

RAJYA SABHA SECRETARIAT
INFORMATION BOOKLET UNDER RIGHT TO INFORMATION ACT, 2005

CHAPTER-1 INTRODUCTION

It has been decided with the approval of Chairman, Rajya Sabha, to implement the provisions of the Right to Information Act, 2005 in the Rajya Sabha Secretariat. In pursuance of this decision, a Central Public Information Officer and an Appellate Authority were appointed in terms of the provisions of Sections 5 and 19 of the Act *vide* notifications dated the 30th September and 7th October, 2005, respectively. Subsequently, a Central Assistant Public Information Officer was also appointed *vide* notification dated the 25th October, 2005. The Competent Authority has also notified the Rajya Sabha Secretariat Right to Information (Regulation of Fee and Cost) Rules, 2005 *vide* notification no GSR 748(E) dated the 27th December, 2005.

1.2 The Information Handbook prepared in compliance of the provisions of Section 4 of the RTI Act, 2005, aims at providing easy access to information as mandated in the Act. The Rajya Sabha Secretariat is also maintaining its own website at www.rajyasabha.nic.in which contains information relating to Members of Rajya Sabha, Rajya Sabha and its Secretariat.

1.3 The Information Handbook has been divided into 18 chapters in compliance of the provisions of Section 4(1)(b) of the Act.

CHAPTER 2

Particulars of the Organisation, Functions and Duties

1. Objective and Brief History of the Public Authority

Pursuant to the provisions contained in article 98 of the Constitution, the Secretariat of the Rajya Sabha was set up. Article 98 of the Constitution, which provides for a separate secretarial staff for each Houses of Parliament reads as follows :-

“ 98. Secretariat of Parliament - (1) *Each House of Parliament shall have a separate secretariat staff : Provided that nothing in this clause shall be construed as preventing the creation of posts common to both Houses of Parliament.*

(2) *Parliament may by law regulate the recruitment and the conditions of service of persons appointed, to the secretarial staff of either House of Parliament.*

(3) Until provision is made by Parliament under clause (2), the President may, after consultation with the Speaker of the House of the People or the Chairman of the Council of States, as the case may be, make rules regulating the recruitment and the conditions of service of persons appointed to the secretarial staff of the House of the People or the Council of States and any rules so made shall have effect subject to the provisions of any law made under the said clause.”

Till 30 September 1955, the conditions of service of the Officers and Staff of the Secretariats continued to be governed by the Legislative Assembly Department (Conditions of Service) Rules, 1929, as amended and adapted from time to time. The Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 (R&CS Rules) were framed and promulgated by the President in consultation with the Chairman, Rajya Sabha on the 15th March, 1957, in exercise of the powers conferred by the provisions contained in article 98 of the Constitution. The Recruitment and Conditions of Service of the officers/staff of the Rajya Sabha Secretariat are governed by the aforesaid R&CS Rules.

2. Duties of the Public Authority

The Rajya Sabha Secretariat functions under the ultimate guidance and control of the Chairman, Rajya Sabha. The administrative control of the Secretariat which vests with the Chairman is exercised by him either directly or through officers subordinate to him. The main activities of the Secretariat, *inter alia*, include the following :-

- (i) providing secretarial assistance and support to the effective functioning of the Council of States (Rajya Sabha);
- (ii) payment of salary and other allowances to the Members of Rajya Sabha;
- (iii) providing amenities as admissible to Members of Rajya Sabha;
- (iv) servicing the various Parliamentary Committees;
- (v) preparing research and reference material and bringing out various publications;
- (vi) recruitment of manpower in the Rajya Sabha Secretariat and attending to personnel matters; and

- (vii) preparing and publishing a record of the day-to-day proceedings of the Rajya Sabha and bringing out such other publications, as may be required concerning the functioning of the Rajya Sabha and its Committees.

3. Main activities/functions of the Public Authority

In the discharge of his Constitutional and Statutory responsibilities, the Chairman, Rajya Sabha is assisted by the Secretary-General, who holds the rank equivalent to that of the Cabinet Secretary. The Secretary-General in turn is assisted by senior functionaries at the level of Additional Secretary, Joint Secretary and other officers and staff of the Secretariat at various levels. As the Administrative Head of the Secretariat, the Secretary-General has to ensure that the secretarial work of the House and its Committees is organized and conducted properly and smoothly, under his own overall responsibility. Senior functionaries at the level of Additional Secretary/Joint Secretary look after the work of the Service/Division of the Secretariat, as allocated to them by the Secretary-General.

Based on the recommendations of the Parliamentary Pay Committee way back in 1974, both Secretariats were re-structured on functional basis into different services, which cater to the specific needs of the House and its Committees. Functions of these services are supplementary to each other. However, the officers and staff belonging to these services are not freely interchangeable owing to the nature of duties of each service, which are of specialized nature. The Rajya Sabha Secretariat comprises the following services :-

- (i) The Legislative, Executive and Administrative Service
- (ii) The Library and Reference, Research, Documentation and Information Service
- (iii) The Verbatim Reporting Service
- (iv) The Simultaneous Interpretation Service
- (v) The Editorial and Translation Service
- (vi) The Private Secretaries and Stenographic Service
- (vii) The Printing and Publications Service
- (viii) The Watch & Ward, Door Keeping and Sanitation Service
- (ix) The Clerks, Typists, Staff Car Drivers and Despatch Riders Service
- (x) The Messenger Service

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

The structural organisation of the offices comprising the Secretariat and their functions in brief are as follows:-

(i) **The Legislative, Executive and Administrative Service** - This service supports the functioning of the Council and its Committees. The various administrative units and their functions are as under :-

(a) **Notice Office** is responsible for receiving all notices and papers from Members in connection with the business of the Council, applications for visitors' passes, issue of parking labels for vehicles and identity cards for staff.

(b) **Table Office** is responsible for the preparation of list of business, parliamentary bulletins, making arrangements for oath/affirmation, preparing obituary and other references, election of the President/Vice-President and the Deputy Chairman and matters pertaining to oath of Members, etc.

(c) **Legislative Section** deals with the summoning and prorogation of the House, its sittings, President's address, processing of notices for calling attention, short duration discussion, resolutions, motions, special mentions, etc. besides matters relating to the Committee on Rules and Committee of Privileges.

(d) **Bill Office** deals with the legislative work relating to both Government as well as Private Members' Bills.

(e) **Lobby Office** deals with attendance of Members, processing papers for granting of leave of absence to Members, maintains copies of video recording of the proceedings of the House and general upkeep of the Rajya Sabha Chamber, rooms of Chairman, Deputy Chairman, Leader of the House, Leader of Opposition, Chairmen of Parliamentary Standing Committees and Secretary-General and two Committee Rooms in Parliament House.

(f) **Questions Branch** is responsible for all matters relating to questions which include diarising and balloting, processing and examination of notices of questions for admission under the rules, preparation, finalisation and supply of manuscripts of lists of starred and unstarred questions, preparation of sets of reply, correspondence with the Ministries and Members of Rajya Sabha in relation to questions, etc.

(g) **Committee Sections** are responsible for dealing with the various Standing Committees/Department related Committees. The Committees are serviced by

Committee Sections headed by Directors/Deputy Secretaries who report to the Chairman of the Concerned Committees through a Joint or Additional Secretary. These Sections also service Select or Joint Committees from time to time, when required to do so.

(h) **Conference & Protocol Section** looks after the work relating to various national and international conferences and protocol matters including tours of Parliamentary delegations, release of foreign exchange to Members for study tours abroad, etc.

(i) **Members Amenities Section** ensures provision of amenities and facilities to Members as per the norms including accommodation, telephone, etc. The section also services the House Committee.

(j) **Members Salaries and Allowances Section** deals with matters concerning salaries and allowances (including travel and daily allowance) of Members, issue of Identity-cum-railway pass to Members and pension to ex-Members.

(k) **Administrative Sections** including Personnel Section, Establishment (G) Section, Establishment (A/Cs) and Budget Section, General Administration Section, Stores Section, Distribution Section, Sales & Archives Section, Training Unit, O&M Section and Computer Cell relate to the administration of the Secretariat.

(ii) **The Research & Library Service** attends to various types of research and reference work and prepares research and publication material. The Service also brings out various publications on behalf of the Secretariat from time to time.

(iii) **The Verbatim Reporting Service** is mainly responsible for the preparation and publication of the verbatim reports of the proceedings of each sitting of the Rajya Sabha and also of the Parliamentary Committees where required.

(iv) **The Simultaneous Interpretation Service** provides simultaneous interpretation of the proceedings of the Rajya Sabha primarily from Hindi to English and *vice-versa*. The Service also provides simultaneous interpretation in English as well as Hindi of the speeches made by Members in the House in eleven languages including Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Oriya, Punjabi, Tamil, Telugu and Urdu. Interpretation services are also provided on request during Parliamentary Committee meetings.

(v) **The Editorial & Translation Service** caters to the translation needs of the entire Secretariat. The Service is responsible for preparation of the debates in floor language as well as in Hindi. It also edits the debates and prepares index to debates. The Service also deals with the work relating to the translation from English to Hindi or *vice-versa* of Questions, Motions, Resolutions, Bulletins, list of business, Bills and Committee Reports, etc and preparation of synopsis of the daily proceedings of the House in English and Hindi. The Service consists of the following eight sections :-

- (a) Translation Section – I
- (b) Translation Section – II
- (c) Translation (Committee) Section
- (d) Editing (English) Section
- (e) Editing (Hindi) Section
- (f) Synopsis Section
- (g) Rajbhasha Prabhag
- (h) English Debate Section

(vi) **The Private Secretaries and Stenographic Service** - Members of this Service are attached to Chairmen, Parliamentary Committees and officers of the Secretariat. They also work in the Stenographer's Pool, which provides stenographic assistance to Members of Rajya Sabha for their official work.

(vii) **The Printing & Publications Service** is responsible for the printing of Parliamentary papers including lists of business, bulletins part I & II, lists of Members, Bills, Reports and evidence of Committees, debates and their appendices and indices etc., and other publications of the Secretariat brought out from time to time. It also vets manuscripts received from various sections from the printing point of view and does liaison with the Government of India Press to get the composing, proof reading and printing done as per the requirement.

(viii) **The Watch & Ward, Door Keeping and Sanitation Service** headed by Director (Security) is responsible for security within the precincts of the Parliament which pertains to the Rajya Sabha and its Secretariat. The service acts in conjunction with the Watch & Ward Service of the Lok Sabha Secretariat and functions under the overall operational control of Joint Secretary (Security).

(ix) **The Clerks, Typists, Staff Car Drivers and Despatch Riders Service** consists of clerical staff, Staff Car Drivers and Despatch Riders. The Clerks provide necessary functional support to various sections of the Secretariat. Staff Car Drivers cater to the transport arrangements for Members of Parliament and officers of the Secretariat. Despatch Riders are mainly engaged in the quick and prompt delivery of parliamentary papers to members at their residences and delivery of other papers to various Government organisations.

(x) **The Messenger Service** consists of Chamber Attendants and Attendants Grade-II and III. The Chamber Attendants are posted in the Chamber/Lobbies during session for assisting and attending to the urgent needs of Members such as transmission of communications and messages, etc. The Attendants provide functional support to the various officers and sections of the Secretariat.

The Pay & Accounts Office, Rajya Sabha was constituted on 1st October, 1955 under the scheme of separation of accounts from audit. The office is manned by members of the Legislative, Executive and Administrative Service. It functions as a Treasury-cum-Departmental Accounts Office of the Rajya Sabha Secretariat and also as the Controller of Exchequer. Its function is to conduct internal audit, to authorize payments and maintain appropriation accounts and provident fund accounts of the employees of the Secretariat and making payments of pension to retired employees of the Secretariat. It is also responsible for payment of salary and TA/DA Bills of Members, after necessary audit and finalisation and making payment of parliamentary pension to former members of the Rajya Sabha.

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

A section-wise organizational chart of the Rajya Sabha Secretariat has been provided on the Rajya Sabha website (http://rajyasabha.nic.in/rss/sectionwise_chart.htm).

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

The Rajya Sabha Secretariat is not involved directly in any public dealing. However, members of public including school children/college going students visit public gallery of the Rajya Sabha and sometimes such groups interact with the Secretary-General and other senior officers of the Secretariat. The sections servicing the various Parliamentary Committees sometimes call for comments/suggestions from the public on Bills being

examined, Petitions, policy documents, etc. under consideration of the Committees. Information regarding the working of the Rajya Sabha is provided on the website for public access (<http://rajyasabha.nic.in>).

7. **Mechanism available for monitoring and the service delivery and public grievances resolution**

Information regarding the working of the Rajya Sabha and the organisation of its Secretariat is provided on the website (<http://rajyasabha.nic.in>) for public access. Names of officers responsible for updating the information provided on the site are given along with their e-mails/addresses.

8. **Addresses of the main office and other offices at different levels**

The various sections of the Rajya Sabha Secretariat are situated in the Parliament House/Parliament House Annexe, New Delhi within the Parliament Complex.

9. **Morning Hours/Closing Hours of the Office**

The working hours of the Rajya Sabha Secretariat are from 10.00 a.m. to 6.00 p.m. with half an hour lunch break from 1.30 p.m. to 2.00 p.m. The Secretariat observes a work schedule of five days' a week.

CHAPTER 3

Powers and Duties of Officers and Employees

At present, the Secretariat has a total strength of 1361 divided into different services mentioned in Chapter 2. The officers/staff dealing with different services perform duties entrusted to them within their respective services. The organisation of the Rajya Sabha Secretariat indicating the work responsibility of various officers/sections in the Secretariat has been provided on the Rajya Sabha website (http://rajyasabha.nic.in/rss/officers_and_sections.htm). A section-wise organisation chart has also been provided on the website (http://rajyasabha.nic.in/rss/sectionwise_chart.htm).

CHAPTER – 4

Rules, Regulations, Instructions, Manuals and Records for Discharging Functions

Various aspects of the functioning of the Rajya Sabha and its Secretariat, as the case may be, are governed by the following laws/rules/regulations:

- (i) Relevant provisions of the Constitution of India
- (ii) Rules of Procedure and Conduct of Business in the Council of States
- (iii) Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957
- (iv) Rajya Sabha Secretariat (Methods of Recruitment & Qualifications for Appointment) Order, 1974
- (v) The Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made thereunder
- (vi) The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 and Rules made thereunder
- (vii) The Leaders and Chief Whip of Recognized Parties and Groups in Parliament (Facilities) Act, 1998 and Rules made thereunder
- (viii) The Salaries and Allowances of Officers of Parliament Act, 1953 and Rules made thereunder
- (ix) Directions from the Chair
- (x) Rulings and Observations from the Chair
- (xi) Manual of Office Procedure of the Rajya Sabha Secretariat

Where no separate rules have been framed in respect of a specific matter, Rajya Sabha Secretariat adopts the orders or procedure and instructions laid down by the Government of India, Department of Personnel and Training, Ministry of Finance, etc for the Ministries/Departments according to its functional requirements either *in toto* or by modifying them in such manner, as may be considered appropriate.

CHAPTER – 5

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.

The Rajya Sabha Secretariat has been set up to provide secretarial assistance to enable the Council of States and the Committees thereof including the Joint Committees to perform their functions and, as such, is not concerned with policy formulation or its implementation relating to public affairs. However, the sections servicing the various Parliamentary Committees sometimes call for comments/suggestions from the public on Bills being examined, Petitions and policy documents, etc. under consideration of the Committees by publishing advertisements in leading newspapers.

CHAPTER – 6

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

The information is available in Chapter 4.

CHAPTER – 7

A statement of Boards, Council, Committees and other bodies constituted as its part

Parliamentary Committees of the Rajya Sabha may be broadly categorized as *Ad hoc Committees* and *Standing Committees*. Appointment and term of office of the members of the Committees, their functions and procedure for conducting business, etc. are regulated under the provisions of the Rules of Procedure and directions given by the Chairman from time to time.

I. **Ad hoc Committees** are those which are constituted by the House or by the Chairman, Rajya Sabha or by the Presiding Officers of both the Houses jointly to consider and report on specific matters and become *functus officio*, as soon as they complete their work. ***Joint Parliamentary Committee on Wakf presently functioning under the direction and control of Chairman, Rajya Sabha is one such Committee.***

Ad hoc Committees are generally Select Committees or Joint Select Committees on Bills.

II. **Standing Committees** are those which are elected by the House or nominated by the Chairman, Rajya Sabha every year or from time to time and are permanent in nature. They can be broadly classified as **Standing Committees of the House** and **Department-related Parliamentary Standing Committees**.

(A) **Standing Committees of the House-** The following are the Standing/House Committees of the Rajya Sabha :-

1. Business Advisory Committee
2. Committee on Papers Laid on the Table
3. Committee on Petitions
4. Committee of Privileges
5. Committee on Rules
6. Committee on Subordinate Legislation
7. Committee on Government Assurances
8. General Purposes Committee
9. House Committee
10. Committee on Ethics
11. Committee on Provision of Computers to Members of Rajya Sabha
12. Committee on Member of Parliament Local Area Development Scheme

(B) **Department-related Parliamentary Standing Committees** were constituted in the year 1993 with the following mandate :-

- (a) to consider the Demands for Grants of the related Ministries/Departments and report thereon. The report shall not suggest anything of the nature of cut motions;

- (b) to examine Bills, pertaining to the related Ministries/Departments, referred to the Committee by the Chairman or the Speaker, as the case may be, and report thereon;
- (c) to consider the annual reports of the Ministries/Departments and report thereon; and
- (d) to consider national basic long term policy documents presented to the Houses, if referred to the Committee by the Chairman or the Speaker, as the case may be, and report thereon.

Provided that the Standing Committees shall not consider matters of day-to-day administration of the related Ministries/Departments.

These Committees consist of Members of both Lok Sabha and Rajya Sabha. The following Department-related Parliamentary Standing Committees function under the direction and control of the Chairman, Rajya Sabha and the Ministries/Departments, which fall within their ambit are :-

| <u>Sl. No.</u> | <u>Name of Committee</u> | <u>Ministries/Departments</u> |
|----------------|---------------------------|---|
| 1. | Committee on Commerce | <u>Ministry of Commerce & Industry</u> Department of Commerce Department of Industrial Policy & Promotion |
| 2. | Committee on Home Affairs | <u>Ministry of Home Affairs</u> Department of Internal Security Department of States |

| <u>Sl. No.</u> | <u>Name of Committee</u> | <u>Ministries/Departments</u> |
|----------------|---|---|
| | | Department of Official Language Department of Home Department of J&K Affairs Department of Border Management <u>Ministry of Development of North-Eastern Region</u> |
| 3. | Committee on Human Resource Development | <u>Ministry of Human Resource Development</u> Department of Elementary Education & Literacy Department of Secondary & Higher Education |

| | | |
|----|--|--|
| | | <u>Ministry of Women & Child Development</u> <u>Ministry of Youth Affairs & Sports</u> |
| 4. | Committee on Industry | <u>Ministry of Heavy Industries & Public Enterprises</u> Department of Heavy Industries Department of Public Enterprises <u>Ministry of Small Scale Industries</u> <u>Ministry of Agro & Rural Industries</u> |
| 5. | Committee on Science & Technology, Environment & Forests | <u>Ministry of Science & Technology</u> Department of Science and Technology Department of Scientific and Industrial Research Department of Bio Technology <u>Ministry of Earth Sciences</u> <u>Ministry of Environment & Forests</u> <u>Department of Space</u> <u>Department of Atomic Energy</u> |
| 6. | Committee on Transport, Tourism & Culture | <u>Ministry of Shipping, Road Transport & Highways</u> Department of Shipping Department of Road Transport & Highways <u>Ministry of Civil Aviation</u> |

| <u>Sl. No.</u> | <u>Name of Committee</u> | <u>Ministries/Departments</u> |
|----------------|--|--|
| | | <u>Ministry of Tourism & Culture</u> Department of Tourism Department of Culture |
| 7. | Committee on Personnel, Public Grievances, Law & Justice | <u>Ministry of Law & Justice</u> Department of Legal Affairs Legislative Department Department of Justice <u>Ministry of Personnel, Public Grievances & Pensions</u> |

| | | |
|----|--------------------------------------|---|
| | | Department of Personnel and Training Department of Pensions and Pensioner's Welfare Department of Administrative Reforms and Public Grievances |
| 8. | Committee on Health & Family Welfare | <u>Ministry of Health & Family Welfare</u> Department of Health & Family Welfare Department of AYUSH (Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homeopathy) |

The various Committee Sections of the Rajya Sabha Secretariat service the respective Parliamentary Committees. These Sections provide necessary secretarial assistance to these Committees. The composition of these Committees is given on the Rajya Sabha website (<http://rajyasabha.nic.in>) under the heading 'Committees'.

Meetings of Parliamentary Committees are not open to the public.

CHAPTER – 8

The name, designation and other particulars of the Public Information Officers

The name, designation and address of the Central Public Information Officer and Central Assistant Public Information Officer of the Rajya Sabha Secretariat are as follows:

**Shri Deepak Goyal, Director (*Central Public Information Officer*)
Room No. 201, Second Floor, Parliament House Annexe**

**Tel No. : 011-23034201 (O)
011-25506116 (R)**

E-mail : d_goyal@sansad.nic.in

**Shri Mahesh Tiwari, Under Secretary
(*Central Assistant Public Information Officer*)
Room No. 540, Fifth Floor, Parliament House Annexe.**

Tel No. : 011-23034353 (O)
011-24613203 (R)

E-mail : mtiwari@sansad.nic.in

In case the applicant does not receive a decision within the time specified in the Right to Information Act or is aggrieved at the decision of the Central Public Information Officer of the Rajya Sabha Secretariat, he/she can make an appeal under Section 19 of the Act to the Additional Secretary, Rajya Sabha Secretariat, who has been appointed as the Appellate Authority. His particulars are given below:

**Shri N.C. Joshi, Additional Secretary (*Appellate Authority*)
Room No. 34, Ground Floor, Parliament House**

Tel No. : Office - 011-23034604
011-23011328 (tele-fax)
Residence - 011-23387971

E-mail : joshin@sansad.nic.in

CHAPTER – 9

Procedure followed in Decision Making Process

Information regarding various channels relating to the process of decision making is available on the website of the Rajya Sabha (http://rajyasabha.nic.in/rss/sectionwise_chart.htm).

CHAPTER – 10

DIRECTORY OF OFFICERS AND EMPLOYEES

http://rajyasabha.nic.in/rss/officers_and_sections.htm

CHAPTER 11

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEE

CHAPTER – 12

Budget Allocation to each Agency

The primary objective of the Rajya Sabha Secretariat is to service the Council of States and its Committees.

CHAPTER – 13

The Manner of execution of Subsidy Programmes

The Rajya Sabha Secretariat does not execute any subsidy programme.

CHAPTER – 14

Particulars of Recipients of Concessions, permits or authorization granted by the Secretariat

No concession, permit or authorization is granted by the Rajya Sabha Secretariat.

CHAPTER – 15

Norms set by the Secretariat for the discharge of its functions

Requisite information is available in Chapter 4.

CHAPTER – 16

Information available in an electronic form

Information available in the electronic form is available on the Rajya Sabha website <http://rajyasabha.nic.in>.

Elaborate information is available on the Rajya Sabha Website <http://rajyasabha.nic.in> regarding the business of Rajya Sabha and its Committees, Members of Rajya Sabha as well as the Rajya Sabha Secretariat.

CHAPTER-17

Particulars of the facilities available to citizens for obtaining information

The Rajya Sabha Secretariat is located in New Delhi (Parliament House/Parliament House Annexe). The Secretariat has website: www.rajyasabha.nic.in which, *inter alia*, contains the contact details of the CPIO, the CAPIO as well as the Appellate Authority. The website also contains the Right to Information (Regulation of Fee and Cost) Rules, 2005. Any person desirous to have information relating to the Rajya Sabha and its Secretariat can either access the same on the website or can make an application for the purpose under the RTI Act.

CHAPTER-18

Other useful information

Applications are being regularly received by the Rajya Sabha Secretariat ever since the RTI Act, 2005 has been implemented.