

FOREWORD

Article 98 of the Constitution mandates each House of Parliament to have a separate secretarial staff. Rajya Sabha Secretariat has been established in terms of that Constitutional provision. This Secretariat is not a public office in the strict sense of the term, but is bestowed with the responsibility of providing secretarial service *inter alia* to the representatives of the public, *i.e.*, Members of Parliament (Rajya Sabha) which puts on it the onus of providing best quality of services within a fair, prompt and transparent manner. To that end, efforts made over a period of time resulted in evolution of certain practices and procedures, which were encapsulated in the Manual of Office Procedure of the Secretariat in 2002 for the first time.

In the light of experience gained since the first publication of the Manual in the year 2002, it was felt that a single Manual for all sections/services makes it not only voluminous but also user-unfriendly. Therefore, it was decided to have a publication in the form of a Manual of Office Procedure of the Secretariat containing only common issues concerning all sections/services. This publication has been brought out consequent to that decision. It would be complemented and supplemented by separate specific manual for various sections/units.

O&M Section had brought the first edition in 2002. Responsibility of bringing out the revised edition of present Manual of Office Procedure of the Secretariat too was bestowed upon that Section. O&M Section has discharged its responsibility commendably under the able guidance of Dr. D. B. Singh, Joint Secretary.

It is hoped that this edition would act as a handbook on standard operating procedure for all inductees in the Secretariat and a reference book for others already working in the Secretariat.

Suggestions for further improvement of the Manual are always welcome.

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