

Rajasthan Legislative Assembly Secretariat

:Notification:

No. F.11(8)/Estt/Rla/2005-2023

Jaipur, Dated 27 October, 2023

Manual under Section - 4-1(b) of the Right to Information Act, 2005

Point No. 1 - Characteristics, functions and duties of the organization

Earlier, Rajasthan was known by the name of Rajputana which consisted of 22 small and big Princely States. Though all these Princely States were declared to have been annexed to the Union of India on 15 August, 1947, the process of merger and their unification could conclude only in the month of April 1949, in five phases.

In the first phase of merger, four Princely States of Alwar, Bharatpur, Dholpur and Karauli formed the Matsya Union and it was inaugurated on 17th March, 1948. The Union of Rajasthan, consisting of Banswara, Bundi, Dungarpur, Jhalawar, Kishangarh, Pratapgarh, Shahpura, Tonk and Kota, was inaugurated on 25 March, 1948. But only three days after its inauguration the Maharana of Udaipur decided to join the Union which was accepted by the government of India. This Union was constituted by Pt. Jawaharlal Nehru on 18 April, 1948. The formation of the Union of Rajasthan paved the way for the merger of bigger Princely States like Bikaner, Jaisalmer, Jaipur and Jodhpur into the Union and the formation of Greater Rajasthan. It was formally inaugurated on 30 March, 1949 by Sardar Vallabh Bhai Patel. Matsya Union was merged with Greater Rajasthan on 15 May, 1949.

The process for setting up a legislature started in the final phase of the formation of Rajasthan itself. This process continued till the beginning of the year 1952. The decision for partition of the state of Sirohi and merging of the tehsils of Abu and Dilwara in the state of Bombay and rest part in Rajasthan was taken on January, 1950 which was implemented on 7 February, 1950. In line with the recommendations of the State Reorganization Commission, the erstwhile Ajmer-Merwara state was merged in Rajasthan on 1 November 1956. Along with it, Sunel-Tappa village of the Bhanpura tehsil of the Mandsaur district of Madhya Bharat and Abu & Dilwara were re-merged in Rajasthan while Sironj sub-district of Jhalawar district was transferred to the newly formed Madhya Bharat.

Thus concluded the process of the formation of the present Rajasthan and the people of the areas under the 19 Princely States and 3 Chiefships became free from monarchy and joined the mainstream of democracy.

According to Article 168(1)(B) and (2) of the Indian Constitution, the legislature of Rajasthan consists of the Governor and the Legislative Assembly. Under Article 172, the tenure of the Legislative Assembly of Rajasthan ordinarily spans to five years from the date appointed for its first meeting. After the general elections, the first Legislative Assembly of Rajasthan was formed on 23 February 1952 and the first sitting took place on 29 March, 1952. The total number of members of the Legislative Assembly was 160 in the year 1952. After the merger of Ajmer Legislative Assembly into the Rajasthan Legislative Assembly in November 1956, its number rose to 190. Following the recommendations of the State Reorganisation Commission, the strength of the Legislative Assembly was 176 in 1957, 184 in 1967 and 200 in 1977. Presently, the strength of the Legislative Assembly is of 200 members.

The Fifteenth Rajasthan Legislative Assembly was constituted on 12th December, 2018. The total number of members in the Rajasthan Legislative Assembly is 200, out of which 34 seats are reserved for Scheduled Castes and 25 seats for Scheduled Tribes. After the member representing Udaipur Assembly Constituency being appointed as the Governor of Assam and his subsequent resignation, the total

number of members in the Fifteenth Rajasthan Legislative Assembly stands at 199 including 27 women members.

The main function of the Legislative Assembly is to fulfil the aspirations of the people and to find appropriate solutions for the problems of the public by deliberating over them. Some of the important functions of the Legislative Assembly are as follows -

1. To keep a check over the executive through the means of questions, motions, resolutions and committees.
2. Deliberations over the cut motions against the demands of grants, the finance bill, the appropriation bill and general debate over the budget speech.
3. Passing of the bills.

The business of the Rajasthan Legislative Assembly is conducted according to the rules of procedure and conduct of business made under Article 208(1) of the Constitution, the directives by the Speaker and the decisions made by the chair of the Speaker.

Rajasthan Legislative Assembly Secretariat

In addition to facilitating secretarial assistance to Hon'ble Speaker in legislative affairs, the Legislative Assembly Secretariat helps the members of the legislative assembly in fulfilling their parliamentary obligations and assists them in meeting their various requirements. Legislative Assembly Secretariat also takes care of the facilities being provided to the members and Ex-members.

The Legislative Assembly Secretariat has been formed, under the provisions of the Constitution, for fulfilling the parliamentary obligations of the members and Hon'ble Speaker. The office timings for the Legislative Assembly Secretariat are 09:30 am to 06:00 pm during the intersessional period whereas during the sessional period, it lasts till the end of the proceedings of the House for the day. The appointments of the personnel, for the execution of the work of the Legislative Assembly Secretariat, are made in accordance with the Rajasthan Legislative Assembly Secretariat (Appointment and Conditions of Service) Rules, 1992.

The Legislative Assembly Secretariat does not directly implement any plan/scheme of the State, therefore, it doesn't have any direct linkage with the general public. The nature of the functions of the Legislative Assembly Secretariat is quite distinct from the functions of other departments of the government and the government secretariat.

Rajasthan Legislative Assembly has a total of 22 committees which function as a smaller form of the House. Issues are deliberated and discussed in all seriousness in these committees to ascertain the accountability of the government.

A number of different branches have been constituted to execute various functions of the Legislative Assembly, out of which the House Branch, Legislative Branch, Question Branch, General Branch, Library, Research and Reference Branch, Security Branch, Establishment Branch, Accounts Branch, Stationary, Electricity and Furniture Branch, Information Office, Letter Distribution Branch, Letter Receiving Branch along with the branches of the committees of the Legislative Assembly are a few to name. The Legislative Assembly Secretariat makes available pension and other facilities, in addition to the facility of library, to the Ex-members.

Point No. 2 - Powers and Duties of the Officers/Employees

The House of the Legislative Assembly, Hon'ble Speaker, Hon'ble Deputy Speaker and Hon'ble members are assisted by the officers and employees of the Legislative Assembly Secretariat in discharge of their duties.

The Secretary of the Legislative Assembly has all those administrative and financial powers which are available to a Secretary to the state government. The Secretary is the



topmost administrative officer with reference to the implementation of the policies and programs related to the Legislative Assembly Secretariat. Therefore, he plays the role of the chief architect in getting implemented various policies and functions related to this secretariat. The Secretary to the Legislative Assembly, chiefly, has two types of functions. First, to tender timely and reasonable advice to the Speaker with reference to the rules and traditions in the matters related to the Legislative Assembly and second, to apply the authority vested in the Speaker as the administrative head of the Legislative Assembly.

The Secretary acts as an advisor to the Speaker in the matters pertaining to the powers and functions of the Speaker. He discharges his functions under the authority of the Speaker and in the name of the Speaker. The orders made by the Secretary are deemed to be made under the name of the Speaker and the Speaker owns the complete responsibility for such orders.

The Secretary is also the authorised officer for the appointments to be made on the gazetted posts specified by the Speaker of the Legislative Assembly. Along with that, he is also the disciplinary, controlling and penalizing officer for the Subordinate Service cadre, Ministerial Service cadre and the Class IV Service cadre.

The main functions of the Secretary are to divide the work among the personnel in accordance with the orders of the Speaker, to send the budget proposals of this secretariat to the government and after its passing, to spend within fixed limit for various items/heads, to advise the Speaker and the members without any bias and to accomplish other related works.

According to the Rajasthan Legislative Assembly Secretariat Service Rules, the Secretary of the Legislative Assembly has administrative and financial powers equivalent to a Secretary to the State Government or a head of the department of the first class. It's the Secretary who corresponds with the State Government after the approval of the Speaker. The administrative and financial orders of the State Government are examined and implemented in the Secretariat after the concurrence of Hon'ble Speaker.

Functions of various branches of the Legislative Assembly Secretariat are executed in accordance with the manual of the Legislative Assembly Secretariat. Supervision of the functioning of the branches is carried out by the Special Secretary, Deputy Secretary, Editor (Debate/Printing), Marshal, Deputy Marshal, Financial Advisor, Assistant Secretary, Chief Research and Reference Officer, Library Officer, Vidhi Rachna Adhikari, Assistant Editor and Public Relation Officer. All branch officers get accomplished the jobs assigned to their branches. Deputy Secretary (Hon'ble Speaker) and Private Secretaries provide assistance to Hon'ble Speaker, Hon'ble Deputy Speaker, Hon'ble Leader of Opposition, Hon'ble Government Chief Whip, Hon'ble Government Deputy Chief Whip and the Secretary while the Personal Assistants and the Stenographers provide assistance to the officers of the Secretariat in their work and accomplish the everyday tasks assigned to them. Other officers, personnel of the ministerial cadre and the Class IV employees perform their duties as ascertained for their positions in the manual of the Secretariat.

Point No. 3 - Procedure followed in the decision making process including the channels of supervision and accountability

Jobs are assigned to the officers and staffers of the Legislative Assembly Secretariat according to their knowledge, experience and expertise by the Secretary. To arrive at a decision in any matter, according to the procedure applied in the Legislative Assembly Secretariat, the note-sheets/files are produced before the Secretary by the concerned branch head. After the mentioning of the facts by the clerk of the concerned branch on the letter/file related to the matter, opinions and recommendations on the subject are recorded at the level of the Upper Division Clerk, Assistant Section Officer,

Section Officer, Assistant Secretary, Deputy Secretary and accordingly the final decision is taken by the Special Secretary, the Secretary or Hon'ble Speaker. The orders, in the matter of working of committees, are given by the chairmen of concerned committees. The power of determination in financial matters, approvals of expenditure and decision making lies with the Secretary. All administrative and financial approvals are issued under the permission of the Speaker.

Point No. 4 - Norms set for the discharge of functions

The rules of procedure and conduct of business of the Legislative Assembly are framed for the discharge of various functions of the Legislative Assembly, the business of the Legislative Assembly is carried on accordingly. The administrative matters of the Legislative Assembly Secretariat are disposed of according to the provisions of various Acts, rules and regulations after these have been adopted by this Secretariat.

Point No. 5 - Statement of rules, regulations, instructions, manual and records to be used by the employees for the discharge of functions

There exists a Secretariat Manual for the functions of various branches, offices of the Legislative Assembly Secretariat and branches of different committees. The proceedings of the House and its committees are conducted according to the rules contained in manual of conduct of business, directions given by Hon'ble Speaker and the rules related to the internal working of the committees. The conditions of service and appointment of personnel in the Legislative Assembly Secretariat are determined in accordance with the Rajasthan Legislative Assembly Secretariat (Appointment and Conditions of Service) Rules, 1992.

Administrative and financial orders, issued by the State Government from time to time, do not apply to the Legislative Assembly Secretariat automatically; these orders are adopted with the approval of Hon'ble Speaker after these have been examined. The salaries, allowances and other facilities for the officers and members and the pensions and other facilities for the Ex-members of the Legislative Assembly are provided according to the Acts and rules framed for this purpose.

Point No. 6 - Statement of the categories of documents held or controlled

Documents related to questions, calling attention motion, adjournment motion, bills, petitions and other matters are kept by the concerned branch for discharging the functions of the Legislative Assembly and all such files remain under control of the concerned branch head. Minutes of each sitting of the Legislative Assembly and reports of different committees are published. Unedited copies of the minutes of the proceedings of the Legislative Assembly are, as far as possible, made available on the internet on the day of the proceeding itself.

The following information related to the Legislative Assembly is available on Rajasthan Legislative Assembly's website assembly.rajasthan.gov.in-

- (1) Biographical detail of His Excellency the Governor, Hon'ble Speaker, Hon'ble Chief minister, Hon'ble Leader of Opposition, Hon'ble Government Chief Whip, Hon'ble Government Deputy Chief Whip, Secretary and Special Secretary of the Legislative Assembly and information about persons who have held these august offices earlier.
- (2) General information related to biographies of Hon'ble members, details regarding representation from constituencies, elected members from reserved constituencies, party wise position, membership of committees, information relating to the suspension of members, affidavits submitted at the time of elections and information related to the female members. Permanent and local addresses of all the Hon'ble members have been provided with respective telephone numbers.
- (3) information related to the council of ministers, members of Parliament from Rajasthan in the Lok Sabha and the Rajya Sabha and the officers of the Legislative Assembly.

- (4) General information regarding the committees of the Legislative Assembly, directives by the Chair, rules of procedure and conduct of business, panorama of the Legislative Assembly.
- (5) Procedure of the House, legislative assembly wise general information.
- (6) Salaries, allowances and other facilities received by the members and pensions and other facilities received by the Ex-members, original text of related Acts and rules.
- (7) Each day's list of business, report of the business advisory committee and minutes of the proceedings of the Legislative Assembly.
- (8) Address of His Excellency the Governor, budget speech of the Finance Minister and handbook for members.
- (9) List of ordinances promulgated in Rajasthan, different stages of formation of Rajasthan, chronicle of Legislative Assembly and democratic governments.
- (10) Confidence motion, no confidence motion against the council of ministers and Hon'ble Speaker; introduced and passed private bills.
- (11) List of bills to be introduced in the House and their original texts. From the year 2010, original texts of the Acts of Rajasthan are available on the website. The original texts of the Acts are made available by the State Government.
- (12) "Sessional review" related to the work accomplished during the sessions of the Thirteenth, the Fourteenth and the Fifteenth Rajasthan Legislative Assembly till present.
- (13) Information regarding the Right to Information Act, Rules, manual and officers concerned with it.
- (14) Internal working rules of the committees.
- (15) Statement regarding the signatures scribed by Hon'ble members during the session.
- (16) All the questions and their answers as received by the Legislative Assembly Secretariat and option to search these through different fields.
- (17) Various motions and their answers received by the Legislative Assembly Secretariat and options to search them through different means.
- (18) Search options through different fields for the minutes of the proceedings of the Legislative Assembly. This facility is available in the Proceedings of the Legislative Assembly from the year 1952.
- (19) Original texts of tenders, Acts and rules of the Legislative Assembly Secretariat.
- (20) Statement of the property of the officers of the Legislative Assembly Secretariat.
- (21) Issues of the quarterly magazine 'Vidhan Bodhani' from the year 2015.
- (22) The date sheet of the meetings of the committees.
- (23) Bulletin Part-II of Important Nature.
- (24) Information related to the elections to the Rajya Sabha (for the elections held after year 2014).
- (25) Live telecast of the proceedings of the Legislative Assembly on the YouTube channel of the Legislative Assembly.
- (26) Information about the activities of the Legislative Assembly from time to time on Facebook and Twitter.
- (27) Search tool for books available in the Library.
- (28) Annual reports, outcome budget of the departments.
- (29) Information about the days fixed for answering questions during the session by Ministers.
- (30) Links to other important websites.
- (31) Various information under e-Library.
- (32) Press Clipping Services related to topic wise news clippings from the newspapers.
- (33) Links of e-Journal given on the webpage.
- (34) Rajasthan Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1992



- (35) Android and iOS mobile app containing information related to this Secretariat.
- (36) Hamare Vidhayak-Biographies of members elected, from the First Legislative Assembly till Fifteenth Legislative Assembly.
- (37) Reports of the Committees of the Legislative Assembly.

Point No. 7 - System developed for consultation with the public or the representatives of the public in relation to formulation of policies and implementation

The Legislative Assembly does not have a direct or visible link with the general public, therefore, no separate arrangement has been made for consulting the members of the public.

Point No. 8 - Statement of board, council, committees and other bodies

After the general elections, during the first session and subsequently before every financial year or from time to time, whenever the need arises, various committees of the House are constituted. All the financial committees of the Legislative Assembly are constituted by the members of the House through election by single transferable vote system and other committees are constituted through nomination of the members by the Speaker.

A standing committee has been formed for the resolution of the complaints related to the service matters of the officers/employees of the Rajasthan Legislative Assembly Secretariat.

Following the administrative instructions issued in compliance of the verdict of the Hon'ble High Court in the case of Vishaka & Ors vs. State of Rajasthan (AIR 1997 SC 3011), a complaint committee has been constituted with the approval of Hon'ble Speaker to prevent the incidents of sexual harassment of women at workplace in Legislative Assembly Secretariat and to act swiftly on such incidents that takes place.

Point No. 9 - Directory of officers/employees

A directory of officers, employees is available with the Establishment Branch and the list of all the officers is also available in the annual diary of the Legislative Assembly and a list of officers up to the rank of Assistant Secretary is published on the website as well. Officers/employees with the following designations are there in the Rajasthan Legislative Assembly:

1. Principal Secretary
2. Special Secretary
3. Senior Deputy Secretary
4. Financial Advisor
5. Chief Marshal
6. Chief Editor
7. Deputy Secretary
8. Deputy Secretary to Hon'ble Speaker
9. Marshal
10. Chief Accounts Officer
11. Editor (Debate/Printing)
12. Principal Research and Reference Officer
13. Assistant Secretary (Including the Protocol Officer)
14. Vidhi Rachana Adhikari
15. Private Secretary to the Principal Secretary
16. Private Secretary to Hon'ble Speaker (Cadre Post)
17. Private Secretary to Hon'ble Speaker (Non-Cadre Post)
18. Private Secretary to the Special Secretary
19. Assistant Editor
20. Special Assistant (Non-Cadre)
21. Private Secretary (changed from non-cadre to cadre)

22. Officer on Special Duty, Hon'ble Speaker (on co-terminus basis)
23. Advisor/Consultant, Hon'ble Speaker (on co-terminus basis)
24. Special Assistant/Private Secretary, Hon'ble Speaker (on co-terminus basis)
25. Chief Research and Reference Officer
26. Additional Marshal
27. Research and Reference Officer
28. Library officer
29. Senior Reporter
30. Executive Officer
31. Deputy Marshal
32. Assistant Marshal
33. Assistant Accounts Officer Grade-I
34. Assistant Research and Reference Officer
35. Section Officer
36. Reporter
37. Public Relation Officer
38. Additional Private Secretary
39. Varishth Vidhi Rachnakar
40. Programmer
41. Assistant Section Officer
42. Personal Assistant
43. Deputy Librarian
44. Stenographer
45. Assistant Accounts Officer Grade-II
46. Junior Accountant
47. Photographer
48. Translator
49. Assistant Programmer
50. Junior Engineer (Electricity)
51. Air-conditioning Plant Mechanic
52. Refrence Assistant
53. Library Assistant
54. Clerk Grade-I
55. Information Assistant
56. Driver, Hon'ble Speaker
57. Driver
58. Clerk Grade-II
59. Telephone Operator
60. Security Assistant
61. Security Guard (Ex-Army man)
62. Lineman-I
63. Wireman-II
64. Helper Grade-II
65. Photocopier
66. Lift Mechanic
67. Machine man
68. Lift Man
69. Air-conditioning Plant Assistant
70. Library Boy
71. Daftari
72. Zamadar
73. Record Lifter
74. Class IV Employees
75. Guard
76. Ardali



Point No. 10 - Monthly remuneration with all emoluments received by officers/employees including the system of compensation as provided in the rules

Officers/employees are paid salaries equal to that of the officers/employees of the State Government. Other allowances and special pay are also granted in accordance with the norms of the government. Medical bills of the officers/employees of the Legislative Assembly Secretariat are reimbursed according to the rules of the State Government.

Posts sanctioned in the Rajasthan Legislative Assembly, running pay-band and grade pay for these posts are as follows:-

S.no.	Designation	No. of posts	pay band	Running Pay band	Grade Pay	Grade pay	Pay Matrix Level	Special Pay
1.	Principal Secretary	01	—	Super Time scale of Raj. Judicial service.	—	—	—	—
2.	Special Secretary	01	—	Selection scale of Raj. Judicial services.	—	—	—	—
3.	Senior Deputy Secretary	02	PB-4	37400-67000	22	8700	L-21	600
4.	Financial Advisor	01	PB-4	37400-67000	22	8700	L-21	600
5.	Chief Marshal	01	PB-3	15600-39100	21	8200	L-20	600
6.	Chief Editor	01	PB-3	15600-39100	21	8200	L-20	600
7.	Deputy Secretary	08	PB-3	15600-39100	20	7600	L-19	600
8.	Deputy Secretary to Hon'ble speaker	01	PB-3	15600-39100	19	7600	L-19	600
9.	Marshal	01	PB-3	15600-39100	19	7600	L-19	600
10.	Chief Accounts Officer	01	PB-3	15600-39100	19	7600	L-19	600
11.	Editor	02	PB-3	15600-39100	19	7200	L-18	525
12.	Principal Research and Reference Officer	01	PB-3	15600-39100	19	7200	L-18	525
13.	Assistant Secretary (Including Protocol officer)	21	PB-3	15600-39100	17	6600	L-16	525
14.	Assistant Editor	07	PB-3	15600-39100	17	6600	L-16	525
15.	Vidhi Rachna Adhikari	01	PB-3	15600-39100	17	6600	L-16	525
16.	Private secretary to Principal Secretary	01	PB-3	15600-39100	17	6600	L-16	525
17.	Private secretary to Special Secretary	01	PB-3	15600-39100	17	6600	L-16	525
18.	Private secretary to Hon'ble Speaker (Cadered Post)	01	PB-3	15600-39100	17	6600	L-16	525
19.	Private Secretary (Converted from Cadered to Non-Cadered)	04	PB-3	15600-39100	17	6600	L-16	525
20.	Private secretary to Hon'ble Speaker (Non Cadered)	01	—	—	—	—	—	—
21.	Special Assistant (Non Cadered)	04	—	—	—	—	—	—
22.	OSD to Hon'ble Speaker (Co-terminous)	01	Rs. 55000/- (consolidated)			Co-terminous		
23.	Advisor to Hon'ble Speaker (Co-terminous)	02	Rs. 50000/- (consolidated)			Co-terminous		
24.	Special Assistant/Private Secretary to Hon'ble Speaker (Co-terminous)	01	Rs. 45000/- (consolidated)			Co-terminous		
25.	Chief Research and Reference Officer	02	PB-3	15600-39100	17	6600	L-16	525
26.	Additional Marshal	01	PB-3	15600-39100	17	6600	L-16	525
27.	Research and Reference Officer	02	PB-3	15600-39100	16	6000	L-15	380
28.	Senior Reporter	12	PB-3	15600-39100	16	6000	L-15	380
29.	Library Officer	01	PB-3	15600-39100	15	5400	L-14	380
30.	Executive Officer	01	PB-3	15600-39100	15	5400	L-14	380
31.	Deputy Marshal	01	PB-3	15600-39100	15	5400	L-14	380

32.	Reporter	11	PB-2	9300-34800	14	4800	L-12	350
33.	Section Officer	24	PB-2	9300-34800	14	4800	L-12	350
34.	Varishth Vidhi Rachnakar	01	PB-2	9300-34800	14	4800	L-12	350
35.	Additional Private Secretary	08	PB-2	9300-34800	14	4800	L-12	350
36.	Assistant Research and Reference Officer	02	PB-2	9300-34800	14	4800	L-12	350
37.	Assistant Accounts Officer-I	01	PB-2	9300-34800	14	4800	L-12	350
38.	Public Relation Officer	01	PB-2	9300-34800	14	4800	L-12	350
39.	Assistant Marshal	01	PB-2	9300-34800	14	4800	L-12	350
40.	Programmer	01	PB-2	9300-34800	14	4800	L-12	350
41.	Assistant Section Officer	23	PB-2	9300-34800	12	4200	L-11	300
42.	Deputy Librarian	01	PB-2	9300-34800	12	4200	L-11	300
43.	Personal Assistant	14	PB-2	9300-34800	12	4200	L-11	300
44.	Assistant Accounts Officer Grade-II	04	PB-2	9300-34800	12	4200	L-11	300
45.	Reference Assistant	02	PB-2	9300-34800	11	3600	L-10	300
46.	Library Assistant	01	PB-2	9300-34800	11	3600	L-10	300
47.	Translator	01	PB-2	9300-34800	11	3600	L-10	300
48.	Photographer	01	PB-2	9300-34800	11	3600	L-10	300
49.	Air conditioning Plant mechanic	01	PB-2	9300-34800	11	3600	L-10	300
50.	Assistant Programmer	01	PB-2	9300-34800	11	3600	L-10	300
51.	Stenographer	20	PB-2	9300-34800	11	3600	L-10	300
52.	Junior Accountant	06	PB-2	9300-34800	11	3600	L-10	300
53.	Clerk Grade-I	50	PB-1	5200-20200	10	2800	L-8	240
54.	Informatics Assistant	08	PB-1	5200-20200	10	2800	L-8	240
55.	Clerk Grade-II	64	PB-1	5200-20200	09	2400	L-5	240
56.	Telaphone Operator	04	PB-1	5200-20200	09	2400	L-5	240
57.	Security Assistant	01	PB-1	5200-20200	09	2400	L-5	240
58.	Security Guard (Ex-Army Man)	10	PB-1	5200-20200	09	2400	L-5	240
59.	Driver, Hon'ble Speaker	02	PB-1	5200-20200	09	2400	L-5	300
60.	Driver	07	PB-1	5200-20200	09	2400	L-5	240
61.	Photocopier	01	PB-1	5200-20200	05	2000	L-4	160
62.	Lift Mechanic	01	PB-1	5200-20200	05	2000	L-4	160
63.	Guard	05	PB-1	5200-20200	04	1900	L-3	160
64.	Machine Man	02	PB-1	5200-20200	03	1750	L-2	160
65.	Air-conditioning Plant Assistant	01	PB-1	5200-20200	03	1750	L-2	160
66.	Lift Man	01	PB-1	5200-20200	03	1750	L-2	160
67.	Jamadar	11	PB-1	5200-20200	02	1700	L-1	160
68.	Record Lifter	01	PB-1	5200-20200	02	1700	L-1	160
69.	Library Boy	02	PB-1	5200-20200	02	1700	L-1	160
70.	Daftari	01	PB-1	5200-20200	02	1700	L-1	160
71.	Class IV Employee	98	PB-1	5200-20200	02	1700	L-1	160
72.	Ardali	01	—	contract basis	—	—	—	—
73.	Junior Engineer	01	PB-2	9300-34800	11	3600	L-10	—
74.	Lineman-I	02	PB-1	5200-20200	09	2400	L-5	—
75.	Wireman-II	02	PB-1	5200-20200	04	1900	L-3	—
76.	Helper-II	01	PB-1	5200-20200	02	1700	L-1	—

Point No. 11 - Budget allocated to each branch of the organization indicating the particulars of all the plans, proposed expenditure and report of the disbursement made

No separate plan is implemented in the Legislative Assembly Secretariat. Therefore, monies are not allocated under any plan. The provision of the budget is available for the salaries of the officers/employees and other expenditure of the Legislative Assembly which is spent according to exigency. Statement of the account of the expenditure is maintained with the Accounts Branch of the Legislative Assembly Secretariat.

Point No. 12 - The manner of execution of subsidy programs, allocated amount and statement of the beneficiaries of such programs

None of such programs is in operation in the Legislative Assembly which receives any subsidy from the government, therefore the above point doesn't apply here.

Point No. 13 - Particulars of recipients of concessions, facilities, permits or authorizations granted by the organization

Neither any concession nor any permit is granted to any organization by the Legislative Assembly, therefore, this point does not apply here.

Point No. 14 - Information available in electronic form

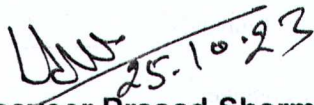
List of the members of the Rajasthan Legislative Assembly, minutes of the proceedings, list of business of the House, budget speech, address of His Excellency the Governor, report of the Business Advisory Committee including the information mentioned at point no. 6 and brief details about the activities undertaken at the Legislative Assembly are available in electronic form on the website of the Legislative Assembly- assembly.rajasthan.gov.in.

Point No. 15 - Particulars of facilities available to citizens for receiving information, working hours of the library or reading room, if maintained for public use then with its particulars

The library of the Legislative Assembly can be used by the ministers of Rajasthan Government, MPs (Members of Parliament), Ex-MPs, members of the Legislative Assembly, Ex-members, personnel of the Legislative Assembly Secretariat and retired personnel of the Legislative Assembly. Research students are also allowed (on recommendation of the head of the department) to use the library of the Legislative Assembly with the permission of the Hon'ble Speaker. The Legislative Assembly library is not for the use of the general public.

Point No. 16 - Names, designations and others particulars of Public Information Officers

Public Information Officer	Mr. Vinod Kumar Mishra Principal Research and Reference Officer Room No. 706 Rajasthan Legislative Assembly, Jaipur	0141-2744301-30 Extension - 706 email: rajassembly@nic.in
First Appellate Authority	Mr. Mahaveer Prasad Sharma, Principal Secretary, Room No. 106 Rajasthan Legislative Assembly, Jaipur	Email: rajassembly@nic.in


(Mahaveer Prasad Sharma)
Principal Secretary

Rajasthan Legislative Assembly Secretariat

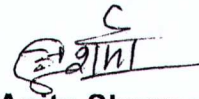
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Jaipur, Dated 27 October, 2023

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4. Secretary, Hon'ble Chief Minister, Rajasthan, Jaipur.
5. Private Secretary, Chief Secretary, Government of Rajasthan, Jaipur.
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19. Vidhi Rachana Adhikari, Rajasthan Legislative Assembly, Jaipur.
20. Concerning file.



(Anita Sharma)

Section Officer (Establishment)