

THE KARNATAKA LEGISLATIVE COUNCIL SECRETARIAT

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

1	Particulars of organization, functions and duties.	<p>I. Particulars of Organisation:</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 law, they are to be regulated by rules made by the Governor in consultation with the Chairmen, Legislative Council. No law has been made so far in this behalf by any State Legislature in India. The Legislative Council Secretariat became independent Secretariat vide Notification No.ADM-1/51/KLS/98 w.e.f. 2nd April, 1998.</p> <ol style="list-style-type: none">1. The Secretary of the Karnataka Legislative Council has the powers, privileges and status of a Secretary to Government in the Government Secretariat.2. 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 Council Secretariat are the same as that of other staff working in the Government Secretariat. Orders issued by the Government in regard to these matters in the Government Secretariat would automatically stand extended to Council Secretariat without
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consulting the Government. 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.

3. The pay scales of Karnataka Legislative Council 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 Council Secretariat together with the orders of Government relating to Government Secretariat to the Board and orders will be issued from the Council Secretariat based on the orders issued by the Government. The effect of such orders would be from the same date as that for the employees of the Government Secretariat.
4. All orders, including financial sanctions, issued by the Council Secretariat are expressed to be issued in the name of the Governor/Special Board/Board, as the case may be.
5. 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.
6. All orders of the Governor/Special Board/Board are authenticated by the Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary of the Council Secretariat as "By Order & in the name of the Board/Special Board/Governor of Karnataka" duly signed with his name & Designation.

		<ol style="list-style-type: none">7. The Budget Estimates of the Council Secretariat as approved by the Board are forwarded to the Finance Department for incorporation in the State Budget after mutual consultation between Finance Department and Council Secretariat. If there is any difference of opinion between the Finance Department and the Council 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.8. All Financial sanctions within the Budgetary provision are issued by the Secretary-Council Secretariat.9. 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 Secretary, Council Secretariat with the remarks of the Government in the Finance Department.10. Necessary amendments, if any, to the Karnataka Legislative Council Secretariat (Recruitment & Conditions of Service) Rules are effected by the Council Secretariat as and when necessary. As per the Karnataka Legislative Council Secretariat (Recruitment and Conditions of Service) Rules, 2003, staff of the Legislative Council Secretariat include the staff in the Legislator's Home and the Personal staff of the Parliamentary functionaries. The Legislative Secretariat consists of 26 Group-A officers, 29 Group-B officers, 158 Group-C Officials, 103 Group-D officials.
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Creation of Posts: (i) The Special Board may create posts of Secretary, Additional Secretary and Joint Secretary with the concurrence of the Finance Department.

(ii) The Special Board may amend Schedule-I to the Karnataka Legislative Council Secretariat (Recruitment & Conditions of Service) Ruled, 2003 by increasing or reducing the number of posts specified therein or by adding thereto any new category of posts or in any other manner.

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

(iv) The Chairman 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 concurrence of the Finance Department.

Administration of Karnataka Legislative Council Secretariat:-

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

(ii) The Chairman may delegate to the Secretary such of the powers for such time and subject to such conditions as may be specified in this behalf.

(iii) The Secretary may, delegate to their subordinate Officers such of their powers and subject to such conditions, as may be specified in this behalf.

Appointments:

- (i) Appointment to the category of posts of 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 Council Secretariat (Recruitment & Conditions of Service) Rules, 2003 shall be determined by the Special Board.
- (ii) Appointment to Group A posts other than the posts of Secretary, Additional Secretary and Joint Secretary and posts, in Group 'B', 'C' and 'D' shall be made by the Chairman. The method of recruitment in any particular case not provided in Rule 3 shall be determined by the Chairman.

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 Council Secretariat subject to the modifications specified in Schedule-II to the Karnataka Legislative Council Secretariat (Recruitment & Conditions of Service) Rules, 2003.

Application of Rules made by the State Government:-

Rules made by the State 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 Council Secretariat.

II Functions and duties of Council Secretariat:-

The Karnataka Legislative Council Secretariat is an independent body which functions under the ultimate guidance and control of the Hon'ble Chairman. In the discharge of his constitutional and statutory responsibilities, the Chairman 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 Council Secretariat is carried out by the following different branches of Parliamentary and Administrative Wing. Branches coming under the Parliamentary Wing:

1) Legislation Branch

2) Questions Branch

3) Committees

(i) Committee on Petitions

(ii) House Committee

(iii) Committee on Government Assurances

(iv) Privilege Committee

(v) Ethic Committee

(vi) Committee on Private Members Bills & Resolutions

Branches coming under Administrative Wing:

(i) Administration-I

(ii) Administration-II

(iii) Accounts-I

(iv) Accounts-II

(v) Executive Branch

(vi) Legislators' Home (Estate Office)

- (vii) Translation Branch
- (viii) Protocol
- (ix) Receipt & Issue Branch
- (x) Reporting Branch
- (xi) Watch and Ward Branch (Marshal Office)

Officers and staff working in various branches of Legislative Council 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 Officers. Reporting and Editing Branches work under the control of Chief Editor of Debates.

Questions Branch receives notices of Starred, Unstarred Questions, Calling Attentions, Rule 330, Private Members Bills & Resolutions and Special Mentions under Rule 330A. 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 from the Government to such notices are supplied to the Members. Questions 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 68 for short duration. List of Business is prepared by the Legislation Branch with the approval of the Chairman. Legislation Branch also deals with the Privileges Committee, Business Advisory Committee, Rules Committee, Joint House Committees and other Adhoc Committees.

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

Administration & Accounts Branches deal with the service matters, salary and allowances, house building advance, conveyance allowance, medical reimbursement, etc., of the Members and staff of the Council Secretariat.

Executive Branch deals with the purchase and maintenance of office equipments, providing accommodation to the Parliamentary functionaries, Committee Chairman and officers and staff of the legislature.

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.

		<p>R & I Branch receives all the papers, letters concerned to the Secretariat and also arranges to dispatch letters, etc., to the concerned departments.</p> <p>Reporting & Editing Branch performs the duties of preparing the verbatim proceedings of the House and its Committees. They also attend seminars and conferences arranged by the Legislative Council Secretariat. The Branch also arranges editing and printing of Debaters in Book format. The rulings, observations and list of unparliamentary words/expressions are culled out and printed through Government Press.</p> <p>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. Though Reference and Research Section and Library come under the administrative control of the LA Secretariat, they function common to both the Secretariats.</p>
2	The Powers and duties of the officers and employees.	The Secretary, other Officers & Staff of Karnataka Legislative Council Secretariat coordinate/facilitate in conducting Council Session/Committee Meetings and provide all necessary assistance to the Members of the Legislative Council. 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	The Chairman, Secretary, additional Secretary, Joint Secretary, Deputy Secretaries, Under Secretaries, Section Officers and subordinate staff.

	decision making process,including channels of supervision and accountability	Function as per the administrative and financial delegation of powers (Annexure-1-3)
4	The Norms set for the discharge of functions.	These norms are set out in Karnataka Legislative Council Manual (Annexure-4)
5	The Rules, regulations, instructions, Manuals and Records held by Karnataka Legislative Council Secretariat or under its Control or used by its employees for discharging its function.	1. Karnataka Leslative Council Secretariat (Recruitment of Conditions of service)Rules,2003(Annexure-5) 2. Karnataka Civil Service Rules. 3. The Karnataka Civil Services (Classification, Control & Appeal)Rules 1957. 4. Karnataka Legislative Council Secretariat Manual.
6	A statement of the categories of documents that are held by the Karnataka Legislative Council Secretariat or under its control.	Proceedings of the House and its Committee Reports in Book format.
7	The particulars of any arrangement that exits for consulation with, or representation by, the members of the public in relation to yhe 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 part or for the purpose of its advise and as to whether meeting 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 Committee
9	A directory of officers and employers.	As per Annexure-6
10	The seniority list and gross salary received by each of its officers and employees including the system of compensation as provided in its regulations.	As per Annexure-7
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and report on disbursements made	As per Annexure-8
12	The manner of execution of subsidy programmes,including the amounts allocated and details of beneficiaries of such programmes.	Not applicable
13	Particulars of recipients of concessions,permits or authorisation granted by it.	Not applicable

14	Details in respect of the Information available to or held by its reduced in an electronic form.	Yet to be reduces in to electronic form
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	Information as per Annexure-9 The Karnataka Legislative Council Library is not open to general public
16	The names,designations and other particulars of the Public Information Officer.	Annexure-10
17	Any other information.	1. Folder on facilities to Members pf the Karnataka Legislature 2.Handbook for Hon'ble Members.(Annexure-11)