

## **CHAPTER -1**

### **Introduction**

With a view to make the Legislation on 'right to information' more progressive, participatory and meaningful, 'The Right to Information Bill, 2004' (RTI Bill) was introduced in the Lok Sabha on 23<sup>rd</sup> December, 2004. The bill was subsequently passed by the Parliament House and Rajya Sabha.

Accordingly this Information Handbook under Right to Information Act was published by this Legislative Assembly Secretariat.

## **CHAPTER – 2 (Manual -1)**

### **Particulars of Organisation, Functions and Duties**

#### **2.1. Objective/purpose of the public authority.**

The Legislative Assembly Secretariat cater the multifarious requirements of the Members of the Legislative Assembly with a view to rendering them timely assistance in the discharge of their functions. The Secretariat also take care of the welfare of the Members and Ex-Members.

#### **2.2. Mission/Vision Statement of the public authority.**

Not applicable

#### **2.3. Brief history of the public authority and context of its formation.**

The erstwhile French establishments in India were constituted into Union Territory of Pondicherry under the Constitution (Fourteenth Amendment) Act, 1962. For the proper administration of the Territory, the Parliament enacted the Pondicherry (Administration) Act, 1962. The People aspired for a Popular Government and accordingly the Parliament enacted the Government of Union Territory Act, 1963 and it came into force on 1<sup>st</sup> July, 1963. The Territory was given a Popular Government with elected Legislature and responsible Government through the Council of Ministers.

#### **2.4. Duties of the public authority.**

The officers and staff of the Secretariat are entrusted with duties to serve the House, the Speaker, the Deputy Speaker and the Members of the Legislative Assembly.

#### **2.5. Main activities/functions of the public authority.**

The Secretary, Legislative Assembly is Head of the Department. The next officer, Editor of Debates is the Head of Office. Of the two Superintendents Grade-I, one is the Drawing and Disbursing Officer.

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**2.6. List of services being provided by the public authority with a brief write-up on them.**

Assistants the Speaker, Deputy Speaker and Members of the Legislative Assembly in their Legislative functions.

Arranging meetings/Study tour of various Legislative Committees.

Ensuing Activities to the Members/Ex-Members.

**2.7. Organisational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).**

Chart enclosed.

**2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

The Secretariat do not implement any Schemes and hence no direct contact with general public.

**2.9. Arrangements and methods made for seeking public participation/contribution.**

Does not arise in view of the reply given to the foregoing paragraph.

**2.10. Mechanism available for monitoring the service delivery and public grievance resolution.**

Committee on Petitions of the Legislative Assembly is a device available for the general public to en-light their grievances of public importance. However, Committee is not directly receiving the petition from the public. The petitions referred to the Committee by the Speaker are examined by the Committee and the report of Committee is presented to the Hon'ble Speaker.

**2.11 Address of the main office and other offices at different levels. (Please categorise the addresses district wise for facilitating the understanding by the users).**

Victor Simonel Street,  
Legislative Assembly Secretariat,  
Pondicherry.

**2.12 Morning hours of the office: 08.45 A.M. to 01.00 P.M.**

**Closing hours of the office: 02.00 P.M. to 05.45 P.M.**

## **CHAPTER – 3 (Manual - 2)**

### **Powers and Duties of Officers and Employees**

#### **P O W E R S:**

##### **Administrative:**

1. Chief Secretary to Government is Administrative Secretary.
2. Secretary, Legislative Assembly is the Head of the Department.
3. Editor of Debates is the Head of Office.

##### **Financial:**

As per Government Order for delegation of financial powers communicated by Finance Department, Pondicherry.

##### **Others:**

#### **D U T I E S:**

To serve the House, the Speaker, the Deputy Speaker and the Members of the Legislative Assembly.

## CHAPTER – 4 (Manual - 3)

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

**Name/title of the document:**

1. Rules of procedure and conduct of business of the Pondicherry Legislative Assembly.
2. The Government of Union Territories Act, 1963.
3. The Administrators Rules for the Pondicherry Legislative Assembly.
4. Acts relating to salaries and allowances of Ministers/Speaker/Deputy Speaker/Members/Parliament Secretary.
5. The Members of Pondicherry Legislative Assembly (Disqualification on grounds of Defection) Rules, 1986

**From where one can get a copy of rules, regulations, instructions, manual and records.**

Legislative Assembly Secretariat  
Pondicherry – Subject to orders/  
approval of Speaker  
Phone Nos. 2335525  
Phone No 2227785-86

**Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any).**

(i) For the present : Nil  
(ii) In future : To be decided

## CHAPTER – 5 (Manual - 4)

**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.**

### **FORMULATION OF POLICY:**

- 5.1. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

No plan scheme is implemented and therefore no direct contact with public.

### **IMPLEMENTATION OF POLICY:**

- 5.2. Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.**

Not applicable in view of reply to foregoing paragraph.

## **CHAPTER –6 (Manual - 5)**

**A statement of the categories of documents  
that are held by it or under its control**

Not specific

## **CHAPTER – 7 (Manual - 6)**

### **A statement of Boards, Council, Committees and Other Bodies constituted as its part**

Legislative Committees are functioning and their reports are presented to the House. Proceedings of the meetings of Committees until published are not open to public.



**CHAPTER – 8 (Manual - 7)**

**The names, designations and other particulars  
of the Public Information Officers**

**NAME OF THE PUBLIC AUTHORITY:**

**Assistant Public Information Officers:**

Sl. No	Name	Designation	STD Code	Ph. No.	Fax	E-mail	Address
1.	N.Ramachandran	Editor of Debates	0413	Office:2336705 Home:2210132	----	----	Legislative Assembly Secretariat, Pondicherry

**Public Information Officers:**

Sl. No	Name	Designation	STD Code	Ph. No.	Fax	E-mail	Address
1.	M. Sivaprakasam	Secretary	0413	Office:2334462 Home:2255936	0413-2220393	secretary @ satyam.net.in.	Legislative Assembly Secretariat, Pondicherry

**Department Appellate Authority:**

Sl. No	Name	Designation	STD Code	Ph. No.	Fax	E-mail	Address
1.	C.S.Khairwal	Chief Secretary	0413	Office:2334145 Home:2272097	0413-2337575	cs @ pondy.pon.nic.in.	Chief Secretariat, Pondicherry

## CHAPTER – 9 (Manual - 8)

### Procedure followed in Decision Making Process

- 9.1. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc. can be made).**

Decisions on all matters relating to conduct of business in Legislative Assembly are taken by Hon'ble Speaker. Regarding administrative matters, decisions are taken by the Executive at various level i.e. Chief Secretary, Finance Secretary, Chief Minister and Lieutenant Governor as the case may be.

- 9.2. What are the documented procedures/laid down procedures/Defined Criterial/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

As above

- 9.3. What are the arrangements to communicate the decision to the public?**

Through Government Gazette of Pondicherry (relating to summoning, sittings and prorogation of Legislative Assembly).

- 9.4. Who are the officers at various levels whose opinions are sought for the process of decision making?**

Chief Secretary, Finance Secretary, Chief Minister and Lieutenant Governor as the case may be.

- 9.5. Who is the final authority that wets the decisions?**

Chief Secretary, Finance Secretary, Hon'ble Chief Minister and Lieutenant Governor – depends upon the subject matter.

- 9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

As mentioned at 9.1

**CHAPTER – 10 (Manual - 8)**

**Directory of Officers and Employee**

Sl. No	Name	Designation	STD Code	Ph. No.	Fax	E-mail	Address
1.	M. Sivaprakasam	Secretary	0413	Office:2334462 Home:2255936	0413-2220393	Secretary @ Satyam.net.in	Legislative Assembly Secretariat, Pondicherry
2	N.Ramachandran	Editor of Debates	0413	Office:2336705 Home:2210132	----	----	-do-
3..	Other employees		0413	Office:2335525	----	-----	-do-

## CHAPTER – 11 (Manual-10)

### The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations

Sl.No.	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation
01.	M. Sivaprakasam	Secretary	Rs.21,109/-	-	-
02.	N. Ramachandran	Editor of Debates	Rs.20,676/-	-	-

## CHAPTER – 12 (Manual - 11)

### The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditure and report on disbursement made)

**For Public Authorities responsible for developmental, construction, technical works.**

Only Non-Plan heads for incurring routine expenditures such as pay and allowances, office-expenses, rent, etc., are operated.

2. The Budget Estimate and Revised Estimate under Non-Plan for the financial year 2005-2006 allotted for each Major Head of accounts are as follows:

<b><u>Major Head</u></b>	<b><u>Budget Estimate</u></b> 2005-2006	<b><u>Revised Estimate</u></b> 2005-2006(proposed)
2011	410 Lakhs	472.36 Lakhs
2071	17.06 Lakhs	42.86 Lakhs

## **CHAPTER – 13**

### **The Manner of Execution of Subsidy Programme**

No subsidy programme is implemented by the Secretariat.

**CHAPTER – 14 (Manual - 13)**

**Particulars of Recipients of Concessions, permits or  
authorization granted by it**

**Nil**

## **CHAPTER – 15 (Manual - 14)**

### **Norms set by it for the discharge of its functions**

The Legislative function are governed by the “Rules of procedure and conduct of business of the Pondicherry Legislative Assembly”. In case of interpretation of rules, the decision of Hon’ble Speaker is final.



## **CHAPTER – 16 (Manual-15 )**

### **Information available in an electronic form**

So far no such facilities are made

## **CHAPTER – 17 (Manual - 16)**

### **Particulars of the facilities available to citizens for obtaining information**

Such situation has not arisen, as no schemes are implemented involving contact with general public.

**CHAPTER – 18 (Manual - 17)**

**Other Useful Information**

**NIL**