

THE KARNATAKA LEGISLATIVE ASSEMBLY SECRETARIAT

MANUAL CONTAINING INFORMATION ABOUT THE LEGISLATIVE ASSEMBLY SECRETARIAT AS REQUIRED PER SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT, 2005

1	The particulars of the organization, functions and duties.	<p><u>I. Particulars of the Organisation:</u></p> <p>Article 187 of the Constitution of India provides for a separate Secretarial Staff for each Houses of the Legislature. It also provides for common posts for both the Houses. The recruitment and conditions of service of the Secretarial Staff are to be regulated by law made by the State Legislature. In the absence of such a law, they are to be regulated by rules made by the Governor in consultation with the Speaker, Legislative Assembly. No law has been made so far in this behalf by any State Legislature in India. The Legislature has been bifurcated into Legislative Assembly Secretariat and Legislative Council Secretariat vide Notification No.ADM-1/51/KLS/98 w.e.f. 2nd April, 1998.</p> <p>The Secretary of the Karnataka Legislative Assembly has the powers, privileges and status of a Secretary to Government in the Government Secretariat.</p> <p>The service conditions, pay, dearness allowance, travelling allowance and other allowances, leave, pension, gratuity, and other benefits and amenities etc., of the staff working in the Legislative Assembly Secretariat are the same as that of other staff working in the Government Secretariat. Orders issued by the Govt. in regard to these matters in the Govt. Secretariat would automatically stand extended to Assembly Secretariat without consulting the Govt. If there is any modification involving financial implications, the same would be issued under the orders of Special Board after consulting the Government in Finance Department.</p> <p>The pay scales of Karnataka Legislative Assembly Secretariat Staff including the Secretary will come under the purview of the State Pay Commission, whenever one is appointed. The Government forwards the recommendations of the Pay Commission relating to the Legislative Assembly Secretariat together with the orders of Govt. relating to Govt. Secretariat to the Board and orders will be issued from the Assembly Secretariat based on the orders issued by the Govt. The effect of such orders would be from the same date as that for the employees of the Government Secretariat.</p> <p>All orders, including financial sanctions, issued by the Assembly Secretariat are expressed to be issued in the name of the Governor/Special Board/Board, as the case may be.</p>
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The Governor/Special Board/Board can delegate his/its powers to the Secretary and in such cases the orders are issued in the name of the Governor/Special Board/Board.

All orders of the Governor/Special Board/Board are authenticated by the Principal Secretary/Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary of the Assembly/Council Secretariat as "By order & in the name of the Board/Special Board/Governor of Karnataka" duly signed with his Name & Designation.

The Budget Estimates of the Assembly Secretariat as approved by the Board are forwarded to the Finance Dept. for incorporation in the State Budget after mutual consultation between Finance Dept. and Assembly Secretariat. If there is any difference of opinion between the Finance Department and the Assembly Secretariat which could not be settled, would be resolved by mutual discussions by the Board and the Finance Minister. Even after this, if the difference of opinion could not be resolved, it could be settled in consultation with the Chief Minister.

All Financial sanctions within the Budgetary provision are issued by the Principal Secretary/Secretary-Assembly Secretariat.

No order having financial implications can be issued without the approval of the Special Board and all such proposals shall have to be placed before the Special Board by the Principal Secretary/Secretary, Assembly Secretariat with the remarks of the Government in the Finance Department.

Necessary amendments, if any, to the Karnataka Legislative Assembly Secretariat (Recruitment & Conditions of Service) Rules are effected by the Assembly Secretariat as and when necessary.

As per the Karnataka Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 2003, staff of the Legislative Assembly Secretariat include the staff in the Legislators' Home and the Personal staff of the Parliamentary functionaries. The Legislative Assembly Secretariat consists of Group-A officers - 40, Group-B officers- 38, Group-C officials- 230 and Group-D officials- 341 .

Creation of Posts:

The Special Board may create posts of Principal Secretary, Secretary, Additional Secretary and Joint Secretary with the concurrence of the Finance Department.

The Special Board may amend Schedule-I to the Karnataka Legislative Assembly Secretariat (Recruitment & Conditions of Service) Rules, 2003 by increasing or reducing the number of posts specified therein or by adding

thereto any new category of posts or in any other manner.

No order creating a post shall be made except after consultation with the Finance Department.

The Speaker may without the approval of the Special Board, create the category of posts of Deputy Secretary and Under Secretary in Group-A and Posts in Group-B, C and D with the concurrence of the Finance Department.

Administration of Karnataka Legislative Assembly Secretariat:-

Subject to the provisions of the Karnataka Legislative Assembly Secretariat (Recruitment & Conditions of Service) Rules, 2003 Speaker shall have control over the Staff and administration of the Karnataka Legislative Assembly Secretariat.

The Speaker may delegate to the Principal Secretary and Secretary such of the powers for such time and subject to such conditions as may be specified in this behalf.

The Principal Secretary/Secretary may, delegate to his subordinate Officers such of his powers, and subject to such conditions, as may be specified in this behalf.

Appointments:

Appointment to the category of posts of Principal Secretary, Secretary, Additional Secretary and Joint Secretary shall be made by the Special Board. The method of recruitment in any particular case not provided in Rule 3 of the Karnataka Legislative Assembly Secretariat (Recruitment & Conditions of Service) Rules, 2003 shall be determined by the Special Board.

Appointment to Group A posts other than the posts of Principal Secretary, Secretary, Additional Secretary and Joint Secretary and posts, in Group 'B', 'C' and 'D' shall be made by the Speaker. The method of recruitment in any particular case not provided in Rule 3 shall be determined by the Speaker.

Provisions relating to disciplinary proceedings:-

In respect of disciplinary matters, the provisions of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957, for the time being in force, shall be applicable to the staff of the Karnataka Legislative Assembly Secretariat subject to the modifications specified in Schedule-II to the Karnataka Legislative Assembly Secretariat (Recruitment & Conditions of Service) Rules, 2003.

Application of Rules made by the Government:-

Rules made by Government under Karnataka State Civil Services Act, 1978 and the deemed rules made under sub-section (3) of Section 3 of the said Act generally apply to the staff of the Assembly Secretariat.

II Functions and duties of Assembly Secretariat:-

The Karnataka Legislative Assembly Secretariat is an independent body which functions under the ultimate guidance and control of the Hon'ble Speaker. In the discharge of his constitutional and statutory responsibilities, the Speaker is assisted by the Principal Secretary, Secretary, Additional Secretary, Joint Secretary and other Officers and staff of the Secretariat at various levels.

The work of the Karnataka Legislative Assembly Secretariat is carried out by the following branches of Parliamentary Wing and Administrative Wing.

Branches coming under the Parliamentary Wing:

1. Legislation Branch, Rules Committee, Privilege Committee.
2. Questions Branch and Committee on Govt. Assurance

3. Committee Branches

- (i) Committee on Petitions
- (ii) House Committee
- (iii) Committee on Government Assurances
- (iv) Backward class and Mionority Committee
- (v) SC/ST Welfare Committee
- (vi) Papers Laid Committee
- (vii) Subordinate Legislation Committee
- (viii) Women & Children Welfare Committee
- (ix) Estimates Committee
- (x) Library Committee
- (xi) Committee on Public Accounts
- (xii) Committee on Public Undertakings

Branches coming under the Administrative Wing:

1. Administration-I
2. Administration-II
3. Accounts-I
4. Accounts-II
5. Executive Branch
6. Legislators' Home(Estate Office)
7. Translation Branch
8. Protocol & CPA Branch

9. Receipt & Issue Branch
10. Reporting Branch
11. Editing Branch
12. Watch and Ward Branch
(Marshal Office)
13. Training Branch
14. Library Section
15. Research & Reference Section
16. Computer Branch

Officers and staff working in various branches of Legislative Assembly Secretariat provide Secretarial assistance and perform, feed and liaison work for organising conferences, meetings and also provide material required by the Legislators and Parliamentary functionaries to enable the Members to effectively participate in the deliberations of the Committees and the House.

Officers and staff of Legislators' Home are placed under the control of the Estate Officer. Reporting and Editing Branches work under the control of Chief Editor of Debates.

Question Branch receives notices of Starred, Un-starred Questions, Short notice Question under Rule 58, Calling Attention, Notice under Rule 35 and Private Members Bills & Resolutions. After receiving the notices, numbers are allotted to such notices. The notices are edited and forwarded to the respective Departments requesting to furnish replies. After balloting the notices, list of questions and private members bills and resolutions are included in the list of business. Replies received by the Government to such notices are supplied to the Members. Question Branch also looks after the work of Committee on Government Assurances.

Legislation Branch receives notices of Bills, Adjournment Motions, No Confidence Motion, Privilege Motion and notices for discussion under Rule 69 for short duration. List of Business is prepared by the Legislation Branch with the approval of the Speaker. Legislation Branch also deals with the Privileges Committee, Business Advisory Committee, Rules Committee, Joint House Committees and other Adhoc Committees.

Committee Branches deal with issue of meeting notices to the Members and arranging of committee meetings, visits and study tours, and materials required by the Committee are collected from the concerned departments and placed for consideration of the Committee. Brief notes of Committee meetings and draft notes, reports are prepared and submitted for approval of the Committee.

Administration & Accounts Branches deal with service matters, fixation of salary and allowances, house building advance, conveyance allowance, medical

		<p>reimbursement, etc., of the Members and staff of the Assembly Secretariat.</p> <p>Executive Branch deals with the purchase and maintenance of office equipments, providing accommodation to the Parliamentary functionaries, Committee Chairmen and officers and staff of the Legislative Assembly.</p> <p>Translation Branch deals with the translation of questions and other parliamentary matters, etc.</p> <p>Protocol Section - It makes necessary arrangements for reception, transportation, accommodation and security measures for visiting Sister Committees, Dignitaries and Delegates of Commonwealth Nations.</p> <p>R & I Branch receives all the papers, letters concerned to the Secretariat and also arranges to despatch letters, etc., to the concerned Departments.</p> <p>Legislators' Home- The Estate Officer and the subordinate staff working in the Legislators' Home look after the work of providing accommodation, transportation and other facilities to the Legislators' residing in the Legislators' Home.</p> <p>Reporting & Editing Branch performs the duties of preparing the verbatim proceedings of the House and its Committees. They also attend seminars and conferences arranged by the Legislative Assembly Secretariat. The Branch also arranges editing and printing of Debates in Book format. The rulings, observations and list of unparliamentary words/expressions are culled out and printed through Government Press.</p> <p>Computer Branch :</p> <ul style="list-style-type: none"> ➤ Software Development ➤ Provide technical support to officers and the staff of the Secretariat ➤ Play important role during session as the Question Branch of the Secretariat is computerized ➤ The Officers discharge their duties till late hours during session to upload List of Business of both the houses for the next day on Internet. ➤ To provide information required by Honourable Members, by downloading the same from the internet. ➤ Correspondence between various Departments made easy and quick through Electronic Mails (E-Mail) ➤ Conduct Computer Training Programme for Officers and Staff of the Secretariat ➤ "Karnataka Legislature" homepage maintenance and updating
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2	The powers and duties of the officers and employees.	The Principal Secretary, Secretary, other Officers & Staff of Karnataka Legislative Assembly Secretariat coordinate/facilitate in conducting Assembly Session/Committee Meetings and provide all necessary assistance to the Members of the Legislative Assembly. The Secretary will summon Departmental Secretaries to the Committee Meetings in order to get information about the functions of the department.
3	The procedure followed in decision making process, including channels of supervision and accountability.	The Speaker, Principal Secretary, Secretary, Additional Secretary, Joint Secretary, Deputy Secretaries, Under Secretaries, Section Officers and subordinate staff function as per the administrative and financial delegation of powers (Annexure-1).
4	The Norms set for the discharge of functions.	These norms are set out in Karnataka Legislative Assembly Manual.
5	The Rules, Regulations, Instructions, Manuals and Records held by the Karnataka Legislative Assembly Secretariat or under its control or used by its employees for discharging its functions.	1. Karnataka Legislative Assembly Secretariat (Recruitment of Conditions of Service) Rules, 2003 (Annexure-2). 2. Karnataka Civil Services Rules. 3. The Karnataka Civil Service (Classification, Control & Appeal) Rules, 1957. 4. Karnataka Legislative Assembly Secretariat Manual.
6	A statement of the categories of documents that are held by the Karnataka Legislative Assembly Secretariat or under its control.	Proceedings of the House and its Committee Reports in Book format.
7	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	Not applicable.
8	A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other	Technical Advisory Panel.

		Training & Translation, Research and Reference.
		3. K.CHINNASWAMY 22259273 Deputy Secretary, Administration, Executive Branch, Committee on Welfare SC & ST and Committee Welfare of Backward Classes and Minority
		4. JAYATHIRTHA P.GALAGALI, 22359570 Deputy Secretary /Estate Officer, Legislator's Home, House Committee, Others works allotted by Hon'ble Speaker
		5. LAKSHMANRAJ URS, Deputy Secretary, Legislation Branch Privilege Committee, Petition Committee, Other works allotted by Hon'ble Speaker.
		6. S.Y.KULAGERI, Deputy Secretary (I/c) Question Branch, Assurance Committee, Private member Bills & Resolution, Estimate Committee, Paper's laid Committee, other works allotted by Hon'ble Speaker
		7. T.N.NAGARAJAN, 22250334 Internal Financial Advisor
		8. A.MALLIKARJUNAIAH, Deputy Secretary, 22252501 Public Accounts Committee,
		9. M.LAKSHMINARAYANACHETTY, Deputy Secretary, 22353101 Committee on Public Undertakings
		10. SOLMON, 22284548 Chief Editor of Debates,
		11. J.E.SHASHIDHAR, System Analist, 22250267 Computer Centre.
		12. M.POORNIMA, 22287856 System Analist (I/C), Computer Centre
		13. SHASHIDHAR PRASAD, Marshal 22254700
		14. N.GUNASHEKARAN, Under Secretary, 22383819 Accounts Branch

		15.N.NARASIMHAMURTHY, 22251469 Under Secretary, Assistant Public Information Officer
17	Appellate Authority	S.B.PATIL 22250702 Secretary, Karnataka Legislative Assembly Secretariat, Room No.121, I Floor, Vidhana Soudha, Bangalore-560 233
18	Any other information.	1) Hand Book on Facilities to Members of the Karnataka Legislative Assembly. 2) Handbook containing guidelines to Hon'ble. Members.