

# HIMACHAL PRADESH VIDHAN SABHA SECRETARIAT SHIMLA-4

No.V.S./Estt./R.T.I./6-4/2006

Dated the, 17<sup>th</sup> December, 2008

## NOTIFICATION

Consequent upon the designation of Assistant Public Information Officer, this Secretariat Notification of even number dated 17<sup>th</sup> April, 2008, is hereby revised as under :-

	<b>Particulars</b>	<b>Details</b>
1	<b>the particulars of its organizations, functions and duties :</b>	<p>The first Legislative Assembly of Himachal Pradesh was constituted in March 1952. Himachal Pradesh was then a Part-C State of the Indian Union. In 1954 an altogether new State was born though under the same name as a sequel to the unity of the two Part-C States of Himachal Pradesh and Bilaspur. However, the Legislative Assembly elected in 1952, despite legal hiccup, continued to exist till October 31, 1956 when it was dissolved and the State itself was then replaced by Territorial Council. Elections to the latter were held in May-June 1957. In the year 1962 elections were again held for the Territorial Council which was constituted on 3<sup>rd</sup> August, 1962. However, the democratic set up was revived in Himachal Pradesh on 1<sup>st</sup> July, 1963 when the Territorial Council was converted in to a Legislative Assembly. For reasons of continuity the Assembly constituted on 1<sup>st</sup> July, 1963 was called the first Legislative Assembly of the State.</p> <p><b><u>Himachal Pradesh Legislature Secretariat</u></b></p> <p>The Legislative Assembly Secretariat, besides providing Secretarial assistance in legislative functioning of the Hon'ble Speaker, caters to the multifarious requirements of the Members of Legislative Assembly with a view to rendering them timely assistance in the discharge of their functions. The Legislative Secretariat also takes care of the welfare of the Members and Ex-Members. Some of the important functions are as under :-</p> <ol style="list-style-type: none"><li>(i) To control the Executive through Assembly Questions, Motions, Resolutions, Committees etc.</li><li>(ii) To control the finances through general discussions on Budget, device of token cut on demands and discussions on Finance Bills and Appropriation Bills and</li><li>(iii) To enact Legislations.</li></ol> <p>The business of the H.P.Legislative Assembly is conducted according to the Rules of Procedure &amp; Conduct of Business of the H.P. Legislative Assembly and the Directions issued there under by the Speaker. The service conditions of employees of H.P.Legislature Secretariat are governed under the Himachal Pradesh Vidhan Sabha Secretariat (Recruitment &amp; Conditions of Service) Rules 1974.</p> <p>The Legislature Secretariat does not implement Schemes directly and hence no contact with general public. Therefore, the work of the Legislature Secretariat is completely different from that of other Government Departments &amp; the State Secretariat.</p>

2.	<b><i>the Powers and Duties of its Officers and Employees:</i></b>	<p><i>The officers and staff of the Secretariat are entrusted with duties to serve the House, the Speaker, the Deputy Speaker and the Members of the Legislative Assembly.</i></p> <p><i>The Secretary of the Vidhan Sabha exercises all the powers of the Secretary to the Government both Administrative &amp; Financial as conferred by the State Government from time-to-time. Such other powers are also delegated to the Secretary by the Speaker from time-to-time under the Rules. All Administrative &amp; Financial sanctions are issued in the name of the Speaker. All cases of Administrative &amp; Financial powers beyond the competence of the Secretary are put up to the Speaker for his approval. All orders passed by the Speaker under the provisions of Rules &amp; Regulations and executed in the name of the Speaker are authenticated by the Secretary. The executive and financial orders issued by the Government from time-to-time are not automatically applied to H.P.Vidhan Sabha Secretariat but are made applicable after due examination and approval of the Speaker.</i></p> <p><i>The Secretariat functions as per its office manual. Supervisory Officers such as Joint Secretary, Deputy Secretaries, Editor of Debates, Under Secretaries &amp; Chief Reporter supervise the work and conduct of various functionaries in their official matters and issue orders in accordance with the decisions of the competent authorities. Section Officers/Superintendent Grade-II / Research Officer and Documentation Officer supervise the work of Sections. Special Private Secretary/Senior Private Secretaries/Private Secretaries/Personal Assistants /Junior / Senior Scale Stenographers assist the Speaker/Deputy Speaker/Secretary and other Branch officers in their day-to-day disposal of works and carry out such duties as are officially assigned to them. Various other categories of Class-III and Class-IV staff with different designations are posted in this Secretariat who also discharge the duties and functions as assigned to them.</i></p>
3.	<b><i>the Procedure followed in decision making process, including channels of supervision and accountability ;</i></b>	<p><i>The duties to the various officers are assigned by the Secretary keeping in view the expertise &amp; knowledge of the Officers. The files move to the Secretary through the concerned Branch Officers for the final decision. Financial matters, expenditure sanctions, decision-taking powers rest with the Secretary. All administrative and Financial Sanctions issued in the name of Speaker and all cases beyond the competence of the Secretary are put to the Speaker for his approval.</i></p>
4.	<b><i>the norms set by it for the discharge of its functioning ;</i></b>	<p><i>Administrative matters are dealt with as per provisions of various Government Acts, Rules &amp; Regulations adopted by this Secretariat from time-to-time. The business of the State Legislative Assembly is conducted in accordance with the Rules of Procedure &amp; Conduct of Business of H.P. Legislative Assembly.</i></p>
5.	<b><i>the rules, regulations instructions, manuals and records, held by it or under its</i></b>	<p><i>The Secretariat functions as per its Office Manual including all other Service &amp; Financial Rules as applicable to Himachal Pradesh Government employees but not in contravention to the Vidhan Sabha Secretariat Rules which are applicable to the employees of H.P.Vidhan Sabha Secretariat. The executive &amp; financial orders issued by the Government from time-to-time are not automatically applied to Himachal</i></p>

	<p><b>control or used by its employees for discharging its functions;</b></p>	<p><i>Pradesh Vidhan Sabha Secretariat but are made applicable after due consideration and approval of the Speaker. The service conditions of the employees are governed under the Himachal Pradesh Vidhan Sabha Secretariat (Recruitment &amp; Conditions of Service) Rules, 1974 and Himachal Pradesh Vidhan Sabha Secretariat Regulations, 2002.</i></p> <p><i>Besides this; salary, allowances and other facilities admissible to the Speaker/Deputy Speaker/Members of H.P. Legislative Assembly and facilities to the Ex-Members of H.P. Legislative Assembly are governed under separate sets of Acts &amp; Rules framed under the provisions of Constitution of India. The business of the Legislative Assembly and its Committees is conducted according to the Rules of Procedure &amp; Conduct of Business of H.P. Legislative Assembly and directions issued by the Speaker their under .</i></p>
<p>6.</p>	<p><b>a statement of the categories of documents that are held by it or under its control;</b></p>	<ol style="list-style-type: none"> <li>1. <i>Proceedings of each sitting of every Session and Reports of House Committees in printed form and all other papers laid on the Table of the House are made available in H.P.Vidhan Sabha Library.</i></li> <li>2. <i>Details of documents stand loaded in the website of H.P.Vidhan Sabha Secretariat i.e. <a href="http://hpvidhansabha.nic.in">http://hpvidhansabha.nic.in</a> (URL) :-</i> <ol style="list-style-type: none"> <li>(i) <i>Governors' Profile.</i></li> <li>(ii) <i>Roll of past Governors'/ Lt. Governors'.</i></li> <li>(iii) <i>Profile of House functionaries;</i></li> <li>(iv) <i>Roll of past Speakers'/Deputy Speakers'/Secretaries.</i></li> <li>(v) <i>Profile of Counsel of Ministers.</i></li> <li>(vi) <i>Profile of Members of the House.</i></li> <li>(vii) <i>Profile of Women Members.</i></li> <li>(viii) <i>Amenities provided to the Members.</i></li> <li>(ix) <i>State Legislature's Historical background.</i></li> <li>(x) <i>Write-up about Legislature Secretariat.</i></li> <li>(xi) <i>Write-up about Committee System.</i></li> <li>(xii) <i>Searchable Database of Vidhan Sabha Library.</i></li> <li>(xiii) <i>Election Results.</i></li> <li>(xiv) <i>Party position in the House.</i></li> <li>(xv) <i>Reserved Seats.</i></li> <li>(xvi) <i>Constituency Maps.</i></li> <li>(xvii) <i>Vidhan Sabha Committees .</i></li> <li>(xviii) <i>Committees meeting schedule .</i></li> <li>(xix) <i>During Assembly Sessions following information is published on Vidhan Sabha Website :-</i> <ol style="list-style-type: none"> <li>(a) <i>Provisional Calendar of Sittings.</i></li> <li>(b) <i>Rotation of Ministers.</i></li> <li>(c) <i>List of Business.</i></li> <li>(d) <i>List of Starred/Unstarred and Postponed Questions for the day.</i></li> <li>(e) <i>Various Corrigendum/Supplementary Lists/ Brief of the day's proceedings (Bulletin-Part-I).</i></li> </ol> </li> <li>(xx) <i>Searchable Database of Bills introduced since 1952.</i></li> <li>(xxi) <i>List of Assented Bills.</i></li> </ol> </li> </ol>

7.	<p><i>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 ;</i></p>	<p><b>-Not Applicable-</b></p>	
8.	<p><i>a statement of the boards, council 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 bodies are open to the public, or the minute of such meetings are accessible for public.;</i></p>	<p><i>At the commencement of the first session, after each general election and thereafter, before the commencement of each financial year or from time-to-time when the occasion otherwise arises, different Committees of the House for specific, or general purpose shall be nominated by the Speaker and their printed Reports are available in the H.P. Vidhan Sabha Library.</i></p> <p><i>A Sexual Harassment Complaint Committee has been constituted with the approval of the Hon'ble Speaker in H.P. Vidhan Sabha in pursuance of the Government instructions issued in compliance to the Hon'ble High Court judgment in case of Vishakha &amp; Others Vs State of Rajasthan &amp; Others (AIR 1997 SC 3011). Only the recommendations &amp; findings of the Report of the aforesaid Committee are accessible to the general public.</i></p>	
9.	<p><b><i>A directory of its Officers and Employees;</i></b></p>	<ol style="list-style-type: none"> <li>1. Secretary</li> <li>2. Joint Secretary</li> <li>3. Special Private Secretary</li> <li>4. Deputy Secretary</li> <li>5. Editor of Debates</li> <li>6. Senior Private Secretary</li> <li>7. Under Secretary</li> <li>8. Deputy Controller (F &amp;A)</li> <li>9. Chief Reporter</li> <li>10. Senior Reporter</li> <li>11. Reporter</li> <li>12. Documentation Officer</li> <li>13. Section Officer</li> <li>14. Research Officer</li> </ol>	<ol style="list-style-type: none"> <li>23. Senior Stenographer</li> <li>24. Junior Stenographer</li> <li>25. Senior Translator</li> <li>26. Proof Reader</li> <li>27. Junior Translator</li> <li>28. Research Assistant</li> <li>29. Librarian</li> <li>30. Assistant Librarian</li> <li>31. Driver</li> <li>32. Watch &amp; Ward Assistant</li> <li>33. Bookbinder</li> <li>34. Gestetner Operator</li> <li>35. Daftri</li> <li>36. Jamadar</li> </ol>

		15. Private Secretary 16. Superintendent Grade-II 17. Personal Assistant 18. PRO-cum-Protocol Officer 19. Superintendent (Ex-Cadre) 20. Senior Assistant 21. Junior Assistant 22. Clerk	37. Library Attendant 38. Peon 39. Frash 40. Chowkidar 41. Sweeper 42. Mali 43. Cleaner
10.	the monthly remuneration received by each of its officer and employees, including the system of compensation as provided in its regulations;	<b>Sr. No.</b> <b>Name of Post</b>	<b>Pay Scale</b>
		1. Secretary 2. Joint Secretary 3. Special Private Secretary 4. Deputy Secretary 5. Editor of Debates 6. Under Secretary 7. Senior Private Secretary 8. Deputy Controller (F&A) 9. Chief Reporter 10. Senior Reporter 11. Reporter 12. Documentation Officer 13. Section Officer 14. Research Officer 15. Private Secretary 16. Superintendent Grade-II 17. Personal Assistant 18. PRO-cum-Protocol Officer 19. Superintendent (Ex-Cadre) 20. Senior Assistant 21. Junior Assistant 22. Clerk 23. Senior Stenographer 24. Junior Stenographer 25. Senior Translator 26. Proof Reader 27. Junior Translator 28. Research Assistant 29. Librarian 30. Assistant Librarian 31. Driver 32. Watch & Ward Assistant 33. Bookbinder 34. Gestetner Operator 35. Daftri 36. Jamadar 37. Library Attendant 38. Peon 39. Frash 40. Chowkidar	37400-67000+10,000 GP 15600-39100+ 8400 GP 15600-39100+7600 GP 15600-39100+7600 GP 15600-39100+7600 GP 15600-39100+6600 GP 15600-39100+6600 GP 10300-34800+5400 GP 15600-39100+6600 GP 15600-39100+ 6600 GP 10300-34800+5000 GP 10300-34800+5000 GP 10300-34800+5000 GP 10300-34800+ 5000 GP 10300-34800+ 5000 GP 10300-34800+ 4200 GP 10300-34800+ 4200 GP 10300-34800+ 4200 GP 10300-34800+ 3800 GP 10300-34800+ 3800 GP 5910-20200+ 2800 GP 5910-20200+ 1900 GP 10300-34800+ 3800 GP 5910-20200+ 2800 GP 10300-34800+ 3800 GP 10300-34800+ 3200 GP 5910-20200+ 2800 GP 10300-34800+ 3800 GP 10300-34800+ 3200 GP 5910-20200+ 2400 GP 5910-20200+ 2000 GP 5910-20200+ 1900 GP 5910-20200+1900 GP 4900-10680+ 1650 GP 4900-10680+ 1650 GP 4900-10680+1400 GP 4900-10680+ 1400 GP 4900-10680+1300 GP 4900-10680+ 1300 GP 4900-10680+ 1300 GP

		<p>41. Sweeper 4900-10680+ 1300 GP  42. Mali 4900-10680+ 1300 GP  43. Cleaner 4900-10680+ 1300 GP  (Pay Scales updated on 5-4-2010)</p>
11.	<p><i>the Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;</i></p>	<p><i>Since the Legislature Secretariat does not implement Schemes and hence no direct contact with public. Therefore, the work of Legislature Secretariat is completely different from that of other Government Departments &amp; H. P. Government Secretariat. The budget estimates as required to defray the charges of salary, allowances and office expenses etc. during the financial year are allotted under Demand No.1 Vidhan Sabha Major Head-2011.</i></p>
12.	<p><i>the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;</i></p>	<p><b><i>-Not Applicable-</i></b></p>
13.	<p><i>particulars of recipients of concessions, permits or authorization granted by it;</i></p>	<p><b><i>-Not Applicable-</i></b></p>
14.	<p><i>detail in respect of the nomination, available to or held by it, reduced in an electronic form;</i></p>	<p><i>No information has been kept in electronic form.</i></p>

15.	<i>the particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room, if maintained for public use;</i>	<i>The Library facilities are available to Ministers/ MP's/Ex-MP's from Himachal Pradesh/ Members/Ex-MLA's/Officers/Officials/Retired Officers and Officials of H.P.Vidhan Sabha Secretariat and University and College Teachers, experts of Law and Officers of Shimla based other institutions (only on the recommendations of the Head of the Department) or any other person so ordered by the Hon'ble Speaker.</i>				
16.	<i>the names, designations and other particulars of the Public Information Officers;</i>	<i>Designation</i>	<i>Complete Office Address</i>	<i>Office Telephone Number</i>	<i>E-Mail Address</i>	<i>Jurisdiction</i>
		<i>Assistant Public Information Officer</i>	<i>Sh. Bal Krishan Thakur, Section Officer (Estt.), H. P. Vidhan Sabha, Shimla-171004</i>	2881126	<a href="mailto:visabha-hp@nic.in">visabha-hp@nic.in</a>	<i>H.P. Vidhan Sabha Secretariat.</i>
		<i>Public Information Officer</i>	<i>Sh. Lekh Ram Verma, Under Secretary (Estt.), H.P.Vidhan Sabha, Shimla-171004.</i>	2804238	<a href="mailto:visabha-hp@nic.in">visabha-hp@nic.in</a>	<i>H.P. Vidhan Sabha Secretariat.</i>
		<i>Appellate Authority</i>	<i>Sh. Goverdhan Singh, Secretary, H.P. Vidhan Sabha, Shimla-171004.</i>	2656424	<a href="mailto:visabha-hp@nic.in">visabha-hp@nic.in</a>	<i>H.P.Vidhan Sabha Secretariat.</i>
17.	<i>such other information as may be prescribed;</i>	<i>-Nil-</i>				

By Order  
Secretary,  
H.P. Vidhan Sabha.

**Endst.No :- As Above.**

**Dated Shimla, the 17<sup>th</sup> December, 2008**

**Copy forwarded for information to:-**

1. *The Secretary to Governor, Himachal Pradesh, Shimla-2.*
2. *The Secretary-cum-Principal Private Secretary to the Hon'ble Chief Minister, Himachal Pradesh, Shimla-2.*
3. *The Special Private Secretary to the Chief Secretary to the Govt. of Himachal Pradesh, Shimla-2.*
4. *The Secretaries General, Lok Sabha & Rajya Sabha Secretariat, Parliament House, New Delhi-110001.*
5. *The State Chief Information Commissioner, H.P. Secretariat, Himachal Pradesh, Shimla-2.*
6. *All the Administrative Secretaries to the Govt. of Himachal Pradesh.*
7. *All the Principal Secretaries/Secretaries to the State Legislatures/Uts in India.*
8. *All the Divisional Commissioners in Himachal Pradesh.*
9. *All the Heads of Department in Himachal Pradesh.*
10. *All the Deputy Commissioners in Himachal Pradesh.*
11. *The Controller, Printing & Stationary Department, Himachal Pradesh, Shimla-5 for publication in the Official Gazette.*

**Secretary,  
H.P. Vidhan Sabha.**