

**REPORT OF THE ACTIVITIES OF THE REPORTING
AND EDITING BRANCHES OF THE
KARNATAKA LEGISLATIVE COUNCIL**

A) REPORTING BRANCH:

The Reporting Branch is one of the most important branches of the Legislative Council Secretariat. The duties and responsibilities of the reporting branch is as follows:

1. Preparation of verbatim report of the proceedings of the Legislative Council during session period and collecting the questions and answers, Minister's statements and other papers relating to the proceedings and enclosing them to the official report.
2. Preparation of Standing Committees proceedings.
3. Preparation of the proceedings of House Committees, Select committees, Joint Select Committees constituted from time to time.
4. Taking part in the local visits, State tours, All India study tours and international study tours along with the committees and preparation of the tour proceedings of all committees.
5. Preparation of the reports of meetings called by the Hon'ble Chairman, Secretary of the Legislative Council, the seminars and meetings held on behalf of the Legislative Council Secretariat.
6. Reading thoroughly the Rulings and observations of the Hon'ble Chairman and identifying the words and sentences to be expunged from the proceedings and preparing their draft list and forwarding it to Editing Branch and preparing them again as corrected by the Editing Branch.
7. Other official duties relating to Office assigned by the Hon'ble Chairman and the Secretary from time to time.

B) EDITING BRANCH:

As per Rule 332 of the Rules of Procedure and Conduct of Business in the Karnataka Legislative Council, the Secretary shall cause to be prepared a full report of the proceedings of the Council at each of its sittings and shall, as soon as practicable publish it in such form and manner as the Chairman may, from time to time, direct.

Editor of Debates supervises the work of Editing Branch. Four senior Recordings Officers are posted to work as Assistant Editors of Debates. Reporting and Editing Branches work under the overall supervision of Chief Editor of Debates.

The Editor of Debates and the Chief Editor of Debate have the responsibility of streamlining, scrutinizing and correcting mistakes and preparing for printing of these proceedings. Before that, the Assistant Editors of Debates have to execute the following duties:

1. After the session is over, the case-worker of the Editing Branch will gather and process the proceedings of the respective day and forwards. Three sets of such proceedings pertaining to a single day would be prepared.
2. The Assistant Editor of Debates would scrutinize the single day's proceedings gathered as above and see that the enclosures like Starred Questions and Answers, Un-starred Questions and Answered, papers laid on the table, Statements of Ministers, Publications of the Hon'ble Chairman, Bills etc., are properly enclosed. If these enclosures are not found, they will get them from the concerned Reporters, Legislation Branch, concerned Minister's Office and the Departments through the Editors of Debates and attach them to the day's proceedings at their proper places. In this manner, at the outset, each day's proceedings will be prepared completely with all its enclosures. It will take about one

month time after the session is over to prepare complete sets of reports with all their necessary enclosures as above.

3. All the enclosures will have to be enclosed as above to the first set which is sent to Press for printing (Press Set) and the set to be sent to Committee on Assurances. The remaining Office Set may also contain enclosures if copies are available. In this way, a complete set will be kept for editing purpose. Another set will be sent to Assurance Committee for sorting out Assurances.
4. After preparing the proceedings as above, a detailed index will also be prepared for each day's proceedings. The brief record prepared by the Legislation Branch will also be obtained and compared for cross reference while preparing the index.
5. Later, excluding the Press Set, the remaining three sets will be sent for binding. One set of binded copy will be sent to Assurance Committee. The Office copy will be kept in the office.

This is the first step in the direction of processing the proceedings for editing work. For this purpose, the proceedings would be distributed equally among the four Assistant Editors of Debates. This will be done with the help of the Assistant Editors of Debates and Assistants of the Branch. If the session is held for a long period, this work of preparation would take more than one month of time.

After this preparation work, the proceedings (Press Set) would be taken up for editing. For this purpose, the proceedings of all the days would be distributed among the Four Assistant Editors of Debates by the Editor of Debates. In all, one Assistant Editor of Debates would be distributed with 15 to 20 days' of proceedings in a year. Each Assistant Editor of Debates would have to scrutinize about 7000 (seven thousand) pages of proceedings in a year.

While doing the editing work, the Assistant Editors of Debates will have to execute the following duties:

1. Since the proceedings are permanent authorized documents, they will have to read them carefully while editing.
2. When there are ambiguities, the recorded cassettes will have to be listened and the concerned Reporter is called and his written proceedings will have to be examined before applying corrections.
3. In the portion where there are many corrections, that portion will be sent to Reporters for re-reporting. A new report prepared as above will be placed in the proceedings.
4. The spelling mistakes, the names of persons and names of villages, other technical words will have to be corrected carefully.
5. The unnecessary portions in the Questions and Answers and Statements will have to be struck off.
6. The matters discussed under several rules during a day will have to be given a proper heading.
7. The Bills, Resolutions, and the adopted portions will have to be maintained properly. If there are any defects, those defects will have to be properly got corrected by the Reporters.
8. In this way, the Assistant Editors of Debates will execute the editing work carefully and in a comprehensive manner.

As already mentioned above, after the session is over, it will take more than one month to prepare the Press Set (set for printing), Assurance Committee Set and Office copy along with contents.

Afterwards, each Assistant Editor of Debates will edit the proceedings of about 15-20 day's and prepare them for printing. In this way, each Editor of Debates will read and correct not less

than 25 to 30 pages every day. After the editing work is over, the Editors of debates would be quickly examine the same and sent it to the Government Press for printing. Besides this, other official duties relating to branch of Chief Editor of Debates and Editor of Debates assigned by the Hon'ble Chairman and the Secretary from time to time.

Besides this, the editors attend various committee meetings of the Karnataka Legislative Council and also the meetings of Honorable Chairman and the officers of the Legislature and prepare the proceedings of the meetings. From 13-11-2017 (133rd Session held at Belgaum) the proceedings of the House are published in the official Website of KLC. After merging the turns in the chronological order, each day's proceedings are sent to the Computer Wing to upload the same in the Website.

DETAILS OF MEETING OF STANDING & OTHER COMMITTEES

ASSURANCE	PETITION	PRIVILEGE	HOUSE	PRIVATE MEMBERS
CHAIRMAN'S MEETING	SECY'S MEETING	AND ANY OTHER JOINT SELECT COMMITTEES.		
