

LIST OF GAZETTED OFFICERS OF THE RAJYA SABHA SECRETARIAT

<i>Sl. No.</i>	<i>Designation</i>	<i>No. of Posts</i>	<i>Pay Scale</i>	<i>Group</i>
1.	Secretary-General	1	Rs. 90000 (Fixed)	A
2.	Secretary	1	Rs. 80000 (Fixed)	A
3.	Additional Secretary	2	Rs. 67000-79000	A
(I) LEGISLATIVE, FINANCIAL, EXECUTIVE & ADMINISTRATIVE SERVICE				
4.	Joint Secretary	8	Rs. 37400-67000+10000	A
5.	Director	15	Rs. 37400-67000+8700	A
6.	Director (Finance)	1	Rs. 37400-67000+8700	A
7.	Joint Director and Deputy Director	38	Rs. 15600-39100+8000 Rs. 15600-39100+7600	A A
8.	Assistant Director and Executive Officer	56	Rs. 15600-39100+6600 Rs. 15600-39100+5400	A A
(II) LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION & INFORMATION SERVICE				
9.	Joint Secretary	1	Rs. 37400-67000+10000	A
10.	Director (R & L)	3	Rs. 37400-67000+8700	A
11.	Joint Director and Deputy Director	9	Rs. 15600-39100+8000 Rs. 15600-39100+7600	A A
12.	Assistant Director and Research Officer	8	Rs. 15600-39100+6600 Rs. 15600-39100+5400	A A
(III) VERBATIM REPORTING SERVICE				
13.	Joint Secretary	1	Rs. 37400-67000+ 10000	A
14.	Director (Reporting)	2	Rs. 37400-67000+8700	A
15.	Joint Director (Reporting)	10	Rs. 15600-39100+8000	A
16.	Deputy Director (Reporting)	21	Rs.15600-39100+7600	A
17.	Parliamentary Reporter	5	Rs. 15600-39100+6600	A
18.	Junior Parliamentary Reporter	9	Rs. 15600-39100+5400	A
(IV) PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE				
19.	Director (PSS)	1	Rs. 37400-67000+8700	A
20.	Joint Director (PSS) and Deputy Director (PSS)	14	Rs. 15600-39100+8000 Rs. 15600-39100+7600	A A

<i>Sl. No.</i>	<i>Designation</i>	<i>No. of Posts</i>	<i>Pay Scale</i>	<i>Group</i>
21.	Senior Private Secretary and Private Secretary	27	Rs. 15600-39100+6600 Rs. 15600-39100+5400	A A
(V) SIMULTANEOUS INTERPRETATION SERVICE				
22.	Joint Secretary	1	Rs. 37400-67000+10000	A
23.	Director (Interpretation)	2	Rs. 37400-67000+8700	A
24.	Joint Director (Interpretation)	6	Rs. 15600-39100+8000	A
25.	Deputy Director (Interpretation)	13	Rs. 15600-39100+7600	A
26.	Parliamentary Interpreter	4	Rs. 15600-39100+6600	A
27.	Junior Parliamentary Interpreter	5	Rs. 15600-39100+5400	A
(VI) PRINTING & PUBLICATIONS SERVICE				
28.	Director (P&P)	1	Rs. 37400-67000+8700	A
29.	Joint Director (P&P) and Deputy Director (P&P)	3	Rs. 15600-39100+8000 Rs. 15600-39100+7600	A A
30.	Assistant Director (P&P) and Printing Officer	5	Rs. 15600-39100+6600 Rs. 15600-39100+5400	A A
(VII) EDITORIAL AND TRANSLATION SERVICE				
31.	Joint Secretary	1	Rs. 37400-67000+10000	A
32.	Director (E & T) Joint Director (E&T) and Deputy Director (E&T)	2 11	Rs. 37400-67000+8700 Rs. 15600-39100+8000 Rs. 15600-39100+7600	A A A
34.	Assistant Director (E&T) and Editor	52	Rs. 15600-39100+6600 Rs. 15600-39100+5400	A A
(VIII) PARLIAMENT SECURITY SERVICE				
Non-Technical Wing				
35.	Director (S)	1	Rs. 37400-67000+8700	A
36.	Joint Director (S) and Deputy Director (S)	12	Rs. 15600-39100+8000 Rs. 15600-39100+7600	A A
37.	Assistant Director (S) and Security Officer	23	Rs. 15600-39100+6600 Rs. 15600-39100+5400	A A
Technical Wing				
38.	Deputy Director (Technical)	1	Rs. 15600-39100+7600	A
39.	Security Officer (Technical)	1	Rs. 15600-39100+5400	A
TOTAL:		377		

LIST OF NON-GAZETTED (GROUP B) STAFF OF THE RAJYA SABHA SECRETARIAT

<i>Sl. No.</i>	<i>Designation</i>	<i>No. of Posts</i>	<i>Pay Scale</i>	<i>Group</i>
(I) LEGISLATIVE, FINANCIAL, EXECUTIVE & ADMINISTRATIVE SERVICE				
1.	Senior Legislative/Executive/Committee/ Protocol Assistant and Legislative/Executive/Committee/Protocol Assistant	155	Rs. 9300-34800+ 4800 Rs. 9300-34800+4600	B B
2.	Senior Clerk	96	Rs. 9300-34800+4200	B
(II) LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION & INFORMATION SERVICE				
3.	Research Assistant	14	Rs. 9300-34800+4800	B
4.	Junior Library Assistant	2	Rs. 9300-34800+4200	B
5.	Cameraman	1	Rs. 9300-34800+4200	B
(III) PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE				
6.	Personal Assistant	34	Rs. 9300-34800+4600	B
7.	Stenographer	36	Rs. 9300-34800+4200	B
(IV) PRINTING & PUBLICATIONS SERVICE				
8.	Senior Printing Assistant and Printing Assistant	24	Rs. 9300-34800+4800 Rs. 9300-34800+4600	B B
9.	Proof Reader	10	Rs. 9300-34800+4200	B
10.	IBM Operator	2	Rs. 9300-34800+4200	B
(V) EDITORIAL AND TRANSLATION SERVICE				
11.	Translator	45	Rs. 9300-34800+4800	B
(VI) PARLIAMENT SECURITY SERVICE				
Non-Technical Wing				
12.	Senior Security Assistant, Security Assistant Grade-I and Security Assistant Grade-II	146	Rs. 9300-34800+4800 Rs. 9300-34800+4600 Rs. 9300-34800+4200	B B B
Technical Wing				
13.	Senior Security Assistant (Technical)	7	Rs. 9300-34800+4800	B
14.	Security Assistant Grade-I (Technical)	7	Rs. 9300-34800+4600	B
(VII) DRIVERS & DESPATCH RIDERS SERVICE				
15.	Staff Car Driver (Special Grade)	3	Rs. 9300-34800+4600	B
16.	Staff Car Driver Grade-I	2	Rs. 9300-34800+4200	B
TOTAL:		584		

LIST OF NON-GAZETTED (GROUP C) STAFF OF THE RAJYA SABHA SECRETARIAT

<i>Sl. No.</i>	<i>Designation</i>	<i>No. of Posts</i>	<i>Pay Scale</i>	<i>Group</i>
(I) LEGISLATIVE, FINANCIAL, EXECUTIVE & ADMINISTRATIVE SERVICE				
1.	Junior Clerk	92	Rs. 5200-20200+2400	C
(II) LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION & INFORMATION SERVICE				
2.	Light Assistant	1	Rs. 5200-20200+2400	C
(III) PRINTING & PUBLICATIONS SERVICE				
3.	Junior Proof Reader	10	Rs. 5200-20200+2800	C
4.	Reprographer	12	Rs. 5200-20200+2800	C
5.	Binder Grade-I	1	Rs. 5200-20200+2800	C
6.	Resograph Operator	5	Rs. 5200-20200+2400	C
7.	Adrema Operator	1	Rs. 5200-20200+2400	C
8.	Binder Grade-II	1	Rs. 5200-20200+2400	C
(IV) PARLIAMENT SECURITY SERVICE				
Non-Technical Wing				
9.	Sanitary Attendant Grade-I	51	Rs. 5200-20200+2200	C
	Sanitary Attendant Grade-II		Rs. 5200-20200+2000	C
	Farash and		Rs. 5200-20200+1900	C
	Sanitary Attendant Grade-III		Rs. 5200-20200+1900	C
(V) DRIVERS & DESPATCH RIDERS SERVICE				
10.	Staff Car Driver Grade-II and Staff Car Driver (Ordinary Grade)	29	Rs. 5200-20200+2800 Rs. 5200-20200+2400	C C
11.	Despatch Rider	9	Rs. 5200-20200+2400	C
12.	Cleaner-cum-Helper	4	Rs. 5200-20200+1900	C
(VI) MESSENGER SERVICE				
13.	Personal Attendant to Chairman/Sr. Chamber Attendant	9	Rs. 5200-20200+2400	C
14.	Attendant Grade-I/Chamber Attendant	227	Rs. 5200-20200+2200	C
	Attendant Grade-II and		Rs. 5200-20200+2000	C
	Attendant Grade-III		Rs. 5200-20200+1900	C
15.	Attendant Grade-III (ex-cadre)	1	Rs. 5200-20200+1900	C
16.	Bearer	3	Rs. 5200-20200+1900	C
TOTAL:		456		

LIST OF TENURE POSTS

<i>Sl. No.</i>	<i>Designation</i>	<i>No. of Posts</i>	<i>Pay Scale</i>	<i>Group</i>
1.	Secretary to Leader of Opposition	1	Rs. 37400-67000+10000	A
2.	Officer on Special Duty-I	1	Rs. 37400-67000+10000	A
3.	Officer on Special Duty-II	1	Rs. 15600-39100+8700	A
4.	Senior Private Secretary	21	Rs. 15600-39100+6600	A
5.	Private Secretary	7	Rs. 15600-39100+5400	A
6.	Personal Assistant	5	Rs. 9300-34800+4600	B
7.	Legislative/Executive/Committee/ Protocol Assistant	1	Rs. 9300-34800+4600	B
8.	Senior Clerk	1	Rs. 9300-34800+4200	B
9.	Junior Clerk	3	Rs. 5200-20200+2400	C
10.	Staff Car Driver (Ord. Grade)	1	Rs. 5200-20200+2400	C
11.	Personal Attendant to Chairman	2	Rs. 5200-20200+2400	C
12.	Attendant Grade-II	1	Rs. 5200-20200+2000	C
13.	Attendant Grade-III	27	Rs. 5200-20200+1900	C
TOTAL :		72		

REGISTER OF FILES FOR RECORD

NO. & NAME OF HEAD

NO. & NAME OF SUB-HEAD _____

Sl. No.	File No. & Year	Subject	Date of Closing File	Retention Category	Date of Sending to Record Room	Record Room S. No.

DESTRUCTION REGISTER
DUE YEAR OF
DESTRUCTION _____

Sl. No.	Number of Pages			Signature of Clerk	Date of destruction	Signature of weeder	Signature of in-charge record room	Remarks
	File No.	Correspondence	Notes					
1	2	3	4	5	6	7	8	9

RETENTION PERIODS FOR RECORDS

Sl. No.	Description of Record	Retention Period (After Current Year)	Remarks
1	2	3	4

1. VARIOUS TYPES OF COMMON RECORDS

Registers: Books/Registers/Diaries/Reports

1.	File Opening Register	15 years	
2.	File Movement Register	2 years	
3.	Leave Register	- do -	
4.	Attendance Register	- do -	
5.	Stationery & Inventory Control Register	1 year	
6.	Record Transfer Register	Permanent	
7.	Stock Register	5 years	
8.	Section Diary	- do -	
9.	Assistant's Diary	2 years	
10.	Typist's Diary	1 year	
11.	Standing Guard File	Permanent	Permanent
12.	Inspection Report	One year after the date of next Inspection	
13.	Reminder Diary	1 year	
14.	Register for Communications received from Members	2 years	
15.	Reference Folders	Permanent	
16.	Reference Book	- do -	
17.	Precedent Books	- do -	
18.	Messenger Book	2 years	
19.	Budget Estimates Book	- do -	
Files: Folders & Files			
20.	Requisitions for printing & binding	3 years	
21.	Check List for Periodical Reports	1 year	Two check lists, one for incoming reports and other for outgoing reports

1	2	3	4
22.	Annual Report	3 years	
23.	Computerisation (misc. correspondence)	2 years	
24.	Recording of files/records review & weeding out	Permanent	
25.	Work allocation of staff	5 years	
26.	OTA/Honorarium	2 years	
27.	Circulars (misc.)	1 years	Circulars of permanent or long term applicability, are also to be kept in files
28.	Action Plan	3 years	
2. ESTABLISHMENT (G) SECTION RECORDS			
1.	Increment Register	5 years	Necessary entries should invariably be made in service books
2.	HBA Register	Permanent	May be reviewed after all loan recoveries are complete
3.	Identity Number Register	- do -	
4.	Pension Register	- do -	
5.	Personal Files	10 years after death or 5 years after retirement	Before actual destruction, however, it should be ensured that Pension/PF Gratuity cases have been finalized
6.	Grant of honorarium or Fee files	3 years	
7.	Pension cases files	Permanent	
8.	Loans and Advance Register	3 years after final recovery of principal and interest	
9.	Audit objection relating to the Section file	5 years	
10.	Adoption of orders of the Government of India/Amendment to rules files	Permanent	
11.	Grant of CL to gazetted officers & their personal staff file	1 year	
12.	Miscellaneous orders/circulars received from Ministries/ Departments	Permanent	May be reviewed after every 3 years
3. G. A. SECTION RECORDS			
1.	Accommodation Allotment Register (Office accommodation in Parliament House & Annexe and accommodation of officers/staff of RSS)	Permanent	

1	2	3	4
2.	Seniority List for allotment of accommodation Register	15 years from date of last entry	It is prepared every 2 years separately for each category
3.	Out of Term allotment of accommodation Register	- do -	
4.	Medical facilities issue of new/ duplicate CGHS cards & surrender thereof Register	- do -	
5.	Medical Claims Register	- do -	To be destroyed only after audit objections are settled
6.	Telephone Register	5 years from date of last entry	To be destroyed only after audit objections are settled
7.	Office accommodation maintenance Register	- do -	
8.	Liveries Register	10 years	
9.	Change of accommodation Register	Permanent	
10.	Eviction Proceedings Register	- do -	
11.	Public Premises Act and Court cases Register	- do -	
12.	Issue of diaries/briefcases to RS Members/Officers Register	10 years	
13.	Validation slips (HM passes) Register	2 years	
14.	Inventories Register	Permanent	
15.	Library membership file	- do -	

4. STORES SECTION RECORDS

(All records to be retained in any case till audit is complete and objections settled)

1.	Stock Register of various items purchased for use of Officers/ Sections	Upto 10 years	
2.	Physical Verification File	5 years	
3.	Bill Register	10 years	To be destroyed after audit objections are settled
4.	Stationery Register:		
	(a) Indents on Stationery Office	2 years	The proposed period of 2 years would suffice particularly as a complete account of receipts and issues of stationery articles will be maintained in the Stock Register, which is proposed to be preserved for 5 years
	(b) Local Purchase	- do -	This period is necessary to facilitate audit of local purchases made during a year

1	2	3	4
5.	Staff Cars, Scooters and Motor Cycles Registers:		
	(a) Purchase	10 years	10 years
	(b) Repairs and Maintenance	- do -	10 years (or till the vehicle is condemned and auction out, whichever is earlier)
	(c) Log Book	5 years or 1 year	5 years or 1 year after their examination in local audit, whichever is earlier (as indicated under Rule 40A of the Staff Car rules)
6.	Furniture, Bicycle, Typewriters, Duplicating Machines and other office equipment Registers:		
	(a) Purchase	5 years	5 years (or till the stocks are condemned and auction out)
	(b) Maintenance/repair	- do -	5 years (or 1 year after their audit is over)
	(c) Stock Register	10 years	10 years
7.	Disposal of surplus, obsolete and un-serviceable stores registers/files	5 years	
8.	Write off of losses File	- do -	To be posted to the concerned register, and destroyed only after audit objections are settled
9.	Contingent Expenditure Register	3 years or 1 year	3 years or 1 year after completion of audit whichever is later (as per revised GFR, 2005)
10.	Tender Register	5 years	
11.	File Movement Register	2 years	
12.	Stamps Register	10 years	

5. ESTABLISHMENT (A/Cs) AND BUDGET SECTION RECORDS

(All records are to be retained in any case till audit is complete and objections settled)

1.	Pay Bill Register	35 years
2.	TA/DA Register	5 years
3.	LTC Register	Block year plus 1 year
4.	GP Fund inward transfer Register	1 year
5.	GP Fund outward transfer cases Register	-do-

1	2	3	4
6.	Conveyance Charges Register	5 years	
7.	Indian Airlines Invoices Register	-do-	
8.	Cheque Register	-do-	
9.	Challan Register	-do-	
10.	Cash Book	10 years	
11.	HBA Register	Permanent	
12.	Expenditure Control Register	-do-	
13.	Children Education Allowance Register	-do-	
14.	Audit objections, notes, reports	5 years	
15.	GPF Membership Register	Permanent	
16.	GPF Annual Statement Register	1 year	
17.	Car/Scooter/Cycle/Computer etc. Advance Register	Permanent	
18.	Monthly Appropriation Register	1 year	
19.	HBA Interest Calculation Register (individuals)	Till recovery is complete	
20.	Annual Appropriation Register	1 year	
21.	Bill Recovery Schedules Register	3 years	
22.	Balances of Outstanding Debit Claims Register	- do -	
23.	Transfer Entry Register	- do -	
24.	Appropriation Accounts Register	- do -	These A/cs are submitted to Parliament by the Ministry of Finance (Department of Expenditure alongwith CAG's report)
25.	Counterfoil of receipts, issue book	5 years	
26.	Annual Report of RS Circle of Accounts File	2 years	
27.	Allotment of Pension Payment order Nos. issued File	- do -	
28.	Misc. Correspondence regarding ex-employees of RSS File	1 year	
29.	Journey Abroad File	- do -	
30.	Expenditure sanctions (including sanctions to grant-in-aid) File	5 years after the sanctions have ceased to be current	

1	2	3	4
31.	Budget Estimates File	3 years	
32.	GP Fund withdrawals/Advances Files	Permanent	These files are to be retained up to 1 year after the retirement of the officials
33.	Income Tax Returns Files	10 years	
34.	Rent Demand Statement File	1 year	The proposed period of 1 year should suffice as the estates organisation maintains a complete record of the rent due from, and paid, in respect of each allottee. Files should be closed only after recoveries have been effected
35.	Recovery of electric and water charges (bills and correspondence regarding) Files	3 years	Files should be closed only after the recoveries have been effected
36.	T A (including leave travel concession) files/related papers	- do -	3 years or 1 year after completion of audit whichever is later
37.	Overtime allowance claim (register and lists received from Sections, etc.) File	5 years	
38.	Contingent bills and register of contingent expenditure	3 years or 1 year after completion of audit whichever is later	
39.	Vouchers of petty value not furnished to Audit File	5 years	
40.	Administrative approval and technical sanctions to new works Files	5 years after the sanctions have ceased to be current	
41.	Acquittance Rolls/Files	3 years or 1 year after completion of audit whichever is later	

6. MEMBERS AMENITIES SECTION RECORDS

1.	Accommodation Application Register	Permanent
2.	Residence Allotment Register	-do-
3.	Application for Allotment of servant quarter and motor garages Register	-do-
4.	Accommodation court cases Register	-do-
5.	Furniture check Register	10-15 years

1	2	3	4
6.	Register of Additions and alterations maintenance of Flats/bungalows/servant quarters and motor garages allotted to the Members)	Permanent	
7.	Complaint Register	6 years	
8.	Booking Register (allotment of accommodation for guest and marriage purposes to Members)	1 year	
9.	Telephone Allotment Register	Permanent	
10.	CGHS Register	- do -	
11.	House Committee Meeting File	10 years	
12.	Reconstitution of House Committee File	6 years	
13.	Budget estimates in respect of House Committee, Rajya Sabha File	1 year	
14.	ITDC accommodation for Members of R S File	1 year	
15.	Estimates received from CPWD File	2 years after completion of work	
16.	Inter-pool transfer between Lok Sabha Pool and Rajya Sabha Pool File	Permanent	
17.	Allotment of vehicles from defence disposal stock to MPs File	1 year	
18.	Files for allotment of electric appliances	- do -	Register to be kept permanently
19.	Model code of conduct for guidance of political parties and candidates File	5 years	
20.	Information supplied to State Legislative Assembly Secretariat File	1 year	
21.	File of information supplied to MS&A Section regarding CGHS/accommodation & telephone facilities to retiring MPs	- do -	
22.	MPLAD Scheme release of funds under MPLADS File	10 years	All files related to MPLADS handed over to MPLADS Committee Section

1	2	3	4
7. MEMBERS SALARIES AND ALLOWANCES BRANCH RECORDS			
(All records to be retained in any case till audit is complete and objections settled)			
1.	Identity Card Register (for Members of Rajya Sabha)	Permanent	
2.	Salary Bill Register	- do -	Salary bills may be weeded out after 2 years after settlement of audit objection.
3.	Salary Register (for Members)	- do -	
4.	Salary of PAs to MPs Register	15 years	
5.	Chairman, Deputy Chairman, Leader of Opposition and Members TA and DA Register and TA/DA bills	10 years	Year-wise register will be retained for 10 years while file of Bills will be weeded out after 2 years after completion of audit and settlement of objections.
6.	TA/DA to Members of Parliament for the postponement/cancellation of Meetings	3 years	
7.	Transit Register	1 year	
8.	Telephone Calls/Bills Register (for Members)	2 years	2 years after telephone is surrendered, and all claims have been settled.
9.	Medical Bill Register	10 years	
10.	Budget Register	5 years	
11.	Indian Parliamentary delegation going abroad - payment register and bill	Permanent	Permanent
12.	Medical reimbursement to Members (individual files)	1 year after retirement of Member	To be destroyed only after audit is complete and objections settled.
13.	Grant of conveyance advance to Members (individual files)	1 year after full repayment	
14.	Joint Committee on Salary and Allowances of Members of Parliament File	10 years	
15.	Recovery of dues from MPs File	Until recovery is complete	
16.	File on Grant of pension to Hon'ble Chairman, Rajya, Sabha	Permanent	
17.	Budget File	5 years	

1	2	3	4
18.	Water and Electricity Bill files of MPs and others	8 years	2 years after retirement of the Member
19.	Court Cases File	3 years after the case is settled	
20.	Exchange Order's Office Copy	3 years	
21.	Notice of Committee Meetings Including Joint Committee	3 years	
22.	Personal file of MPs (including declaration of Usual Place of Residence, Nomination and Change)	7 years	2 years after retirement of MP.
23.	TA/DA Bills (separate) in TA/DA	8 years	2 years after retirement.
24.	Appointment of Controlling Officer	5 years	
25.	Monthly statement from PAO	3 years	
26.	Statement of Cheques passed by PAO	- do -	
27.	Parliamentary Bulletins	- do -	
28.	Minutes of Joint Committee on MS&A	Permanent	
29.	Loss of Identity Card cum Railway Pass by Members of Rajya Sabha	- do -	
30.	Preparation of contingent bills	3 years	
31.	Refreshment of Hon'ble Chairman and Leader of Opposition	- do -	
32.	Quarterly Statement on Refreshment bills of LOP and Hon'ble Chairman	- do -	
33.	Railway Debit claim of MPs & Ex-MPs	- do -	
34.	Issue of Salary/TA/DA Certificate to MPs	- do -	
35.	Updating of MSA Act and Rules	5 years	
36.	Correspondence with M/o Parliamentary Affairs and Other Ministries	- do -	

1	2	3	4
37.	Printing/Specimen of Identity Cards of MPs	Permanent	
38.	Miscellaneous (Medical, Pension, General, Conveyance Advance and Telephone Charges)	10 years	
39.	Audit Objection	2 years after settlement	
40.	Donation by Members towards Welfare fund	3 years	
41.	Payment of TA/DA to non-official witnesses	2 years	
42.	Rajbhasha Patrachar Quarterly Hindi Report	1 year	
43.	Updating of Internet information	3 years	
44.	Quarterly statement of pending Legal Cases	2 years	
45.	Work Study project of MSA Section	5 years	
46.	Training Programmes relating to MSA Section	3 years	
47.	Orientation Programme for newly elected Members	- do -	
48.	Settlement of Indian Airlines Invoices Register	5 years	
8. CONFERENCE AND PROTOCOL SECTION RECORDS			
1.	Gift Stock Register	5 years	After audit and settlement of objection.
2.	Expenditure Register for Other Administrative Expenses and Office Expenses	3 years	After audit and settlement of objections.
3.	Expenditure Register for IPDGA	-do-	-do-
4.	Issue of diplomatic passports/visa notes Register	Permanent	
5.	Visit of Indian Parliamentary Delegations abroad Files	2 years	After audit and settlement of objections.

1	2	3	4
6.	Visit of Foreign Parliamentary Delegations to India Files	1 year	
7.	Conference File	- do -	
8.	IPU/CPA/ASGP/SCAT matters Files	5 years	
9.	Files of dinner/lunch hosted by Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General	1 year	
10.	Formation of Parliamentary Friendship Groups Files	Permanent	
11.	Budget Provision File	3 years	
12.	Files for settlement of bills under the budget head "Other Administrative Expenses" and "Office Expenses"	2 years	After audit and settlement of objections.
13.	Celebrations/Functions-Bulletin Part-II Files	1 year	
14.	Liaison with Ministries/Departments/Indian Missions Abroad Files	- do -	
15.	Issue of diplomatic passports and visa notes to Members of Rajya Sabha and their spouses, File	6 years	

9. NOTICE OFFICE RECORDS

1.	DVG/PG Cards Diary Register	2 years	
2.	Official Gallery Card Register	- do -	
3.	Card for PAs/PSs of Members of the House Register	6-10 years	
4.	Parking Labels Register	2 years	
5.	Laminated Photo Identity Cards to Officers & Staff Album	15 years	
6.	Temporary General Pass Register	1 year	
7.	General Diary and TA/DA Register	- do -	

1	2	3	4
8.	Issue of Parliamentary Bulletin Part-II File	2 years	
9.	Dish Antenna/Cable System File	Permanent	
10.	Colour TVs/CCTV System/BIID System File	- do -	
11.	Bar coded Passes Register	1 year	
12.	Diplomatic Passes (DVG) Register	2 years	
13.	Ex-MP's Identity Card Register	Permanent	
14.	Ex-MP's spouse Identity Card Register	- do -	
15.	Question forms issuance Register	2 years	
16.	Pensioner I-Cards Album	15 years	
17.	Allied Agencies I-Cards Album	10 years	
10. TABLE OFFICE RECORDS			
1.	Precedents Register	Permanent	
2.	Vacation of Seats Register	- do -	
3.	Term of Office Register	- do -	
4.	Register for nomination of Members to the Committee	- do -	
5.	Register of Roll of Members	- do -	
6.	Obituary References Register/File	10 years	Register is permanent; however, the file is retained for 10 years.
7.	Preparation of list of business Folder	Permanent	
8.	Minutes Books of the Proceedings of the House	- do -	
9.	Parliamentary Bulletin Part-I & II Folder	- do -	
10.	Directions by the Chairman Folder	- do -	
11.	Oath/Affirmation by Members File	- do -	

1	2	3	4
12.	Constitution/Reconstitution of Business Advisory Committee File	Permanent	
13.	Changes in the style of name of Members File	6 years	
14.	Statements by Ministers (made/laid in the House) File	Permanent	
15.	Membership Certificates to ex-Members of RSS	- do -	
16.	Election of Deputy Chairman File	- do -	
17.	Expenditure on Elections of President/Vice-President File	6 years	
18.	Cases of Disqualifications of Members File	Permanent	
19.	Allocation of seats in the Chamber File	6 years	
20.	Recognition of Leaders and Chief Whips of recognized parties/groups in Parliament File	Permanent	
21.	Preparation of List of Members	6 years	
22.	Consolidated Who's Who	Permanent	
23.	Register of Papers Laid on the Table	3 years	
24.	Congratulatory letters to newly elected/re-elected/nominated Members File	6 years	

11. LEGISLATIVE SECTION RECORDS

I.	Special Mentions Register	Permanent	
2.	Calling Attention Register	- do -	
3.	Short Duration Discussion Register	- do -	
4.	Statutory, Government and Private Member Resolutions Register	- do -	

1	2	3	4
5.	Government and Private Member Resolutions (no-day-yet-named) Motions Register	- do -	
6.	Preparation of Provisional Calendar of Sittings for each Session File	2 years	
7.	Matters connected with Motion of Thanks to President's Address at the Budget Session File	Permanent	
8.	Issue of Orders Summoning and Prorogation File	- do -	
9.	Issue of Summons to Members for each Session File	- do -	
10.	Arrest and Detention of Members File	3 years	
11.	Government Legislative and other Business File	2 years	
12.	Rules Committee File	- do -	
13.	Laying of Budgets, Supplementary Demands for Grants File	1 year	
14.	Laying of Reports of CAG File	- do -	
15.	Books, Reports and Documents in Publication Counter	- do -	All papers left over for circulation to be reviewed and destroyed.

12. BILL OFFICE RECORDS

1.	Central Bill Register	Permanent	
2.	Bill Register (Bills passed by the Lok Sabha)	- do -	
3.	Detailed Bill Register	- do -	
4.	File of preparation of List of Pending Bills and Bills passed during the session and assented to	3-5 years	
5.	Matters relating to Govt. Bills File	8 years	Files of precedents kept permanently.
6.	Private Members' Bills File	3-8 years	- do -

1	2	3	4
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13. LOBBY OFFICE RECORDS

1.	Issue of Bulletins in connection with Session	2 years
2.	Supply & Dubbing of CDs for Members of RS	6 years
3.	Leave of Absence of the Members File	- do -
4.	Farewell functions in honour of the retiring Members of RS File	- do -
5.	Changes in the seating arrangement of AVR System File	Permanent
6.	Installation of Portrait in Parliament House File	- do -
7.	Preparation of Journal	2 years
8.	Chamber Rehearsal	- do -
9.	Members Attendance Register	Permanent

14. QUESTION BRANCH RECORDS

1.	Diary Register (Registration & Diarisation of Notices of Questions)	Computerised	Opened session-wise. Since the 196th Session the data is available in the Question Software.
2.	Register for Admitted Questions (Starred/Unstarred)	Permanent	Opened Session-wise.
3.	Receipt of notices of questions, HADs, and SNQs from Notice Office Register	—	Computerised Permanent
4.	Starred and Unstarred Questions and Answers Folder	5 years	Kept Session-wise, Ministry-wise.
5.	Issue of Bulletin containing grouping of Ministries/Departments for answering questions file	1 year	
6.	Preparation of Chart showing dates of sittings etc. File	- do -	The data is also available in the Questions Software.
7.	Correspondence relating to questions with Members, Ministries and other outside bodies File	1 year - 5 years	
8.	Disallowed intimation of Questions File	1 year	

1	2	3	4
9.	Lapsed Questions File	—	Lapsed questions are sent to the concerned members on prorogation of the House.
10.	Index of Questions book	—	Not in practice after computerization.
11.	Compilation and printing of subject pamphlet containing various subjects/business for which respective ministries/departments are responsible book	1 year after the new pamphlet is printed	Updated every 2 years on the basis of various notifications received from the Cabinet Secretariat.
12.	Statistical information book	Permanent	

15. COMMON RECORDS OF DEPARTMENT RELATED COMMITTEE SECTIONS

(Commerce, H & FW, PPG, Industry, S & T, T & T, HRD, HA)

1.	Constitution of Parliamentary Standing Committee	5 years	
2.	Formation of Sub Committee	- do -	
3.	Policy matters and important decisions	Permanent	
4.	Notices for the Meetings	2 years	
5.	Minutes of the Meetings	5 years	
6.	Room Bookings	1 year	
7.	Correspondence with Ministries/ Departments and other outside agencies	3 years	
8.	Demands for Grants	5 years	
9.	Routine correspondence with MS&A Section Lok Sabha	1 year	
10.	Presentation and laying-of the Committee Reports	3 years	
11.	Printing/presentation/circulation of reports	1 year	
12.	Action Taken Reports	Permanent	
13.	Visits/Tours of the Committee	2 years	
14.	Folder of Annual Reports and other policy documents	5 years	To be maintained Ministry-wise
15.	Presentation of Reports to the Hon'ble Chairman Rajya Sabha	8 years	

1	2	3	4
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**16. COMMON RECORDS OF PARLIAMENTARY COMMITTEES
SECTION**

**(Subordinate Legislation, Petitions, Govt. Assurances, COPLOT, Ethics,
MPLADS, JPC on Wakf)**

1.	Memorandum Register	2 years
2.	Implementation Register	5 years
3.	Evidence Register	5 years
4.	Discussion Register	2 years
5.	Index of subjects included in the Report Register	-do-
6.	Laying Register	Permanent
7.	Contingency Register	1 year
8.	Room Booking Register	-do-
9.	Register of Subordinate Legislation (Ministry-wise)	Permanent
10.	Register of Assurances	- do -
11.	Register of Papers Laid	- do -
12.	Register of Petitions	- do -
13.	Register of Breach of Privilege Notices	- do -
14.	Register of Privilege Cases	- do -
15.	Register of Members' Interests	- do -
16.	Register of Declaration of Assets and Liabilities of Members	- do -
17.	Monthly/quarterly returns	5 years
18.	Allotment of Committee Rooms Register	1 year
19.	Procurement of Rules/Regulations Folder	Permanent
20.	Representations received folder	2 years
21.	Compilation & Presentation of Reports of the Committee	2 years
22.	Notices & Minutes	10 years
23.	Issue of Bulletin-II	2 years

1	2	3	4
24.	Information regarding Ministries/ Departments concerned which oversee the work of coordination of action on recommendations of general applications made by Parliamentary Committees	2 years	
25.	Visits/Tours of the Committee	1 year	
26.	Reminder notes	- do -	
27.	Constitution of Committees/ Sub-committee	5 years	
28.	Assurances	2 years	2 years after the assurance has been accepted as fulfilled or allowed to be dropped.
29.	Routine nature matters	1 year	
30.	Parliamentary Bulletins and Circulars	Permanent	
31.	Reports and files pertaining to examination of rules	- do -	
32.	Framing of rules	3 years	
33.	Laying of notifications on the Table of the House by the Ministries/ Departments	10 years	
34.	Policy matters and important decision	Permanent	
35.	Correspondence with Ministries/ State Governments/Other Agencies	- do -	
36.	Presentation and Laying of the Committee Reports	- do -	
37.	Action Taken Report	- do -	
38.	Routine correspondence with R&L, MS&A and other Sections of Rajya Sabha and Lok Sabha	2 years	
39.	Manuscript/CRC of the Committee Reports	Till the Reports are printed and circulated	
40.	Refreshment Bills of the Committee/Chairman	2 years	

1	2	3	4
41.	Folder of Agenda for the Meetings	Permanent	
42.	Amendments in the Guidelines to MPLAD Scheme	- do -	
43.	Folder of Minutes	- do -	
44.	Correspondence with MPs/ Ministries/State Governments/ Other agencies	3 years	
45.	Suggestions/Representations received	- do -	
46.	List of Nodal Districts of Members of Rajya Sabha	7 years	

17. PRINTING SECTION RECORDS

1.	Daily Register of Printing Work	2 years	
2.	Monitoring of Printing Progress Register (Monthly return)	1 year	
3.	Quarterly Return (occasional publications) Register	-do-	
4.	Printing of Materials Recording, classification and indexing of files Register	1 year	
5.	Rota Print folder	1 year	
6.	Publications printed by Govt. Press	3 years	
7.	Press Dispatch Vouchers Folder	2 years	
8.	Expenditure of publications File	5 to 10 years	
9.	Correspondence with Press File	1 year	
10.	Contingency vouchers	-do-	
11.	List of approved private printers File	5-10 years	

18. SALES & ARCHIVES SECTION RECORDS

1.	Stock Register	Permanent	
2.	Stock Register for Souvenirs	10-15 years	Till audit is complete and objections settled.
3.	Cash Sale Register	5 years	- do -
4.	Register for Parliamentary Debates	Permanent	
5.	Issue Register	5-10 years	

1	2	3	4
6.	Statement of Pending Debates Register	10 years	
7.	Contract for binding of printed debates & official records File	2 years	Till audit is complete and objections settled.
8.	Trade discount to agents/book-sellers File	- do -	- do -
9.	File of issue of no demand certificate for Members of Rajya Sabha	Permanent	
10.	Participation in Book-fair File	2 years	
11.	Printing of New Year Greeting cards File	- do -	
12.	Purchase/sale of gift items File	- do -	
13.	Records relating to Record Room	Permanent	

19. DISTRIBUTION SECTION RECORDS

1.	Despatch Register for Postal and other Dak	2 years	
2.	Peon/Messenger Book (Despatch of Dak by hand)	- do -	
3.	Maintenance of Machines Register	- do -	
4.	List of Addresses Register	6 years	

20. PERSONNEL SECTION RECORDS

1.	Establishment Register or Sanction Register	5 years	
2.	Roster Register for reservations for persons belonging to SC/ST & OBC	Permanent	
3.	Recruitment Rules Book	- do -	
4.	Departmental Promotion Committee File: (a) Constitution of Selection Committee (b) Proceedings	3 years after Committee has been reconstituted 10 years	
5.	Verification of character and antecedents File	1 year after retirement	To be kept in the ACR files.
6.	Medical Examination File	-do-	-do-

1	2	3	4
7.	Register of Oath/affirmation of allegiance to the Constitution	35 years after it has ceased to be used	
8.	Gradation Lists, etc. book	Permanent	
9.	Arbitration and litigation cases File/Register	3 years after the 'Final Judgement' under the normal course of law	
10.	Creation of posts file (including extention of terms of temporary Posts and conversion of temporary posts into Permanent ones)	Permanent	
11.	Recruitment, appointment, promotion, reversion and confirmation File	- do -	
12.	Individual representations on above File	3- 5 years depending upon the nature of each case	
13.	Review of probationer's case File	8 years	
14.	Posting & Transfer (other than transfer on foreign service) of officers & staff File	Not exceeding 3 years depending upon the nature of the cases	
15.	Deputation File	3 years after the completion of the period of deputation.	
16.	Fixation of Seniority List File	5 years from publication of Gradation list	
17.	Representations regarding seniority File	- do -	
18.	Confidential Reports/character rolls folders	3 years after death/retirement	
19.	Intimation regarding various direct and departmental examinations to JRC File	2-3 years	
20.	Compassionate Appointments File	Permanent	
21.	Retirement in the Secretariat File	- do -	

1	2	3	4
22.	Amendment to Recruitment Rules File	Permanent	
23.	Representation against adverse remarks File	3 years after Death/retirement	
24.	Action on representation against adverse remarks File	- do -	
25.	Results of departmental tests File	5 years	
26.	Parliamentary Pay Committee File	Permanent	
27.	Delegation of Financial Powers File	- do -	
21. RECORDS OF LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE			
1.	Accession Register of Library Books/Publications etc.	Permanent	
2.	Journals received in the Library Register	2 years	
3.	Issue of Books (on long term Register)	Permanent	
4.	Issue/Return Register	- do -	
5.	Diary Register (Publications)	5 years	
6.	Diarised Publications	- do -	
7.	Distribution of R. S. Publications Register	Permanent	
8.	Press Clippings	1 year	
9.	Reference Material folder	5 years	
10.	Who's Who Rajya Sabha	Permanent	10 copies to be kept in archives.
11.	India Reference Annual File	2 years	
12.	Reminders issued File	1 year	
13.	Circular regarding list of additions to the R.S. Secretariat Library File	2 years	
14.	Messages File	- do -	
15.	Reimbursement of Newspapers/Magazine bills File	- do -	Till audit is complete.
16.	Journals/Magazines	- do -	

1	2	3	4
17.	Draft Speech File	2 years	
18.	'Writing Off' of Publications file/register.	Permanent	
19.	Purchase of Publications File	5 years	Till audit is complete.
20.	'No Objection Certificate' issued File	2 years	
21.	Subscription of Journals File	5 years	Till audit is complete.
22.	Correspondence with Other Sections File		Till the publication is brought out.
23.	Preparation of replies to questionnaires File	1 year	
24.	Letters/Notes File	- do -	
25.	Visits File	2 years	
26.	Culling out of Humour from RS Debates File		To be retained till published.
27.	Ruling from the Chair	Permanent	
28.	Manuscript/CRC of publications		Till it is printed.
22. TRAINING CELL RECORDS			
1.	Compilation of Publications Register	Permanent	
2.	Computer Training Programme Register	—	
3.	Preparation of list of staff members for training programmes in different areas File	2 years	
4.	Orientation programme on Admn. & Estt. Rules File	- do -	
5.	Orientation programme for newly elected Members of RS File	- do -	
6.	Training programme by ISTM File	- do -	
7.	Training programme for Security staff of RSS File	- do -	
23. COMMITTEE CO-ORDINATION SECTION RECORDS			
1.	Constitution/Reconstitution of Department-related Parliamentary Standing Committees	5 years	Files of Precedent Value are to be retained permanently.

1	2	3	4
2.	Constitution/Reconstitution of Standing Committees (House Committees) and other Parliamentary Committees	5 years	Files of Precedent Value are to be retained permanently.
3.	Direction by Hon'ble Chairman	Permanent	
4.	Study Tours Guidelines Files	-do-	
5.	Nomination/Election of Members to Statutory and other Bodies	5 years	Files of Precedent Value are to be retained permanently.
6.	Nomination of Members to Parliamentary fora	-do-	-do-
7.	Amendments to Third Schedule	Permanent	
8.	File regarding examination of cases pertaining to Offices of Profit	3 years	Files of Precedent value are to be retained permanently
9.	Constitution of new Parliamentary Committees	-do-	-do-
10.	Files relating to various Policy Matters	Permanent	
11.	Committees Software/MIS Software	3 years	Files of Precedent Value are to be retained permanently.
12.	Mailing List	-do-	
13.	Revision of ceiling on refreshments served at the sitting of Parliamentary Committees	Permanent	
14.	Laying of Committee Reports Files	1 year	
15.	Room Booking Files	-do-	Files of Precedent Value are to be retained permanently.
16.	Correspondence with Ministries/ Departments and other outside agencies File	-do-	
17.	Quarterly Statements of functioning of Committees	-do-	Files of Precedent Value are to be retained permanently.
18.	Training Programme for Staff/Officers	2 years	
19.	Files regarding publications brought out by Committee Co-ordination Section	3 years	Files of Precedent Value are to be retained permanently.

1	2	3	4
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|-----|---|--------|---|
| 20. | Miscellaneous Matters relating to co-ordination | 1 year | — |
|-----|---|--------|---|

24 RTI CELL RECORDS

- | | | | |
|----|----------------------------------|-----------|--|
| 1. | Policy Matters Files | Permanent | |
| 2. | Application under RTI Act, Files | 3 years | |
| 3. | Appeals under RTI Act, Files | 5 years | |
| 4. | Action Plans Files | 3 years | |
| 5. | Annual Report Files | 2 years | |
| 6. | Annual Inspection Files | - do - | |

25. O&M SECTION RECORDS

- | | | | |
|----|--|-----------|--|
| 1. | Annual Action Plan of the Secretariat File | 2 years | |
| 2. | Compiled Annual Action Plan | 5 years | |
| 3. | Annual Report of the Secretariat File | 3 years | |
| 4. | Compiled Annual Report | Permanent | |
| 5. | Annual Office Inspection of the Secretariat File | 3 years | |
| 6. | Work Study Files | 5 years | |
| 7. | Work Study Report | Permanent | |
| 8. | Review of Manual of Office Procedure Files | 5 years | |
| 9. | Office Manual | Permanent | |

26. PAY AND ACCOUNTS OFFICE RECORDS

(All records are to be retained in any case till audit is complete and objections settled)

- | | | | |
|----|---|------------------------|--|
| 1. | Pay Bill Register | 35 years | |
| 2. | LTC Register | Block year plus 1 year | |
| 3. | Cheque Register | 5 years | |
| 4. | Cash Register | 5 years | |
| 5. | HBA Register | Permanent | |
| 6. | Children's Education Allowance Register | - do - | |
| 7. | Audit Objections, Notes, Reports | 5 years | |
-

1	2	3	4
8.	GPF Membership Register	Permanent	
9.	GPF Annual Statement Register	1 year	
10.	Car/Scooter/Cycle/Computer etc. Advance Register	Permanent	
11.	Transfer Entry Register	1 year	
12.	Appropriation Audit Register	-do-	
13.	Annual Report of RS Circle of Accounts File	2 years	
14.	Register of P.P.Os maintained in the Office of the P & AO issuing the PPO	35 years from the date of last entry made in the register	
15.	Budget Estimates File	5 years	
16.	Income Tax Returns File	10 years	
17.	T.A. (including LTC) bills and acquittance rolls file	1 year	After audit objections are settled.
18.	Contingent bills and register of contingent expenditure file	3 years	After audit objections are settled.
19.	Vouchers of petty value not furnished to Audit File	5 years	

27. RECRUITMENT CELL RECORDS

1.	Administrative Report Files	3 years	
2.	Policy regarding scheme of examination for various posts	Permanent	
3.	Outsourcing of examination Work	- do -	
4.	Correspondence with other agencies relating to examination	5 years	
5.	Policy regarding Question paper, paper setter, etc.	Permanent	
6.	Conduct of examination	10 years	
7.	Information sought under RTI	5 years	

28. I.T. SECTIONS (HARDWARE & SOFTWARE) RECORDS

1.	Financial Entitlement of Members Register	Permanent	
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1	2	3	4
2.	Member-wise File regarding purchase of computer equipment by him under scheme of financial Entitlement	5 years (after retirement of the Member)	
3.	Procurement of Hardware and Software	10 years	
4.	Sections Files-regarding supply of computer equipment	Permanent	
5.	Officers Files-regarding supply of computer equipment to Deputy Director and above	3 years* (*after retirement of the officer)	
6.	Recovery of dues from Ex- MPs file	5 years	
7.	AMC files	- do -	
8.	Insurance of computer equipment files (old)	3 years	
9.	Supply of computer equipment to HC/HDC/LOP	Permanent	
10.	Project/Software development files	- do -	
11.	Other miscellaneous files such as communication from various organizations, assemblies, companies, etc.	5 years	
12.	Meetings of the Committee on provision of Computer Equipment to Members of Rajya Sabha (Notice, Agenda, Minutes and action on decisions taken etc.)	Permanent	
13.	Meetings of the Computerization Coordination Committee (CCC) (Notice, Agenda, Minutes and action on decisions taken etc.)	5 years	

1	2	3	4
14.	Meetings of the Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE) (Notice, Agenda, Minutes and action on decisions taken etc.)	5 years	
15.	Meetings of the Obsolescence Declaration Committee (ODC) (Notice, Agenda, Minutes and action on decisions taken etc.)	- do -	
16.	Meetings of the Committee on Provision of Computer Equipment to Officers (Retired) of the Rajya Sabha Secretariat (Notice, Agenda, Minutes and action on decisions taken etc.)	5 years	
17.	Meetings of the Committee for Re-designing the Rajya Sabha Website (Notice, Agenda, Minutes and action on decisions taken etc.)	- do -	
18.	Meetings of the Committee to review the Plan for Information Security (Notice, Agenda Minutes and action on decisions taken etc.)	- do -	
19.	Meetings of the Standing Technical Advisory Committee (STAC) (Notice, Agenda, Minutes and action on decisions taken etc.)	- do -	
20.	Files relating to Guidelines/ Policy in IT Section/Files on policy matters on which orders of Hon'ble Chairman HDC/SG have been obtained	Permanent	
21.	Guard File of Annual Action Plans/Annual Reports of IT Section	- do -	

1	2	3	4
22.	<p>Guard File relating to Constitution of the various Committees serviced by IT Section Committees viz. Committee on Provision of Computer Equipment to Members of Rajya Sabha, Computerization Coordination Committee (CCC), Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE), Obsolescence Declaration Committee (ODC), Committee for Redesigning the Rajya Sabha Website, Committee on Provision of Computer Equipment to Officers (Retired) of the Rajya Sabha Secretariat, Standing Technical Advisory Committee (STAC), Committee to review the Plan for Information Security.</p>	Permanent	
23.	<p>Guard File/Compiled Minutes of the various Committees services by IT Section Committees viz. Committee on Provision of Computer Equipment to Members of Rajya Sabha, Computerization Coordination Committee (CCC), Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE), Obsolescence Declaration Committee (ODC), Committee for Redesigning the Rajya Sabha Website, Committee on Provision of Computer Equipment to Officers (Retired) of the Rajya Sabha Secretariat, Standing Technical Advisory Committee (STAC), Committee to review the Plan for Information Security.</p>	-do-	

**MECHANISM FOR MONITORING DISPOSAL OF RECEIPTS AND FILES IN
COUNCIL SECTIONS**

Sl. No.	Name of Section/Unit	RECEIPTS		FILES	
		Scheme for monitoring	Officials Responsible for monitoring	Scheme for monitoring	Officials responsible for monitoring
1	2	3	4	5	6
1.	Bill Office	During Session monitoring is inbuilt in the system. During intersession period monitoring through Monthly Arrear Statement.	Primary Official: Section in-Charge. Secondary Official: Divisional Head.	Same as for receipts.	
2.	Notice Office	Monitoring by the Section in-Charge on daily basis.	Primary Official: Diarist. Secondary Official: Section in-Charge	Monitoring on day-to-day basis.	Primary Official: Diarist. Secondary Official: Section in-Charge.
3.	Legislative Section	During Session monitoring is inbuilt in the system. During intersession period monitoring through Monthly Arrear Statement.	Primary Official: Section in-Charge. Secondary Official: Divisional Head.	Same as for receipts.	
4.	Lobby Office	Monitoring by the Section in-Charge.	Primary Official: Diarist. Secondary Official: Section in-Charge.	Monitoring on day-to-day basis.	Primary Official: Diarist. Secondary Official: Section in-Charge.
5.	Question Branch	Monitoring of disposal of notices of questions on day-to-day basis is inbuilt in the system. For other receipts (excluding notices) monitoring may be done through DMIS.	Primary official: Diarist. Secondary Official: Section in-Charge.	(a) Same as for receipts. (b) Periodic meetings held by Divisional Head with officers act as an effective monitoring mechanism.	

1	2	3	4	5	6
6.	Table Office	Monitoring of House related receipts done at the level of Section in-charge/Deputy Director/Director and Divisional Head. Monitoring of routine receipts by the Section-in-Charge on day-to-day basis.	Primary official: Diarist. Secondary Official: Section in-Charge/ Divisional Head.		Same as for receipts.
7.	Interpreter's Section	Monitoring of diary by Director(I) on monthly basis	Primary official: Diarist. Secondary Official: Director (I).		Same as for receipts.
8.	Reporter's Branch	Nature of job does not call for monitoring system.			Same as for receipts.

MECHANISM FOR MONITORING DISPOSAL OF RECEIPTS AND FILES IN COMMITTEE SECTIONS

1.	Committee Section (Subordinate Legislation)	Monitoring through computerised diary on weekly basis by the Section in-Charge.	Primary Official: Diarist. Secondary Official: Section in-Charge.	An inbuilt system of monitoring of files through quarterly report.	Primary Official: Diarist. Secondary Official: Section-in-Charge.
2.	Committee Section (Petitions)	Computerised diary is being maintained. Weekly, monthly and quarterly arrear statements proposed to be prepared for review by Branch Officer, Divisional Head and Secretary-General respectively.	Primary Official: Dealing Assistant Secondary Official: Branch Officer:	Movement of files is monitored through File Movement Register by Section in-Charge/Branch Officer/Divisional Head.	Primary Official: Dealing Assistant Secondary Official: Section in-Charge.
3.	Committee Section (Govt. Assurances)	Frequent monitoring of Central Diary and Assistant Diaries by Section-in-Charge. Weekly arrear statement submitted to Divisional Head. Monthly Statement submitted to Secretary-General	Primary Official: Diarist. Secondary Official: Section-in-Charge.		Same as for receipts.

1	2	3	4	5	6
4	Committee Section (COPLLOT)	Monitoring through centralise diary on weekly basis by the Section-in-Charge. DMIS may be introduced.	Primary Official: Diarist. Secondary Official: Section-in-Charge.	(a) Same as for receipts (b) Monitoring done through quarterly report also. DMIS may be introduced.	Primary Official: Diarist Secondary Official: Section in-Charge.
5.	Committee Section (Commerce)	Monitoring on fortnightly basis by Section-in-Charge through centralized computerised diary/ Reminder Diary.	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section-in-Charge. Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.	Monitoring of files through File Movement Register by Section-in-Charge on fortnightly basis.	Primary Official: Dealing Assistant. Secondary Official: Fortnightly: Section-in-Charge. Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.
6.	Committee Section (H&FW)	Monitoring through centralised computerised diary by Section-in-Charge on regular basis. Regular meetings by Divisional Head with officers also help in monitoring. DMIS also proposed to be introduced.	Primary Official: Diarist. Secondary Official: Section-in-Charge.	Monitoring through Centralised File Movement Register by Section-in-Charge on regular basis. DMIS also proposed to be introduced.	Primary Official: Diarist. Secondary Official: Section-in-Charge.
7.	Committee Section (HA)	Monitoring through computerised diary by Branch Officer. Assistant and Reminder Diary also proposed to be maintained.	Primary Official: Dealing Assistant. Secondary Official: Branch Officer.	Monitoring of files through a diary for file movement. DMIS may be introduced.	Primary Official: Dealing Assitant Secondary Official: Section-in-Charge.
8.	Committee Section (HRD)	Monitoring through Computerised as well as manual diary and regular meetings by Divisional Head with officers.	Primary Official: Diarist. Secondary Official: Divisional Head.	Monitoring through File Movement Register by Section-in-Charge. DMIS may be introduced.	Primary Official: Diarist. Secondary Official: Section-in-Charge.

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9.	Committee Section (Industry)	Monitoring through computerised diary by Section-in-Charge.	Primary Official: Diarist. Secondary Official: Section-in-Charge.	Monitoring through File Movement Register by Section-in-Charge.	Primary Official: Diarist. Secondary Official: Section-in-charge.
10.	Committee Section (PPG)	Monitoring through manual as well as computerised diaries and regular meetings held by Divisional Head with officers.	Primary Official: Diarist. Secondary official: Section-in-Charge.	Weekly appraisal by DD/JD. Monitoring by Sction-in-Charge on day-to-day basis.	Primary Official: Section-in-Charge. Secondary Official: Branch Officer.
11.	Committee Section (S&T)	Monitoring through computerised diary by Section-in-Charge on weekly basis. DMIS has been introduced.	Primary Official: Diarist. Secondary Official: Section-in-Charge.	Same as for receipts.	
12.	Committee Section (T &T)	Monitoring through computerised diary by Section-in-Charge on daily basis.	Primary Official: Diarist. Secondary Official: Section-in-Charge.	Monitoring of files by dealing Assistants. Maintenance of Assistant Diary and its regular checking by Section in-Charge once in two days proposed.	Primary Official: Dealing Assistant Secondary Official: Section-in-Charge
13.	Committee Coordination Section	Monitoring through diary register and computerised diary by Section-in-Charge. DD/JD also proposed to be involved in monitoring. DD/JD to report to the Divisional Head the receipts pending for more than two weeks.	Primary Official: Section-in-Charge. Secondary Official: DD/JD.	Monitoring through File Movement Register and Assistant Diaries.	Primary Official: Section-in-Charge. Secondary Official: DD/JD.
14.	Committee Section (Ethics)	Monitoring through centralised computerised diary on day-to-day basis by the Section-in-Charge. Manual diary register proposed to be maintained.	Primary Official: Diarist. Secondary Official: Section-in-Charge.	Same as for receipts.	

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15.	Committee Section (MPLADS)	Monitoring through DMIS. However, monitoring through DMIS on weekly, monthly and quarterly basis by, the Section in-Charge, Joint Director and Divisional Head respectively proposed.	Primary official: Diarist. Secondary Official: Section in-Charge		Same as for receipts

MECHANISM FOR MONITORING DISPOSAL OF RECEIPTS AND FILES IN MEMBERS SERVICES SECTIONS

1.	Conference & Protocol Section	All receipts are diarised and the Section in-Charge monitors timely disposal of all receipts.	Primary official: Dealing Assistant Secondary Official: Section in-Charge		Same as for receipts
2.	M.A. Section	Monitoring through computerised as well as manual diary and at Assistant level through Assistant's Diary. New Software developed by NIC for electronic movement of receipts & files.	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section in-Charge. Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.	Monitoring of files through File Movement Register	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section in-Charge. Monthly : DD/JD (Branch Officer) Quarterly: Divisional Head
2.	M.S. & A. Branch	All receipts are diarised in Central/General/Assistant Diary Register. Weekly and monthly reports prepared and submitted to Divisional Head and Secretary. General respectively. Reminder Diary also maintained.	Primary Official: Diarist. Secondary Official: Section in-Charge.		Same as for receipts.

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MECHANISM FOR MONITORING DISPOSAL OF RECEIPTS AND FILES IN ADMINISTRATION AND ESTABLISHMENT SECTIONS					
1.	Establishment (A/Cs) & Budget Section	Monitoring through the Computerised Diary/Reminder Diary.	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section in-Charge. Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.	Monitoring through a File Movement Register.	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section in-Charge. Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.
2.	Establishment (G) Section	Monitoring through Computerised/ Assistants Diary and through weekly/fortnightly arrear statements. DMIS started in the Section.	Primary Official: Diarist. Secondary Official: Section in-Charge/ JD/Divisional Head.	Monitoring through DMIS/File Movement Register on weekly, monthly, and quarterly basis by Section in-Charge, JD and Divisional Head respectively.	Primary Official: Section in-Charge Secondary Official: JD/Divisional Head
3.	G. A. Section	Monitoring through manual diary by Section in-Charge on the basis of Arrear Reports submitted to Divisional Head.	Primary Official: Section in-Charge. Secondary Official: Divisional Head.	File movement register maintained in Office of the Divisional Head.	Primary Official: Section in-Charge. Secondary Official: Divisional Head.
4.	Pay & Accounts Office (Accounts Section)	Monitoring through Computerised Diary as well as COMPACT Software.	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section in-Charge. Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.	Time frame prescribed for disposal of files.	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section in-Charge. Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.
5.	Audit Section (P & AO)	Monitoring through Computerised Diary/ Assistant Diary as well as COMPACT Software. Time	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section in-Charge	Monitoring through Asstts. Diary. Time frame also prescribed for Certain cases.	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section in-Charge.

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		norms also prescribed for disposal.	Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.		Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.
6.	Personnel Section	Monitoring through weekly/Fortnightly and monthly arrear statements submitted to the Section in-Charge, Branch Officer and Divisional Head respectively. Submission of pendency status on fortnightly, monthly and quarterly basis to Section in-Charge, Director (P) and Divisional Head respectively also proposed.	Primary Official: Diarist/Section in-Charge. Secondary Official: Divisional Head	Monitoring through DMIS.	Primary Official: Diarist/Section in-Charge. Secondary Official: Divisional Head.
7.	Sales & Archives Section	Monitoring through Computerised Dairy/Assistants' Diaries and Arrear Reports submitted on monthly basis to Divisional Head. Besides, submission of weekly arrear reports and daily monitoring by Section in-Charge is also proposed to be introduced.	Primary Official: Diarist. Secondary Official: Section in-Charge JD/Divisional Head.	Monitoring through File Movement Register/ computerised diary and Assistants' Diaries.	Primary Official: Diarist. Secondary Official: Section in-Charge.
8.	Stores Section	Monitoring by Section in-Charge through Diary Register as well as Assistant	Primary Official: Diarist. Secondary	Monitoring through File Movement Register by the Section	Primary Official: Diarist. Secondary

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		Diary and Arrear Reports submitted to Branch Officer/Director.	Official: Branch Officer.	in-Charge.	Official: Section in-Charge.
MECHANISM FOR MONITORING DISPOSAL OF RECEIPTS AND FILES IN OTHER SECTIONS					
1.	Distribution Section	Monitoring of delivery of dak through peon book/dispatch register. DMIS is also operationalised. Monthly arrear statements to be monitored by Branch Officer. Besides, Dak delivery relating to M.P. and general Dispatch to be monitored by Section in-Charge twice daily—in the forenoon and afternoon.	Primary Official: Diarist/Dispatch Clerk. Secondary Official: Branch Officer.	Monitoring done by Officers in hierarchy through DMIS. Monthly Arrear Statement to be monitored by Branch Officer.	Primary Official: Diarist. Secondary Official: Branch Officer.
2.	I.T. Sections (H & S)	Monitoring through Section in-Charge, Branch Officer, Director/ Divisional Head through regular periodic interactions. DMIS also operational in the Section.	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section in-Charge Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.		Same as for receipts.

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3.	O & M Section	Monitoring through Computerised Diary/Assistant Diary by Section in-Charge. DMIS also introduced.	Primary Official: Diarist. Secondary Official: Section in-Charge.	DMIS operationalised Monitoring introduced on weekly monthly and quarterly basis at the level of Section in-Charge, JD and Divisional Head respectively.	Primary Official: Diarist. Secondary Official: Branch Officer/J.D./ Divisional Head.
4.	Printing Section-I & II	Registers maintained for different types of jobs and monitored almost on daily basis.	Primary Official: Section in-Charge. Secondary Official: Branch Officer.	Monitoring through File Register.	Primary Official: Section in-Charge Secondary Official: Branch Officer.
5.	RTI Cell	Monitoring through computerised diary system for which in-house and voluntarily developed net based software is being used.	Primary Official: Cell in-Charge Secondary Official: CPIO.	No need for any file tracking system.	
6.	Training Cell	Monitoring through manual as well as Computerised Diary system. DMIS System also operationalized.	Primary Official: Dealing Assistant Secondary Official: Fortnightly: Section in-Charge Monthly: DD/JD (Branch Officer) Quarterly: Divisional Head.	Same as for receipts.	

MECHANISM FOR MONITORING DISPOSAL OF RECEIPTS AND FILES IN EDITORIAL & TRANSLATION SERVICE

1.	Editing (English) Section	Monitoring through Diary and Registers maintained for the job and also through fortnightly reports.	Primary Official: Section in-Charge. Secondary Official: JD/Director/ Divisional Head.	Same as for receipts.
2.	Editing (Hindi) Section	Monitoring through Diary and Registers maintained for the job and also through fortnightly reports.	Primary Official: Section in-Charge. Secondary official: JD/Director/ Divisional Head.	Same as for receipts.
3.	English Debates Section	Monitoring through distribution chart and Registers.	Primary Official: Section in-Charge. Secondary Official: J.D./Director/ Divisional Head.	Same as for receipts.

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4.	Rajbhasha Prabhag	Monitoring through Diary and Registers maintained for the job and also through fortnightly reports.	Primary Official: Section in-Charge. Secondary Official: J D/Director/ Divisional Head.		Same as for receipts.
5.	Synopsis Section	Monitoring through Diary and Registers maintained for the job and also through fortnightly reports.	Primary Official: Section in-Charge. Secondary Official: J D /Director/ Divisional Head.		Same as for receipts.
6.	Translation Section-I	Monitoring through Diary and Registers maintained for the job and also through fortnightly reports.	Primary Official: Section in-Charge. Secondary Official: J D/ Director/ Divisional Head.		Same as for receipts.
7.	Translation Section-II	Monitoring of disposal of receipts mainly relating to Question List provided by Question Branch is done by Section in-Charge.	Primary Official: Section in-Charge. Secondary official: J D/ Director/ Divisional Head.		Same as for receipts.
8.	Translation (Com.-I) Section	Monitoring through Receipts and Dispatch Register and also through fortnightly reports.	Primary Official: Section in-Charge. Secondary Official: J D/ Director/ Divisional Head.		Same as for receipts.
9.	Translation (Com.-II) Section	Monitoring through Receipts and Dispatch Register and also through fortnightly reports.	Primary Official: Section in-Charge. Secondary Official: J D/ Director/ Divisional Head.		Same as for receipts.
10.	Translation (OIH) Section	Monitoring of disposal of receipts mainly relates to Translation of notices as originally received in Hindi for translation into English is done through diary and Distribution Register.	Primary Official: Section in-Charge. Secondary Official: J D/ Director/ Divisional Head.		Same as for receipts.

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MECHANISM FOR MONITORING DISPOSAL OF RECEIPTS AND FILES IN LIBRARY, REFERENCE, RESEARCH, DOCUMENTATIONS AND INFORMATION SERVICES

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| 1. | Media, Education and Audio-Visual Unit | Monitoring through Registers maintained for the purpose. | Primary Official: Section in-Charge.

Secondary Official: J D /Director. | Same as for receipts. |
| 2. | R&L Section | Monitoring through Computerised Diary, Assistant's Diary and File Register. | Primary Official: Section in-Charge.

Secondary Official: DD /JD /Director | Same as for receipts. |

MECHANISM FOR MONITORING DISPOSAL OF RECEIPTS AND FILES IN WATCH & WARD SERVICE

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| 1. | Watch & Ward Office | Monitoring through Diary Register maintained by all wings except Administration wing which maintains Computerised Diary and disposal of dak through Peon Book Register. | Primary Official: Wing in-Charge.

Secondary Official JD/ Director. | Same as for receipts. |
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