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,
ANDHRA PRADESH.
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 a 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. Un-like 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 as Head of both the Houses. The functions of the Legislature Secretariat are to conduct the meetings of the Assembly and Council to enrol 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 functions through its Committees viz. Financial Committees, Welfare Committees and several 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 Houses 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 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. One Special Secretary, One Additional Secretary, Two Joint Secretaries, Four Deputy Secretaries and Thirteen Assistant Secretaries assist the Secretary 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 Departments. He is 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.

ADDITIONAL SECRETARY/JOINT SSECRETARY/DEPUTY SECRETARY TO STATE LEGISLATURE:

The duties of Additional Secretary / Joint Secretary / Deputy Secretary are generally supervisory over the officers. They are responsible for the work of the subjects allotted to them by the Secretary, Legislature. They ensure for efficient and prompt disposal of the work entrusted to the officers placed under them. They are answerable to the Secretary 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.

ASSISTANT DIRECTOR (LIBRARY):

The Assistant Director exercises overall supervision over the Librarian and other staff working in the Library and Research & Reference Wing. The Assistant Director is responsible to see that all the Library books, debates, reports and other Literature is classified and catalogued and properly maintained besides making available the required information as desired by the Members from time to time through Research & Reference Wing. The Assistant Director is required to procure and make available to the Members, the important proceedings of Parliament and other State Legislatures as required by them. The Assistant Director is also in charge of the Library Committee.

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 form the concerned Members and carry out 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:

The Private Secretary To Secretary 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, Legislature in discharging his official duties.

ESTATE OFFICER:

He is the Custodian head of the Legislature Quarters and Hostels. He has to safeguard the premises and properties and also its maintenance. He is responsible to see that all the complaints from the occupants (Legislators) are promptly attended to and exercise supervision over the maintenance and to provide necessary civic amenities to the Legislators.
TRANSLATOR:

Translation of daily agenda of the House and LCQ / LAQs / SNQ / U.R. 311 / 274 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, Legislature from time to time. They are also supervise the work of Assistant Translators working under them.

ACCOUNTS OFFICER:

The Accounts Officer posted by the Finance Department is presently entrusted with the Legislature Secretariat the Legislatores Hostels and Quarters accounts. He exercises supervision over the Section Officer and other staff working in the Hostel Accounts Section. He is answerable to the Secretary, Legislature.

RESEARCH OFFICER:

The Research Officer is the section head of Research and Reference Section. He exercise supervision over the work of two Research Assistants and other supporting staff working under him. The important function and duties of Research Officer are 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, Legislature in preparing speeches and notes for the Presiding Officers in connection with the Presiding Officers' Conference, Commonwealth Parliamentary Association Conference and Seminars. He is 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 AREs and other supporting staff in covering the proceedings of both the Houses 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.

LANGUAGE INTERPRETER:

The primary duty of the Language Interpreter is to interpret simultaneously, the proceedings of both the Houses in English to Telugu and from Urdu to Telugu. He works directly under the control of Secretary, Legislature.

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, 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)(h)(iv & (v)))
LEGISLATION SECTION:

The Legislation Section of both the Houses 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 on Wild Life and Environment protection; Making Meeting Files; Printing and Binding; Adjournment Motions and General Purpose Committee.

QUESTIONS SECTIONS:

In a Parliamentary System the Government is answerable for all its acts of Omissions and Commissions to Legislature and through legislation 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 on 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 coordinator between Legislature and Government in getting replies to questions tabled by the Members of both the Houses.
THE FUNCTIONS OF THE QUESTIONS BRANCH I & II OF BOTH THE HOUSES ARE FOLLOWING:

QUESTIONS SECTION - I

Questions-I 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.

QUESTIONS SECTION - II

Questions - II Section deals with LCQs / LAQs / besides SNQs / U.R.311 / 274 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; PanchayatRaj and Rural Development Departments will be processed for getting replies from the Government and also Registration of Questions; preparation of meeting files during Session day; 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 of Council/Assembly and also Telephone Exchanges(Council, Assembly, Old and New M.L.As Quarters). Maintenance of the same by entering into AMCs.


(iv) Provision of Desktop Computers to M.L.Cs., / M.L.As.,

(v) General correspondence in respect of facilities provided to M.L.Cs., / M.L.As., with other States and any other subjects allotted by the Secretary.

(vi) Providing of Accommodation at New Delhi and other States on request by M.L.Cs., / M.L.As.

(vii) Providing of LPG Connections, Discarded Military Vehicles (Jeep, Jongas, Motor Cycles) Telephone Connections, etc., on request to M.L.Cs and M.L.As.

(viii) Print and supply of identity card-cum-Bus pass to M.L.Cs/M.L.As 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, T.A., D.A. 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:**

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 framework 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, inter alia, 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 DEALS
WITH THE FOLLOWING SUBJECTS:

(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 India 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 above, the service matters pertaining to Private Secretaries and Personal Assistants working in the Peshis 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 and Non-Gazetted Officers. Creation and abolition of posts, pension cases of all Officers and Non-Gazetted Officers.

O.P. II SECTION:

THE O. P. II SECTION DEALS WITH THE FOLLOWING:

(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/Moped Advance
d) Bicycle Advance
e) Marriage Advance
f) Computer Advance
g) Educational Advance
h) 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:**

*The Legislature (O.P.III) Section otherwise called as Stores Section deals with the following subjects:*

(i) Maintenance of buildings i.e. Civil and Electrical works through R & B and Electrical authorities.

(ii) providing of Computers, Air Coolers and its repairs and also A.M.Cs.

(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 its A.M.Cs.

(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 Printing and Stationery, Press, Chanchalguda, Hyderabad.

(xiv) Preparation and supply of Greeting cards etc., every year to the Presiding Officers, Political Officers and Officers.

(xv) Maintenance of Typewriters/computers Roneo 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 - I SECTION:

The Claims - I Section deals with the following subjects:

(i) 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.


(iii) Claiming of Educational Re-imbursement, Medical Re-imbursement, Leave encashment and Retirement Benefits of all Retired employees.

(iv) Preparation of Budget and reconciliation.

CLAIMS - II SECTION:

The Claims-II Section deals with the following work:

(i) 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.
(ii) 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 Officer, including personal staff of all the Committee Chairmen.

(iii) Bills pertains to AMC of Fax Machines, EPABX System installed in the Council/Assembly Buildings.

(iv) Canteen Bills pertaining to all Committee meetings and bills received from Hostels.

(v) T.A. Bills of Officers and staff of Legislature including peshi staff.

(vi) Salary and TA pertaining to Hon'ble Chairman/Deputy Chairman, Speaker and Deputy Speaker, Andhra Pradesh Legislative Council/Assembly.

(vii) Telephone Bills pertaining to Council, Assembly, Hostels, residential phones of Officers and Political Officers of Legislature Secretariat.

(viii) Water and Electricity bills pertaining to Council/Assembly and Hostels.

Receiving and dispatching of the Cheques pertaining to the above bills to the concerned sections.

**LEGISLATURE PUBLIC ACCOUNTS COMMITTEE:**

The Committee on Public Accounts consists of 5 Members from Legislative Council and 15 Members from Legislative Assembly elected from amongst the Members of both the House every year. The 5 Members of Legislative Council and 15 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 226 of Assembly rules.)

Under Rule 225 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 think fit.
The Committee Section of Andhra Pradesh Legislative Assembly is also dealing with the 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 will also deals with the following 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.
(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 consists of 5 Members from Legislative Council and 15 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 A.P. Legislative Council and under Rule 230 of A.P. Legislative Assembly Rules.

The functions of the Committee:

a) examination of the Reports and Accounts of Public Undertakings specified in the schedule-II appended to the Rules.
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 A.P. Legislative Council and under Rule 228 of the Rules of Procedure and Conduct of Business in the Andhra Pradesh Legislative Assembly. The Committee consists of 5 Members from Legislative Council and 15 Members from Legislative Assembly from
amongst the Members of both the House every year, in accordance with the principle of proportional representation by means of single transferable vote.

The functions of the Committee are as under:

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.

d) to suggest the form in which the estimates shall be presented to the Assembly.

LEGISLATURE COMMITTEE ON BACKWARD CLASSES WELFARE:

Under Rule 270 of Rules of Procedure and Conduct of Business in A.P. Legislative Council and under Rule 252 and 253 of Rules of Procedure and Conduct of Business in A.P. Legislative Assembly, the Committee on Welfare of Backward Classes consisting of 3 Members nominated by the Chairman, A.P. 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 A.P. Legislative Council and under Rule 248 and 249 of Rules of Procedure and Conduct of Business in A.P. Legislative Assembly, the Committee on Welfare of Scheduled Castes consisting of 3 Members nominated by the Chairman, A.P. 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 Rule 269 of Rules of Procedure and Conduct of Business in A.P. Legislative Council and under Rule 250 and 251 of Rules of Procedure and Conduct of Business in A.P. Legislative Assembly, the Committee on Welfare of Scheduled Castes consisting of 3 Members
nominated by the Chairman, A.P. 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 AND CHILD WELFARE:**

Under Rule 270-A of Rules of Procedure and Conduct of Business in A.P. Legislative Council and under Rule 258-A and 258-B of Rules of Procedure and Conduct of Business in A.P. Legislative Assembly, the Committee on Welfare of Women and Child consisting of 3 Members nominated by the Chairman, A.P. Legislative Council and 9 Members nominated by the Speaker, A.P. Legislative Assembly shall function as follows:

The Committee shall examine the measures taken by the State Government to secure due 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.
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 COMMITTEE ON WELFARE OF MINORITIES:**

Under Rule 270-B of Rules of Procedure and Conduct of Business in A.P legislative Council and under Rule 258-D of Rules of Procedure and Conduct of Business in A.P. Legislative Assembly, the Committee on Welfare of Minorities consisting of 3 Members nominated by the Chairman, A.P. Legislative Council and 9 Members nominated by the Speaker, A.P. 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 COMMITTEE ON GOVERNMENT ASSURANCES OF BOTH THE HOUSE:**

in A.P. Legislative Assembly, the Committee on Government Assurances consisting of 7 Members nominated by the Chairman, A.P. Legislative Council and 12 Members nominated by the Speaker, A.P. 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.

**MONITERING CELL SECTION:**

The Section will get the House Committee Reports after presentation from the concerned Sections of Andhra Pradesh Legislature Secretariat and pursue with the concerned Departments on the action taken by the Department concerned on the recommendations of the House Committee.

**RECEPTION & PROTOCOL SECTION:**

The Reception & Protocol Section deals with following subjects:

(i) 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.

(ii) Constitution and convening of Media Advisory Committee meeting during Sessions.

(iii) Reception and Protocol arrangements to Sister Committees from other States.

(iv) Posting of Class-IV staff in the Department.
(v) Up keep of the Legislature Secretariat premises.
(vi) Monitoring Dispatch work.
(vii) Regulation of Ronco and Xerox work.
(viii) Purchase / Disposal and maintenance of department vehicles.
(ix) Receive Tappals and dispatch of letters etc.
(x) Miscellaneous work.

COMMITTEE ON LIBRARY:

Under Rule 271 of Rules of Procedure and Conduct of Business in A.P. Legislative Council and Under Rule 257 and 258 of Rules of Procedure and Conduct of Business in A.P. Legislative Assembly, the Library Committee consisting of 3 Members nominated by the Chairman, A.P. Legislative Council and 7 Members nominated by the Speaker, A.P. 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 services provided by the Library.

THE FOLLOWING ARE THE ORGANIZATIONAL FUNCTIONS OF LEGISLATURE LIBRARY:

The Andhra Pradesh Legislature Secretariat has a well equipped Library Wing, located in a separate architecturally imposing building in the Assembly Premises. It is one of the largest finest, richest and 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. The emphasis is always on the concept of building the Legislature Library into a dynamic living organism. Capable of thinking ahead and planning new tools and services to meet the multifarious and growing needs of its special clientele.

WORKING HOURS:

Legislature Library works from 10:30 a.m. to 5:00 p.m. 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 p.m. whichever is later.

BUDGET:

The Legislature Library is having a budget provision of Rs.3 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 organize 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 37,000 volumes of printed books, besides innumerable number of reports, debates of State Legislature, Lok Sabha and Rajya Sabha.


PERIODICALS AND NEWSPAPERS:

Legislature Library is at present subscribing as many as 33 periodicals including Law Journals and 23 Newspapers out of which 11 in English, 7 in Telugu, 3 in Urdu and 2 in Hindi. All these periodicals and Newspapers 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 and Telugu.
CLASSIFICATION:

All the Library acquisitions are processed and classified according to Dewey Decimal Classification System. A list of accessions to the Legislature Library containing titles of the latest additions with subject index is published every year for the information of members with a view that Hon'ble Members can have a look at the new accessions of the year at their leisure and convenience.

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, Air-conditioned Cubicles are provided exclusively for use of Hon'ble Members.

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.
COMPUTERIZATION:

The frontiers of knowledge are growing at an incredible speed opening up wholly new areas and introducing new concepts. This is 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, marshaled and transformed as per the information requirements of the individuals and institutions.

COMPUTERISED INFORMATION SERVICES IN LEGISLATURE e (Library) SECRETARIAT:

The ideal 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 areas where Computers could be used.

Legislature Secretariat has kept pace with the development by setting up a Computer Center in Legislature Library and necessary Software Programmes have been developed for Assembly Proceedings, Library, Research and Reference etc., with the help of National Informatics Centre, Hyderabad.

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

MICROFILMING SERVICE:

Micrographics a generic term for microforms such as Microfilm (roll/strip) microfiches and micro cards are modern, efficient, and powerful communication and information handling tools forming as indispensable part of Information Technology.

Information stored in micro images can be read through devices such as microfilm reader/printer etc., from which print outs can also be taken using built in printer.
MICROFILMING IN LEGISLATURE LIBRARY:

To ensure optimum utilizations of existing space in the Legislature Library, preservation of valuable collection of Assembly proceedings Microfilming of Assembly debates from the year 1956 to 2002 have been taken up and completed. A micro film reader/printer is purchased for viewing 46 years of Assembly proceedings for the reference of Hon'ble Members of Legislature and get print outs.

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 identified 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) **COMPILATION OF COMPARATIVE DATA:**

Whenever a foreign delegation visits the State Legislature, a brief preparation of a note containing the historical, geographical, social, economical and political details of their country is to be prepared and furnished to the Hon’ble Speaker and Deputy Speaker and Secretary to Legislature. At the same time similar details of our State, and about our Legislature are also compiled and furnished to the Members and visiting Foreign Delegates.

(vi) **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 in connection with their Parliamentary and Legislature work.

(vii) **COMPUTARISED INFORMATION SERVICE:**

The following data stored in now available in legislature R.R. Computers 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.

(viii) 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 307 of the Rules of Procedure and Conduct of Business in the Andhra Pradesh Legislative Assembly, the Secretary 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 and Urdu Languages 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, A.P. Legislative Council and Speaker A.P. Legislative Assembly the Rules of Procedure and the established Parliamentary practices.

According to Rule 314 of Rules of Procedure and Conduct of Business in A.P. Legislative Council and according to Rule 308 of Rules of Procedure and conduct of Business in A.P. Legislative Assembly if the Chairmen / 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 those 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 for getting printed and published by the Secretary of the Legislature Secretariat.

TECHNICAL SECTIONS OF BOTH HOUSES:

This Section deals with the following:

(1) Sound reinforcement system in the Assembly hall and Committee Rooms.
(ii) Tape recording system.
(iii) Sound interpretation system.
(iv) Closed circuit T.V. System.
(vi) Electronic vote recording system and maintenance of above system.

PENSIONS - I AND II SECTIONS:

Pensions I and II Sections deal with the following Subjects:

(i) Sanction and payment of Pension to all Ex. Legislators of Andhra Pradesh Legislative Assembly / Council.
(ii) Sanction and payment of Pension to Widows of 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 L.A.Qs. / L.C.Qs received from the Members in Telugu version to English, the question lists in English received from Questions Sections to Telugu for inclusion in the Pink/Green lists. Besides translation of L.C.Qs / L.A.Qs which include Starred and un-Starred Questions, the notices received under Rule 311/304 (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 from time to time.
HOSTELS SECTION:

The Hostels Section consists of the New MLA's Quarters, Old MLA's Quarters, Errum Manzil MLA's Quarters and Punjagutta MLAs' Quarters. New and Old MLAs' Quarters are under the control of one Estate Officer, and the Errum Manzil MLA's Quarters and Punjagutta MLAs' Quarters, are under the control of the other Estate Officer.

There are 364 Family Quarters and 96 Hostel Rooms under the control of the Hostel Wing. The Family Quarters are situated at various places like New MLAs' Quarters, Adrash Nagar, Old MLAs' Quarters, Hyderabad, Errum Manzil MLAs' Quarters and Punjagutta MLAs' Quarters.

The number of Quarters situated in each place is as detailed below:

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
8. Punjagutta MLAs' Quarters 27

Total 364

These quarters will be allotted to M.L.Cs./ M.L.A's and EX-M.L.A's etc. as per the discretion of the Hon'ble Speaker. Hostel rooms are meant exclusively for daily basis use but those are also being allotted on monthly basis to M.L.Cs / M.L.A's and EX-M.L.Cs / EX-M.L.A's on payment of rent @ Rs.2000/- per month. There are two categories in the family quarters...
and the family quarters are also being allotted on monthly basis and rent is being charged @ Rs.2000/- per month and Rs.3000/- per month as per the category for Ordinary and Deluxe Quarters respectively. Hostel rooms are allotted on daily basis and the rent is being charged @ Rs.100/- per day for the first five days and Rs.200/- per day thereafter.

The family quarters and Hostel Room will be maintained from time to time at the written request of the allottee, depending upon the requirement and there are Civil and Electrical Section one each of the R&B department in the premises of MLAs' Quarters to carry out the repairs. The R&B Department will be addressed to carry out the works in the quarter basing on the letter of the allottee and administrative sanction for the estimates of higher amounts will be given. Formal work orders will be issued for routine and lower expenditure works by the Legislature, as the case may be after scrutinizing of the original bills, submitted by the Executive Engineer concerned.

Besides the aforesaid functions, the MLA's Quarters Sections is also dealing with the Committee on Amenities.

**AMENITIES COMMITTEE:**

Under Rule 267 of Rules of Procedure and Conduct of Business in A.P. Legislative Council and under Rule 265 of Rules of Procedure and Conduct of Business in A.P. Legislative Assembly the Committee on Amenities consisting 4 members nominated by the Chairman, A.P. Legislative Council and 8 members nominated by the Speaker, A.P. 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-ACCOUNTS SECTION:

The Hostels-Accounts Section deals with the following subjects:

(i) Maintenance of Accounts pertaining to all the Legislature Hostels and Family Quarters of Hon'ble Member, Ex.Members, Members of Parliament and Ex.MPs.
(ii) Settlement of the bills of Electricity, Water and Telephone 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 DEPARTMENT SHALL FOLLOW RULES, REGULATIONS AND INSTRUCTIONS IN THE FOLLOWING ACTS/RULES/MANUALS ETC.

2. Andhra Pradesh Legislative Assembly Secretariat Service Rules.

10. The Andhra Pradesh Last Grade Service Rules.


14. Andhra Pradesh T.A. Rules including LTC.

15. Holidays including those under the Negotiable Instruments Act.


17. Instructions 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)

1. Assistant Secretary to Legislature Secretariat : P.V. Subba Reddy,
Assistant Public Information Officer,
Tel.No.9989056079.

2. Deputy Secretary to Legislature Secretariat : M. Vijaya Raju,
State Public Information Officer,
Phone No.8978500668.

3. Secretary to Legislature (I/C) : M. Vijaya Raju,
Appellate Authority,
Phone No.8978500668.