

## THE KARNATAKA LEGISLATIVE ASSEMBLY SECRETARIAT

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

1	The particulars of the organization, functions and duties.	<p><b><u>I. Particulars of the organization:</u></b></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, traveling 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</p>
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by the Assembly Secretariat are expressed to be issued in the name of the Governor/Special Board, as the case may be.

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 Finance dept. 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 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 & 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 - 44 Group-B officers - 41 Group-C officials - 355 and Group-D officials – 350.

**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-1 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 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 provision 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 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. Question 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 Minority Committee
- (v) SC / ST Welfare Committee
- (vi) Papers Laid Committee

- (vii) Subordinate Legislation Committee
- (vii) Women & Children welfare Committee
- (ix) Estimates Committee
- (x) Library Committee
- (xi) Committee on Public Accounts
- (xii) Committee on Public Undertakings
- (xiii) Committee on Local bodies and Panchayat Raj Institutions.

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 organizing 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 and unstarred 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 Committee and other Adhoc Committees. It also issues passes to the officers of Govt. Depts. and Press & media representatives.

**Committee Branches** deal with issue of meeting notices to the Members, conducting of committee meetings arranging for 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 Branches** deals with all service matters of the employees of Karnataka Legislative Assembly Secretariat.

**Accounts Branches** deals with salary and allowances, conveyance allowance, medical reimbursement etc., and pension of the Hon'ble Members of the Karnataka Legislative Assembly.

**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.

**Translation Branch** deals with translation of questions and other Parliamentary matters, etc.

**Protocol Section** It makes necessary arrangements for reception, transportation, accommodation and security measures for visiting Sister Committees, Dignitaries and Delegates of Common wealth Nations.

**R & I Branch** receives all the papers, letters

concerned to the secretariat and also arranges to dispatch letters, etc., to the concerned Departments.

**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.

**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 un-parliamentary words/expressions are culled out and printed through Government press.

**Computer Branch:**

- 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 Honorable 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
- Aimed at computerization of entire Secretariat in Phased manner

**Watch & Ward Branch- (Marshal's Office):** Marshal and officials working under his control deal with the watch and ward and maintaining security within the House and the estate.

**Reference and Research Section** provides information to the Hon'ble Members and a Library each at Vidhana Soudha and Legislators' Home is established

		to facilitate the Hon'ble Members.
2	The powers and duties of the officers and employees	The 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, 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 (Annexure-IA).
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 bodies are open to the public, or the minutes of such meetings are accessible for public.	Technical Advisory Panel.
9	Directory of officers and employees.	As per Annexure – 3.
10	The monthly remuneration received by each of its officers	As per Annexure – 3.



	and employees, including the system of compensation as provided in its regulations.	
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	As per Annexure – 4.
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable.
13	Particulars of recipients of concessions, permits or authorisations granted by it.	Not applicable.
14	Details in respect of the information, available to or held by it, reduced in an electronic form.	Information in paper documents.
15	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.	The Karnataka Legislative Assembly Library is not open to general public. It is available to Ministers/MP's/Ex-MP's/Members of both the Houses of Legislature, Ex-Members and Officers & Officials of Legislature. It is kept open from 10 to 5.30 p.m. During sessions it will work two hours before and two hours after the closure of the session of that day.
16	The name, designation and other particulars of the Public Information Officers	<p><b><u>Information Officer</u></b></p> <p>Under Secretary of the concerned section. Karnataka Legislative Assembly Secretariat, Vidhana Soudha, Bangalore-560 001.</p> <p><b><u>Assistant Information Officeres</u></b></p> <p>Section Officer of the concerned section. Karnataka Legislative Assembly Secretariat, Vidhana Soudha, Bangalore-560 001.</p>
17	Appellate Authority	Additional Secretary / Joint Secretary / Deputy Secretary of the concerned section.
18	Any other information.	<ol style="list-style-type: none"> <li>1) Hand Book on Facilities to Members of the Karnataka Legislative Assembly.</li> <li>2) Handbook containing guidelines to Hon'ble. Members.</li> </ol>

**ಕರ್ನಾಟಕ ವಿಧಾನಸಭೆ**  
**KARNATAKA LEGISLATIVE ASSEMBLY**

ವಿಧಾನ ಸಭೆಯ ಸಚಿವಾಲಯ  
ಅಂಚೆ ಪೆಟ್ಟಿಗೆ ಸಂ.5074, ವಿಧಾನ ಸೌಧ,  
ಬೆಂಗಳೂರು-560 233  
LEGISLATIVE ASSEMBLY SECRETARIAT  
P.B.No. 5074, Vidhana Soudha,  
Bangalore-560 233

ಕ್ರಮ ಸಂಖ್ಯೆ ಕವಿಸಸ/ಆ-1/60/ಮಾಹಅ/2010

ದಿನಾಂಕ/ Dated : 26-06-2010

**ಅ ಧಿ ಸೂ ಚ ನೆ**

ಉಲ್ಲೇಖ:- ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ:ಕವಿಸಸ/ಆ-1/ಶಾರಶಾ/138/ಮಾಹಅ/2005,  
ದಿನಾಂಕ:19-10-2006 ಹಾಗೂ 06-12-2008.

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ಉಲ್ಲೇಖಿತ ಅಧಿಸೂಚನೆಗಳನ್ನು ಭಾಗಶಃ ಮಾರ್ಪಡಿಸಿ, ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ 2005ರ (ಕೇಂದ್ರ ಕಾಯ್ದೆ 2005ರ ಸಂಖ್ಯೆ:22) ಪರಿಚ್ಛೇದ 5(1) ಮತ್ತು 5(2) ಅಡಿಯಲ್ಲಿ ಪ್ರದತ್ತವಾದ ಅಧಿಕಾರವನ್ನು ಚಲಾಯಿಸಿ, ಕರ್ನಾಟಕ ವಿಧಾನ ಸಭೆ ಸಚಿವಾಲಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮದಡಿ ಕೋರುವ ಮಾಹಿತಿಯನ್ನು ಒದಗಿಸಲು ಸಂದರ್ಭ ಹಾಗೂ ಕಾರ್ಯಹಂಚಿಕೆಗೆ ಅನುಗುಣವಾಗಿ ಈ ಸಚಿವಾಲಯದ ಅಧಿಕಾರಿಗಳನ್ನು ಈ ಕೆಳಕಂಡ ಪ್ರಾಧಿಕಾರಗಳಿಗೆ ತಕ್ಷಣದಿಂದ ಜಾರಿಗೆ ಬರುವಂತೆ ನೇಮಕ ಮಾಡಲಾಗಿದೆ.

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| 1) ಮೇಲ್ಮನವಿ (ಅಪೀಲು) ಪ್ರಾಧಿಕಾರ     | : ಸಂಬಂಧಪಟ್ಟ ಅಪರ ಕಾರ್ಯದರ್ಶಿ/<br>ಜಂಟಿ ಕಾರ್ಯದರ್ಶಿ/ ಉಪ ಕಾರ್ಯದರ್ಶಿ. |
| 2) ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ       | : ಸಂಬಂಧಪಟ್ಟ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ.                                   |
| 3) ಸಹಾಯಕ ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ | : ಸಂಬಂಧಪಟ್ಟ ಶಾಖಾಧಿಕಾರಿ.  |

ಸಭಾಧ್ಯಕ್ಷರ ಆದೇಶಾನುಸಾರ,

(ಹೆಚ್.ಎಂ. ಭಾರತೇಶ್)  
ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ  
ಕರ್ನಾಟಕ ವಿಧಾನ ಮಂಡಲ.

ಇವರಿಗೆ: ಸಂಕಲನಕಾರರು, ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪತ್ರ ಇವರಿಗೆ ಮುಂದಿನ ಸಂಚಿಕೆಯಲ್ಲಿ ಪ್ರಕಟಗೊಳಿಸಿ ಅದರ 100 ಪ್ರತಿಗಳನ್ನು ಈ ಕಛೇರಿಗೆ ಕಳುಹಿಸಿಕೊಡಲು ಕೋರಲಾಗಿದೆ.

**ಪ್ರತಿಗಳು:**

1. ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಕವಿಮಂ.
2. ಕಾರ್ಯದರ್ಶಿ, ಕವಿಸಸ.
3. ಅಪರ ಕಾರ್ಯದರ್ಶಿ, ಕವಿಸಸ.
4. ಜಂಟಿ ಕಾರ್ಯದರ್ಶಿ-1 ಹಾಗೂ ಮಾನ್ಯ ಸಭಾಧ್ಯಕ್ಷರ ಕಾರ್ಯದರ್ಶಿ, ಕವಿಸಸ.

5. ಜಂಟಿ ಕಾರ್ಯದರ್ಶಿ-2, ಕವಿಸಸ.
6. ಉಪ ಕಾರ್ಯದರ್ಶಿಗಳು, ಕವಿಸಸ.
7. ಆಂತರಿಕ ಅಧೀಕ ಸಲಹೆಗಾರರು, ಕವಿಸಸ.
8. ಮುಖ್ಯ ಚರ್ಚಾ ಸಂಪಾದಕರು, ಕವಿಸಸ.
9. ಸಿಸ್ಟಂ ಅನಾಲಿಸ್ (ಪ್ರ), ಗಣಕ ಕೇಂದ್ರ, ಕವಿಸಸ.
10. ದಂಪನಾಯಕರು, ಕವಿಸಸ.
11. ಪೀಠಾಸೀನಾಧಿಕಾರಿಗಳ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಯವರುಗಳಿಗೆ, ಕವಿಸ.
12. ಅಧೀನ ಕಾರ್ಯದರ್ಶಿಗಳು/ಶಾಖಾಧಿಕಾರಿಗಳು, ಕವಿಸಸ.
13. ಸಹಾಯಕ ಕ್ಷೇತ್ರಾಧಿಕಾರಿಗಳು, ಶಾಸಕರ ಭವನ, ಕವಿಸ.
14. ಮುಖ್ಯ ಗ್ರಂಥಪಾಲಕಿ(ಪ್ರ), ಗ್ರಂಥಾಲಯ, ಕವಿಸಸ.
15. ಸಹಾಯಕ ಚರ್ಚಾ ಸಂಪಾದಕರು, ಕವಿಸಸ.
16. ಸಂಬಂಧಪಟ್ಟ ಕಡತಕ್ಕೆ/ರಕ್ಷಾ ಕಡತಕ್ಕೆ/ ಬಿಡಿ ಪ್ರತಿಗಳು.