live telecast of the proceedings of the House on Rajya Sabha TV was ensured with the help of Display Screens installed in the Chamber of Rajya Sabha, its Galleries and Lok Sabha Chamber to show the Members speaking from their respective locations. The audio system between Chamber/Galleries of Rajya Sabha and Chamber of Lok Sabha was integrated so that the Members speaking from the Lok Sabha Chamber could be heard in the Rajya Sabha Chamber/Galleries and *vice versa*, along with interpretation facility. In addition to the above measures, and in order to ensure contactless correspondence during the pandemic period, meeting notices, parliamentary papers and other communications, were circulated to all Members through 'Members' Login Portal'.

On the first day of the 252nd session, the Hon'ble Chairman in his opening remarks, apprised the Members regarding special seating arrangement, technical and logistical arrangements and safeguards taken to ensure the smooth conduct of the Session in a safe environment. He said, '*Members are requested to raise their hands and introduce themselves by announcing their names clearly before*

Hon'ble Chairman's observation regarding the 'United Group'

On 17 September, 2020, Hon'ble Chairman made the following observation regarding the 'United Group' which had consequential changes in the party position reflected on the floor of the Rajya Sabha:

... I have to make an observation about the United Group. I have gone through the Rules and precedents. A Member should belong to either a political party or a group. He cannot be both. This applies to all the people hereafter. That is my decision or ruling...

Accordingly, the United Group which had been reflected as a separate group in the party position in Rajya Sabha has been done away w.e.f. 18 September, 2020. Further, 8 Members belonging to the United Group were merged with the 'Others' category consisting of Members belonging to parties with a strength of 4 and less and one nominated Member from United Group was merged in 'Nominated' category for the purpose of time allotment. The Members belonging to the United Group were earlier allocated time as a separate group for participating in the debates, discussions in the House, etc. The practice has been discontinued w.e.f. 18 September, 2020.

taking part in a discussion so that they can be easily identified. For the sake of reaching out to people through proper voice arrangement..., we have permitted Members to speak while sitting. This is not done normally but this is an arrangement for this Session.'

In view of the new arrangements/ restrictions in place on account of COVID-19 norms, Hon'ble Chairman made the following announcement in the House with respect to the change in timings for submissions of various notices and other matters related to the smooth functioning of the House:

You are all aware that the sitting of the House from tomorrow, 15 September, 2020 to 1 October, 2020 will be from 9.00 a.m. to 1.00 p.m. Rule 180 (5) of the Rules of Procedure and Conduct of Business in the Rajya Sabha provides that the admitted Calling Attention shall be raised at 2.00 p.m. and at no other time during the sitting of the House... In view of the change in time and sittings of the House, it is not possible to take up the Calling Attention at 2.00 p.m. Accordingly, the Calling Attention will be raised in the House at such time as may be decided. Similarly, Rule 180(C)(1) provides that the time for submitting notices for Special Mentions shall be up to 5.00 p.m. on a day for raising the matter on the next day of the sitting. Again, in view of the change in timing, it has been decided that the time for submitting notices for Special Mentions shall be up to 12 noon on a day because we are meeting on the next day of the sitting at 9.00 a.m. Further, as the time of sitting is restricted to four hours, the Members whose notices of Special Mentions have been admitted should lay the approved text when called by the Chair. With regard to Zero Hour Submissions also, I have gone through the possibilities. Around ten persons will get the opportunity and they should also confine themselves to submitting the Zero Hour mentions within the prescribed time of three minutes because there is no system of monitoring, but the Chair will be monitoring. Members are also requested to see to it that they follow time so that no need arises for the Chair to intervene in between.

Keeping in view the extraordinary circumstances prevailing due to COVID-19 pandemic, requiring maintenance of social distancing and keeping the movement of Government officials and others within the Parliament precincts to the bare minimum Shri Pralhad Joshi, Minister of Parliamentary Affairs moved the motion for suspension of relevant rules pertaining to the transaction of Starred Questions and Private Member's Business. Accordingly, there was no Question Hour and the Private Members' Business during the Session; however, Members were allowed to raise Unstarred Questions, the replies to which were laid on the Table of the House.

Hon'ble Chairman also issued the following direction broadening the meaning of 'Precincts of the Council' vide Rajya Sabha Parliamentary Bulletin Part-II dated 14 September, 2020 in view of the special seating arrangements as mentioned earlier:

Under rule 2(1) of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), the "Precincts of the Council" means and includes the Chamber, the lobbies, the galleries and such other places as the Chairman may from time to time specify.

In pursuance thereof, the Chairman has specified that the precincts of the Council shall also include Lok Sabha Chamber, its lobbies and galleries during the period of the 252nd Session of Rajya Sabha in view of the seating of Members of Rajya Sabha in Lok Sabha Chamber besides the Rajya Sabha Chamber and its Galleries.

Hon'ble Chairman's compliments to Members on smooth functioning of the House.

In the valedictory remarks on the conclusion of the 252nd Session, Hon. Chairman complimented the Members on making the House function smoothly inspite of the difficulties and adjustments due to the COVID-19 pandemic. He observed: *We are living in extraordinary times warranting several adjustments requiring us to live a new normal life. We have had 10 sittings during this session during when this august House had to function from six different locations including the chambers of both the Houses of Parliament and four galleries of this House, a first of its kind in the history of Rajya Sabha. In another first, we have functioned on Saturday and Sunday of the last week without taking the usual break. As we were thinking of these readjustments I was not sure as to how the Hon'ble Members would cope with these changes. I am very pleased that all of you have adapted very well... I wholeheartedly compliment all of you for making a success of this novel experiment.*

On 15 September, 2020, Hon'ble Chairman announced that in view of the limited functional time available and the special seating arrangements made for the current Session, he acceded to the request made by the Minister of Parliamentary Affairs for laying by him all the papers listed under the heading 'Papers to be Laid on the Table' and Statements by Ministers related to Department related Parliamentary Standing Committees in the List of Business for the day in the name of other Ministers, on their behalf.

On 15 September, 2020, a *suo moto* Statement was made on the issue of COVID-19 pandemic and the steps taken by the Government by Dr. Harsh Vardhan, Minister of Health and Family Welfare, Minister of Science and Technology and Minister of Earth Sciences. Thereafter, a discussion on the Statement took place on 16 and 17 September, 2020. The discussion lasted for 4 hours and 27 minutes in which 27 Members participated.

On 17 September, 2020, during the Zero Hour, Hon'ble Chairman made the following observation regarding 'Maiden Speeches' by the Members during the current session due to the extraordinary situation caused by COVID-19 and the limited functional time of the House:

Hon. Members in this special Session because of the extraordinary situation, there is nothing like a maiden speech. They will be given an opportunity in the regular Session next time. There are many new Members who will be speaking. They are more than 42.

Election of the Deputy Chairman

On 14 September, 2020, election to the Office of Deputy Chairman was held. Shri Jagat Prakash Nadda moved the motion for the election of Shri Harivansh as the Deputy Chairman which was seconded by Shri Thaawarchand Gehlot, Leader of the House, Rajya Sabha. Shri Ghulam Nabi Azad, Leader of the Opposition, Shri Tiruchi Siva and Shri Javed Ali Khan moved separate Motions that Prof. Manoj Kumar Jha be chosen as Deputy Chairman which was duly seconded by Shri Anand Sharma, Shri Ahmed Patel and Shri Jairam Ramesh. The Motions were put to vote. The Motion moved by Shri Jagat Prakash Nadda and seconded by Shri Thaawarchand Gehlot was put to vote first. On the motion being adopted, Shri Harivansh was declared as the Deputy Chairman of Rajya Sabha.

Shri Narendra Modi, Hon'ble Prime Minister of India, Shri Thaawarchand Gehlot, Hon'ble Leader of the House, Shri Ghulam Nabi Azad, Hon'ble Leader of the Opposition and eighteen other Members offered felicitations to Shri Harivansh. While associating himself with the felicitations offered to Shri Harivansh, Shri M. Venkaiah Naidu, Hon'ble Chairman, Rajya Sabha congratulated him and said that his re-election stands testimony to his wide acceptability across the parties and his competence in conducting the House. Expressing his confidence in Shri Harivansh, the Chairman said '*I am sure he continues to serve this august House with the same zeal, tenacity and vigour that is worthy of stature and dignity of this House*'. He wished the Deputy Chairman all the success as he was going to adorn the office for the second time in a row. Previously, Shri Harivansh was elected as Deputy Chairman on 9 August, 2018 and had continued to serve as Deputy Chairman till 9 April, 2020 when his tenure as Member of Rajya Sabha expired.

Responding to the felicitations offered to him, Shri Harivansh expressed his gratitude to all for their support. He quoted Shri N. Gopalaswamy Ayyangar's statement made in the Constituent Assembly regarding the need for Second Chamber - '*I think, on the whole, balance of consideration is in favour of having such a Chamber and taking care to see that it does not prove a clog either to legislation or administration*'. He said that such balance could only be maintained by each other's support.

TABLE
Time taken by Rajya Sabha on various items of business during
the 251st and 252nd Sessions

Subject	<u>Time taken</u>	
	251 st Hrs./Mts.	252 nd Hrs./Mts.
National Anthem	0-01	0-01
President's Address to both Houses of Parliament-Laid on the Table	0-01	-
Opening Remarks by the Chairman	-	0-16
Oath or Affirmation	0-03	0-24
Obituary References	0-30	0-26
References by the Chair	0-08	0-02
Tributes to Martyrs Bhagat Singh, Raj Guru and Sukhdev	0-02	-
Felicitations by the Chair	0-07	0-02
Ruling/Observation/Announcement by the Chair	0-34	0-13
Notice of Motion for Removal from the Office of Deputy Chairman - Disallowed	-	0-02
Suspension of Members	-	0-06
Submission by Members	-	0-52
Farewell to Retired/Retiring Members	2-08	0-07
Election of Deputy Chairman	-	0-04
Felicitations to the Deputy Chairman	-	1-12
Resignation by Member	0-01	
Dispensing with Zero Hour and Question Hour	0-01	-
Questions	9-03	-
Statements by Ministers Correcting Answers to Questions	0-02	-
Matters raised with permission	7-28	3-17
Direction by the Chair	0-01	-
Statements by Ministers	2-13	1-27
Discussion on the Statement made by Minister	-	4-28
Special Mentions	2-01	1-02
Motion of Thanks on the President's Address	13-51	-
Government Motion - Adopted	-	0-04
Short Duration Discussions (<i>Discussions under Rule 176</i>)	4-16	-
Supplementary Demands for Grants — Laid on the Table	0-02	0-01
Statement regarding Ordinances - Laid on the Table	-	0-03
Discussion on the working of the Ministries	11-24	-

Subject	<u>Time taken</u>	
	251 st Hrs./Mts.	252 nd Hrs./Mts.
Budgets — Laid on the Table	0-02	-
Union Budget — General Discussion	11-54	-
Statutory Resolutions	0-08	0-21
Government Legislative Business	14-07	22-05
Private Members' Business —		
I. Private Members' Bills	3-32	-
II. Private Members' Resolutions	2-13	-
Panel of Vice-Chairmen	-	0-01
Papers Laid on the Table	0-27	0-11
Reports/Statements of the Committee Presented/Laid on the Table	0-30	0-10
Reports of the Ad-Hoc Committee on the issue of Child Pornography and its effect on Society as a whole	0-01	-
Report of the Select Committee on the Surrogacy (Regulation) Bill, 2019	0-01	-
Information to the House - regarding Time Allotment by Business Advisory Committee	-	0-02
Leave of Absence	0-07	0-04
Motions for Election/Appointment of Members to various Committees/Bodies	0-07	0-07
Messages from Lok Sabha - Reported/Government Bills Laid on the Table	0-12	0-11
Recommendations of the Business Advisory Committee	0-02	0-06
Statements regarding Government Business	0-06	-
Valedictory Remarks	0-07	0-21
National Song	0-01	0-01
Points Raised	3-45	1-39
Total:	91-19	39-28



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 Rajya Sabha, 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 total number of Department-related Parliamentary Standing Committees was increased from 17 to 24 in July 2004, out of which, eight (8) function under the control and direction of the Chairman, Rajya Sabha and sixteen (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 2020, out of a total of 62 reports presented by the Committees of Rajya Sabha, 56 reports were presented by the eight Department-related Parliamentary Standing Committees which are serviced by the Rajya Sabha Secretariat. The information relating to number of reports presented by the Committees and comparative data regarding their meetings and attendance for the year 2019 and 2020 is given in following tables:

**Number of Reports presented by the Committees
during the year 2020**

Sl. No	Name of Committee	No of Reports [†]
1.	Committee on Subordinate Legislation	3
2.	Committee on Petitions	1
3.	Committee on Government Assurances	Nil
4.	Committee on Papers Laid on the Table	2
5.	Committee on Rules	Nil
6.	Committee of Privileges	Nil
7.	House Committee	Nil
8.	Committee on Members of Parliament Local Area Development Scheme (MPLADS)	Nil
9.	Committee on Ethics	Nil
10.	Business Advisory Committee*	-
11.	Committee on Provision of Computer Equipment to Members of Rajya Sabha [£]	-
12.	General Purposes Committee [£]	-

[†] The Reports are available online at the Rajya Sabha Website *i.e.* rajyasabha.nic.in under the link *Committees* → *Standing Committees*

* The Committee does not bring out the Report. Its recommendations are reported to the House by the Chair in the form of an announcement.

[£] The Committee does not bring out the Reports. The decisions of the Committee are incorporated in the minutes of the Committee meetings.

**Number of Reports presented by the
Department-related Parliamentary Standing Committees during the year 2020**

Sl. No.	Name of Committee	No of Reports [†]
1.	Department-related Parliamentary Standing Committee on Commerce	3
2.	Department-related Parliamentary Standing Committee on Home Affairs	4
3.	Department-related Parliamentary Standing Committee on Health and Family Welfare	9
4.	Department-related Parliamentary Standing Committee on Education, Women, Children, Youth and Sports [@]	8
5.	Department-related Parliamentary Standing Committee on Industry	7
6.	Department-related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice	6
7.	Department-related Parliamentary Standing Committee on Science and Technology, Environment, Forests and Climate Change	14
8.	Department-related Parliamentary Standing Committee on Transport, Tourism and Culture	5

**Comparative data regarding number of meetings, duration and average attendance in the
Department-related Parliamentary Standing Committees for the year 2019 and 2020**

Sl. No.	Name of the Committee	Number of Meetings		Time Spent on Meetings (hours-minutes)		Average Attendance	
		2019	2020	2019	2020	2019	2020
1.	Department-related Parliamentary Standing Committee on Commerce	10	20	14-36	51-51	12 (38.7 %)	12.23 (39.45 %)
2.	Department-related Parliamentary Standing Committee on Home Affairs	12	15	23-30	38-51	14.08 (45.41 %)	13.33 (43 %)
3.	Department-related Parliamentary Standing Committee on Health and Family Welfare	10	12	13-33	19-35	15.6 (50.32 %)	15.41 (49.7 %)
4.	Department-related Parliamentary Standing Committee on Education, Women, Children, Youth and Sports	8	15	16-3	29-41	16.25 (52.41%)	16.6 (53.54 %)
5.	Department-related Parliamentary Standing Committee on Industry	5	4	9-20	7-24	13.4 (43.22 %)	13.75 (44.35 %)

[†] The Reports are available online at the Rajya Sabha Website i.e. rajyasabha.nic.in under the link Committees → Department Related - RS.

[@] Change in nomenclature of the Committee w.e.f. 8 October, 2020 as a consequence of the amendments in the Third Schedule to the Rules of Procedure and Conduct of Business in the Council of States.

Sl. No.	Name of the Committee	Number of Meetings		Time Spent on Meetings (hours-minutes)		Average Attendance	
6.	Department-related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice	6	14	8.16	22.53	14 (45.16 %)	14 (45.16 %)
7.	Department-related Parliamentary Standing Committee on Science and Technology, Environment, Forests and Climate Change	9	10	18-18	22-23	14.67 (47.32 %)	11.2 (36.12 %)
8.	Department-related Parliamentary Standing Committee on Transport, Tourism and Culture	5	16	15-3	33-38	18.4 (59.35 %)	15 (48.38 %)
		65	106	118-49	226-16	118.4 (Total average attendance = 118.4/8 = 14.8) (47.74%)	111.52 (Total average attendance = 111.52/8 = 13.94) (44.96%)

	2019	2020
Maximum No. of Meetings by a Committee	12 (Committee on Home Affairs)	20 (Committee on Commerce)
Minimum No. of Meetings by a Committee	5 (Committee on Industry & Committee on Transport, Tourism and Culture)	4 (Committee on Industry)
Maximum Time Spent in Meetings by a Committee (Hours-Minutes)	23-30 (Committee on Home Affairs)	51-51 (Committee on Commerce)
Minimum Time Spent in Meetings by a Committee (Hours-Minutes)	8.16 (Committee on Personnel, Public Grievances, Law and Justice)	7-24 (Committee on Industry)
Highest Average Attendance in a Committee	18.4 (59.35 %) (Committee on Transport, Tourism and Culture)	16.6 (53.54 %) (Committee on Education, Women, Children, Youth and Sports)
Lowest Average Attendance in a Committee	12 (38.7 %) (Committee on Commerce)	11.2 (36.12 %) (Committee on Science and Technology, Environment, Forests and Climate Change)

Hon'ble Chairman's observations on the working of Department-related Parliamentary Standing Committees

On 2 March, 2020, the Hon'ble Chairman while welcoming the Members to the Second Part of the Budget Session of Parliament (251st Session of Rajya Sabha) gave an account of the functioning of the Department- related Parliamentary Standing Committees during the three week recess between 11 February and 2 March 2020. He observed as follows:

In respect of the Demands for Grants for 2020-21, the 8 Committees of Rajya Sabha have held 20 meetings and discussed the demands of 18 Ministries over a total duration

of 63 hours. Taking into consideration that Parliament meets for about 6 hours during each sitting, the total time spent by these 8 Committees examining the demands of various Ministries in effect amounts to over 10 sittings of the Parliament...

Hon'ble Chairman made an observation regarding attendance of the Members in the 20 meetings of the Committees held during recess period of Budget Session:

Overall, the attendance of Members in the 20 meetings has been 45.35 per cent. Four of these eight Committees have reported attendance of more than 50 per cent, which is a positive sign.....

Further, on 23 March, 2020, while making valedictory remarks at the conclusion of 251st Session, Hon'ble Chairman appreciated the work of the Department-related Parliamentary Standing Committees and said:

During the recess period, eight Department-related Parliamentary Standing Committees under the purview of the Rajya Sabha have done a commendable job by finalizing Reports on Demands for Grants of 20 Ministries well in advance as desired by me.

During the 252nd Session, on the first day of the Session, i.e. 14 September, 2020, Hon'ble Chairman outlined the exemplary work done by the Department-related Parliamentary Standing Committees since July as the country moved towards unlocking. He stated:

Seven such Committees of Rajya Sabha have held 26 meetings since July this year and spent a total time of 56 hours and 40 minutes deliberating on various aspects of the pandemic, its impact and management. These Committees of Rajya Sabha have so far undertaken extensive examination of overall management of the situation piloted chiefly by the Ministry of Home Affairs in consultation with other stakeholders...



Secretariat at Work and New Initiatives

The year 2020 witnessed extraordinary circumstances due to the spread of Covid-19 pandemic. The situation caused huge impact on the lives of people, economy and institutions/organizations of the country, forcing them to explore alternative ways to perform their responsibilities.

The Secretariat has taken several steps towards digitization of various tasks being undertaken by the Sections. During lockdown, despite a number of officers/ officials infected with Covid-19, technical glitches and other issues, all the Sections of the Secretariat were successfully able to dispose of the urgent tasks through digital avenues viz. eOffice, official mail-ids, Section's Login and even whatsapp. The physical distribution of Parliamentary Papers was discontinued in order to check the spread of infection and all Sections proactively resorted to electronic transmission of Papers to Members through the Members' Portal. New software was devised by the Secretariat's IT professionals and NIC for electronic submission of various Parliamentary notices/devices by Members. To ensure that the Business of the House is transacted smoothly, various steps were taken, viz. staggered seating arrangements for Members in compliance with the prescribed social distancing norms; regular sanitization of the seating area, availability of sanitizers in the Parliament House Complex, making technical arrangements for smooth transmission of the proceedings of the House, etc. The Sections directly involved in the handling of business of the House like Table Office, Legislative Section, Lobby Office, Parliament Security Service, etc. had been instrumental in such tasks. A significant development of the year 2020 was realization/actualization of the proposal regarding the redevelopment of the Parliament house.

Redevelopment of the Parliament House

The existing Parliament building is more than nine decades old. The foundation stone of this building was laid in February, 1921 and it was commissioned in January, 1927. With the passage of the time, a number of changes were made in this building to keep pace with the advancement of the technology particularly the Information and Communication Technology (ICT) and to meet the infrastructure and other needs of the growing number of committees, staff, security personnel, media and the visitors. A need was, therefore, being felt for the last few years to either redevelop the existing Parliament building or have constructed a new Parliament Building. Sensing the urgency in the matter, on behalf of all Members of Rajya Sabha and on his own behalf, Hon'ble Chairman, Rajya Sabha made an appeal in the House on 05 August, 2019 to the Prime Minister of India for expansion and modernization of the existing Parliament Building as a part of Government's resolves for making new India on the occasion of 75 years of our independence in the year 2022. A similar appeal was also made by the Hon'ble Speaker, in Lok Sabha on that day.

Taking note of the appeal made by the two Presiding Officers in the Rajya Sabha and Lok Sabha, the Government came out with a plan for the redevelopment of the Parliament House in that very year. A detailed presentation in this regard was made before the Hon'ble Chairman, Rajya Sabha and the Hon'ble Speaker, Lok Sabha who gave their in principle approval for the same. Subsequently, in the next year, i.e. 2020, Minister of Housing and Urban Affairs along with the Officers of that Ministry and M/s HCP Design, Planning & Management Pvt. Ltd. had held 2-3 meetings with the Hon'ble Chairman, Rajya Sabha and Hon'ble Speaker, Lok Sabha to finalise the plan for the new Parliament House. Taking keen interest in the matter, Hon'ble Chairman asked the concerned Officers that apart from the state of the art facilities, the new Parliament building should also ensure the comfort and ease of doing their parliamentary work by the Members. As per the target set, the Winter Session of the two Houses of the Parliament in the year 2022 which is the 75th year of our independence is scheduled to be held in the new Parliament Building.

Although, working environment has changed much as a consequence of the lockdown owing to the COVID-19 pandemic, IT Section undertook certain projects for further digitization of work procedures of the Secretariat to enable greater dissemination of information through digital means. A summary of such new projects is as follows:

- (i) The 252nd Session of Rajya Sabha was held in September 2020 in the backdrop of the COVID-19 pandemic and several procedural changes were effected to ensure compliance of social distancing protocols and other required measures in view of COVID. One of the decisions taken in this connection was to discontinue the physical circulation of Parliamentary papers to Members of Rajya Sabha and replace the same with electronic circulation. In order to ensure the same, a new 'e-Transmission of Parliamentary Papers' software application was developed through NIC for the concerned Sections to upload all the relevant documents through this module for transmission to the Members and make them available in the Members Portal for viewing. For the purpose, IT Section in coordination with NIC pursued with all Members for creation of their email accounts on the sansad domain and linked them to the Members' Portal accounts so that all the electronically circulated papers could be viewed by them. Further, creation of Members' Portal accounts also ensures the possibility of electronic submission of Notices for Questions and other Parliamentary Devices by Members. This facility was extensively used by the Hon'ble Members during the Session.

This application has again been suitably modified and enhanced after the Session as per User experience and feedbacks/requirements submitted by the users. The interface has been made user friendly by modifying the categorization of Papers.

- (ii) All Sections/Branches of the Secretariat were reminded to increasingly take recourse to digital means of communication with the Members, through the Section's Login application already available, which is a means of two-way communication between the Members and the Secretariat. The papers (including Parliamentary Papers)/documents/communications being sent to Members should be done electronically through this application so that they are available to them digitally in Members' Portal inboxes.
- (iii) In compliance with directions of Hon'ble Chairman, Rajya Sabha a major re-engineering of the work processes of the Council Branches was undertaken after the 252nd Session. Hon'ble Chairman, Rajya Sabha desired that digitization should be undertaken with the goal of generation of different kinds of reports required during the Session period in order to decide admissibility of notices submitted by Members for various Parliamentary Devices available to them for discussion in the House, such as Zero Hour Submissions, Special Mentions, etc. Similarly, a database of Bills was also suggested to be maintained.

Therefore, with a view to achieve the same, an overarching Parliamentary Devices Processing System (PDPS) has been developed by NIC with separate modules to deal with different devices. A separate Bill Management Information System has also been developed for creation of a database of Bills and generation of various reports on its basis. The Precedent Management System, already available, has also been suitably modified and updated as per User requirements, to make available a more comprehensive, detailed and easily retrievable precedents database.

A module has been developed for issuing of e-Summons for the future Sessions of Rajya Sabha in the electronic mode. Through this the electronic Summons issued to the Members by the Secretariat will be available for viewing in their Members' Portal accounts.

- (iv) The computer hardware inventory of the Secretariat is being maintained in the electronic form, for which the Computer Inventory Management System was developed through NIC. It facilitates retrieval of information regarding location of the equipment with its details and

generation of various reports, which will facilitate the award/process of AMC and identification of obsolete computer equipment by maintaining an updated inventory.

- (v) **Authenticated access to the intranet site of the Rajya Sabha Secretariat:** Keeping in view the safety of intranet website, authentication system has been added to access the website. All users are required to login by using their existing login credentials *i.e.* User-id and Password that are being used by them for “Employees’ Login” on the Intranet website (<http://rsintranet.nic.in>).
- (vi) **Access to eOffice Product suite at residences of officers/officials of Rajya Sabha Secretariat:** Officials of the rank of Assistant Executive Officers (AEO) and above were provided Virtual Private Network (VPN) connections at their residences in order to enable access to eOffice to facilitate the disposal of official files in the electronic mode. During the lockdown situation owing to Covid-19 spread, this mechanism had been of great help to dispose off official tasks working from home.

Parliament Security Service

- (i) **Special Arrangements During Covid-19 Pandemic:** In the wake of Covid-19 pandemic and as per the guidelines issued by the Ministry of Home Affairs, in order to maintain physical distancing norms, etc., some befitting arrangements were made in the year 2020. In order to contain the spread of Covid 19 in Rajya Sabha Sector, Parliament Security Service ensured to carry out sanitization of all rooms/ areas/ corridors/ toilets, etc. on every Monday and Thursday. Hand sanitizers were provided for use at various access/duty points. In order to check the body temperature, thermal scanners were used at entry points of Parliament House Complex. In case of an official reported Covid positive, it was ensured that the room is sealed and concerned areas/rooms/sector visited by infected official was thoroughly sanitized.

During the Session, UV Light Sanitizers, received from DRDO, were placed outside Galleries and Lobbies of Rajya Sabha Chamber, Car Tyre Sanitizers were placed at the Iron Gates and Foot Mat Sanitizers were kept at the Building Gates of Parliament House Complex. Sanitization of Rajya Sabha Chamber and the adjoining areas was done thrice a day throughout the session period.

The Parliament Security Service facilitated and coordinated with M.A. Section with respect to the availability of Covid report of the Hon’ble Members, were received by Special Director (Security) and forwarded to the entry gates of Parliament House Complex to avoid inconvenience to the Members while coming to attend the session.

In compliance of the social distancing norms, seating arrangement of the Members of Rajya Sabha was made in a staggered manner in the Rajya Sabha Chamber, Galleries of the Rajya Sabha (except Press Gallery) and the Lok Sabha Chamber. Accordingly, no visitors were allowed to witness the proceedings of the House during the Session of the Rajya Sabha. Central Hall was also kept reserved, exclusively for the use of sitting Members of Rajya Sabha/ Lok Sabha, while the respective House was in Session. Therefore, no Public and Distinguished Visitors’ Gallery Passes and Central Hall Passes were issued to the guests of Members. It was also decided not to allow PSs/PAs of Members inside the Parliament House during the Session to avoid overcrowding and to obviate the risk of spread of COVID -19 infection. In view of the prevailing COVID-19 situation, and in adherence to social distancing norms, Members were requested not to bring any visitors /guests to the Parliament House.

- (ii) **Unified Operational Command:** The Joint Secretary (Security), Lok Sabha Secretariat, who operationally heads the Parliament Security Service of both the Lok Sabha / Rajya Sabha Secretariats, in exercise of the powers conferred upon him and with the approval of competent authority of Rajya Sabha Secretariat, issued an Order No. 1440/UOC/JS(S)/2020 dated 10 August, 2020 regarding a single “Unified Operational Command” of the Parliament Security

Service wings of both the Secretariats. Consequently, a circular No. RS/PSS/Spl.Dir.(S)/2020-198 dated 25 August, 2020 was issued by Special Director (Security) in the Secretariat.

Training Cell

- (i) An online training programme on Filing System in collaboration with ISTM was conducted for all the AEOs of the Secretariat during 5-6 November, 2020.
- (ii) A skill enhancing Stenography training programme for Personal Assistants aspiring to become Reporters was organized which commenced from 10 August, 2020. The Programme is still underway.
- (iii) A Hindi typing training for Translators of Secretariat was also organized from 16 July to 27 November, 2020.
- (iv) Officials of the Secretariat also attended various online trainings organized by the PRIDE (formerly BPST), Lok Sabha Secretariat throughout the year.
- (v) Commemorative Silver Coins and Commemorative Deluxe Albums issued on the occasion of celebration of the 250th Session of Rajya Sabha were distributed to the Members of Rajya Sabha and Cabinet Ministers. Presentation Packs, issued on the occasion, were also distributed to the staff of the Secretariat.

Further a proposal relating to the development of Multi Purpose Training Centre is at an advance stage of consideration.

Table Office

- (i) The oath taking ceremony of newly elected/re-elected Members was held during inter-session period on 22 July, 30 November and 12 December, 2020 in the Rajya Sabha Chamber instead of the Chairman's Chamber to adhere to social distancing norms in view of the Covid-19 pandemic.
- (ii) Special Seating Arrangements were made for the 252nd Session in compliance of the prescribed 6 feet social distancing norm, with Members seated in a staggered manner in the Rajya Sabha Chamber, Rajya Sabha Galleries and the Lok Sabha Chamber. Members were informed that in view of such arrangements made during the Session, it would not be possible to conduct voting through Automatic Vote Recording System. Therefore, voting would be done through the Division Slips and since no fixed Seat/ Division Number was assigned to Members, Members were requested to write their names and their Identity Card (I.C.) Number in place of their Division Number in the Division Slips and accordingly Division slips were slightly modified and got printed. Members could cast their votes by ticking the relevant box titled as 'Ayes', 'Noes' or 'Abstain' on the Division Slips, as per their choice, and hand it over to the officials after putting their full signatures.
- (iii) In view of the restricted time of sittings of Rajya Sabha during the 252nd Session, the Minister of State in the Ministry of Parliamentary Affairs was permitted by the Hon'ble Chairman to lay all the papers listed under the heading 'Papers to be Laid on the Table' and Statements by Ministers related to DRPSCs in the List of Business for the day in the name of other Ministers, on their behalf.
- (iv) To minimize the physical handling of papers and to contain the spread of COVID-19, circulation of hard copies of Parliamentary Papers issued by Table Office, was dispensed with during the 252nd Session and all Parliamentary Papers were made available to Members electronically on the Members' Login Portal.

Legislative Section

- (i) From the 252nd Session, a new module for electronic transmission of Parliamentary Papers is

being used which is directly linked to the Members Portal. Also, the development of a new software “Parliamentary Devices Processing System (PDPS)” was initiated by NIC through IT Section. Modules relating to e-Summoning, Zero Hour Submissions and Special Mentions are proposed to be used from the Budget Session 2021.

- (ii) Another Software named “Precedence Management System” was also developed for the use of Council Sections by NIC. The Precedent Register information will be entered into the database for ready and search based access.
- (iii) Various Ministries and Lok Sabha Secretariat were coordinated to initiate e-circulation of various papers and documents like C&AG Reports, Annual Reports, etc. to the Members. Processing was initiated regarding digital laying of C&AG Reports for consideration of the General Purposes Committee.

Question Branch

The process of switching over from the practice of sending List of Starred and Unstarred Questions to the Government Press for fresh typing of Questions, to prepare Camera Ready Copies (CRC) of the Questions’ List in English and Hindi version through Parliamentary Questions Processing System (PQPS) software was successfully completed. In this process, the Question Branch and the NIC team worked out all the modalities for preparing the CRC. From 252nd Session onwards, Lists of Questions were uploaded on the Rajya Sabha website on the day which was earlier allotted for proof checking of the approved list thereby giving five clear days to the Ministries for preparation of answers in advance. By preparing the CRC list in the Secretariat itself, the Question List is uploaded on the website duly corrected and authenticated.

O&M Section

- (i) Monthly monitoring of work done/pending issues of the Secretariat: As per the direction of Hon'ble Chairman, Personnel Section issued a Circular No. RS/31/1/2020-Perl. dated 18 August, 2020 wherein O&M Section has been given the mandate of Monthly monitoring of work done/pending issues of the Secretariat. Accordingly, O&M Section issues Circular at the end of every month for all the Sections to submit their status report of work done/ pending issues for the previous month by 5th of the next month. The Status reports are thereafter compiled and placed before the Secretary-General for his perusal on the 10th of every month. Subsequently, a meeting is scheduled for the review of the same by Secretary-General with all the Divisional Heads.
- (ii) Digitization of old records of the Rajya Sabha Secretariat: As decided by the Secretary-General, the task of digitization of old records for the period from 2015 to 2020 of the Secretariat was to be dealt by O&M Section. Accordingly, O&M Section had issued a Circular No. RS.5/1/2019-O&M dated 23 November, 2020 all Sections of the Secretariat to provide desired information pertaining to digitization of old records to be forwarded to IT Section (H&S) for necessary action.
- (iii) Shifting of identified printing jobs from the Government of India Press to the Private Printers: During the Follow up Review meeting of Annual Action Plan 2018, held on 28 April, 2020, the Secretary-General proposed an idea to shift identified printing jobs from the Government of India Press to Private Printer(s). The matter was placed before the Hon'ble Chairman, Rajya Sabha for his perusal and approval. Accordingly, the decision of the Hon'ble Chairman, Rajya Sabha in this regard was forwarded to the Printing & Publications Service for further necessary action in the matter.
- (iv) Review and Updation of Manual of Office Procedure (MOP) and Sectional Manual of Office Procedure (SMOP)-2010: To ensure best quality services in a fair, prompt and transparent manner, the Secretariat had been making consistent efforts resulting in the evolution of certain practices and procedures, which were encapsulated in the Manual of Office Procedure (MOP) of

the Secretariat compiled for the first time in 2002. Thereafter, it was reviewed and updated in 2010 by bifurcating the same into two, namely Manual of Office Procedure (MOP) and Sectional Manual of Office of Procedure (SMOP) and consolidated into 14 groups/volumes to make the publications compact and more user-friendly. To incorporate further changes in practices and procedures of the Secretariat, all Sections were requested to prepare draft chapters in respect of SMOP and to do revision, if any, in the MOP *vide* Circular dated 9 August, 2020. The first level scrutiny of the draft SMOPs was carried out. The second level scrutiny has been under process.

Lobby Office

The Section facilitated the special seating arrangements and sanitization arrangements made during the 252nd Session.

- (i) Arrangements were made for audio-visual integration of the Rajya Sabha Chamber, Rajya Sabha Galleries (Except Press Gallery) and Lok Sabha Chamber where Members were sitting to ensure seamless audio-visual transmission of debates and enable participation of Members in the proceedings of the House.
- (ii) Interpretation services from the Interpreters Booths were made available, seamlessly and simultaneously, at all the three places through an “Integrated Sound system”. These units were specially installed at the identified seats of the Members in the Rajya Sabha Galleries.
- (iii) Hotline connection was made between Rajya Sabha Chamber and Lok Sabha Chamber for efficient coordination with regard to business of the House.
- (iv) Safe drinking water was made available to Members at all the three places, *viz.* Inner Lobby, Rajya Sabha Chamber, Galleries and Inner Lobby of Lok Sabha Chamber through touch-less Water Dispenser Machines.

MS&A Branch

- (i) Streamlining the procedure for booking of railway tickets by MPs & Ex-MPs: To streamline the procedure for booking of railway tickets by MPs and Ex-MPs a software is being developed by the Ministry of Railways and the data regarding MPs and Ex-MPs of Rajya Sabha is entered in the software by the Secretariat. The software is to be made operational by the Ministry of Railways.
- (ii) Reduction in Salary and Allowances to the Members of Parliament for a period of one year: On the basis of the decision taken by the Joint Committee on Salaries and Allowances of Members of Parliament, to meet the exigencies arising out of Corona Virus (COVID-19) pandemic, the salary and allowances of the Members of Parliament have been reduced by 30% for a period of one year *w.e.f.* 1 April, 2020 to 31 March, 2021 as follows:- Salary - Rs. 70,000/- p.m. from Rs. 1,00,000/- p.m.; Constituency Allowance - Rs. 49,000/- p.m. from Rs. 70,000/- p.m.; Office Expense Allowance - Rs. 54,000/- p.m. from Rs. 60,000/- p.m. (out of which Rs.14,000/- for stationery item, postage etc. and Rs.40,000/- for Secretarial Assistance).
- (iii) Simplifying the procedure of Family Pension: Considering the difficulties expressed by family members of deceased Ex-Members in getting the Indemnity Bond verified by First Class Magistrate in remote and rural areas, the Joint Committee on Salaries and Allowances of Members of Parliament allowed Second Class Magistrate also for authentication of Indemnity Bond for the purpose of Family Pension.

M.A. Section

- (i) Re-development of North Avenue: House Committees, Rajya Sabha and Lok Sabha decided jointly to re-develop the existing old flats at North Avenue and South Avenue by demolishing the same in phases and constructing new Duplex flats with basement and state-of-the-art facilities. In first phase, 36 Duplex flats were constructed, out of which 4 flats were handed over to the House Committee, Rajya Sabha for allotment to Members of Rajya Sabha. In the second

phase, 228 Duplex flats would be constructed, out of which 61 would be allocated to Rajya Sabha pool. The House Committee, Rajya Sabha has accorded administrative approval and financial sanction of Rs. 193,65,10,000/- (Rupees one hundred ninety-three crore, sixty-five lakh and ten thousand only) for the purpose in the meeting of House Committee, Rajya Sabha held on 17 March, 2020.

- (ii) Revision of rates of rent for guest accommodation and damages for unauthorized occupation of units by Members/ex-members under Rajya Sabha Pool: It has been observed for quite some time that ex-MPs and guests of MPs who are allotted Rajya Sabha Pool Units continue to retain the same for longer period *i.e.* beyond the period of allotment. As a result, the House Committee was facing an acute shortage of accommodations in Rajya Sabha Pool for allotment to sitting Members. One of the reasons for the overstay of ex-MPs and guests of MPs in the Rajya Sabha Pool units for long period was the low rate of damages being levied on these accommodation. Therefore, in order to discourage the tendency of overstaying, the House Committee, Rajya Sabha took a decision that the rent for retention of accommodation by ex-Members with the approval of Chairman, House Committee, Rajya Sabha; the damage rates for unauthorized occupation of accommodation by ex-Members after their retirement/resignation, after normal concessional period of retention, as the case may be; and also for guests have been revised with effect from 1 August, 2020 and notified through Parliamentary Bulletin Part-II dated 17 July, 2020. The rates were fixed on the lines of rent/damages fixed by the Directorate of Estates for General Pool accommodations.

- (iii) COVID test for Members of Parliament and their family members, personal staff, etc.: As a precautionary/remedial measure to contain the spread of COVID-19 disease and for safety of the Hon'ble Members, it was made mandatory for the Hon'ble Members to undergo COVID-19 Test (RT-PCR Test) before attending the 252nd Session of Rajya Sabha. Hon'ble Members were required to undergo RT-PCR Test for COVID-19 within 72 hours before start of the Session of Parliament.

For this purpose, an initiative was taken in coordination with Indian Council of Medical Research (ICMR). Accordingly, a team of medical staff was deputed for setting up test centres in Auditorium, Parliament House Annexe for carrying out RT-PCR test of Hon'ble Members of Rajya Sabha and their family member(s) from 11 September to 23 September, 2020. Arrangements to conduct Rapid Antigen Test for the personal staff, drivers and house hold workers of Hon'ble Members were also made at Reception Office, Parliament House.

Personnel Section

Committee on Rationalisation of the Cadre Strength in the Rajya Sabha Secretariat: The Secretary-General, Rajya Sabha constituted a committee of senior officers of the Secretariat headed by Secretary for rationalization of cadre strength in various grades pursuant to implementation of the recommendations of the 5th Parliamentary Pay Committee, Review and Anomaly Committee and other considerations on 17 March, 2020. The mandate of the Committee *inter alia* is to review the existing sanctioned strength and hierarchical pyramid of posts and suggest suitable changes, whereas required. While doing so, the functional requirement and career aspiration of the existing incumbents may be suitably harmonized; to delineate duties and work responsibilities for each post. While doing so, changes introduced in the working of the Secretariat after computerization, introduction of e-office module and other advanced gadgets may be duly considered, etc.

- (i) Creation of separate File/Data of the employees of the Secretariat : Separate files of employees containing data relating to postings and career progression of the employees of the Secretariat have been prepared.
- (ii) The Editorial and Translation Service of the Secretariat has been restructured into three branches and twelve sections *vide* Office Order Part-I No. 01/2020-Personnel dated 20 July, 2020.

- (iii) Implementation of 'SPARROW': Trial on Demo Portal of 'SPARROW' for filling APAR of officials online on e-office module is ongoing and will be finalised soon.
- (iv) R&CS Order (No. 1/2020) dated 7 January, 2020: Pursuant to the recommendations of the Review and Anomaly Committee, approved by the Hon'ble Chairman, Rajya Sabha, the existing time based promotion/financial upgradation Schemes were discontinued and Career Progression Scheme was introduced *w.e.f.* 1 January, 2020.
- (v) R&CS Order (No. 4/2020) dated 14 August, 2020: A comprehensive review of the existing Recruitment Rules was undertaken in the light of the recommendations of the 5th Parliamentary Pay Committee and Review & Anomaly Committee. Accordingly, the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2020 dated 14 August, 2020 superseded the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2017 dated 13 April, 2017 and all other orders made by the Chairman in this behalf.

G.A. Section

Apart from assisting in COVID tests conducted for the Members of Parliament and others, the Section took following initiatives:

- (i) General upkeep/maintenance of bungalows/flats/suites: Initiatives were taken in coordination with CPWD for improvement of general upkeep/maintenance of suites in Western Court Hostel and V.P. House and flats/bungalows situated at various M.P.s residential areas.
- (ii) The Unified Waiting List for the Rajya Sabha Secretariat Pool of Accommodation in accordance with the Central Government GPRA Rules, 2017 is being updated on monthly basis.
- (iii) As a result of diligent efforts of G.A. Section, 26 new residential quarters (1 Type VII, 5 Type VI, 10 Type V-A, and 10 Type IV-Spl.) were allotted by the Directorate of Estates from GPRA to the Rajya Sabha Secretariat Pool of Accommodation.
- (iv) New Policy was implemented for Discretionary out-of-turn allotments in accordance with the Central Government GPRA Rules, 2017.
- (v) New Policy for providing reimbursement of uniform expenses to the eligible officers and staff at revised rates was evolved and implemented.

General Research Unit (LARRDIS)

- (i) Bicameralism in Parliaments of the world: A Comparative Study : In the virtual meeting held on 30 March, 2020, with the Heads of Divisions of the Secretariat, the Secretary-General desired that LARRDIS may undertake a comparative study on Bicameral Parliaments across the world. For this purpose, a detailed and comprehensive questionnaire was prepared which was mailed to the Secretaries-General/Clerks of the bicameral Parliaments. The main objective of the study is to understand the role played by the Second Chamber in bicameral Parliaments by comparing them with the First Chamber (Lower House) in terms of their composition, tenure and powers drawing out similarities and dissimilarities. Out of 78 countries excluding India, a sample size of 25 countries from whom the responses have been received with regard to the questionnaire and the information in respect of the countries that has been compiled from authentic sources, has been taken for phase 1 of the study. An interim report in this regard was submitted on 5 November, 2021. Thereafter, the Secretary-General has directed that feature-wise categorization and analysis may also be included in the report. The same is currently under preparation.
- (ii) Software for analysis of participation of political parties in the Rajya Sabha: A software has been developed by the NIC for the analysis of participation of political parties in the Rajya

Sabha. The software would provide statistical and graphical data analytics pertaining to a) participation/ opportunities received by different parties during the Session; b) Party- wise opportunities received in respect of Starred Questions, Unstarred Questions, Zero Hour, Special Mentions, discussions on Union Budget, etc. Furthermore, generation of data analytics, pie-diagrams, graphs in respect of analysis of participation of members of Rajya Sabha is currently being undertaken by the NIC. The data entry with respect to time spent by each Member during the 252nd, 253rd and 254th Sessions has been completed.

- (iii) Rajya Sabha Student Engagement Internship (RSSEI) : Under Rajya Sabha Research and Study Scheme (RSRS) a new scheme was rolled out in the year 2020 named 'Rajya Sabha Student Engagement Internship (RSSEI)' *vide* an advertisement brought out in March 2020 in national dailies. However, due to the COVID-19 pandemic situation, the entire RSRS Scheme was deferred as per the orders of the competent authority.

Publications and Who's Who Unit (LARRDIS)

Communication to the Hon'ble Members with regard to their bio-data, etc. is now being sent through Section's Login.

Library and Reference Unit (LARRDIS)

- (i) Important clippings are selected from the e-newspapers and softcopy of the news clippings are sent to the Hon'ble Deputy Chairman, Secretary-General, Rajya Sabha and other senior officers of Secretariat through email since September, 2020 as physical folder of press clippings was dispensed with due to the COVID-19 pandemic.
- (ii) Bulk SMS are sent through Intranet Applications (Section's login) to the Rajya Sabha Members informing them about various events/programmes organised by the LARRDIS, Lok Sabha Secretariat.

Media, Education and Audio-Visual Unit (LARRDIS)

The Media, Education and Audio-Visual Unit (MEAV) acts as the nodal section for liaisoning with media organisations, correspondents and journalists. The Media Advisory Committee (MAC) of Rajya Sabha was reconstituted by Hon'ble Chairman Rajya Sabha on 1 January, 2020. During the year 2020, three meetings of MAC were held virtually on 4 August, 4 December and 30 December, 2020. For the first time, such meetings of the Committee were held virtually.

- (i) The Committee discussed the issue of managing the entry of media persons into the Press Gallery of Rajya Sabha/Lok Sabha in view of the Covid-19 situation during the Monsoon Session of Parliament held in September, 2020, while complying with the social distancing norms. The Committee decided that no Sessional and Temporary passes be issued to correspondents during the Monsoon Session-2020. The Committee also decided that only Annual and L&D Service category pass holders associated with media organization may be allowed entry to the Press Galleries of both the Houses of Parliament. The Committee proposed that 39 seats in both the Rajya Sabha and Lok Sabha Press Galleries (15 of Rajya Sabha and 24 of Lok Sabha) may be made available to the media persons. Out of 39 seats, 9 seats were fixed for the official media/ agencies. 30 seats were allocated to the media persons having Annual/ L&D Service category pass on the basis of draw of lots. Such arrangement for media persons to cover the proceedings of the House was made for the first time in view of Covid-19 situation.
- (ii) The Media Advisory Committee also deliberated upon the judgement of Delhi High Court given in the Writ Petition filed by Shri Anil Chamadia, Freelance journalist. The High Court while dismissing the writ petition of the petitioner advised the Media Advisory Committee of Rajya Sabha to revisit the rules and guidelines for issuance of passes keeping in view the mandate of Article 19(1)(a) of the Constitution of India. The Committee observed that the

High Court had dismissed the writ petition and had only advised the Media Advisory Committee of Rajya Sabha to keep the guidelines for accreditation to the Press Gallery of Rajya Sabha in consonance with Article 19(1)(a) of the Constitution. Thereafter, the Committee passed a resolution to the effect that there has been no violation of any fundamental right and that the Sessional pass offered to Shri Anil Chamadia fully served the purpose for covering the proceedings of Rajya Sabha

Creation of Social Media Cell: The Hon'ble Chairman Rajya Sabha had desired to have social media accounts of the Rajya Sabha for having an interface of Rajya Sabha with the people and the media. The other purpose was dissemination of information about various activities of the Rajya Sabha and its secretariat, at the earliest possible time. At the initial stage, Facebook and Twitter have been identified as the suitable platforms for social media accounts for disseminating information on real time basis. Accordingly, as approved by the Secretary-General, Library, Reference, Research, Documentation and Information Service (LARRDIS) has been mandated to operate the social media accounts. Hence, Social Media Cell has been created under Media, Education and Audio-Visual Unit (MEAV) of LARRDIS. The Social Media accounts of Rajya Sabha were started on a trial basis *w.e.f.* 24 December, 2020.

Finance Cell

It was observed that there were different committees in different Sections of the Secretariat for the purposes of procurement of goods/services. Therefore, in order to streamline and standardize the procurement procedure in the Secretariat, the entire procurement procedure/practices being followed in various procuring Sections were analysed and the committees for the purpose of procurement and disposal of various Goods & Services for the Secretariat were constituted. Consequently, one committee each *i.e.* Local Purchase Committee, Technical Bid Evaluation Committee, Financial Bid Evaluation Committee, Committee for procurement of office equipment and Obsolescence Declaration Committee was constituted for the Secretariat except RSTV.

Notice Office

During the year 2020, the Notice Office undertook work pertaining to updation of various details of Former Members of Rajya Sabha in the MP Interface Software, created by the Ministry of Railways (CRIS) to facilitate online booking of Railway tickets by Ex-MPs of Rajya Sabha during the year 2020.

Bill Office

Following the outbreak of COVID-19 Pandemic and as part of measures to prevent its transmission, it was decided by the competent authority to print reduced number of physical copies of the Bills, etc. for internal use only. The circulation of hard copies of the Bills to the Members was discontinued and only the soft copies of the Bills and amendments to the Bills were electronically transmitted to the Members on their Members' Portal. Besides, two new applications, namely, the Parliamentary Device Processing System (PDPS) and the Precedent Management System (PMS), which are being designed and developed by the NIC, were test checked.

Printing & Publications Service

In order to minimise the expenditure incurred by the Secretariat on printing work, Secretary-General directed to explore the possibility of shifting some of the printing jobs from the Government of India Press to the private printers. For this purpose, a cost analysis of publications of the Secretariat was conducted by Printing and Publications Service, on the basis of which, 80 printing jobs have been transferred to the private printers. In this regard, a Circular dated No. RS17(C)/2020-Ptg-I dated 27 August, 2020 was issued by the Section.

Further, in compliance with the provisions contained in the General Financial Rules (GFR), 2017, the Printing & Publications Service is also exploring the possibility of selecting private printers through GeM (Government e-Market) platform.

Stores Section

A software for vehicle/ conveyance management, which provides all information pertaining to official vehicles at a click of a mouse, has been proposed and the matter was taken up with IT Section (H&S) for development of the Software.

Sales and Archives Section

Eight (8) new souvenir items were included in the list of souvenir items. ,namely (1) Steel Flask; (2) Beverage Dispenser Flask; (3) Steel Key Ring (Laser Cutting); (4) Steel Finish Leather Visting Card Holders; (5) Pen Stand; (6) Cotton T-Shirt in Red Colour; (7) Cotton T-Shirts in White Colour and (8) Travel Kits.

Welfare Section

During 2020, Welfare Section took following initiatives:-

- (i) Virtual farewell function for retiring officials.
- (ii) Covid-19 diagnostic testing for the employees of Rajya Sabha Secretariat/RSTV/Media organizations before the commencement of the Monsoon Session.
- (iii) ‘Shri Arun Jaitley Scheme of Financial Assistance for Group C Employees’ was devised. The Scheme was set up from the family pension of late Shri Arun Jaitley, former Union Minister and Member, Rajya Sabha, donated by his wife Smt. Sangeeta Jaitley to the Secretariat. The Scheme has the provision of financial assistance in case of death of an employee and for grant of three scholarships to the wards of the Group C employees for higher/technical/professional education, one each in the field of Engineering, Medicine and MCA/MBA/LLB (Circular No. RS. 1/2/2020- Welfare dated 17 July, 2020).

Rajya Sabha Television

- (i) In spite of the fact that Covid -19 pandemic enforced work from home and physical distancing norms, many new programmes were produced during lockdown, viz. special coverage on Covid -19 Pandemic, India Fights Back – English (Monday to Saturday), Reset India - English (Bi-Weekly), *Aaj Ki Charcha* (Monday to Saturday), Celebrating Gandhi’s 151st Birth Anniversary, 3 Years of Vice-President of India and Chairman, Rajya Sabha, Special quiz series on Rajya Sabha, Constitution and General Laws – Know Your Rajya Sabha, Special Programmes on 125th Birth Anniversary of Subhash Chandra Bose, Special Programme on Sardar Patel and Kewadia, etc.
- (ii) RSTV established technical infrastructure in both the chambers and PCRs located at Room No. 50, Parliament House to help the Chair and the Members of Parliament to conduct business in Parliament House maintaining social distancing and following the pandemic guidelines during the Monsoon Session. Both the Houses were connected through audio/video optical fibre links in duplex mode. 21 cameras were positioned and put in operation to make the visibility of members from every assigned seat in the chambers. Multiple switched audio/video streams were provided to various displays/ screens installed in both the chambers in addition to separate stream for the live telecast.
- (iii) RSTV established a completely in-house modified technical infrastructure to facilitate editorial staff to work from home during the lockdown due to Covid-19. With the available IT infrastructure, the technical wing designed a workflow in a manner that video editors could perform editing online from home. Similarly, all the reporters, camera persons and other

professionals could send their script, video, voice-overs to centralised server at RSTV through a secure FTP. Even the graphics for the programmes were made from home by graphic artists. Except playout of the channel, all other inputs were made operational remotely (from home) which kept the channel running 24x7 uninterrupted during the pandemic.

- (iv) RSTV continued to take care of physical distancing and other safety measures for regular shows. Guests were being connected remotely from their choice of location. Using Region of Interest (ROI) system of RSTV with virtual meeting platforms like Skype, Google Meet or Zoom, multiple guests participated in the show while in-house anchor sits alone in the studio.

In keeping with the changed circumstances due to COVID-19 pandemic, Administration and Finance & Accounts wings of RSTV had also equipped themselves to work-from-home mode of functioning during the lockdown period and for working during the COVID-19 induced situation by maintaining all Government guidelines and safety measures. Accordingly, a smooth and seamless functioning could be ensured in the channel in the year 2020 even in the face of all these challenges. Also, the Youtube Subscriber base of RSTV crossed 5.5 million in December, 2020 as against 0.45 million in August, 2019.

Conference and Protocol Section

During the year 2020, due to Covid-19 Pandemic situation, the participation of Shri Swapan Dasgupta, Member, Rajya Sabha, in the 206th Session of the Governing Council of Inter-Parliamentary Union (IPU) was arranged/coordinated with the Lok Sabha Secretariat during 1-4 November, 2020 (in virtual format).

Committee Co-ordination Section

- (i) Committee Co-ordination Section took the initiative towards facilitating the display of information regarding meetings of the Parliamentary Committees serviced by the Rajya Sabha Secretariat on the Rajya Sabha website, under the respective homepages of the Committees. Details such as agenda of the meeting, duration and attendance of the Members in the meetings are now displayed on the website.
- (ii) Further, as part of the drive towards a paperless office in the functioning of the Rajya Sabha the Section also undertook the initiative to review the Mailing List for circulation of printed copies of Committee Reports and, accordingly, the practice of printing and circulation of physical copies of the Committee Reports has been dispensed with *w.e.f.* 18 May, 2020. Since then, only soft copies of the Reports are being provided to the various recipients.

Committee Section (Subordinate Legislation)

Following initiatives were undertaken by the Committee during the year 2020:-

- (i) Effective use of e-Office platform for processing of official files and even during the Covid-19 nationwide lockdown period from remote location *i.e.*, from the residences of officials.
- (ii) Reducing of retention period of records pertaining to laying of Statutory Orders to two years.
- (iii) Re-allocation of work relating to laying of Statutory Orders in Rajya Sabha to Committee Section (COPLOT)/ another Section in consonance with the core mandate of the Committee.

Committee Section (Ethics)

In the year 2020, the Committee on Ethics has authorized that the complaints against Members of Rajya Sabha may also be addressed to the officer at the rank of Additional Director/Director, Rajya Sabha Secretariat, in writing under Rule 295(4) of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha).

Committee Section (Home Affairs)

During the year 2020, four reports *i.e.* 226th, 227th, 228th and 229th report, were virtually presented by Chairman, DRPSC on Home Affairs to the Hon'ble Chairman, Rajya Sabha through video conferencing on 21 December, 2020. The 229th Report on 'Management of COVID-19 Pandemic and Related Issues' received wide media publicity. Shri Anand Sharma, Chairman of the Committee, in the meeting held on 6 January, 2021 informed the Committee about the deep appreciation conveyed by Hon'ble Chairman, Rajya Sabha. He placed on record that after having read the 229th Report, Hon'ble Chairman, Rajya Sabha said:

"It is one of the finest Reports that has been presented in recent time and on such an important matter."

Committee Section (Health and Family Welfare)

As regards new initiatives undertaken, Committee on H&FW presented its four reports, *i.e.* 121st, 122nd, 123rd & 124th Report to the Hon'ble Chairman, Rajya Sabha virtually on 21 November, 2020. This virtual presentation of Reports to the Hon'ble Chairman, Rajya Sabha has been done for the first time in the history of Parliament.

Committee Section (Education, Women, Children, Youth and Sports)

The 'Committee on Human Resource Development' (HRD) was rechristened as 'Committee on Education, Women, Children, Youth and Sports' (EWCY&S), by making necessary amendments in the Third Schedule to the Rules of Procedure and Conduct of Business in the Council of States *w.e.f.* 8 October, 2020 and was communicated *vide* Rajya Sabha Bulletin Part-II No. 60287, dated 6 November, 2020. During the year 2020, three Reports, *i.e.* 317th, 318th and 319th of the Committee were virtually presented to the Hon'ble Chairman, in his Chamber.

Committee Section (Personnel, Public Grievances, Law and Justice)

- (i) Austerity measures were adopted by the Committee Section.
- (ii) There was emphasis on paperless work as most of the files were processed in e-Office Module.
- (iii) Notices and Agenda papers to the Chairman and Members of the Committee and communication with Ministries/Departments/Stakeholders were sent through electronic medium (e-mail and Section's Login) in the wake of Covid-19 Pandemic.

Committee Section (Science and Technology, Environment, Forests and Climate Change)

The Section carried out all work, to the extent possible, in e-Office.

Committee Section (Government Assurances)

During the year, updation of OAMS Software (Online Assurances Monitoring System) enabling all Ministries to upload extension letters, requests for dropping Assurances, Implementation Reports and other miscellaneous communications on Committee's e-mail were done by the Section.

Editorial and Translation Service

The Editorial and Translation Service has been restructured into following three branches, with four Sections under each Branch (total 12 Sections), with effect from 20 July, 2020:

Name of Branch		Name of Section	
(I)	Rajya Sabha Debates Branch	1.	RS Debates (Floor Version) Section <i>previous name – Editing (English) Section</i>
		2.	RS Debates (Hindi Version) Section <i>previous name – Editing (Hindi) Section</i>
		3.	RS Debates (English Version) Section <i>previous name –English Debate Section</i>
		4.	Digitization & Hindi Web Updation Section <i>previous name – Digitization & Hindi Web Updation Cell</i>
(II)	Translation (Committees) Branch	5.	Translation (Committees) Section-1
		6.	Translation (Committees) Section-2
		7.	Official Language Section <i>previous name – Rajbhasha Prabhog</i>
		8.	Synopsis Section
III	Translation Branch	9.	Translation (Parliamentary Papers) Section <i>previous name – Translation Section-1</i>
		10.	Translation Section <i>previous name – Translation Section-1</i>
		11.	Translation (QL) Section <i>previous name – Translation Section-2</i>
		12.	Translation (OIH-Q) Section <i>previous name – Translation (OIH) Section</i>

Translation (Parliamentary Papers) Section

The Computerized diary and dispatch package was continuously used and updated throughout the year. "Translation Section-Daily Papers" software developed by the NIC for the Section for uploading Hindi versions of List of Business, Papers Laid on the Table and Parliamentary Bulletin Part-I on the Rajya Sabha Website, was used to update the availability of these papers on Internet on regular basis. The above mentioned papers were circulated electronically on Members' Portal as well.

Translation (Committee) Section-1

A MS based application is being used for the diary and dispatch along with using Excel based application. In addition, a VBA (Visual Basic for Application) macro utility within MS-Word has also been evolved for the purpose of the translation of the expanded forms of the acronyms into Hindi language and transliteration of the acronyms of Committee Reports into Devnagari Script.

Official Language Section

Rajbhasha Prabhog was constituted on 18 September, 2000 to promote the use of Official Language Hindi in official work of Rajya Sabha Secretariat. In July, 2020 its name was changed to Official Language Section. The function of the Official Language Section involves ensuring compliance of the Official Language Act, 1963 and the Official Language Rules, 1976 made thereunder and to provide secretarial assistance to Hindi Advisory Committee and Official Language Implementation Committee. During 2020, the prize money to winners of the various competitions organized during

Hindi Fortnight, 2019 and the amount of Honorarium to the invited jury was paid through PFMS for the first time.

Synopsis Section

During 252nd Session, only electronic copy of the English and Hindi version of Synopsis was issued. Also, Electronic copy of English and Hindi Synopsis was circulated to Hon'ble Members through e-Transmission Portal during 252nd Session. Such e-Transmission to Hon'ble Members will also continue during 253rd Session.

Simultaneous Interpretation Service

As a new initiative, efforts are being made to develop the art of consecutive interpretation so that assignments for consecutive interpretation may also be undertaken successfully.

Verbatim Reporting Service

- (i) Using voice recorders for recording of House proceedings after completion of successful trial: As part of technology upgradation, Voice recorders were used for recording of House proceedings instead of recording tapes on Cassette Deck as a backup.
- (ii) Sending the copies of expunged portions of verbatim proceedings to Media, Education & Audio-Visual Unit through e-mail as a part of green initiative: The copies of expunged portions of verbatim proceedings were sent to the RSTV and the Media, Education & Audio-Visual Unit through e-mail as a part of green initiative.
- (iii) Imparting Hindi Typing Training to Translators of Editing and Translation Service: One Additional Director was identified and deputed to give Hindi Typing Training to Translators of Editing and Translation Service to meet the shortage of Hindi Typists.



Parliament and the People

Parliament Security Service

The entry to the Parliament House Complex is facilitated through two Reception Offices, one located at Parliament House (PH) and the other one 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 Complex in connection with their official work. In the year 2020, these Reception Offices issued 16476 entry permits in favour of the family members / guests of Parliamentary Committees, Hon'ble Members of Parliament, guests of officials of Rajya Sabha Secretariat and officials who reported for duties inside Parliament House Complex during the session and inter-session period. These included 8365 entry permits from Reception Office, PH; 7899 from Reception Office, PHA and 212 manual casual entry permits issued through Talkatora Gate No.1.

In addition to the above, the Central Pass Issue Cell (CPIC), Rajya Sabha Secretariat issued/ updated 282 Radio Frequency (RF) tags. Further, CPIC also issued/renewed 759 Driver passes, 316 casual passes, 3900 Official Box/Diplomat passes, 579 Press Gallery passes, 1184 Public /Distinguished Visitors Gallery passes (including group passes), 448 PA/PS passes and 48 Central Hall passes in favour of the visitors during the year 2020.

During the year 2020, the attendance of 1988 officials of the Ministries and 2520 Press Correspondents were registered. Further, 52 Distinguished Visitors, 1814 visitors of the Public Gallery witnessed the proceedings of the Rajya Sabha from the galleries. On the recommendation of Members of Parliament/Officers of the Secretariat, 1916 visitors were taken for show-around of the Parliament House by the Parliament Security Service staff. In all, the security staff regulated the flow of 24766 visitors/guests, (excluding the passes issued by Reception offices, Lok Sabha Secretariat, officers and staff of the Rajya Sabha/Lok Sabha Secretariat, Ministry of Parliamentary Affairs and Allied Services) inside the Parliament House Complex during the year.

Further, due to the prevailing COVID-19 pandemic situation, Special Seating Arrangements were made for the 252nd Session in compliance of the prescribed 6 feet social distancing norm with Members being seated in a staggered manner in the Rajya Sabha Chamber, Rajya Sabha Galleries and the Lok Sabha Chamber. Therefore, no visitors were allowed to witness the proceedings of the House during the Session of the Rajya Sabha. Central Hall was also kept reserved, exclusively for the Members of Rajya Sabha/Lok Sabha, during the Session. Hence, no Public and Distinguished Visitors' Gallery Passes and Central Hall Passes were issued to the guests of Members. It was also decided not to allow PSs/PAs of Members inside the Parliament House during the Session to avoid overcrowding and to obviate the risk of spread of COVID -19 infection. Hon'ble Members were also requested not to bring any visitors /guests to the Parliament House.

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 first Central Public Information Officer (CPIO) and the first Appellate Authority of the Secretariat were appointed *vide* notifications dated 30.09.2005 and 07.10.2005, respectively. Later on, an RTI Cell was set up in May 2007 to deal with all RTI related work in the Secretariat under the supervision of the CPIO, Rajya Sabha Secretariat as per the provisions of the RTI Act. On 5 October, 2015, the Secretariat adopted the Online RTI System of

Department of Personnel and Training. The RTI has played a pivotal role in bringing the citizens of the country closer to the working of the Parliament.

During the year 2020, the RTI Cell received 323 Offline RTI applications, 758 Online RTI applications, 26 Offline First Appeals, 65 Online First Appeals and 31 Second Appeals filed with the Central Information Commission (CIC). The Secretariat received a total of Rs. 3,321/- towards application fees and cost of information under the RTI Act. These financial details are maintained separately in a Cash Register.



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, Indian parliamentary delegation attended only one international conference during the month of January 2020. Besides, one foreign parliamentary delegation visited India during the month of February 2020. The details of these visits are given in the Tables (A & B) below:

A. VISIT OF INDIAN PARLIAMENTARY DELEGATION TO INTERNATIONAL CONFERENCE/MEETING ABROAD

Country	Date of Visit	Purpose of Visit	Name of Rajya Sabha Members
Ottawa, Canada	6-10 January, 2020	25 th Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC)	Shri Harivansh, HDC, Rajya Sabha

B. VISIT OF FOREIGN PARLIAMENTARY DELEGATION TO INDIA

Country	Date of Visit	No. of Delegates	Name of the Leader/Called on Rajya Sabha Dignitaries, etc.
Canada	8-14 February, 2020	3	Mr. George J. Furey, Speaker of the Senate, Parliament of Canada. The delegation called on HVPI/HC, RS on 13 February, 2020 at Parliament House.



6

Secretariat

The total in-position staff strength of the Rajya Sabha Secretariat during the year 2020 stood at 1458 (1388+ 70 tenure) out of sanctioned strength of 1794 (1711+83 tenure). From amongst the in-position officials, 402 persons were holding Group 'A' posts. On attaining the age of superannuation, 38 employees retired from service in the Secretariat. Besides, 1 employee took voluntary retirement and 5 employees passed away 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;
- (iv) Simultaneous Interpretation Service;
- (v) Printing & Publications Service;
- (vi) Editorial and Translation Service;
- (vii) Parliament Security Service;
- (ix) Drivers & Despatch Riders Service;
- (x) Messenger Service; and
- (xi) Rajya Sabha Television Service.

Brief description of the mandate of the Secretary-General, Secretary, Additional Secretaries, Joint Secretaries, Directors and Additional Directors/Joint Directors/Deputy Secretaries in-charge of different Divisions/Services/Branches/Sections is given on the Rajya Sabha website *i.e.* under the link rajyasabha.nic.in→Secretariat→Organisation Chart. Similarly, for detailed work performance of the respective Services/Sections, Annual Report 2020 can be referred to which is uploaded under the link rajyasabha.nic.in→Secretariat→Annual Reports.

Bills passed by both Houses of Parliament and assented to by the President during 2020

Sl. No.	Title of the Bill	Date on, and House in which introduced	Date on which passed by the originating House	Date on which passed/ returned by the other House	Date of President's Assent	Act No.	Date of Publication in the Gazette	Remarks
1.	The Insolvency and Bankruptcy Code (Amendment) Bill, 2020	<u>12.12.2019</u> L.S.	6.3.2020	12.3.2020	13.3.2020	1 of 2020	13.3.2020	Ordinance replacing Bill
2.	The Mineral Laws (Amendment) Bill, 2020	<u>2.3.2020</u> L.S.	6.3.2020	12.3.2020	13.3.2020	2 of 2020	13.3.2020	Ordinance replacing Bill
3.	The Direct Tax <i>Vivad se Vishwas</i> Bill, 2020	<u>5.2.2020</u> L.S.	4.3.2020	13.3.2020	17.3.2020	3 of 2020	17.3.2020	Money Bill
4.	The Constitution (Scheduled Tribes) Order (Amendment) Bill, 2020	<u>9.1.2019</u> R.S.	<u>12.12.2019</u> *11.3.2020	11.2.2020	19.3.2020	4 of 2020	20.3.2020	
5.	The Central Sanskrit Universities Bill, 2020	<u>11.12.2019</u> L.S.	<u>12.12.2019</u> #20.3.2020	16.3.2020	25.3.2020	5 of 2020	25.3.2020	
6.	The Appropriation Bill, 2020	<u>16.3.2020</u> L.S.	16.3.2020	23.3.2020	25.3.2020	6 of 2020	25.3.2020	Money Bill
7.	The Appropriation (No.2) Bill, 2020	<u>18.3.2020</u> L.S.	18.3.2020	23.3.2020	25.3.2020	7 of 2020	25.3.2020	Money Bill
8.	The Jammu and Kashmir Appropriation Bill, 2020	<u>18.3.2020</u> L.S.	18.3.2020	23.3.2020	25.3.2020	8 of 2020	25.3.2020	Money Bill
9.	The Jammu and Kashmir Appropriation (No.2) Bill, 2020	<u>18.3.2020</u> L.S.	18.3.2020	23.3.2020	25.3.2020	9 of 2020	25.3.2020	Money Bill
10.	The Jammu and Kashmir Appropriation (No.3) Bill, 2020	<u>18.3.2020</u> L.S.	18.3.2020	23.3.2020	25.3.2020	10 of 2020	25.3.2020	Money Bill
11.	The Jammu and Kashmir Appropriation (No.4) Bill, 2020	<u>18.3.2020</u> L.S.	18.3.2020	23.3.2020	25.3.2020	11 of 2020	25.3.2020	Money Bill
12.	The Finance Bill, 2020	<u>1.2.2020</u> L.S.	23.3.2020	23.3.2020	27.3.2020	12 of 2020	27.3.2020	Money Bill

* Formal amendments made by Lok Sabha were agreed to by Rajya Sabha.

Formal amendments made by Rajya Sabha were agreed to by Lok Sabha.

13.	The Aircraft (Amendment) Bill, 2020	<u>04.02.2020</u> L.S.	17.03.2020	15.09.2020	19.09.2020	13 of 2020	20.09.2020	
14.	The National Commission for Indian System of Medicine Bill, 2020	<u>07.01.2019</u> R.S.	18.03.2020	14.09.2020	20.09.2020	14 of 2020	21.09.2020	
15.	The National Commission for Homeopathy Bill, 2020	<u>07.01.2019</u> R.S.	18.03.2020	14.09.2020	20.09.2020	15 of 2020	21.09.2020	
16.	The Institute of Teaching and Research in Ayurveda Bill, 2020	<u>10.02.2020</u> L.S.	19.03.2020	16.09.2020	21.09.2020	16 of 2020	22.09.2020	
17.	The Insolvency and Bankruptcy Code (Second Amendment) Bill, 2020.	<u>15.09.2020</u> R.S.	19.09.2020	21.09.2020	23.09.2020	17 of 2020	23.09.2020	Ordinance replacing Bill
18.	The Salaries and Allowances of Ministers (Amendment) Bill, 2020	<u>14.09.2020</u> R.S.	18.09.2020	20.09.2020	23.09.2020	18 of 2020	24.09.2020	Ordinance replacing Bill
19.	The Salary, Allowances and Pension of Members of Parliament (Amendment) Bill, 2020	<u>14.09.2020</u> L.S.	15.09.2020	18.09.2020	24.09.2020	19 of 2020	25.09.2020	Ordinance replacing Bill
20.	The Farmers (Empowerment and Protection) Agreement on Price Assurance and Farm Services Bill, 2020	<u>14.09.2020</u> L.S.	17.09.2020	20.09.2020	24.09.2020	20 of 2020	27.09.2020	Ordinance replacing Bill
21.	The Farmers' Produce Trade and Commerce (Promotion and Facilitation) Bill, 2020	<u>14.09.2020</u> L.S.	17.09.2020	20.09.2020	24.09.2020	21 of 2020	27.09.2020	Ordinance replacing Bill
22.	The Essential Commodities (Amendment) Bill, 2020	<u>14.09.2020</u> L.S.	15.09.2020	22.09.2020	26.09.2020	22 of 2020	27.09.2020	Ordinance replacing Bill
23.	The Jammu and Kashmir Official Languages Bill, 2020	<u>22.09.2020</u> L.S.	22.09.2020	23.09.2020	26.09.2020	23 of 2020	27.09.2020	
24.	The Homoeopathy Central Council (Amendment) Bill, 2020	<u>14.09.2020</u> R.S.	18.09.2020	22.09.2020	25.09.2020	24 of 2020	28.09.2020	Ordinance replacing Bill
25.	The Indian Medicine Central Council (Amendment) Bill, 2020	<u>14.09.2020</u> R.S.	18.09.2020	22.09.2020	25.09.2020	25 of 2020	28.09.2020	Ordinance replacing Bill

26.	The Appropriation (No.3) Bill, 2020	<u>18.09.2020</u> L.S.	18.09.2020	23.09.2020	25.09.2020	26 of 2020	28.09.2020	Money Bill
27.	The Appropriation (No.4) Bill, 2020	<u>18.09.2020</u> L.S.	18.09.2020	23.09.2020	25.09.2020	27 of 2020	28.09.2020	Money Bill
28.	The Indian Institutes of Information Technology Laws (Amendment) Bill, 2020	<u>04.03.2020</u> L.S.	20.03.2020	22.09.2020	28.09.2020	28 of 2020	28.09.2020	
29.	The Companies (Amendment) Bill, 2020	<u>17.03.2020</u> L.S.	19.09.2020	22.09.2020	28.09.2020	29 of 2020	28.09.2020	
30.	The Bilateral Netting of Qualified Financial Contracts Bill, 2020	<u>14.09.2020</u> L.S.	20.09.2020	23.09.2020	28.09.2020	30 of 2020	28.09.2020	
31.	The Rashtriya Raksha University Bill, 2020	<u>23.03.2020</u> L.S.	20.09.2020	22.09.2020	28.09.2020	31 of 2020	28.09.2020	
32.	The National Forensic Sciences University Bill, 2020	<u>23.03.2020</u> L.S.	20.09.2020	22.09.2020	28.09.2020	32 of 2020	28.09.2020	
33.	The Foreign Contribution (Regulation) Amendment Bill, 2020	<u>20.09.2020</u> L.S.	21.09.2020	23.09.2020	28.09.2020	33 of 2020	28.09.2020	
34.	The Epidemic Diseases (Amendment) Bill, 2020	<u>14.09.2020</u> R.S.	19.09.2020	21.09.2020	28.09.2020	34 of 2020	29.09.2020	Ordinance replacing Bill
35.	The Industrial Relations Code, 2020	<u>19.09.2020</u> L.S.	22.09.2020	23.09.2020	28.09.2020	35 of 2020	29.09.2020	
36.	The Code On Social Security, 2020	<u>19.09.2020</u> L.S.	22.09.2020	23.09.2020	28.09.2020	36 of 2020	29.09.2020	
37.	The Occupational Safety, Health And Working Conditions Code, 2020	<u>19.09.2020</u> L.S.	22.09.2020	23.09.2020	28.09.2020	37 of 2020	29.09.2020	
38.	The Taxation and Other Laws (Relaxation and Amendment of Certain Provisions) Bill, 2020	<u>18.09.2020</u> L.S.	19.09.2020	22.09.2020	29.09.2020	38 of 2020	29.09.2020	Ordinance replacing Bill and Money Bill
39.	The Banking Regulation (Amendment) Bill, 2020	<u>14.09.2020</u> L.S.	16.09.2020	22.09.2020	29.09.2020	39 of 2020	29.09.2020	Ordinance replacing Bill