

# **THE RIGHT TO INFORMATION ACT, 2005**

## **OBLIGATIONS OF PUBLIC AUTHORITIES**

**MANUAL OF LEGISLATURE SECRETARIAT (Published in terms of Sec.4(1) (b) of  
the right to Information Act.2005)**

**LEGISLATURE SECRETARIAT,  
ANDHRA PRADESH LEGISLATIVE ASSEMBLY,  
VELAGAPUDI,  
AMARAVATI.**

## **INTRODUCTION**

The Right to Information act, 2005, is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of Central Information Commission and State Information Commission and for matters connected therewith or incidental thereto.

Subject to the provisions of the Act, all citizens shall have the right to information and Sec.4(1) (b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each department.

This manual gives a comprehensive idea about the particulars, function of the Legislature Secretariat and also the powers and duties of the employees including channels of supervision and accountability. Thus, it gives the information about the functioning of Legislature Secretariat in a nut-shell.

### **ORGANIZATION, FUNCTIONS AND DUTIES**

#### **(Section 4(1) (b) (i))**

Under Article 187 of the Constitution of India, the House or each House of the Legislature of a State shall have separate Secretariat.

Until provision is made by the Legislature of the state under clause(2), the Governor may, after consultation with the Speaker of the Legislative Assembly or the Chairman of the Legislative Council, as the case may be, make rules, regulations for the recruitment and the conditions of service of persons appointed to the Secretarial staff of the Assembly or the Council and any rules so made shall have effect subject to the provisions of any Law made under the said Clause.

Legislature is one of the three most important wings of the Government functionaries under a democratic setup, consisting of Two Houses i.e. Legislative Council and Legislative Assembly. Unlike other departments of Secretariat, Legislature Secretariat although is considered to be one of the Departments of Secretariat, the nature of its duties are mainly Legislative besides the routine administrative matters of the Secretariat with Secretary General as Head of both the Houses. The functions of the Legislature Secretariat are to conduct the meetings of the Assembly and Council to enable the Houses to transact its business in Law making, voting of the Budget and other important issues that are raised by the Hon'ble Members for discussion on the Floor of the House. Normally, the House meets thrice in a year for Budget Session, Monsoon Session and Winter Session. During the non-session days, the Legislature and other Committees besides the House Committees and the Select Committees that may be constituted depending upon the situation which requires special attention of the House and these Committees function throughout the year and with the Secretarial assistance of Legislature Secretariat. These Committees present their reports to the House while in Session or to the Hon'ble Speaker or Hon'ble Chairman during non-session days as the case may be.

This Secretariat works as a Liaison between the Executive and the House of Legislatures, Where in, it facilitates the different Ministries to introduce the Bills in the House and take-up other business of the House as decided by the Business Advisory Committee.

Other than the Legislative Business, the important function of the Legislature Secretariat is to provide facilities such as accommodation, Payment of Salaries, T.A. and D.A. and Medical Re-imbursement to the Hon'ble Members besides payment of Pension and Medical expenses to the ex. Legislators and also the family Pension to their Spouses.

The Legislature Secretariat also facilitates and provides proper form for the Legislative Committees in getting the required information through interaction and detailed discussions over the issues with the officials of different departments and to get clarifications wherever necessary and gives its considered suggestions, and recommendations as deemed necessary.

## **POWERS AND DUTIES OF OFFICERS**

### **(Section 4(1) (b) (ii))**

#### **SECRETARY GENERAL TO STATE LEGISLATURE:**

He is the administrative Head of the Department and is responsible for conduction of the meetings of the Legislative Council and Legislative Assembly and its Committees. He plays the role of an advisor to the Hon'ble Chairman, Andhra Pradesh Legislative Council and the Hon'ble Speaker, Andhra Pradesh Legislative Assembly in transacting the business of both the Houses and responsible for providing necessary Secretarial assistance to the different Committees of the Houses. He exercises general supervision and control over the entire establishment. Secretary, two Joint Secretaries, four Deputy Secretaries and ten Assistant Secretaries to assist the Secretary General to Legislature in smooth functioning of the institution. He ensures speedy disposal of the work entrusted to the said officers. He is responsible for enforcing overall discipline in the Department and also responsible for careful observance of the Business rules and Secretariat instructions in transaction of Business in the Department.

He is also responsible for providing accommodation to all the Legislators of both the Houses through Legislators Hostels/Quarters administration. He will organize the seminars and Conferences of Commonwealth Parliamentary Association and Presiding Officers Conferences on the directions of Lok Sabha.

### **JOINT SECRETARY/DEPUTY SECRETARY TO STATE LEGISLATURE:**

The duties of Joint Secretary / Deputy Secretaries are generally supervisory over the officers. They are responsible for the work of the subjects allotted to them by the Secretary General, Legislature. They ensure for efficient and prompt disposal of the work entrusted to the officers placed under them. They are answerable to the Secretary General for completion of the work entrusted to them and the staff working under them. They are considered to be second level officers after Secretary in the Legislature Secretariat.

### **ASSISTANT SECRETARY TO STATE LEGISLATURE:**

The Assistant Secretary in Legislature Secretariat exercises control over the Sections placed under him with regard to disposal of work and maintaining discipline in the Sections.

### **SECTION OFFICERS:**

The Section Officer is In-charge of a Section in the Legislature Secretariat. Two Assistant Section Officers assist him. He is responsible for all files relating to the subjects dealt by the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious disposal of business in his Section. The Training of the Assistant Section Officers under him is one of his principal functions. He himself undertakes to deal with the difficult or important papers. He is not expected to express his views or to suggest what should be passed in case when there is clear precedent or the case is of a routine nature. He should maintain discipline in his Section.

### **REPORTERS:**

The Reporters are responsible for noting down on the spot, the proceedings / speeches / deliberations in short hand in both the House as well as the Legislature Committees, whenever, they meet in the Headquarters or out-side the Headquarters and later on submit the detailed proceedings neatly

typed to the concerned Sections. They are also responsible to get back the corrected Speeches from the concerned Members and carryout the same before they are printed. The senior most Reporter works as Chief Reporter and he is in charge of the Section in the Legislature Secretariat. Reporters and Staff of Reporting Section works under his supervision. He also performs expunction of un-parliamentary words, sending un-parliamentary words list to Parliament every year, sending debates after correction to printing press and also administration work. He should maintain discipline in his Section.

**PRIVATE SECRETARY TO SECRETARY GENERAL:**

The Private Secretary to Secretary General is responsible to regulate the files that come for consideration from all the second level officers in the Legislature Secretariat and communications received from Secretariat Departments and all out-side communications addressed to the Secretary, Legislature. He is also responsible in providing all secretarial assistance to the Secretary General, Legislature in discharging his official duties.

**TRANSLATOR:**

Translation of daily agenda of the House and LCQs / LAQs / SNQs / U.R.311/274, U/R.344/74 listed for the day during the Session days of the Council / Assembly is the main responsibility of the Translators. They translate the said Business from Telugu to English and vice-versa. They are also entrusted with the translation of all LCQs/LAQs etc, from Telugu to English and vice versa. Besides the said routine work, they attend to the other translation work entrusted to them by the Secretary General, Legislature from time to time. They are also super vise the work of Assistant Translators working under them.

**RESEARCH OFFICER:**

The important function and duties of Research Officer is to maintain press clippings of all important events with particular reference to the Legislative matters that appear in the press and to make available to the Members. The Research Officer provides assistance to the Secretary General, Legislature in preparing speeches and notes for the Presiding Officers in connection with the Presiding Officers' Conference, Commonwealth Parliamentary Association Conference and Seminars. He/She also responsible for preparation and furnishing of statistical information relating to Council/Assembly proceedings of both the House.

**TECHNICAL OFFICER:**

He is responsible for maintenance of sound reinforcement system in both the House and other Committee Halls. He supervises the work of two Assistant Radio Engineers and others supporting staff in covering the proceedings of both the House and its Committees and also to maintain the recorded proceedings thereof. He is responsible for maintenance of C.C. T.Vs installed in the Chambers of Hon'ble Chairman and Hon'ble Speaker and other dignitaries.

**PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY (SECTION 4 (1) (B) (III):**

The procedure involved in decision making is by way of consulting the specialized Department in that field line, Finance, General Administration and Law Departments circulate the file to Hon'ble Chairman and Hon'ble Speaker, the concerned Minister, Chief Minister and Governor through Chief Secretary for placing the matter before the State Council of Ministers wherever necessary. The decision will be implemented by the Secretary General, Legislature.

**NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS (Section 4 (1)(b) (iv) & (v))**

**LEGISLATION SECTION:**

The Legislation Section of both the House deals with the subjects viz., Summoning and Prorogation of Legislative Council, Legislative Assembly; Constitution and Dissolution; Election of Chairman and Speaker, Deputy Chairman and Deputy Speaker; Resignation and Removal from Office; Governor's Address; Short Discussions; Government Resolutions; and Non-Official Resolution; Government Motions; Ordinances and Statutory Resolutions; Rules Committee and Sub Committee on Rules; Budget; Presiding Officers Conference; Whips Conference; Standing Committees of Presiding Officers Conference; Arrangements for visiting Foreign Delegations and VIPs; Election Petitions; Agenda ; Brief, Journal and Review; Subordinate Legislation Committee; consideration and Assent of Bills, Violation of Protocol and Privilege cases; Anti-Defection Law; Seating Arrangement of Council and Assembly; Recognition of Political Parties; Privilege Committee; Business Advisory Committee, Party-wise List and Leaders of Parties; Obituary references; Introduction of Bills; Arrest and Release of Members; Security of Members; Assets and Liabilities; Ethics Committee; Papers Laid/Placed; Committee and Wild Life and Environment Protection; Making Meeting files; Printing and Binding; Adjournment Motions and General Purpose Committee.

**QUESTIONS SECTION:**

In a Parliamentary System of Government is answerable for all its acts of Omissions and Commissions to Legislature and through Legislature to the people. The Members of Legislative Council and Legislative Assembly are free to ask Questions to elicit information on matters of public importance from the Ministers. The basic purpose of asking Questions is to seek information of a matter of Public importance.



The main function of the Questions Branch in the Legislature Secretariat will be to process the notices of questions and other notices received from the Members. According to business Rules, the Question Branch shall function as a Co-ordinator between Legislature and Government in getting replies to questions tabled by the Members of both the Houses.

**THE FUNCTIONS OF THE QUESTIONS SECTION OF BOTH THE HOUSES:**

Questions Section deals with LCQ (Legislative Council Question) and LAQ (Legislative Assembly Question) pertaining to Finance; General Administration; Information Technology and Communications; Home; Law; Youth Advancement, Tourism and Culture and Planning Departments. Revenue; Social Welfare; Housing; Backward Classes Welfare; Industries and Commerce; Labour, Employment, Training and Factories; Minorities Welfare; Public Enterprises, Infrastructure and Investment; Women Development, Child Welfare and Disabled Welfare Department will be processed for getting replies from the Government and Registration of Questions; preparation of Starred Questions list for Ballot and preparation of Pink List/Green List; works pertaining to Constitution of House Committees all miscellaneous correspondence and work relating to visiting Sister Committees of other States.

This Section is also deals with LCQs / LAQs / besides SNQs / U.R.311/70, U/R.344/74 pertaining to Agriculture and Co-operation; Animal Husbandry and Fisheries; Food, Civil Supplies and Consumer Affairs; Health, Medical and Family Welfare; Municipal Administration and Urban Development; Transport, Roads and Buildings Departments; Irrigation and Command Area Development; Education; Energy; Environment; Forests; Science and Technology; Panchayat Raj and Rural Development Departments will be processed for getting replies from the Government and also Registration of Questions; preparation of meeting files during Session days; dispatch of Starred Questions list (pink/green list) during Session days and preparation and printing of Un-Starred Questions List.

**MEMBERS' SERVICE SECTION:**

The Members 'Service Sections in both the House are mainly established for extending services to MLCs and MLAs, viz.,

- (i) Looking after Telephone facilities to Presiding Officers, Political Officers, MLCs, MLAs and Legislature Secretariat.
- (ii) Correspondence for Installation, Shifting, Transfer and Activation/de-activation and payments of Telephones/Cell Phone bills of Presiding Officers, Political Officers and Officers and Council/Assembly and also Telephone Exchanges (Council, Assembly). Maintenance of the same by entering into AMCs.
- (iii) Preparation, Printing and supply of profile, Who's who, Address book, Telephone Numbers Booklet, Letter Heads and Diaries to all MLCs and MLAs periodically.
- (iv) Provision of Desktop Computers to MLCs / MLAs.
- (v) General correspondence in respect of facilities provided to MLCs / MLAs, with other States and any other subjects allotted by the Secretary General.
- (vi) Providing of Accommodation at New Delhi and other States on request by MLCs / MLAs.
- (vii) Providing of LPG Connections, Discarded Military Vehicles (Jeep, Jongs, Motor Cycles) Telephone Connections, etc., on request to MLCs and MLAs.
- (viii) Print and supply of Identity Card-cum-Bus Pass to MLCs / MLAs and their Spouses.
- (ix) Conducting of Legislators Sports and Cultural Meet every year during Budget Session.
- (x) Correspondence with all concerned pertaining to above subjects regularly.

**MEMBERS' CLAIMS SECTION:**

The Members Claims Sections of both the House will deal with the subjects of Claiming Salaries, TA, DA and other claims; Medical Re-imbursement and sanction of Motor Car Advance to the Legislative Council and Assembly Members, Leader of Oppositions, Government Chief Whips and Government Whips.

**COMMONWEALTH PARLIAMENTARY ASSOCIATION SECTION FUNCTIONS:**

The Commonwealth Parliamentary Association is an Association of Commonwealth Parliamentarians. The aims of the Association are to promote knowledge and education in Social, Economic, Cultural, Constitutional and Legislature Systems within the Parliamentary Democratic frame work with particular reference to the Countries of the Commonwealth of Nations and to Countries outside the Commonwealth having close Historical and Parliamentary Association with it. The Association, interalia, pursues this aim by holding Conferences and Seminars and Organizing International visits by means of which Parliamentarians of such Countries and other persons in a position to spread information, exchange points of view and generally inform themselves with regard to problems which effect the Commonwealth Countries. The Commonwealth Parliamentary Association holds its conference annually. The Conferences are held in the capitals of Member Countries by rotation and are attended by delegates from all Branches of the Association.

The Andhra Pradesh Legislative Assembly is a member of the Commonwealth Parliamentary Association and known as "Commonwealth Parliamentary Association: Andhra Pradesh Branch". This Branch was formed in 1968. The object of this Branch is to do all such things as are incidental or conducive to the attainment of the objects for which the Association is formed.

**THE COMMONWEALTH PARLIAMENTARY ASSOCIATION SECTION FUNCTIONS:**

- (i) Payment of annual subscription fee to Commonwealth Parliamentary Association Secretariat, London (Sterling Pounds).
- (ii) Payment of Annual subscription fee to Commonwealth Parliamentary Association India Region Secretariat, New Delhi.
- (iii) Arrangements for the visits of the President of Andhra Pradesh Branch to attend Commonwealth Parliamentary Conferences.
- (iv) Arrangements to send Members for the Study Tours, Seminars, Workshops and Conferences as and when the invitation received from host Country.
- (v) Correspondence with other branches with regard to the election of Regional Representatives of Indian Region.
- (vi) The work relating to official Foreign Tours of the Commonwealth Parliamentary Association, Andhra Pradesh Branch Secretary.
- (vii) The arrangements regarding conducting Seminars, Workshops and Conferences etc., as decided by the Branch President and the Government in consultation with the India Region Branch and Commonwealth Parliamentary Association Secretariat, London.
- (viii) Preparing the data of Women Parliamentarians and forwarding to Commonwealth Parliamentary Association Secretariat, London.
- (ix) Correspondence with the Government of India to obtain clearance from the concerned Ministries for the visits.
- (x) Correspondence with the High Commissioners, Embassies etc., with regard to Foreign Tours of Delegates.
- (xi) Obtaining necessary permission from the Government and sanction and release of funds for the Foreign Tours.

**O.P. I SECTION:**

The O.P. I Section deals with the service matters of all Officers (Gazetted and Non Gazetted Employees) of Legislature Secretariat. Besides, the service matters pertaining to Private Secretaries and Personal Assistants working in the Peshies of different political officers in the Legislature.

It deals with posting of Officers/Staff in all Sections of Legislature Secretariat. Also deals with Court Cases pertaining to Officers, Gazetted and Non-Gazetted Employees. Creation and abolition of Posts, Pension Cases of all Employees of Legislature Secretariat.

**O.P. II SECTION:**

- (i) Service matters of all Class IV Employees, which include their appointment and appointment of Class-IV Staff in the Peshi of Presiding Officers, Leader of Opposition and other Political Officers-appointments under Lump-sum allotment and House Committee vacancies. It also deals with the Pension Cases of the Retired and those who died while in service and Court Cases pertaining to Class – IV Employees.
- (ii) **Loans and Advances to all employees in the Legislature Secretariat:**
  - a) House Building Advance
  - b) Motor Car Advance
  - c) Motor Cycle Advance
  - d) Marriage Advance
  - e) Computer Advance
  - f) Educational Advance
  - g) Festival Advance

(iii) **Deals with the subject relating to General Provident Fund Account of all the Officers and Staff of Legislature Secretariat:**

- (iv) Family Benefit Fund, Group Insurance Scheme of all the employees.
- (v) Andhra Pradesh General Life Insurance of all the employees.
- (vi) Sanction of Education reimbursement to all the staff.
- (vii) Sanction of Medical Reimbursement Claims of all the staff including the Retired employees of this Secretariat.
- (viii) Sanction of Leave Travel Concession to all the Class-IV Staff including Class-IV Peshies Staff.

**O.P. III SECTION: \_**

- (i) Maintenance of Buildings i.e. Civil and Electrical works through R&B and Electrical authorities.
- (ii) Providing of Computers, A.Cs and its repairs and also AMCs.
- (iii) Providing of furniture and allotment of Rooms to the VIPs and Officers etc.,
- (iv) Maintenance of Fire Extinguishers and refilling the same every year.
- (v) Disposal of waste papers.
- (vi) Payment of Water and Electricity Consumption charges.
- (vii) Purchase and supply of the stationery articles.
- (viii) Providing of Livery to the Class-IV employees for every two years through M/s. APCO.
- (ix) Purchase of Foot Wear to the eligible Class-IV employees for every year through M/s. LIDCAP.
- (x) Maintenance of Xerox Machines and it's AMCs.
- (xi) Preparation of Name Boards and rubber stamps.

- (xii) Providing of Identity Cards to the Officers and Employees of this Secretariat.
- (xiii) Supply of Diaries, Calendars, Secretariat Telephone Books etc., through The Government Regional Printing Press, Mutyalampadu, Vijayawada.
- (xiv) Preparation and supply of Greeting cards etc., every year to the Presiding Officers, Political Officers and Officers.
- (xv) Maintenance of Computers Xerox Machines, Printing Machines and Scanners etc.,
- (xvi) Maintenance of Stock Registers and Supply of Indent in all Sections.
- (xvii) Other works, if any entrusted by the Head of the Department.

#### **CLAIMS SECTION:**

Preparation of pay bills of all Officers, Non-Gazetted Officers and Class-IV employees including Peshi staff of Hon'ble Chairman/Deputy Chairman/Speaker/Deputy Speaker/Leader of Opposition/Government Chief Whip, other Whips and Chairmen of all Legislature Committees.

- (i) Claiming of Advances viz. House Building Advance, Vehicle Advance Marriage Advance, Festival Advance and Education Advance, GPF Loans, APGLI Loans, Family Benefit Fund, Computer Advances, LTC Advances and Settlement of respective bills.
- (ii) Claiming of Educational Re-imbursement, Medical Re-imbursement, Leave encashment and Retirement Benefits of all Retired employees.
- (iii) Preparation of Budget and reconciliation.
- (iv) Bills pertaining to various firms received from O.P. III Section, Technical Section, Members Service Section, Travel Agency Bills from Reception and Protocol Sections of Council, Assembly and Hostels.

- (v) Preparation of Income Tax Returns and issue of Form-16 to the Officers and Staff of Legislature Department and staff working in the Peshies of Presiding Officers, Including personal staff of all the Committee Chairman.
- (vi) Canteen Bills pertaining to all Committee meetings.
- (vii) T.A. Bills of Officers and staff of Legislature including Peshi staff.
- (viii) Salary and TA pertaining to Hon'ble Chairman/Deputy Chairman, Speaker and Deputy Speaker, Andhra Pradesh Legislative Council/Assembly.
- (ix) Telephone Bills pertaining to Council, Assembly, Hostels, residential phones of Officers and Political Officers of Legislature Secretariat.
- (x) Water and Electricity bills pertaining to Council/Assembly and Hostels.

**LEGISLATURE PUBLIC ACCOUNTS COMMITTEE:**

The Committee on Public Accounts shall consists of 12 Members of whom 3 Members from Legislative Council and 9 Members from Legislative Assembly elected from amongst the Members of both the Houses every year. The 3 Members of Legislative Council and 9 Members of Legislative Assembly shall be elected in accordance with the principle of proportional representation by means of single transferable vote (vide rule 263 of the Rules of Procedure and Conduct of Business of A.P. Legislative Council and Rule 250 of Assembly Rules.)

Under Rule 249 of the Rules of Procedure and Conduct of Business in Andhra Pradesh Legislative Assembly, the Committee on Public Accounts will examine the accounts showing the appropriation to sums granted by both the Houses for the expenditure of the State Government, the Annual finance Accounts of the State Government and such other accounts laid before the House as the Committee may thin4wdk fit.



The PAC section of Andhra Pradesh Legislative Assembly is also dealing with subject of Elections viz.,:

- (i) Presidential Election once in every 5 years.
- (ii) Elections to the Council of States (Rajya Sabha) once in every 2 years.
- (iii) Elections to the Legislative Council.
- (iv) Elections to the Zonal and Divisional Railway users Consultative Committees once in every 2 years.
- (v) Elections to the 3 Financial Committees Viz., Public Accounts Committee, Public Undertakings Committee and Estimates Committee every year.

**The Committee also deals with the other subjects:**

- (i) Preparation of Nomination Papers, election material and necessary arrangement for conduct of the elections like, arrangements for Ballot Boxes, Booths and Name Boards.
- (ii) Constitution of Welfare and other Committees of Andhra Pradesh Legislature.
- (iii) Nomination of Special Invitees to the Committees including House Committees.
- (iv) Filling up of casual vacancies occurring in the Committees of Legislature.
- (v) Placing on the Table of the House, the Reports of the C.A.A.G. of India (Civil and Revenue Receipts) and Appropriation and Finance Accounts of Government of Andhra Pradesh every year and Public Accounts Committee Reports.
- (vi) Miscellaneous correspondence with the other State Legislatures / Parliament with reference to Committees work.
- (vii) Issue of Bulletins pertaining to all Committees.

**LEGISLATURE COMMITTEE ON PUBLIC UNDERTAKINGS:**

The Committee on Public Undertakings shall consists of 12 Members of whom 3 Members from Legislative Council and 9 Members from Legislative Assembly elected from amongst the Members of both the House, every year and Constituted in accordance with the principle of proportional representation by means of single Transferable Vote. Under Rule 265 of AP Legislative Council and under Rule 255 of AP Legislative Assembly Rules.

**The Functions of the Committee:**

- a) to examine the Reports and Accounts of the Public Undertakings specified in the Second Schedule.
- b) to examine the Reports of Comptroller and Auditor General of India on the State Public Undertakings.
- c) to examine in the context of the autonomy and efficiency of the Public Undertakings whether the affairs of the Public Undertakings are being managed in accordance with sound business principles and prudent commercial practice.

The Section send communications to the concerned Secretaries to Government duly intimating the managing Director of the Corporations about the examination of the Audit paras / Review and examination of replies furnished by the Government on the action taken Reports for which replies from the Government on the recommendations contained in the earlier Reports of the committee on Public Undertakings.

**LEGISLATURE COMMITTEE ON ESTIMATES:**

The Estimates Committee is constituted under Rule 264 of the Rules of Procedure and Conduct of Business in AP Legislative Council and under Rule 252 of the Rules of Procedure and Conduct of Business in the Andhra Pradesh Legislative Assembly. The Committee shall consists of 12 Members of whom 3 Members from Legislative Council and 9 Members from Legislative Assembly from amongst the Members of both the Houses every year, in accordance with the principal proportional representation by means of single transferable vote.

**THE FUNCTIONS OF THE COMMITTEE:**

- a) To report what economics, improvements in organization, efficiency or administrative reforms, consistent with the policy underlying the estimates; may be effected.
- b) To suggest alternative policies in order to bring about efficiency and economy in administration.
- c) To examine whether the money is well laid out within the limits of the policy implied in the Estimates.
- d) To suggest the form in which the estimates shall be presented to the Assembly.

**LEGISLATURE COMMITTEE ON WELFARE OF BACKWARD CLASSES:**

Under rule 270 of Rules of Procedure and Conduct of Business in AP Legislative Council and under Rule 276 and 277 of Rules of Procedure and Conduct of Business in AP Legislative Assembly, the Committee on Welfare of Backward Classes consisting of 3 Members nominated by the Chairman, AP Legislative Council and 9 Members nominated by the Speaker, Andhra Pradesh Legislative Assembly follows.

**THE FUNCTIONS OF THE COMMITTEE:**

- (i) The Committee will examine the Rule of Reservation for Backward Classes in all Departments of the Government including Public Undertakings, Corporations and Cooperative Institutions etc.
- (ii) The Committee will review the implementation of ameliorative and welfare measures for Backward Classes in the State.
- (iii) The Committee will present the Reports to the Legislative Council/Chairman and Legislative Assembly/Speaker and forward the same to Government for implementation of the recommendations of the Committee on various aspects.
- (iv) The Committee will examine/review the action taken on the Recommendations of the Committee.

**COMMITTEE ON WELFARE OF SCHEDULED CASTES:**

Under Rule 268 of Rules of Procedure and Conduct of Business in AP Legislative Council and under Rule 272 and 273 of Rules of Procedure and Conduct of Business in AP Legislative Assembly, the Committee on Welfare of Scheduled Castes consisting of 3 Members nominated by the Chairman, AP Legislative Council and 9 Members nominated by the Speaker, A.P Legislative Assembly.

**THE FUNCTIONS OF THE COMMITTEE:**

- (i) The Committee will examine the Rule of Reservation for Scheduled castes in all Departments of Government including Public Undertakings, Corporations and Cooperative Institutions etc.,
- (ii) The Committee will review the implementation of Welfare Programmes and other ameliorative measures for Scheduled Castes in the State.
- (iii) The Committee will present the Reports to the Legislative Council/Chairman and Legislative Assembly/Speaker and forward the same to Government for implementation of the recommendations of the Committee on various aspects.
- (iv) The Committee will examine/review the action taken on the recommendations of the Committee.

**COMMITTEE ON WELFARE OF SCHEDULED TRIBES:**

Under Rules 269 of Rules of Procedure and Conduct of Business in AP Legislative Council and under Rule 274 and 275 of Rules of Procedure and Conduct of Business in AP Legislative Assembly, the Committee on Welfare of Scheduled Castes consisting of 3 Members nominated by the Chairman, AP Legislative Council and 9 Members nominated by the Speaker.

**THE FUNCTIONS OF THE COMMITTEE:**

- (i) The Committee will examine the measures taken by the State Government to secure due representation of the Scheduled Tribes in services and posts under its control having regard to the provisions of Article 16 and 335 of the Constitution.
- (ii) The Committee will review the progress and implementation of welfare Programmes and other ameliorative measures as also constitutional safeguards for the Scheduled Tribes in the State.
- (iii) The Committee will present the Reports to the Legislative Council/Chairman and Legislative Assembly/Speaker and forward the same to Government for implementation of the recommendations of the Committee on various aspects.
- (iv) The Committee will examine/review the action taken on the recommendations of the Committee.

**COMMITTEE ON WELFARE OF WOMEN, CHILDREN, DISABLED AND OLD AGED:**

Under 270-A of Rules of Procedure and Conduct of Business in AP Legislative Council and under Rule 283 and 284 of Rules of Procedure and Conduct of Business in AP Legislative Assembly, the Committee on Welfare of Women, Children Disabled and Old aged and Child consisting of 3 Members nominated by the Chairman, AP Legislative Council and 9 Members nominated by the Speaker, AP Legislative Assembly shall function as follows:

- (i) The Committee shall examine the measures taken by the State Government to secure due to representation to Women in services and posts under its control and review the progress and implementation of welfare programmes and other ameliorative measures of Women and Children.
- (ii) The Committee will present the Reports to the Legislative Council/Chairman and Legislative Assembly/Speaker and forward the Same to Government for implementation of the recommendations of the Committee on various aspects.

- (iii) The Committee will examine/review the action taken on the recommendations of the Committee.

**LEGISLATURE COMMITTEE ON WELFARE OF MINORITIES:**

Under Rule 270-B of Rules of Procedure and Conduct of Business in AP Legislative Council and under Rule 285 & 286 of Rules of Procedure and Conduct of Business in AP Legislative Assembly, the Committee on Welfare of Minorities consisting of 3 Members nominated by the Chairman, AP Legislative Council and 9 Members nominated by the Speaker, AP Legislative Assembly shall function as follows:

The Committee shall examine the measures taken by the State Government and to review the progress and welfare programmes and other ameliorative measures taken up for the welfare of the Minorities.

The Committee will present the Reports to the Legislative Council/Chairman and Legislative Assembly/Speaker and forward the same to Government for implementation of the recommendations of the Committee on various aspects.

The Committee will examine/review the action taken on the recommendations of the Committee.

**LEGISLATURE COMMITTEES ON GOVERNMENT ASSURANCES OF BOTH THE HOUSES:**

Under Rule 253 and 254 of Rules of Procedure and Conduct of Business in AP Legislative Council and under Rule 267 and 268 of Rules of Procedure and Conduct of Business in AP Legislative Assembly, the Committee on Government Assurance consisting of 7 Members nominated by the Chairman, AP Legislative Council and 7 Members nominated by the Speaker, AP Legislative Assembly shall function separately as follows:

The Section mainly cull out the Assurances from the proceedings of both the House made by the Chief Minister, Ministers on the Floor of both the House while replying to the questions, debates etc. and send them to the concerned Departments of Government for implementation. After receipt of the implementation Reports from the Government, the Section places them before the Committee for examination. The Committee visits Districts in order to examine the implementation of Assurances pertaining to Districts and to other States for comparative study.

**RECEPTION & PROTOCOL SECTION FUNCTIONS:**

Preparation and issue of Passes to Officials of various Departments, Visitors, personnel of Press and Electronic Media and the Staff of Ministers during the Sessions of Legislature.

- (i) Constitution and convening of Media Advisory Committee meeting during Sessions.
- (ii) Reception and Protocol arrangements to Sister Committees from other States.
- (iii) Posting of Class-IV Staff in the Department.
- (iv) Up keep of the Legislature Secretariat premises.
- (v) Monitoring Dispatch work.
- (vi) Regulation of Xerox work.
- (vii) Purchase / Disposal and maintenance of Department Vehicles.
- (viii) Receive Tappals and dispatch of letters etc.,
- (ix) Miscellaneous work.

**COMMITTEE ON LIBRARY:**

Under Rule 271 of Rules of Procedure and Conduct of Business in AP Legislative Council and under Rule 281 and 282 of Rules of Procedure and Conduct of Business in AP Legislative Assembly, the Library Committee consisting of 3 Members nominated by the Chairman, AP Legislative Council and 7 Members nominated by the Speaker, AP Legislative Assembly shall function separately as follows:

The Committee will consider and advice on such matters concerning the Library as may be to it by the Speaker from time to time.

The Committee will consider suggestions for the improvement of the Library.

The Committee will assist Members of Legislature in fully utilizing the service provided by the Library.

**THE FOLLOWING ARE THE ORGANIZATIONAL FUNCTIONS OF LEGISLATURE LIBRARY:**

The Andhra Pradesh Legislature Secretariat has a well equipped Library Wing; It is one of the best reference repositories in the State of Andhra Pradesh which caters to the requirements of the Hon'ble Members, who represent the State of Andhra Pradesh by supplying them all available sources of information like books, reports etc, to enable them to discharge their responsibilities effectively.

**FUNCTIONS:**

The principal functions of the Legislature Library are acquisition, processing, preservation and issue of books and other published material.

**WORKING HOURS:**

Legislature Library works from 10:00 am to 5:00 pm during non-session days. During session day it is kept open one hour before the commencement of the Session and closes after the house adjourns for the day or at 5:00 pm whichever is later.



**BUDGET:**

The Legislature Library is having a budget provision of Rs. 5 Lakhs per annum for purchase of Books, Periodicals and dailies.

**ACQUISITIONS:**

Development of user-oriented and effective collection is a prerequisite for any Legislature Library. It is so important that it should acquire recent documents and organise them in such a way that the reading material receives maximum utility. In fact, the Legislature Library reflects in its collection the entire gamut of the State and National activity in its totality.

**Books and Publications required for the Legislature Library are selected on the basis of:**

- (i) Book Reviews;
- (ii) Publishers' Catalogues;
- (iii) Suggestions from the Legislators; and
- (iv) Visiting the Local, National and International Book Fairs.

**BOOKS:**

The Legislature Library at present is holding over 5000 volumes of printed books besides innumerable number of reports, debates of State Legislature, Lok Sabha and Rajya Sabha.

Books and Publications in the Library include subjects like (1) Law and Legislature (2) Political Science (3) Public Administration (4) Economics (5) Religion (6) Biographies (7) Psychology (8) Sociology (9) Literature (English, Telugu and Urdu) (10) Reference Books like year Books, Encyclopaedias etc.,

**PERIODICALS AND NEWSPAPERS:**

Legislature Library is at present subscribing as many as 05 periodicals including Law Journals and 16 News Papers out of which 7 in English 9 in Telugu. All these periodicals and News papers are displayed on the racks and on separate Reading Table in the Library reading Hall.

**GANDHIANA:**

As a mark of respect of the memory of Mahatma Gandhi, the Father of the Nation, a separate “GANDHIANA” collection is arranged, for Members and scholars interested in a deeper study and extensive research on the life and works of Mahatma Gandhi, which contains about 800 books by and on Mahatma Gandhi in English only.

**ISSUE OF BOOKS:**

The issue of books and other publications to Members is regulated by the Legislature Library Rules which were framed on the recommendation of the Library Committee of the Andhra Pradesh Legislature in the year 1977-78, these rules are also incorporated in the ‘Hand Book for Members’.

Members are entitled to borrow four books at a time on loan from the Library for a period of 15 days during session days and for a period of 30 days during non-session days as per Library Rules. Reference books are not issued out-side Library and consulted in the Library only.

**STUDY FACILITIES:**

Facilities are available to Members for quiet study in the Library spacious comfortable and well furnished Reading Hall with Air-conditioned.

**REPROGRAPHIC SERVICE:**

This Service was set up to cater to the urgent official needs of Legislators. Important Press Clippings, Articles in Newspapers and Periodicals and extracts from books and other documents can be Xeroxed on indent by the Legislators on a limited scale.

**COMPUTERISATION:**

The frontiers of knowledge are growing at an incredible speed opening up wholly new areas and introducing new concepts. This particularly so in the field of Information Technology i.e., Computers and Communications. The Technological advances are making the world a global village and it has the greatest impact on the methods of information handling.

Now information can not only be stored, retrieved, communicated electronically at a Phenomenal speed but it can also be rearranged, marshalled and transformed as per the information requirements of the individuals and institutions.

**COMPUTERISED INFORMATION SERVICES IN LEGISLATURE e (Library) SECRETARIAT:**

The idea of introducing automation in the Legislature Library was mooted in the year 1992. Continuous growth in the information requirements of Legislature during the past few years coupled with rapid developments in the Computer Technology has thrown up several new area where Computers could be used.

Library Management function like acquisition, processing, Issue and Return of Books have been computerized.

**RESEARCH AND REFERENCE SECTION:**

**The Research and Reference Section is offering following facilities to the Legislators:**

**(i) PRESS CLIPPINGS:**

All news and views, including editorial comments and articles of current as well as permanent importance from point of view of Members are indentified from daily newspapers and preserved in distinct subject-wise folders. The primary objective of the 'Press Clipping Service' is to meet the basic information needs of the Members by making readily available to them relevant and up-to-date information appearing in the Press on almost every subject.

**(ii) PREPARATION OF BACKGROUND NOTES:**

The Research and Reference Section prepares Articles, Speeches etc., for Commonwealth Parliamentary Association Conferences/Seminars and Presiding Officers Conferences to Hon'ble Speaker. And also preparing background notes on topical issues and furnishes to the Members as and when desired by them.

**(iii) PREPARATION OF HOUSE STATISTICS:**

The Research and Reference Section prepares various types of Statistical Information related to Assembly Proceedings.

**(iv) DOCUMENTATION OF ARTICLES:**

The record of important articles appearing in Newspapers, Journals and periodicals are maintained with brief annotation, so as to meet the information requirements of Members on the basis of either the subject or the author. The information can be accessed through Computer based retrieval system.

**(v) REPROGRAPHY SERVICE:**

Xerox facility is made available to meet the urgent requirements of Members for Photocopies of important Press Clippings and any particular pages in Books, Reports, Journals and Magazines and any other reference material connection with their Parliamentary and Legislature work.

**(vii) COMPUTERISED INFORMATION SERVICE:**

The following data available in Legislature for on-line retrieval to Legislators.

- (i) Documentation of Feature Articles.
- (ii) Bio-data of Women Members of Andhra Pradesh Legislative Assembly from 1956.
- (iii) Statistical information relating to general Law and Order.
- (iv) Information relating to Atrocities on Women.
- (v) Statistical information relating to Road Accidents.
- (vi) List of Members of Parliament of Andhra Pradesh State.
- (vii) List of elected Members to Andhra, Hyderabad and Andhra Pradesh State from 1952.

**REFERENCE SERVICE:**

Supply of on the spot reference to the members from published documents and long range services are being provided.

**REPORTING SECTION:****ORGANISATIONAL FUNCTIONS OF THE REPORTING SECTION:**

As per Rule 347 of the Rules of Procedure and Conduct of Business in the Andhra Pradesh Legislative Assembly, the Secretary General shall cause to be prepared a full Report of the proceedings of the Assembly. For this purpose, there is a Reporting Section in the Legislature Secretariat.

**I. NATURE OF DUTIES OF REPORTERS:****(a) Reporting House Proceedings:**

At any given point of time one Reporter from each of Telugu & English will be present in the House and take down the proceedings of the House in verbatim from its commencement to conclusion and hand over to Chief Reporter for the purpose of compilation.

**(b) Reporting Legislature Committees:**

The Reporters also cover the proceedings of meetings of the Legislature Committees. The Proceedings of the Financial Committees, Viz., Committee on Public Accounts, Committee on Public Undertakings and Committee on Estimates will be recorded verbatim. As regards other Committees, the proceedings will be either verbatim or a gist, depending upon the nature of business transacted.

The proceedings of these Committees furnished by the Reporters are treated as confidential until the Committee formulates its recommendations and presents its report to the Legislature.

**(c) Reporting Committees' Tour Proceedings:**

The Reporters are also required to accompany the various Legislature Committees on their tours either within the State or outside the State to cover proceedings of meetings to be held with District Officials or spot inspections. Soon after return from Tours, the Reporters have to submit a detailed report to the Committee concerned, so as to enable the Section concerned to place its Report in the Floor of the House.

**(d) Special Assignments:**

Now and then, the services of the Reporters are also required for attending the special assignments like Collectors' Conference, Meetings of Cabinet Sub Committees, Parliamentary Committees etc.

**II. DUTIES OF CHIEF REPORTER:**

The Chief Reporter compiles the verbatim record of the proceedings of the House taken by the individual Reporters.

A copy of every speech delivered by a member will be furnished by the Chief Reporter to him on the very next day for confirmation and making corrections. The corrections made by Members are carried out by the Chief Reporter in the Official record of the proceeding and an asterisk mark is okayed before the name of the Member with a footnote "as confirmed by the Member".

**EDITING AND EXPUNCTION:**

The Chief Reporter will go through the verbatim record of the proceedings and ensures that the proceedings are in accordance with the directions of the Chairman, AP Legislative Council and Speaker, AP Legislative Assembly the Rules of Procedure and the established Parliamentary practices.

According to Rule 314 of Rules of Procedure and Conduct of Business in AP Legislative Council and according to Rule 348 of Rules of Procedure and Conduct of Business in AP Legislative Assembly if the Chairman / Speaker is of the opinion that words which are defamatory or indecent or un-parliamentary are used, he may, in his discretion order that such word or words be expunged from the Official record of the proceedings of the House. Then, the Chief Reporter executes these orders of the Speaker and expunges those remarks from the Official record of the proceedings and makes all consequential alterations.

After editing, a full record of proceedings of the House at each of its sittings will be sent to Printing Section by the Chief Reporter of getting printed and published by the Secretary General of the Legislature Secretariat.

#### **TECHNICAL SECTIONS OF BOTH HOUSES:**

##### **This Section deals with the following:**

- (i) Sound reinforcement System in the Assembly Hall and Committee Rooms.
- (ii) Tape recording system.
- (iii) Sound interpretation system.
- (iv) Closed circuit T.V. System.
- (v) Security / surveillance C.C.T.V. System.
- (vi) Electronic vote recording system and maintenance of above System.

#### **PENSIONS SECTION FUNCTIONS:**

Sanction and Payment of Pension to all Ex. Legislators of Andhra Pradesh Legislative Assembly / Council.

- (i) Sanction and Payment of Pension to Widows of all Ex. Legislators of Andhra Pradesh Legislative Assembly / Council.
- (ii) Sanction and Payment of Pension to all Ex. Legislators of Andhra Pradesh Legislative Assembly / Council.

- (iii) Reimbursement of Medical expenditure incurred by ex. Legislators of Andhra Pradesh.
- (iv) Issue of Identity Cards to Ex. Legislators.

### **TRANSLATION SECTION:**

The main function of the Translation Section is to translate the LAQs / LCQs received from the Members in Telugu version To English, the question lists in English received from Question Section to Telugu for inclusion in the Pink/Green Lists. Besides translation of LCQs / LAQs which include Starred and Un-Starred Questions, the notices received under Rule 311/344 (matter of urgent Public Importance), Rule 57/74 (Calling Attention Notices) and Rule 54/51 (Short Notice Questions) and non-official resolutions are also translated from Telugu to English. Daily Agenda of the House and obituary references of Members are also translated From Telugu to English and vice-versa. This Section also attends to urgent translation works as entrusted by the Secretary General from time to time.

### **HOSTELS SECTION:**

The Hostel Section is dealing with issues relate to the New MLA's Quarters, Old MLA's Quarters and Errumanzil MLA's Quarters besides Accommodation.

There are family quarters that are situated at Hyderguda, Adarsh Nagar and Errumanzil, Hyderabad.

### **The number of Quarters situated in each place is as detailed now:**

1. M.S. Block –I	57
2. M.S. Block –II	56
3. 'A' Block	29
4. New MLAs'Quarters Deluxe Quarters	30
5. New MLAs'Quarters Ordinary Quarters	114
6. Erramanzil 'A' Type Quarters	36
7. Erramanzil 'B' Type Quarters	15
Total:	337



These Quarters will be allotted to MLC's / MLA's and Ex-MLA's as per the direction of the Hon'ble Speaker and the Rent is being charged @ Rs.50,000/- per month to the present Members and Rs.15,000/- per month to the Ex-Members.

**AMENITIES COMMITTEE:**

Under Rule 267 & 268 Rules of Procedure and Conduct of Business in AP Legislative Council and under Rule 265 of Rules of Procedure and Conduct of Business in AP Legislative Assembly the Committee on Amenities consisting of twelve of whom 3 Members nominated by the Chairman, AP Legislative Council and 9 Members nominated by The Speaker, AP Legislative Assembly.

The functions of the Committee on Amenities are different from other regular Committees. The Hon'ble Speaker will usually be the Chairman of the Committee and a Sub-Committee will be nominated by the Hon'ble Speaker, whenever the Hon'ble Speaker feels necessary. The Committee deals with the amenities provided and to be provided to the Legislators and Ex. Legislators. Allotment of canteens and the shops in the premises of MLAs Quarters and Assembly Buildings also will be dealt with by the Committee on Amenities.

**HOSTELS SECTION FUNCTIONS:**

- (i) Maintenance of Accounts pertaining to all the Legislature Quarters of Hon'ble Member, Ex. Members.
- (ii) Settlement of the bills of Electricity, Water and pertaining to all the MLAs' Quarters.
- (iii) Issuing of Accommodation Allowance Certificate to the Hon'ble Members who do not require the Accommodation.

- (iv) Issuing of Allowance Certificate in lieu of furniture to the Hon'ble Members who are staying in the family Quarters in MLAs' Quarters.
- (v) Issuing of "No Dues Certificate" pertaining to the MLAs' Quarters to the Members and Ex. Members who are contesting in General Election of Legislative Assembly.
- (vi) Depositing the amount collected towards the Rent and other charges of MLAs' Quarters in Government Account every day.
- (vii) Maintenance of the Accounts and Collecting the rent and Electricity Charges from the allottees of Shops and Canteens in the premises of all the MLAs' Quarters.

**THE RULES, REGULATIONS AND INSTRUCTIONS IN THE FOLLOWING ACTS / RULES / MANUALS etc., ARE BEING FOLLOWED BY THE LEGISLATURE SECRETARIAT:**

1. Rules of Procedure and conduct of Business in Andhra Pradesh Legislative Assembly.
2. Andhra Pradesh Legislative Assembly Secretariat Service Rules.
3. Secretariat Office Manual.
4. The Andhra Pradesh Fundamental and Subsidiary Rules.
5. The Andhra Pradesh Civil Services (CCA) Rules, 1991.
6. The Andhra Pradesh Civil Services (Conduct) rules, 1964.
7. The Andhra Pradesh State and Subordinate Service Rules.
8. The Andhra Pradesh Integrated Medical Attendance Rules, 1972.
9. The Andhra Pradesh Government Business Rules and Secretariat Instructions.
10. The Andhra Pradesh Last Grade Service Rules.
11. The Andhra Pradesh General Provident Fund Rules.
12. The Andhra Pradesh Employees Group Insurance Rules.
13. The Andhra Pradesh Government Life Insurance Rules.

14. Andhra Pradesh T.A. Rules including LTC.
15. Holidays including those under the Negotiable Instruments Act.
16. Andhra Pradesh Payment of Salaries and Pension and Removal of Disqualification Act, 1953.
17. Instructions of in regard to action to be taken in cases where Government servants are involved in misappropriation of Government money or convicted in Criminal Cases.
18. Instructions in regard to appointment of son/daughter/spouse of Government Servants, who die in harness while in service/retire on medical grounds.
19. Instructions in regard to age concessions for appointment to Public Services under the State Government.
20. Instructions in regard to maintenance and security of personal files.

**NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS****(Section 4 (1) (b) (XVI)**

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|--|---|---|
| 1. Assistant Secretary to<br>Legislature Secretariat | : | G. Bharatha Lakshmi,<br>Assistant Public Information Officer,<br>Tel.No. 8978882216 |
| 2. Joint Secretary to<br>Legislature Secretariat     | : | M.Vijaya Raju,<br>Public Information Officer,<br>Tel.No. 8978500668.                |
| 3. Secretary General to<br>State Legislature         | : | P.P.K. Ramacharyulu,<br>Appellate Authority,<br>Tel.No. 98682 06999.                |

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