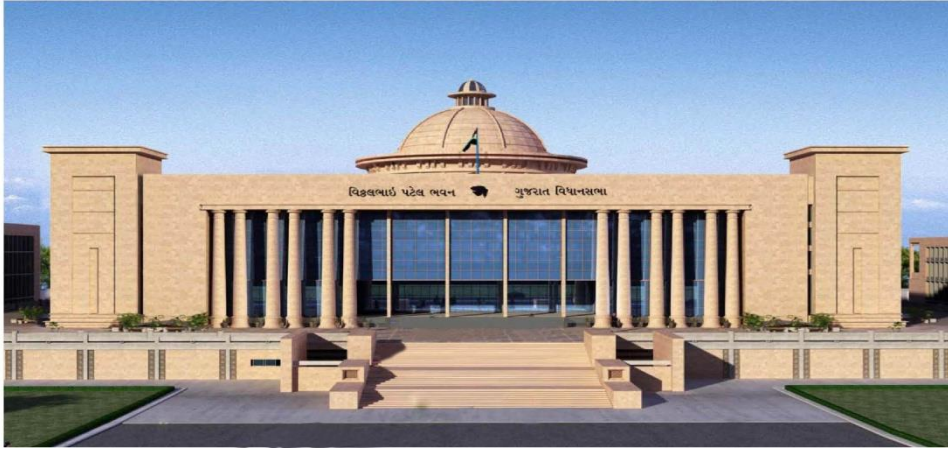


**INFORMATION BOOKLET**

**on the matters**

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

**(As on 01/05/2020)**



**Gujarat Legislature Secretariat**

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### **Message**

The Govt. has enacted and enforced the Right to Information Act, 2005 with the good objective that the citizen can seek information under the public authorities so that transparency can be brought about in every public authority and their responsibility can be ensured. As per the Section - 4 of this Act, every public authority has to propagate its responsibilities widely. In order to comply with this provision, I am glad to publish this book regarding responsibilities and functions of the Gujarat Legislature Secretariat.

India is a democratic country. In any democratic country its people have right to express their opinions and views by remaining within the boundaries of certain restrictions such as understanding, politeness, decency and tolerance. This principal of any democratic country has been enshrined in the Article - 19 of our Constitution but this concept expressed in the Constitution only gets materialized, when the people of nation are adequately aware. And such awareness comes only when the public has some knowledge and information. Without information no one can express his or her thoughts effectively. People with little awareness can get some information on their own, but such information can not reflect the administration completely and truly. Hence in order to give the proper reflection of the administration and to provide necessary information regarding its administration to the people proactively and with a view to making them aware and informed and joining them into its functioning indirectly, the Govt. has taken a praiseworthy step of enacting and enforcing this Right to Information Act, 2005 and made an attempt to make the democracy successful. The people had for a long expected that the Govt. comply with this Constitutional provision, make it effective and thereby make democracy successful. The Govt. has fulfilled this expectation by this Act and adopted a positive approach of making people well-informed in its true sense. Thanks to this Act, the issues of the public have got attention. And the public has become aware of the administrative procedures and has got relief in their issues. Enforcement of this Act has brought about speed and transparency in the administration and the administration has become people oriented.

Every citizen of the country has exhaustive freedom in wide reference, by the virtue of which and as per his conscience and insight and according to the facts and information available to him or her, he or she can enjoy the liberty to think, express through a speech or present through an Article or a book. As well-aware democracy is much-needed, a freedom as well as comfortable atmosphere for expressing the public opinion is also required. It is true that the democratic Govt. is formed through the votes of people and it works as per the opinions of the people. It is equally true that by providing necessary information to the people, the Govt. guides them to form their opinions in the right direction. The base of democracy is public opinion and it is natural that the public preaching and public strength are highly valued in democracy. If people understand, think and behave with social notion, then the evolution of democracy moves ceaselessly and for that, people should be given education and training and also information and thus feeling expressed in the Constitution shall be fulfilled by this Act.

The success of democracy depends on the awareness of its people. The extent of the alertness and the vibrancy of the administration depends on the extent of the awareness and alertness of the people. The public awareness can only be achieved when the public has easily available the information of functions and the different schemes / projects of the Govt. The objective of this Act is to make the public aware and informed of myriad works of the Govt. and to carry out them successfully by ushering in transparency in the administration by providing information to the people.

As mentioned in the beginning, according to the Section - 4 of the Right to Information Act, 2005, every public authority has to propagate its responsibilities. They have to be published for the sake of common people. With the broad objective of making the people of the state informed of the general facts of the Gujarat Legislative Assembly, its history, its formation, its role and background and its functions, additional information regarding its origin has also been compiled in this publication along with the Constitutional responsibilities / obligations of the Legislative Assembly.

The Legislature Secretariat doesn't have to deal directly with either the people of the state or the welfare activities or other activities. It is, therefore, quite natural that the public may not be aware of the functions of the Legislature Secretariat. We hope that with the publication of this book, the people will be well-aware of the functioning of the Legislature Secretariat.

***Shri Rajendra Trivedi***  
***Speaker***  
***Gujarat Legislative Assembly***

**INFORMATION RELATED TO THE GUJARAT LEGISLATURE  
SECRETARIAT:**

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<b>The Time of the Office:</b>	: (1) 10:30 AM to 18:10 PM (2) The office will remain closed on every Sunday and every second and fourth Saturday and on public holidays. (3) During the session of the Legislative Assembly, the time of office is arranged according to the time of the session, i.e.  - When the timings of the sitting of the House is <b><u>from 12.00 Hrs. to 17.00 Hrs.,</u></b> the timings of the Office will be <b><u>from 10.30 AM to 18.10 PM.</u></b>  - When the sitting of the House is <b><u>from 10.00 in the morning to 14.30 in the Afternoon,</u></b> the timings of the Office will be <b><u>from 9.00 Hrs. to 16.40 Hrs.</u></b>  <b><u>- When there are double sittings of the House in a day, i.e. the timings of the first sitting is from 10.00 Hrs. to 14.30 Hrs. and the timings of the second sitting is from 15.30 Hrs. 20.00 Hrs., the timings of the Office will be from 9.00 Hrs. to 20.30 Hrs.</u></b>

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# Chapter-1

## Preface

With a view to ushering in transparency in the functions of public authorities and also to encouraging a responsibility towards the public, the Govt. of India has ensured in the form of an Act, an easy way for right to information, through which citizens can seek information under the control of public authorities. The democracy has been accepted in India through its Constitution. In order to keep citizens informed of the functions of public authorities, it is necessary that transparency and credibility in the authorities is strengthened. The Govt. of India has taken a step in the direction of controlling corruption through transparency in public authorities and making the governments and its media responsible to the public. The Govt. of India has enacted the Right to Information Act, 2005 (Act No. 22 of 2005) on 15th June 2005 with a view to retaining supremacy of an ideal of democracy. Subject to the provision of this Act, all the citizens of India are now having the Right to Information.

2. Under the RTI Act, the Parliament of India and state legislatures have been considered to be public authorities. Hence naturally this act is also applicable to the Gujarat Legislative Assembly. In order to comply with the provisions of this Act, different competent authorities have been empowered to frame Rules under the Section - 28 of this Act. As per this provision, the Govt. of Gujarat has published separate rules. As per the provisions of this Act, the Speaker of a Legislative Assembly has been considered to be the competent authority. The Gujarat Legislature Secretariat has, in view of the status given under Article - 187 of the Indian Constitution, made separate Rules by making suitable changes in the aforesaid Rules of the State Govt. (see Annexure). To facilitate the Right to information under the Act, efforts have been made to publish the present Manual (Compilation) in proper and list-wise (chapter-wise) format, as per the provision of Section - 4 of the Act. Through this Manual (Compilation), the information of the working of the Gujarat Legislature Secretariat, its documents, records, duties and responsibilities of its officials, working procedure, rules of procedures, etc is published.

3. The democracy becomes successful only when the public opinion is aware. A public opinion becomes aware only when a large number of people take interest in the politics and in the proceedings of the Legislative Assembly. There has been increase in the number of people coming to watch the proceedings of the Legislative Assembly. A considerable no. of rustic viewers belonging to backward classes and seemingly illiterate is seen in the Public Gallery of the Legislative Assembly, who are coming from a common society of rural areas. This shows that the common people of the state tend to take considerable interest in the proceedings of the Legislative Assembly. It is hoped that this Booklet (Compilation) would be useful and helpful to every person who wishes to seek the information regarding the functioning of the Legislative Assembly as a public authority and carried out as per the parliamentary democracy system as also to the members of the Legislative Assembly, members of the Parliament and officers of the Govt. of Gujarat.

4. The nature of the working of the Legislature Secretariat is totally different from that of the Departments of the Civil Secretariat of the State Govt. as also that of other Govt. offices. Therefore, with the objective that every person, who wishes to seek the information under this Booklet (compilation), receives the primary information, the information regarding the different Branches working in the Legislature Secretariat and the functions undertaken by them is given as under:-

**(A) THE BRANCHES HANDLING THE PARLIAMENTARY WORK:**

**(1) Legislation Branch - 1:** Legislation work i.e. enacting laws, statutory motions, to prepare day-to-day agenda as well as agenda for an entire session.

**(2) Table Branch:** The Budget and to set sequence of discussions on the demands on it, cut motions, motions and resolutions, the Committee on Welfare of Socially and Educationally Backward Classes. etc.

**(3) Question Branch:** Starred and unstarred and short notice questions.

**(4) Legislation Branch - 2:** Parliamentary privileges

**(5) Reporting Branch:** Verbatim dictation of the proceedings of the House and publication of reports on discussions.

**(B) THE BRANCHES HANDLING THE WORK OF THE COMMITTEES OF THE LEGISLATIVE ASSEMBLY HOUSE:**

(1) Committee on Estimates (Committee Branch - 1)

(2) Public Accounts Committee (Committee Branch - 2)

(3) Committee on Public Undertakings (Committee Branch - 3)

(4) Panchayati Raj Committee (Committee Branch - 7)

(5) Committee on Govt. Assurances (Committee Branch - 6)

(6) Committee on Welfare of Scheduled Castes

- (Committee Branch - 4)
- (7) Committee on Welfare of Scheduled Tribes  
(Committee Branch - 5)
- (8) Committee on Subordinate Legislation  
(Legislation Branch - 3)

**(C) BRANCHES HANDLING THE ADMINISTRATIVE WORK**

**(1) General Branch:** Maintenance of the Building of the Legislative Assembly, dealing with the miscellaneous matters of office administration and functions related to protocol.

**(2) Pay and Allowances Branch:** The functions related to the Pay and Allowances and Facilities admissible to the members.

**(3) Establishment Branch:** Functions related to the establishment of the staff.

**(4) Cash Branch:** Functions related to payments of the pay and allowances to the staff.

**(5) Translation Branch:** Functions related to translation

**(6) Library Branch:** Functions related to the Legislative Assembly Library

**(7) Research Branch:** Functions related to research

**(8) Parliamentary Bureau Branch:** Functions related to the training on parliamentary subjects.

**(9) Typing Branch:** work related to typing.

**(10) I.T. Branch:** All work related to the computerization of the Gujarat Legislature Secretariat

5. Every public authority has a different kind of institutional structure. Public authorities as defined in Section - 2 of the Right to Information Act also include the Gujarat Legislative Assembly. In order to provide the information related to the Gujarat Legislative Assembly, the Deputy Secretaries and Under Secretaries holding the charge of different Branches of the Gujarat Legislature Secretariat are deputed as Public Information Officers, whereas Deputy secretaries / Joint Secretary / Secretary, who are immediate superior to an Under Secretary / a Deputy Secretary holding the charge of different Branches as per the Section - 5 of the RTI Act are deputed as an Appellate Authority. Detailed information in this regard is given in the Chapter - 8 of the Booklet (Compilation). An appeal may be filed against the decision of a Public Information Officer to the Appellate Authority and if the applicant is not satisfied with the decision of the Appellate Authority, an application may be filed to the Gujarat State Information Commission.

6. If any citizen wants to seek information as mentioned in this compilation, he or she can obtain the information by making an application to a Public Information Officer of the Gujarat Legislature Secretariat along with the prescribed fee as per the Rules given in the Annexure in this compilation.





## Chepter-2

### **1. *Brief History of the Gujarat Legislative Assembly, its Formation, Role, Functions, Duties.***

After getting independence on 15th August 1947 the parliamentary democracy system has come into force in the country, where the representatives elected by the people have the reign of the rule. At the Center, the Parliament comprised of the Lok Sabha and the Rajya Sabha enact the laws for the entire country and protects the interests of the people, whereas the Legislatures of different states enact laws for their respective states and carry out the tasks for the welfare of the people. In a State Legislature, the Upper House means the Legislative Council, whereas the Lower House means the Legislative Assembly. Out of 28 states of our country, 6 states i.e. Uttar Pradesh, Bihar, Karnataka, Maharashtra, Andhra Pradesh, Telangana have bicameral legislatures, i.e. Legislative Councils and Legislative Assemblies, while 22 states including Gujarat have only one House, i.e. the Legislative Assembly. Therefore, the Gujarat Legislative Assembly is unicameral.

Being an organization comprised of people's elected representatives and also the centre of supreme power, the Gujarat Legislative Assembly has been a corner stone of the democracy. Historically after the bifurcation of erstwhile Bombay State, the Gujarat State Legislative Assembly came into existence on 1st May 1960. At the time of bifurcation there were 132 MLAs in the erstwhile Mumbai Legislative Assembly, who were elected from regional constituencies of Gujarat region. All of them became MLAs of the First Gujarat Legislative Assembly. Thereafter, with the increase in the total strength of the members of the Legislative Assembly from time to time due to gradual increase in the population and delimitation of constituencies of the State again and again, the total strength of MLAs in the House has risen to 154 in 1962, 168 in 1967 and 182 in 1975. Thereafter, as a result of a Constitutional amendment in 1975, the strength of the members of the Gujarat Legislative Assembly has been static despite there is an increase in the population of the State. Out of 182 constituencies of the Gujarat Legislative Assembly, 13 constituencies have been reserved for the Scheduled Castes and as per the list of 14th Gujarat Legislative Assembly, 27 constituencies have been reserved for the Scheduled Tribes. The people of the state elect their representatives through direct elections.

The Gujarat Legislative Assembly has framed the Gujarat Legislative Assembly Rules under the Article 208 of the Constitution of India in order to discharge its Constitutional duties. Under these rules the procedures to be adopted for the discussions to enact laws, to approve financial proposals, questions to raise the problems of the people, motions, resolutions, calling attention notices, etc. have been covered.

Under the Constitution of India the main obligation of the Gujarat Legislative Assembly is to enact laws for the regional area of the State. Similarly the Gujarat Legislative Assembly has to approve the financial proposals (budget, supplementary demands, statement of additional expenditure), etc. presented by the State Govt. While approving the financial proposals of the State Govt. mature discussions are made in the Legislative Assembly with regard to propriety, reasonability and objective of the expenditures that the Govt. desires to incur. Thus, at the time of approving the financial proposals the administration of the Govt. is reviewed by the Legislative Assembly. As a supreme organization comprising elected representatives of the people, the Legislative Assembly gives voice to important problems regarding the interests of the people. By exercising control over the State Govt. and its administration the Legislative Assembly plays vital role in discharging the responsibility to the people. Different Committees of the Legislative Assembly make in-depth consideration of the administration of the State Govt. and make recommendations for necessary improvements and reforms in the administration. The State Govt. implements such recommendations as made by the Committees of the Legislative Assembly to a great extent.

The Gujarat Legislative Assembly has an ultimate power to remove the Govt. from the power by passing a no-confidence motion in the circumstances of the State Govt. losing the confidence of the Legislative Assembly. Thus in the parliamentary democracy the Legislative Assembly has to discharge all the duties assigned to it.

In India the parliament or state legislatures are not sovereign. There are three kinds of restrictions on their law making process:-

(1) In the Constitution of India, the power to enact a law is clearly distributed among the Union and states. Therefore the Parliament can't enact a law on the subjects allotted to states and a state legislature can not enact a law on the subjects of the Centre.

(2) The fundamental rights are included in the Constitution of India. Therefore a law enacted by a state legislature is subject to the fundamental rights. If any law violates the fundamental rights, it can be challenged in a court and the court can hold such a law as unconstitutional.

(3) As per Article - 245(1) of the Constitution, the laws enacted by the Parliament and state legislature are subject to the provisions of Indian Constitution. Therefore if it violates any Article of the Constitution, it can be challenged in a court and the court can hold such a law unconstitutional.

Besides a power to enact a law, a Legislative Assembly is having other powers, too. A Council of Ministers of a state is collectively responsible to the Legislative Assembly and therefore the Legislative Assembly has the power to remove the Council of Ministers.

As per the Article - 265 of the Constitution of India, no tax can be imposed without passing a law and according to the Article 266(3) no expenditure can be incurred except a power conferred through a law. An executive cannot run the administration without incurring the expenditure and the money needed for the expenditure cannot be obtained without imposing taxes. Hence in order to incur expenditure, the executive has to come to the Legislative Assembly to get a law passed to impose and collect taxes. As per the provisions of the Constitution of India, it is necessary for the executive to come to the Legislative Assembly at least twice a year. The Legislative Assembly may criticize the executive while approving the expenditure and granting to impose taxes. It can also ask for answers from the executive on different matters and thus the Legislative Assembly can exercise its control over the executive. The proceedings of one day of a Legislative Assembly is called a sitting and such several sittings is called a session.

### ***(1) Legislative Assembly - a Law Enacting Authority - a Protector of Public Interest and Public Welfare***

The powers to enact laws have been distributed among the Union and the states as per the Union List, the State List and the Concurrent List in the Seventh Schedule of the Indian Constitution. A Legislative Assembly has powers to enact laws meant for its State on the subjects given only in the State List. However at the time of an emergency proclaimed by the Central Government, the Parliament has a power to enact laws on the subjects not incorporated in the Union List. Both a state and the Union can enact laws on the subjects given in the Concurrent List as per the circumstances, but a state cannot enact laws on the subjects given in the Union List. Due to this power of enacting laws, a Legislature can exercise its control over the executive in

administrative as well as financial matters. Without the permission of a Legislative Assembly the Government cannot spend even one paisa or impose a tax of even one paisa. When a session of the Legislative Assembly is not going on and it is necessary for the Govt. to enforce a law in the emergency circumstance, the Govt. can enforce a law through an ordinance and the ordinance thus promulgated has to be presented before the Legislative Assembly in the subsequent session and if it is to be made a permanent law, it must be passed in the Legislative Assembly by adopting all parliamentary procedures.

It is the responsibility of the Legislative Assembly to protect the interests of the people regarding the matters falling under the state's purview. The feelings and grievances of the people of the state get voice here. The Legislative Assembly is the only place to express views freely on any matter of public interest. The Legislative Assembly has adopted various parliamentary devices such as motions, calling attention notice, notice on half-an-hour discussion, adjournment motion, etc. in order to see whether the Govt. works as per the laws passed by the Legislative Assembly and also to protect the interests of the people. The MLAs may without any fear use any of the aforesaid procedures as per the Rules and express their views in the House fearlessly. The governor addresses the first sitting of the Legislative Assembly after general elections and also to the first sitting of the Legislative Assembly every year. Every year the finance minister delivers a speech before presenting a budget. Discussions are held on the addresses of the Governor and the Budget presented by finance minister, during which every member of the ruling party and the opposition have ample opportunity to express his views and opinions. Not only that but in order to exercise an administrative control over the Govt. the different committees comprised of members of the Legislative Assembly are formed. Four financial committees, i.e. Public Accounts Committee, Committee on Estimates, Committee on Public Undertakings, Panchayati Raj Committee exercise a control over the government expenditures. These committees makes in depth examination on small matters for which the House cannot allot its time for discussions and present their reports in the House on such matters with their recommendations. In a case of serious failure on the part of government the members may move a no-confidence motion against the Govt. in the House and if such a motion is passed, the government falls.

## ***(2) The Financial Work of the Legislative Assembly***

A financial statement showing the estimates of expenditure to be incurred in the financial year and the resources from where the money is to be received is a budget. Every year the budget is presented in the Legislative

Assembly. In the year 1960-61, i.e. in the year of the formation of state of Gujarat the budget to the tune of Rs.114.92 crores was presented in the House. Owing to the gradual growth and development of the state, there is a multifold increase in the budget in terms of figures and statistics in last 50 years.

### **(3) *Legislation Function***

The Legislative Assembly performs the most important function of legislation but it doesn't mean that a Legislative Assembly can enact a law on any subject it desires. The Constitution of India is federal and the powers of the Parliament and state Legislature to enact a law are limited. As per the State List shown in the Seventh Schedule of the Constitution, a state legislative assembly can enact laws only on the subjects given in the State List. A matter presented before the Legislative Assembly to be enacted as a law is called "a bill" in English and "a Vidheyak" in Gujarati. After the bill is moved in the House, there take place a first reading, a second reading, a section-wise reading and a third reading. Members may suggest amendments on the bill. It is interesting to know that as mentioned above the voting is conducted at every stage of reading and on every section and on every amendment during the process of passing the bill.

### **(4) *Question Hour***

A question hour is the most effective device to exercise a control over the day-to-day activities of the government. The first hour of every sitting of the Legislative Assembly session is a question hour. And this Question Hour is the most interesting part of the whole day proceedings of the House. During the question hour the members test the preparedness of the administration and a minister and ready-wittedness or quick-wittedness of the minister by asking supplementary questions. There are three kinds of questions: short notice questions, starred questions and unstarred questions. The questions that are asked orally and the questions on which supplementary questions can be asked to a minister in the House are called starred questions. The answers to unstarred questions are presented in the House in written form and no supplementary questions are allowed to such questions. Such questions can be asked any time in the year. Short notice questions are asked when a member desires to ask questions on an urgent matter.

### **(5) *Motions***

Any major development occurred in the state definitely reflects in Legislative Assembly. In order to bring such matters before the Legislative

Assembly, members have to give a notice of a motion applicable to the event. In order to bring the seriousness of every incident occurring in the state to the notice of the government and also for the necessary steps to be taken on those matters, a calling attention notice, a notice to raise short notice discussion, a notice for motion of adjournment, a notice of motion expressing want of confidence, a notice for resolution on public interest matter, etc can be given.

### **(6) Committees of the House.**

A committee of a Legislative Assembly is a second device to exercise control over the day-to-day activities of the administration. Due to a large strength of members and some other limitations, the Legislative Assembly cannot do certain works, which are done by committees of the Legislative Assembly. There are in all 19 different committees of the Gujarat Legislative Assembly, out of which four financial committees do important work. The Public Accounts Committee examines the Audit Reports of the C.A.G. on the accounts of expenditure. It also examines whether the money is spent for the actual purposes for which it was sanctioned by the Legislative Assembly. The Committee on Estimate examines the estimates of revenues and expenditures mentioned in the budget and makes recommendations either with regard to remedies in the efficiency / competence for effecting possible economy into the administration or regarding administrative reforms. The Committee on Public Undertakings examines the matters mentioned in the C.A.G. reports regarding the public undertakings in the state. Moreover, it also examines whether the functioning of the public undertaking is undertaken as per healthy corporate standards. The Panchayati Raj Committee examines the audit report of the Inspector, Local Fund Account on the expenditures incurred by the District and Taluka Panchayats. There is a Panchayati Raj Committee in two to three other states in India. Besides these four financial committees, there are Committees on Welfare of Scheduled Castes, Welfare of Scheduled Tribes, Welfare of Socially and Educationally Backward Classes and Nomadic and Denotified Castes, which work for the welfare of these castes / class. In other states there is a single committee working for all the three backward castes / class, while in Gujarat there are three separate committees working for all the three backward castes / class as mentioned above. Moreover, one more important committee is the Committee on Govt. Assurances. This Committee examines whether assurances given by ministers in the House are implemented properly. Such a committee does not exist in the House of Commons in U.K. This is the unique contribution to the Indian democracy by Dadasaheb Mavalankar, the first Speaker of Lok Sabha. There is another committee of the House named Committee on Subordinate Legislation, which examines whether the rules framed by the government as per the powers vested in the government are

framed by remaining within the powers vested in the government by a law. When there is not a session of the House the sittings of the committees keep being held continuously. These committees examine the higher officers, i.e. secretaries of the concerned departments of the Govt. While the ministers are supposed to answer in the House of the Legislative Assembly, the higher officers of the Govt. have to answer before the Committees. Therefore, there is an awe of the committees over the administration. Thus, the Committees of the House through their functioning do the effective job of exercising a control over the Council of Ministers and the Govt. These committees have contributed a lot in making the administration of Gujarat, public oriented and also suggesting corrective measures in it.

## **2. *The Chair of the Speaker***

There is a history behind the chair used by the Speaker of the Gujarat Legislative Assembly at present. When the Saurashtra Legislative Assembly was formed, the then King of Dhrangadhra State Shri Rajmehrajji (Mayurdhvajsinhji) had donated a beautiful chair behoving the status of the Speaker for the use of the Speaker. Thereafter when the State of Saurashtra merged into the State of Mumbai, the chair was surrendered to the Works Department. When the state of Gujarat was formed in 1960, the chair was brought back and the same chair is presently used as the chair of the Speaker in the House.

## **3. *The Legislative Assembly and the Judiciary***

Both, the Parliament and a state legislature are autonomous within the limitations prescribed by the Constitution of India. As per the written Constitution, the supremacy of a Legislative Assembly is within the limitations of its powers. But when a specific act is challenged in a court, then it is the function of the court to determine the power of the Legislative Assembly.

Whether an act is enacted by the Centre or by a state or a subordinate legislation, it is all subject to the principle of ultra virus and judicial review. (The principle of ultra virus is to decide whether the authority which has enacted an act or a subordinate legislation has a power/s to do so or it has done it beyond its power/s.) The courts have only to make the interpretation of a statute and not to indulge in the discussions as to how a statute should be.

Subject to the provisions of the Constitution, a state legislature can regulate its procedures. The proceedings of the House cannot be challenged in the court on the basis of its procedural irregularities. So far as matters of privileges are concerned, only the Legislative Assembly can decide such a

matter. The principal of sub judice does not apply to it and the principal of sub judice does not become hurdle in passing any bill of an act.

#### **4. *Legislative Assembly and the press.***

The press keeps the people informed of what is going on in the Legislative Assembly. The proceedings of the Legislative Assembly reaches to the public through the press. Not only that but the Legislative Assembly gets different information through the press, which helps it keep effective vigil and control over the executive. Many a time the press is considered to be an extension of the Legislative Assembly. The press works hard to bring out the administrative lapses, mal-practices and mal-administrations and gives voice to the grievances and difficulties of the people and the press also report on how the policies are implemented and how the administration affects the people.

Newspapers provide to the MLAs much of the raw materials for parliamentary questions, motions and discussions. Many a time, the members rely on this important instrument to a great extent, but as per the rules, the notices, which are based only on such reports are not admitted. As per the Article - 194(2) of the Indian Constitution, if the proceedings of the House is published under the authority of the House, the person who has published such proceedings, gets exempted from the liability of such a publication. But such an exemption does not apply to a publication of the proceedings made by either a member or other person separately. The Article 361-A of the Constitution provides for protection of a publication of proceedings of the Parliament and a state legislature.

#### **5. *The Leader of the House***

The leader of the party having majority in the House functions as the leader of the House. The leader of the House means chief minister or any minister appointed for this position by the chief minister. The leader of the House is entirely responsible for the parliamentary work in the House. He decides the dates on which the session is to be convened and to be prorogued and the business to be taken up during the session. The Leader of the House determines when and which business and in which order to be taken up in the House. The Leader of the House has the direct influence on the business of the House.

#### **6. *The Speaker / Deputy Speaker of the House***



After the general elections of the Legislative Assembly on the first day of the first sitting of the Legislative Assembly, from among the elected members of the assembly and from the ruling party having a majority, one member is appointed as the Speaker and another member is also appointed as Deputy Speaker. As per the practice of the Gujarat Legislative Assembly, normally the post of Deputy Speaker is given to a member from the Opposition Party. The Speaker and Deputy Speaker were elected by ballot procedure until the GLA Rules were amended in 1973. But after the Rules were amended the Speaker and Deputy Speaker are elected by passing a motion meant for the purpose. The practice of electing the Speaker / Deputy Speaker unopposed has established.

The time-limit of the tenure of the Speaker of the Legislative Assembly is same as the tenure of the speaker of the Parliament. He continues to hold the chair of the Speaker until the new speaker is appointed after the general elections of the new Legislative Assembly, while the tenure of Deputy Speaker ends with the dissolution of the Legislative Assembly. The Deputy Speaker is given the status of a Minister of State, while the status of the Speaker is equivalent to that of a cabinet rank Minister.

As in the Lok Sabha, the Speaker or Deputy Speaker of the Gujarat Legislative Assembly does not have to take a special oath before assuming the post of the Speaker / Deputy Speaker, besides his oath as a member before getting elected as the Speaker / Deputy Speaker. In the Gujarat Legislative Assembly, Deputy Speaker may participate in the discussions or voting in the House. Not only that but he may also give notices of questions, motions, resolutions, etc.

The members of the House elect the Speaker. In the same way the House has the power to remove him from his office. As per the practice established in the Gujarat Legislative Assembly, the Speaker remains detached with his party and does not indulge into party-politics. Though, the Speaker does not resign from either his party or the Legislature Party, he does not attend the meetings of his party or the Legislature Party. The Speaker has to follow and maintain certain parliamentary practices. The Speaker cannot express his opinion on controversial matters within the House or outside the House of the Legislative Assembly.

The Speaker gives important contribution in retaining the democracy and in the evolution of the democracy. The Speaker does the important work of driving the democratic vehicle confidently and safely on the road of public activity. Therefore the position of the Speaker is held important in all the parliamentary democratic countries. The Speaker conducts the proceedings of

the House and in so doing he has to perform the important responsibility of following the Constitutional provisions, Rules of the House and the parliamentary democratic practices and feelings. Therefore, he is called the protector of the dignity and status of the House. In the parliamentary democracy system the functionary, who conducts the proceedings of the House is known as "Adhyksha" or Speaker. In the Legislative Assembly the position of the Speaker is supreme. In the warrant of precedence, the position of the Speaker is next to the Chief Minister and ahead of all the ministers. The main function of the Speaker is to conduct the proceedings of the sitting of the House. For this he derives the powers from the Constitution and the rules framed thereunder. Without his permission neither any discussion can be raised nor any question can be asked in the House. His main function is to see that the proceedings of the House runs smoothly and peacefully. The atmosphere in the House is like a sea. While like a sea, the House sometimes remains very calm and uninteresting, there raises noises and uproars like waves of tide in a sea and the sitting of the House becomes active and there is an atmosphere of excitement. What kind of atmosphere at what time will prevail in the House depends on a matter of discussion in the House, or on who is speaking on the matter, etc. There is an atmosphere of excitement when some controversial matters are being discussed in the House. The same way there prevails a feeling of excitement when the discussions are going on a motion of adjournment or no-confidence motion. In such circumstances it becomes difficult for the Speaker to control the House. Sometimes when points not relevant to the subject are referred to during the discussions, the Speaker has to be quite cautious. Different matters come in different forms for discussions and decisions before the House. The objective behind giving different types and natures to such matters depends on allocation of time. The Legislative Assembly is one kind of a barometer, which registers the bits of day-to-day events related to administrative matters. The Speaker has to perform his functions by remaining impartial towards parties and striking a balance between both Ruling as well as Opposition parties.

### **(1) *The Powers and Duties of the Speaker***

The main function of the Speaker is to conduct the proceedings of House from his chair. And in doing so it is his responsibility to follow and protect the Indian Constitution, the Rules of the House and parliamentary practices and also to get them followed by the members. The Speaker is the first representative, servant and head in the House and therefore the Speaker is the protector of the House, the privileges of the Members of the House and also of Rules and practices of the House. His place in the House is supreme. The Speaker enjoys many extensive powers within his purview. It is also solely his responsibility to maintain order in the House and he has been conferred

with all the necessary powers by the Rules for the purpose. The Speaker has to strike a balance between the Ruling Party and the Opposition.

The person occupying the position of the Speaker should essentially have the firmness, a power to take quick decision etc. along with the knowledge of law, impartiality, sense of justice, tolerance and humanity. Moreover it is very necessary that he must have deep insight and acumen.

All the proceedings of the House runs with the permission of the Speaker. No Member or a Minister can present any matter in the House without his permission. No matter for a discussion or a decision in the House can be introduced without the prior permission of the Speaker. All the speeches in the House have to be addressed to the Speaker. No Member can ask a question or participate in the debate without the permission of the Speaker. A member who wants to ask a question to a Minister during the question hour or participate in the discussion on any motion, he or she has to rise and attract the attention of the Speaker to seek his permission. If the attention of the Speaker is attracted and he permits to ask a question or participate in the debate, then only he can ask a question or participate in the debate. In English it is called "catching the Speaker's eye".

There is an established practice that when the Speaker is standing at his chair in the House, no member can stand up or speak or take or leave his seat.

It is the responsibility of the Speaker to maintain order in the House and he has all been empowered by the Rules necessary for the purpose. The Speaker has the power to decide as to whether the speech of a Member is related to the question before the House or not. If such a speech is found to be irrelevant, then the Speaker may stop the Member from speaking and ask him to conclude the speech. The Speaker may also direct a Member to withdraw the unparliamentary words, if the Member has spoken such words and order to a Member, who has committed a misconduct in the House, to tender an apology to the House. If the Member does not obey the orders given by the Speaker, he may direct the Member to leave the House and the Speaker may name such a Member.

The Speaker has a power to decide whether the notices for questions, motions, bills, amendment on bills, resolutions, cut motions, etc. under the Legislative Assembly Rules are worth admitting or not. If the Speaker rejects any notice, the same cannot be brought before the House. The Speaker has the power to decide whether a bill is a money bill or not and the decision by the Speaker in this regard is deemed to be final.

When there are equal no. of votes on a matter under a decision in the House, the Speaker has to give a casting vote in such a matter. Except this the Speaker has no right to cast a vote. Unlike other members, the Speaker does not have the right to give his vote in the first place, but when there are equal no. of votes on both the sides, he gives his casting vote as per the Clause (1) of the Article 189 of the Constitution. Thus, the Speaker is not entitled to deliver his vote until there are equal no. of votes in favour of as well as against an issue. There is no restriction in the Constitution as to how the Speaker has to give his casting vote, but it is a parliamentary practice that the Speaker should give his casting vote so as to maintain status quo in the prevailing situation. This is expected from the Speaker, so that the House has an opportunity to reconsider the said issue and decide on the matter.

The Speaker is the chairman of some of the committees of the Legislative Assembly such as Business Advisory Committee, Committee on Rules, Library Committee. All the Committees of the Legislative Assembly function under the overall control of the Speaker. The Speaker may give a necessary direction to any Committee with regard to the regulation of its business. The Speaker appoints members on the non-financial Committees. The Speaker by virtue of his powers appoints a Chairperson of each Committee of the Legislative Assembly. Before appointing members on different Committees, the Speaker consults the Whips of each Party. And each Party is given the pro rata places in the Committees as per the strength of the Party in the Legislative Assembly.

## ***(2) Pay and Allowances and other Facilities Admissible to the Speaker***

The Speaker is entitled to pay and allowances and other facilities admissible to a cabinet-ranked minister since the Speaker is conferred with the status equivalent to a cabinet-ranked Minister in the State. He is entitled to such pay and allowances under the Speaker and Deputy Speaker of the Gujarat Legislative Assembly (Pay and Allowances) Act, 1960. The Speaker is also entitled to a hospitality allowance on the line of the Chief Minister for providing hospitality to Speakers and members of committees and other guests from other states, who come to visit Gujarat and also to hold official ceremonies. The Speaker gets free of charge fully furnished government residence. Normally the Speaker's residence is located beside that of the Chief Minister. The Speaker gets facilities like a car with a driver, free of charge medical treatment, etc on the line of ministers. Besides these, for his personal works the Speaker has his personal office, which is equivalent to that of a cabinet-ranked minister. In this office, officials of different cadre deal with the personal works of the Speaker. The expenditure of pays and allowances of the

Speaker and Deputy Speaker is incurred from the consolidated fund of the State.

### ***(3) The Position of the Speaker Outside the Legislative Assembly***

The Legislative Assembly is one of the three main organs of the state, i.e. the Legislative Assembly, the Judiciary and the Executive. In the Legislative Assembly the position of the Speaker is the foremost. As per the Warrant of Precedence, the positions of the Speaker and the Chief Justice of the High Court figures in that order immediately after the Governor and the Chief Minister and ahead of other ministers and the other judges of the High Court. When the Speaker is on a tour for official purpose, arrangements are made commensurate to his status.

### ***7. The Leader of the Opposition***

The Speaker gives recognition of the opposition party to the party holding highest number of members among all opposition parties in the House and recognizes the appointment of its leader. 1/10th strength of total number of members of the Legislative Assembly is required to get recognized as the opposition party. As per the Gujarat Legislative Assembly (Leader of the Opposition) Pay and Allowances Act, 1979 and the Rules framed there-under, the Leader of the Opposition has been conferred with the status of a cabinet-ranked Minister.

### ***8. Legislature Secretariat***

As per the provision in the Article - 187 of the Constitution of India, a separate Secretariat has been set up for the Gujarat Legislative Assembly. This secretariat functions separately from the Civil Secretariat and is not under the control of any of the Civil Secretariat Department or a Minister. The Gujarat Legislature Secretariat has separate Rules for its recruitments and services. The conditions of service applicable to the officials of the Civil Secretariat do not automatically apply to those of the Legislature Secretariat. The Legislature Secretariat functions under the ultimate authority of the Governor and superintendence and direction of the Speaker. The Officers and employees of the Legislature Secretariat have to work amid different political factors and members having different party affiliations. Therefore, they have to perform their duties impartially and refraining from party politics and considering members of all the parties equal.

The Legislature Secretariat has to function as a link between the Members of the Legislative Assembly and the Government. This Secretariat

does not have a direct contact with the people of the State. Therefore, the ordinary people are not aware of the functioning of the Legislature Secretariat. The Legislature Secretariat performs a very important service and by adopting a positive approach makes a major contribution in voicing the problems of the people. Despite being the uniform designations of the Officers of the Legislature Secretariat as well as those of the Civil Secretariat, there is a fundamental difference in their working. The officers of the Civil Secretariat have to implement the policies of the Government, while an officer of the Legislature Secretariat has to function as a link between the Government and the Members of the Legislative Assembly and in doing so he or she has to maintain a balance. Patience and restraint are the two virtues of an officer of the Legislature Secretariat. Every member expects that an officer of the Legislature Secretariat listens to him with patience. Normally members of the Legislative Assembly maintain a cordial relationship with the Officers of the Legislature Secretariat. Yet they have to use a great acumen in dealing with the members and they have to have patience and restraint while dealing with a complicated problem with the members.

It is the duty of an official of the Legislature Secretariat to respect the Speaker. They have to do many works and also take decisions in the name and on behalf of the Speaker. While advising the Speaker, an officer of the Legislature Secretariat has to adopt a sincere and impartial approach so that the dignity of the office of the Speaker is maintained.

The Officials of the Legislature Secretariat have to perform important functions in the working of the Committees of the Legislative Assembly. Especially in preparing reports of the Committees they have to use the polite and decent language befitting the dignity of a Committee. The Opinions of the Committee have to be expressed in a soft and lucid language as far as possible, avoiding figurative language or ornamental adjectives and exaggerated statements or harsh wordings. In the matters discussed in a Committee the officers of the Legislature Secretariat have to guide a Committee, using his vast reading, knowledge of administrative problems and taking into account the acts and rules, especially, the Legislative Assembly Rules and parliamentary practices. An Officer of the Legislature Secretariat is considered to be the friend and the mentor of the Committee. He makes a great influence as he gives impartial advice. Many relevant as well as irrelevant matters are discussed in a Committee. But the Officers of the Legislative Assembly have to identify relevant as well as irrelevant matters using their deep understanding and insight into a subject and taking into account the Rules and practices and only relevant matters have to be taken into the Report in view of the deliberations in the Committee.

Most of the work of the Legislature Secretariat has to be completed in a given a time limit. All the tasks are to be carried out promptly yet carefully. Therefore the Officers of the Legislative Assembly have to read a lot. They have to be updated with and aware of the current conditions of the Rules and Laws. The Legislature Secretariat is hectic with activities, when a Session of the Legislative Assembly is convened. After the Governor's order to convene a Session of the Legislative Assembly, an order of summons signed by the Secretary of the Legislative Assembly is issued and sent to all the Members of the Legislative Assembly. In this order the details as to when and where the Legislative Assembly is to meet are mentioned and the Members are requested to remain present on that day and time and at that place.

In order to cope with additional work during the Legislative Assembly Session period, temporary typists, clerks, peons, Hamals, etc are appointed in Class - 3 and Class - 4 staff. Moreover, the security staff sanctioned for the security of the House is asked to remain present at the Legislature Secretariat three days prior to commencement of the Session. These police officers / policemen belonging to security staff wearing different prescribed uniform look after the security arrangements inside the Legislative Assembly House. This security force performs its duty under the direct control of the Speaker. An Entry Control Booth is set up near the gate of the Legislative Assembly Building to give entry to the visitors in the galleries of the House during the session of the Legislative Assembly.

The proceeding of the Legislative Assembly is recorded electronically on a magnetic tape and a verbatim dictation is also taken by the Reporters and after prorogation of the session, the verbatim proceedings of the Legislative Assembly is published in a book form. Moreover, the video recording of the proceedings of the Legislative Assembly is also done and it is broadcast through closed circuit TV in the Podium at the First Floor of the Legislative Assembly Building, the Members' lounge, etc.

Thus, in different ways the work of the Legislative Assembly is typical. In all these situations, in order to enable the officers of the Legislature Secretariat to perform their functions independently and impartially, they enjoy certain privileges like those enjoyed by the members. A practice has also been established in the House that neither questions related to the functioning of the Legislature Secretariat can be asked in the House nor discussions can be made related to the functioning of the Legislature Secretariat in any other manner. If Members need any information regarding the Legislature Secretariat, they should consult the Speaker and obtain the necessary information from the Legislature Secretariat. If an officer of the Legislature

Secretariat is prevented from discharging his duties, it amounts to contempt of the House.

With a view to understanding the entire working and the administration of the Legislature Secretariat, a brief glimpse of the functions of the Secretary and other Officers and the Branches of the Legislature Secretariat is given below:--

### **(1) The Secretary of the Legislative Assembly**

In the functioning of the Legislative Assembly the role of the Secretary is very significant. He has two types of work: (1) Parliamentary and (2) Administrative.

**Parliamentary Functions:** The Secretary has to assist the Speaker in conducting the proceedings of the House. Therefore, the Secretary has to be aware of the prevalent affairs regarding the parliamentary procedure. The Speaker has to perform his functions by remaining impartial towards Government as well as the Opposition. Similarly, since the Secretary has also to work impartially, his job is tough and demands to be vigilant. He has to advise the Speaker in the proceedings of the House and also in the administrative matters of the Legislature Secretariat. Moreover, it is his duty to advise and guide Members of the Legislative Assembly on legislative matters. Because of his peculiar nature of work, the Secretary comes into close contact with Ministers. Yet he has to remain detached from the politics and perform his duties impartially. Especially, the Secretary has to remain present constantly in the sittings of the Legislative Assembly. For advising the Speaker on the issues raised in the House, especially points of order, it is necessary that the Secretary has in him very deep knowledge of parliamentary procedure as also quick wittedness, insight, patience, restraint, acumen, impartiality, etc.

**Administrative Functions:** The Secretary has to handle the administrative work subject to the final authority of the Speaker. He is considered to be the administrative head of the Legislature Secretariat. He has to perform the functions with regard to recruitments, promotions, trainings, leaves, pensions, confidential reports of the staff of the Legislature Staff, budget of the Legislature Secretariat, payments of pays and allowances its accounts and other conditions of services of the Legislature Staff. He has also to perform important functions regarding pays and allowances and other facilities admissible to members of the Legislative Assembly and internal system of the Legislature Secretariat. He has to perform as a bridge with regard to the relations of this Secretariat with other Govt. departments or other organizations. The Secretary of the Legislative Assembly has the same



status and financial as well as administrative powers as a secretary of the Civil Secretariat has.

### **(2) The Deputy Secretary**

There are in all six posts of Deputy Secretary in the Legislature Secretariat. The deputy secretaries have mainly been entrusted with the work of the committees. The Deputy Secretaries have to perform the functions of holding meetings of the Committees and making allied arrangements, record and preserve the verbatim proceedings of the meetings of the Committees. They have also to perform functions of keeping notes of the decisions taken by the Committees and preparing the drafts of the reports of the Committees accordingly and presenting them before the chairmen of the Committees and finally getting the drafts printed, which are approved by the Committees and presenting them to the House of the Legislative Assembly. A Section Officer of a Committee Branch and his staff assist a Deputy Secretary in his work. The Deputy Secretaries have been assigned with some other functions, too.

### **(3) Under Secretary**

There are six posts of an Under Secretary in the Gujarat Legislature Secretariat. Normally one Under Secretary has the charge of two to three Branches and he sends the work submitted by the Branches under him to the Secretary either through a Deputy Secretary or directly. The job of an Under Secretary is to advise and assist the Secretary or the Speaker in taking decisions on the files submitted on the matters dealt with by the Branches.

There is a separate Administration for the functions of the Gujarat Legislature Secretariat. The staff of the Gujarat Legislature Secretariat includes 13 Class - I Officers including the Secretary, 43 Class - II Officers, 78 employees of Class - III, 14 employees belonging to Class - IV. With the help of these Officers and employees all the work of the Gujarat Legislature Secretariat is carried out. In the Gujarat Legislature Secretariat the different Branches handle different types of work, which can be divided into three categories:-

The parliamentary work, the work related to the Committees of the Legislative Assembly and the administrative work.

### **THE BRANCHES HANDLING THE WORK OF PARLIAMENTARY AFFAIRS.**

#### **(A) Legislation Branch - 1:**

The major functions of the Legislation Branch - 1 include issuing summons for convening the session of the House of the Legislative Assembly as well as its prorogation, a list of date-wise sittings of the House, a list of the business of the day (order of the day), an address by the Governor, motion of thanks and amendments on it, Government and private bills and amendments on them, Business Advisory Committee, the Committee on Rules of the Legislative Assembly the Committee on Private Members' Business, the papers laid on the table of the House and the Committee on it, statutory motions, the Conference of all India Presiding Officers and Secretaries, the formation of the Committees of the House other than financial Committees, etc. In addition to these, the functions of the Legislation Branch - 1 include the working of the Ad Hoc Committees appointed occasionally by the House.

### **(B) Table branch**

The following work is undertaken by the Table Branch:

- (1). Budget, supplementary demands and additional demands and cut motions on them;
- (2). Motion for vote on account;
- (3). Other motions such as motion expressing want of confidence in the council of ministers, motion of adjournment of the sitting of the House, no-day-yet-named-motion, last day motion;
- (4). Notices for raising short duration discussion;
- (5). Calling attention notices;
- (6). Resolutions;
- (7). Identifying important Rulings by the Speaker and publish them in a book form.
- (8). Preparing the report on the business carried out in the House of the Legislative Assembly during the session and publishing it.
- (9). *Functions related to the Committee on Welfare of Socially and Educationally Backward Classes are undertaken.*

### **(C) Question Branch**

*In the Question Branch the work related to Starred Questions, Unstarred Questions and Short Notice Questions and Half-an-hour-discussion is undertaken.*

### **(D) Legislation Branch - 2**

Legislation Branch-2 deals with the matters related to a Breach of Propriety, a Breach of a Privilege and the Committee of Privileges, publication and updating

of List of Members of the Legislative Assembly (including the Members of the Parliament representing the State of Gujarat) along with their addresses and constituencies as well as Party-wise List. This Branch also deals with the matters of disqualifying members for their defection.

***(E) Reporting Branch***

This Branch deals with the verbatim dictation of the proceedings of the House as also the publication of the verbatim proceedings in the form of volume of debates.

**THE BRANCHES THAT DEAL WITH THE COMMITTEES OF THE HOUSE.**

***(A) Committee on Estimate (Committee Branch - 1)***

This Branch deals with the work of the Committee on Estimate, election of Members of the Rajya Sabha, election of the President, election of the representative of the Legislative Assembly, on courts / senates of different Universities and other organizations, a resignation of a member from the membership of the Legislative Assembly, election of the members on the financial Committees.

***(B) Public Accounts Committee (Committee Branch - 2)***

This Branch deals with the examination of the Appropriation Accounts of the State, the Financial Accounts and the Audit Reports of the Comptroller and Auditor General of India on them by the Public Accounts Committee and also the presentation of a report on it to the House.

***(C) Committee on Public Undertakings (Committee Branch - 3)***

This Branch deals with the examination by the Committee on Public Undertakings as to whether the management of different Boards and Corporations is carried out on healthy business standards with reference to their autonomy and efficiency, as also the examination of representatives of the state Govt. as well as those of Boards and Corporations regarding Audit Paragraphs pertaining to Boards and Corporations of the state in the Reports of Comptroller and Accountant General of India and presenting a report of the Committee on the same in the House.

***(D) Panchayati Raj Committee (Committee Branch - 7)***

This Branch deals the examination by the Panchayati Raj Committee of the representative of the state government on the basis of the Audit Report prepared by the Inspector of the Local Fund Accounts on the accounts of District and Taluka Panchayats of the state as also presenting the Report of the examination to the House.

***(E) Committee on Government Assurances (Committee Branch - 6)***

This Branch deals with the examination by the Committee on Govt. Assurances as to what extent the assurances, guarantees, promises given by the Ministers of the State Government in the House from time to time are implemented and whether any inappropriate delay has been done by the departments of the Government as also presenting the report of the examination to the House.

***(F) The Committee on Welfare of Scheduled Castes (Committee Branch - 4).***

This Branch deals with the examination of the action taken by the State Govt. in respect of the Report of the Commissioner on Welfare of Scheduled Casts and Scheduled Tribes as also the action taken by the Govt. to give adequate representation to the people belonging to the Scheduled Castes in the State Govt. and in the Public Undertakings and statutory and semi-Govt. Institutions, which are responsible to the State Govt. as well as preparing its report on the examinations and presenting it to the House.

***(G) The Committee on Welfare of Scheduled Tribes (Committee Branch - 5)***

This Branch deals with the examination of the action taken by the State Govt. in respect of the Report of the Commissioner on Welfare of Scheduled Casts and Scheduled Tribes as also the action taken by the Govt. to give adequate representation to the people belonging to the Scheduled Tribes in the State Govt. and in the Public Undertakings and statutory and semi-Govt. Institutions, which are responsible to the State Govt. as well as preparing its report on the examinations and presenting it to the House. Moreover, this Branch also deals with the affairs of the Committee on Petitions.

***(H) Legislation Branch - 3 (Committee on Subordinate Legislation)***

This Committee scrutinizes whether the State Govt. has exercised its powers appropriately in framing Rules, Regulations, etc. in view of the

legislative powers delegated to the State Govt. by the Legislative Assembly as also presenting the Report on it to the House.

## **BRANCHES HANDLING ADMINISTRATIVE WORK**

### **(A) General Branch**

This Branch deals with the maintenance of the Legislative Assembly House and Building, arrangement of tea and snacks for members of the Legislative Assembly and members of the Committees during the sittings of the House and the Committees, providing stationary and cleaning the Legislative Building and the House with the help of the Steward, entry control, purchase of furniture, etc., protocol, registry, providing facility of telephone to the office and members, providing a facility of uniform, etc. to Class - IV employees and the security staff.

### **(B) Pay And Allowances Branch**

This Branch deals with pay and travel and daily allowances to the Members, a facility of journey by bus or railway to Members, medical treatment bills of Members, bills of Telephone rent charges of Members. Moreover, the Branch also deals with the affairs of the Committee for Pays and Allowances of Members, the affairs of the Committee on Absence of Members from the sittings of the House as also the Attendance Register of members for the sittings of the House.

### **(C) Establishment Branch**

This Branch deals with appointment, promotion, transfer, recruitment rules, training, leave, pension, confidential reports of Officers and Employees of the Legislature Secretariat as also loans and advances to staff and appointment of security staff and all work related to the Typing Branch. Moreover, it deals with the work of appointing staff in the offices of the Speaker / Deputy Speaker / Leader of the Opposition.

### **(D) Cash Branch**

Cash Branch deals with the bills of pays and allowances and advances of Officers / Employees of the Legislature Secretariat as also those of the staff of offices of the Speaker / Deputy Speaker / Leader of the Opposition. It also deals with bills of Travelling Allowance and Medical Treatment of the Speaker / Deputy Speaker / Leader of the Opposition. The Branch deals with the budget of the Legislature Secretariat and of the offices of the functionaries.

**(E) I. T. Branch**

This Branch deals with the purchase of computers and related stationery, CDs, cassettes, etc., purchase and maintenance of Xerox, Roneo, Duplo Machines, video recording of the sittings of the Legislative Assembly in the House, Computer related training to the Legislature Secretariat staff and also to the Members of the Legislative Assembly and all the work related to the computerization.

**(F) Translation Branch**

This Branch deals with the Gujarati - English translation work of all the matters of the Legislature Secretariat. It deals with the Matters of the Commonwealth Parliamentary Association and the Gujarat Parliamentary Association, matters of foreign trips of functionaries, publications of Parichay Pustika (Gujarati) and Who's Who (English) of members of the Legislative Assembly and also the Margdarshika for the Members.

**(G) Library Branch**

This Branch provides Members of the Gujarat Legislative Assembly and Officers / Employees of the Gujarat Legislature Secretariat with books on law, debates, reference books, magazines and newspapers as required by them. It also deals with the affairs of the Library Committee.

**(H) Research Branch**

In order to provide necessary reference service to Members of the Gujarat Legislative Assembly and Officers of the Legislature Secretariat, it deals with the job of cutting the news items on the important parliamentary and other happenings from newspapers, filing them subject-wise. Moreover, it also deals with preparing cards of important Articles from the magazines subscribed by the Gujarat Legislative Assembly Library and arranging them subject-wise.

**(I) Ganesh Vasudev Mavlankar Parliamentary Studies and Training Bureau (Bureau Branch)**

In order to give information / knowledge of basic principles, procedures and practices of parliamentary democracy, the Parliamentary Studies and Training Bureau has been established in the year 1982 as an integral part of the Gujarat Legislature Secretariat. This Branch organizes training

programmes for Officers and Employees of the Government who are associated with a parliamentary democratic system, student studying the subject of a parliamentary democratic system and professors teaching the same subject in the universities of the State and other students and the teachers interested in this subject and Members of the Legislative Assembly and Officers and Employees of the Legislature Secretariat and office bearers of the Govt., panchayats, corporations, etc and organizes seminars and courses for that purpose. This Branch also deals with publishing "Sanchit" magazine in addition to publishing pamphlets, books on parliamentary subjects.

### **(J) Steward Branch**

This Branch deals with the maintenance of the Legislative Assembly Building and its cleaning, providing tea and snacks to Members of the Legislative Assembly and Members of the Committees of the Legislative Assembly during the sittings of the House as well as those of the Committees as also providing stationary to the Members and the Legislature Secretariat.

When the Legislature Secretariat was setup in 1960, there was A total staff of 86 officials in the Secretariat. The staff has increased gradually. After 1960 the number of Members of the Legislative Assembly has increased from time to time. In the first Legislative Assembly the Number of members was 132 members, which has gone to 182 in the present 14th Gujarat Legislative Assembly. Similarly the staff of the Legislature Secretariat has increased and the number has gone to 254 at present. The same way the number of total security staff is 145. The security staff at present includes one Sergeant-at-Arms, four Deputy Sergeant-at-Arms including one lady officer, 15 security officers including two lady officer and 125 security guards (including 20 lady guards).

In order to keep the press informed of the proceedings of the Legislative Assembly, the press is provided with certain facilities, i.e. separate press gallery, providing parliamentary documents, press room, etc by this Secretariat. Separate seats are allotted to the Information Director of the Gujarat State and also to the Akashvani in the Press Gallery of the House as Govt. agencies.

While the Secretary of the Gujarat Legislative Assembly, Deputy Secretary, Under Secretary and other Class - I officers are appointed by the Speaker in consultation with the Governor and the Gujarat Public Service Commission, the appointment of Officers of Class - II and Employees of Class - III are appointed by the Speaker. If an appointment is to be made through a direct recruitment, the Speaker makes such an appointment from among the

candidates passed in a competitive examination held by the Gujarat Public Service Commission. Pays and allowances are admissible to Officers of the Gujarat Legislature Secretariat as per the criteria applicable to the Civil Secretariat Officers.

The staff of the Gujarat Legislature Secretariat functions under the control of the Speaker and ultimate control of the Governor of Gujarat as per the Gujarat Legislature Secretariat Staff (Conditions of Recruitment and Service) Rules, 1974. As per the Rules of 1974, the Rules and Orders of the recruitment and service for officers and employees of the Secretariat of the Govt. do not apply automatically to the Officers / Employees of this Secretariat but they are made applicable by making separate orders.

The status of the Secretary of the Legislature Secretariat and his financial and administrative powers are equal to a secretary of a department of the Government. Like a department of the secretariat, the budget of this Secretariat is sent to the Finance Department. But as per the practice the budget of the Legislature Secretariat and other administrative matters are not discussed in the House.

## **9. *The Working Hours***

- (1). Normally the office working hours of the Gujarat Legislature Secretariat are from 10.30 AM to 6.10 PM.
- (2). When there is a noon sitting of the Legislative Assembly, the office business hours are from 10.30 AM and to 6.10 PM and when there is a morning sitting of the Legislative Assembly, the office hours are from 9.00 AM to 4.40 PM.
- (3). When there are two sittings of the Legislative Assembly, the office hours are from 9.00 AM to 08.30 PM.

## **10. *The Building of the Legislative Assembly***

Viththalbhai Patel Bhavan, named after the first Indian Speaker of the Central Legislature Assembly and a son of Gujarat Shri Viththalbhai Patel, i.e. the structure of the Legislative Assembly Building depicts an embodiment of a highest law making organization in the state. The fascinating structure / construction of the building attracts the visitors from all over India. The light pink stones affixed on the exterior wall give beauty to the magnificent edifice. This Building is standing on a 133 meter X 133 meter large square platform. This square platform occupies the area of 17689 square meters, while the total construction area of the Building is 8100 square meters. The Legislative



Assembly House is situated on 9th pillar situated in the centre of the Building with the 9th Pillar surrounded by eight u-shaped pillars. All the u-shaped 8 pillars supporting the House tend to lean inside towards one another - little by little from middle to top and become one at the top, making an octagonal conical beautiful dome at the top of the Legislative Assembly House Building. In the competition held by the organization named Guild of Practicing Architect at Delhi, a first prize for the Best Building was conferred on this Building in the year 1985.

The renovation work of the Assembly Building has been completed recently. The current seating arrangement in the House is for 182 Members. The height of the Assembly Building up to parapet is 25.3 meters, whereas up to dome it is 55.3 meters. Moreover, a model of 2.9 Height Emblem is affixed on the top of the dome. In this renovation, works of interior, furniture, false ceiling, including an audio-video system in the Assembly House have been completed. Moreover, works of replacing doors and windows with the new ones, new flooring, dry stone cladding, GRC Dome, GRC Dummy Pillars have also been completed. In addition to these, the Legislative Assembly Building has been equipped with LED lighting system, modern audio-video system, modern fire fighting system and Library visitors lobby, canteen have been modernized. One can enter into the Building from two the sides. The main gate of the Building has been situated on the west side and behind the statue of Mahatma Gandhiji, while the other gate is in the east direction. The east side gate is used for entry at the time of a ceremony or a special occasion.

## **11. Conclusion**

In comparison to the other Legislatures of the country the Gujarat Legislative Assembly building has a unique image. The proceedings of the House has run smoothly and peacefully so far. Thanks to compromising approach of the Leaders of the House and the Leaders of the Opposition, the House has retained its dignity. All the leaders and the members of all the parties insist that the proceedings of the House always runs within the established practices and Rules of the Legislative Assembly. The credit for the Gujarat Legislative Assembly having such a dignified image goes to the former Speakers and the present Speaker of the Legislative Assembly since the Speaker is responsible for conducting the House skillfully along with maintaining the dignity of the House. Of course, the incidents occurring in the House are noticed by the people. The ardent advocate of the parliamentary democracy system in India reverend Viththalbhai Patel and reverend Dadasaheb Mavlankar are the great sons of Gujarat. Therefore, our responsibility is heightened manifold in order to see that the standards of parliamentary democracy system are retained in Gujarat. It is a matter of

pleasure to note that in order to retain the peculiar impression of the Gujarat Legislative Assembly, political parties, the people of Gujarat and the press are worried. While we have completed 58 years of formation of our state of Gujarat, with the resolution to make joint efforts to retain the peculiar impression of the Gujarat Legislative Assembly, this Compilation is presented before the people of Gujarat and it is hope that it will be useful to all.





## Chapter-3

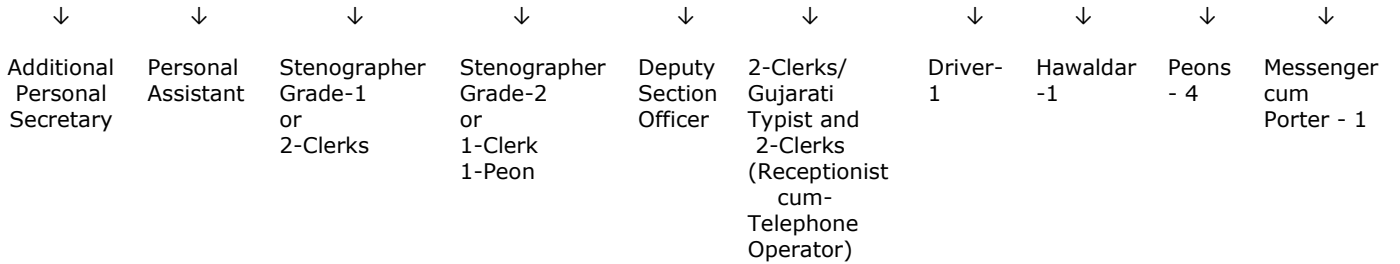
### **An Administrative Set Up Of The Office Of The Speaker Of The Gujarat Legislative Assembly**

(Chart)

Hon. Speaker  
Shri Rajendra Trivedi



Personal Secretary  
Shri Naimesh N. Dave



**An Administrative Set - Up Of The Office Of The Leader Of The  
Opposition In The Gujarat Legislative Assembly**

(Chart)

Leader of the Opposition

Shri Paresh Dhanani



Personal Secretary  
Ahmad Sulaiman Hala



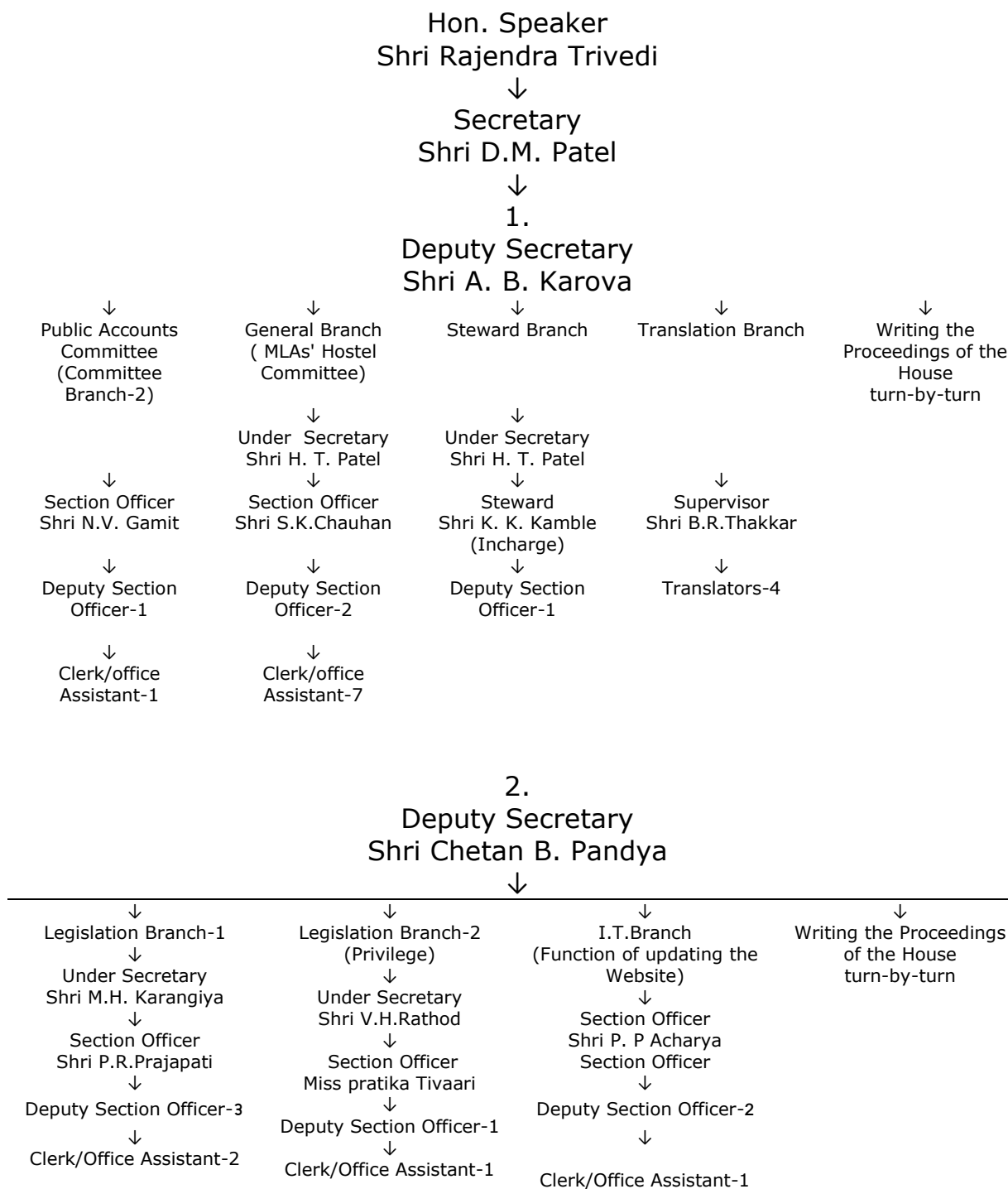
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↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
Additional Personal Secretary	Personal Assistant	Deputy Section Officer -1	Stenographer Grade-1 or 2- Clerks	Stenographer Grade-2	2-Clerks / Gujarati Typists and 2 Clerks (Receptionist cum Telephone Operator)	Driver -1	Hawaladar -1	Peons -4	Messenger cum Porter-1

# **An Administrative Setup Of The Gujarat Legislature Secretariat**

(Chart)

(As on Dt. 01.05.2020)



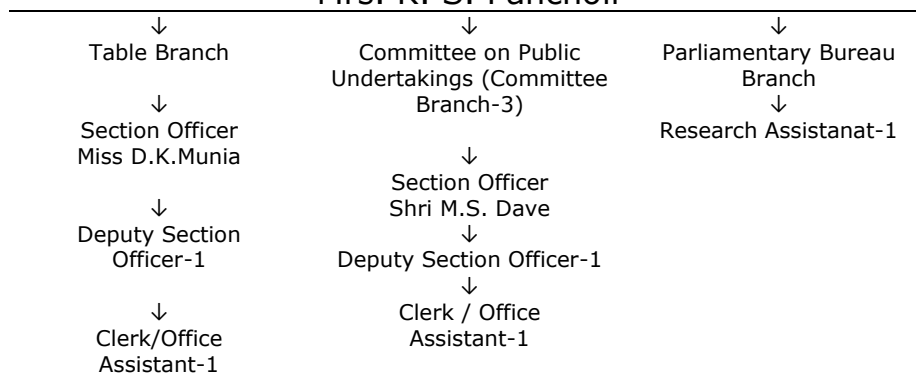




## Under Secretaries

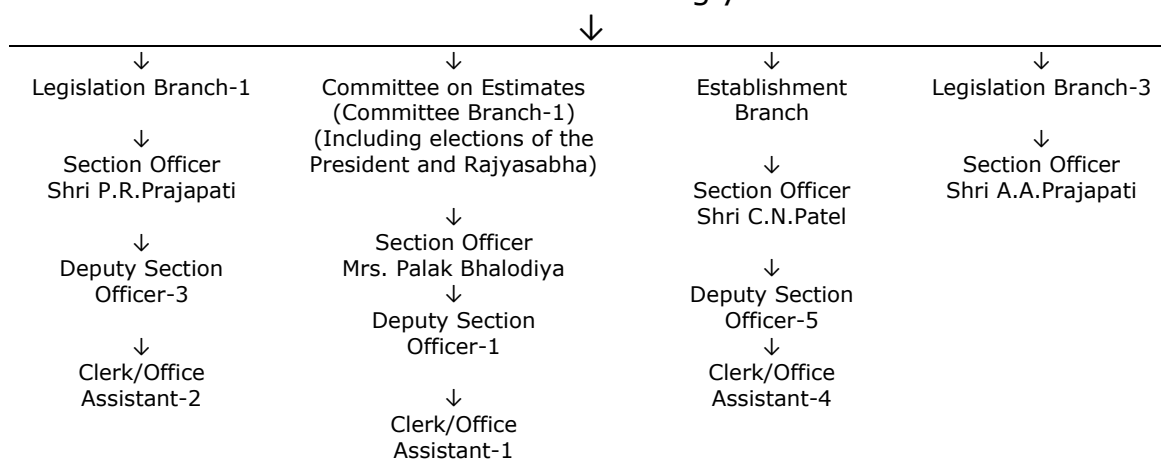
1.

### Under Secretary Mrs. K. S. Pancholi



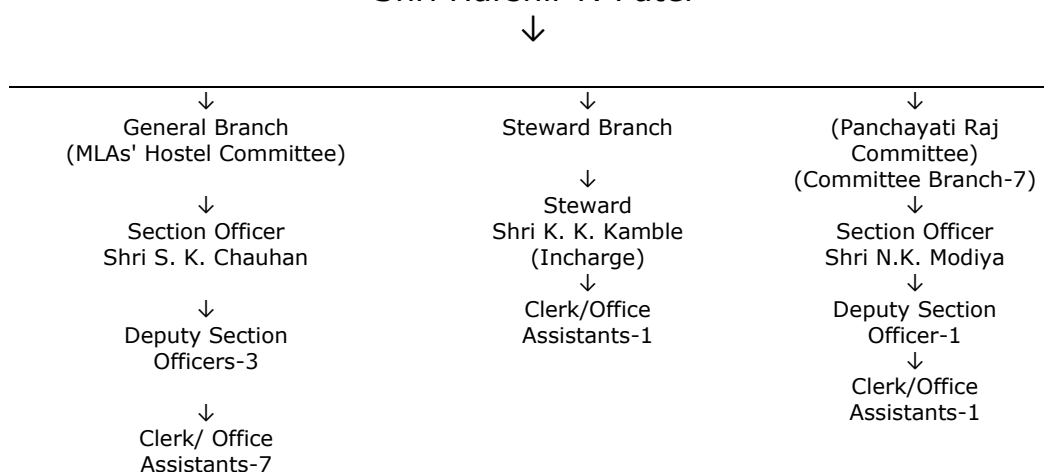
2.

### Under Secretary Shri M. H. Karangiya



3.

### Under Secretary Shri Harshil T. Patel







Powers and duties of the Officers and employees of the Gujarat Legislature Secretariat

1	Name	:-	<i>Shri D. M. Patel</i>	
	Designation	:-	<i>Secretary</i>	
	Functions and Duties	:-	Administrative	<p>(1) Complete administrative control over the Secretariat Staff under the final authority of Hon. the Speaker under the Rule - 6 of the Gujarat Legislature Secretariat Staff (Recruitment and Conditions of Service) Rules 1974</p> <p>(2) Powers to appoint Class IV staff and disciplinary power.</p> <p>(3) Powers to sanction casual leave of the subordinate staff of class I to IV.</p> <p>(4) Powers to sanction other types of leaves of the staff of class 2, 3 and 4.</p> <p>(5) Powers conferred under the Gujarat Civil Service Rules, 2002, Pension Rules, 2002, Pay and Fixation Rules, 2002, Leave Rules, 2002, Travelling Rules, 2002 to the Secretary of a Department.</p>
			Financial	<p>(1) All the powers equivalent to the powers delegated to the Secretaries of the Administrative Departments of the Civil Secretariat under the Financial Power Delegation Rule, 1998</p> <p>(2) All the powers equivalent to the powers delegated to the Secretaries of the Administrative Departments of the Civil Secretariat under the Gujarat State Financial Rules, 1971.</p> <p>(3) All the powers delegated to a Secretary of the Department under the Rules</p>

				<p>for the Contingent Expenditure.</p> <p>(4) All powers delegated to the Secretary under the Bombay Treasury Rules.</p> <p>(5) Powers conferred under the Gujarat Civil Service Rules, 2002, Pension Rules, 2002, Travelling Allowance Rules, 2002, Pay Fixation Rules, 2002 to the Secretaries of Department.</p>
			Other Duties	<p>(1) Duties as the Assembly Secretary and all other duties regarding matters specified under the Legislative Assembly Rules.</p> <p>(2) Duties to assist the Legislative Assembly House and its Committees in their functions.</p> <p>(3) To assist the Speaker in performing his duties under the Rules.</p> <p>(4) To Maintain all the documents associated with the proceedings of the Legislative Assembly and its Committees.</p> <p>(5) To get the information prepared related to the business of the House during a session.</p> <p>(6) To assist the Speaker with regard to the admissibility of Notices received for different business of the house during a session.</p> <p>(7) To get the drafts of the Reports of Committees prepared, get them approved by the Committees and present to the House.</p> <p>(8) To get the Proceedings of the entire business of the House prepared and published in a book form.</p> <p>(9) To get the Minutes of the</p>

				<p>proceedings of the Committee Meetings prepared and maintain the same.</p> <p>(10) To perform duties as the Secretary of the Business Advisory Committee and the Committee on Rules.</p> <p>(11) To prepare a Report on the matters related to the breach of a Privilege and the Contempt of the House or its Committees.</p> <p>(12) To maintain the Oath Register and Attendance Book of the Members of the Legislative Assembly.</p> <p>(13) To maintain the verbatim proceedings of the in camera sitting of the House.</p> <p>(14) To perform duties as the Secretary of the Gujarat Parliamentary Association.</p> <p>(15) To assist the Speaker in the matters of appointment, duties and disciplinary matters of the Class I to III staff.</p> <p>(16) To perform duties as the Appellate Officer under the Right to Information Act.</p>
2	Name	:-	<i>Shri A.B. Karova</i>	
	Designation	:-	<i>Deputy Secretary</i>	
	<i>Duties</i>	:-		<p>Functions and allied duties as the Committee Secretary of the Public Accounts Committee. All the functions related to the General Branch and the Steward Branch, functions and allied duties related to the Translation Branch and the CPA and the Gujarat Parliamentary Association, a job of writing Minutes of the Proceedings of the House during the session turn-by-turn.</p>

3	Name	:-	<i>Shri Chetan B. Pandya</i>	
	Designation	:-	<i>Deputy Secretary</i>	
	Duties	:-		Functions related to the Legislation Branch-1, matters of breach of privileges, functions under the Anti-Defection Law, functions related to the party-wise position in the House, updating under the E-Legislation the list of names and addresses of the Members of the Legislative Assembly and the Members of Parliament elected from Gujarat and updating website of the Gujarat legislative Assembly, functions and allied duties related to the I.T. Branch and a job of writing Minutes of the proceedings of the House turn-by-turn during session.
4	Name:-	:-	Mrs. Rita Mehta	
	Designation	:-	Deputy Secretary	
	Duties	:-		Service matters related to the establishment of the Legislature Secretariat, matters related to the establishment of the offices of the Speaker / Deputy Speaker, Leader of the Opposition, functions related to the Table Branch, functions and allied duties related to the matters of Budget Discussions on the and Demands, Cut Motions, Discussions on the Matters of Urgent Public Importance, Discussions on Short Notice Matters, matters related to Adjournment of House, Motion of No-confidence in the Council of Ministers, Last Day Motion, Government and Private Member's

				Resolutions, functions and allied duties related to the matters of the election of the President and the Members of the Rajy Sabha and election of Members of Financial Committees and other organizations .
5	Name	:-	Shri K. M. Bhatt	
	Designation	:-	Deputy Secretary	
	Duties	:-		Functions as the Committee Secretary of the Committee on Public Undertakings, Controlling Officer (Head of the Department), Financial matters pertaining to the Officers / employees such as their pays and allowances, matters related to the Pay and Allowance of the Members of the Legislative Assembly, functions and allied duties as the Secretary of the Committee on Rules for the Allowances of the Members, as also the Secretary to the Committee on Absence of Members from the Sittings of the House and functions and allied duties related to the Reporting Branch.
6	Name	:-	Mrs. Urmila D. Chaudhari	
	Designation	:-	Deputy Secretary	
	Duties	:-		Functions to manage the Legislative Assembly Library according to the methods and procedure of the Library and Information Science, functions and allied duties related to the Research Branch, functions and allied duties as the Committee Secretary of the Committee on the Government Assurances.
7	Name	:-	Shri M. I. Mehta	
	Designation	:-	Deputy Secretary	

	Duties	:-		Functions related to the Starred, Unstarred and Short Notice Questions, Half an Hour Discussion. Functions and allied duties as the Committee Secretary of Panchayati Raj Committee. functions and allied duties related to the Parliamentary Bureau Branch and the training programmes organized by it and publication of books including quarterly magazine 'Sanchit'.
8	Name	:-	Mrs. K. S. Pancholi	
	Designation	:-	Under Secretary	
	Duties	:-		Functions related to the Committee on Public Undertakings, Table Branch, Budget, Discussions on the Demands, Cut Motions, Discussions on the Matters of Urgent Public Importance, Short Notice Discussions, functions related to the Adjournment of House, Motion expressing want of Confidence in the Council of Ministry, the Last Motion, Government and Private Members Resolutions, functions and allied duties, functions and allied duties related to the Parliamentary Bureau Branch and training programmes organized by it and publication of books including quarterly magazine 'Sanchit'. Functions and allied duties as the Committee Secretary of the Committee on Welfare of Socially and Educationally Backward Classes
11	Name	:-	Shri M. H. Karangiya	
	Designation	:-	Under Secretary	
	Duties	:-		Service matters related to the establishment of the

				Legislature Secretariat, matters related to the establishment of the offices of the Speaker / Deputy Speaker and Leader of the Opposition. Moreover, functions and allied duties as the Committee Secretary of the Committee on the Papers Laid on the Table of the House and the Committee on Subordinate Legislation, functions related to the Legislation Branch-1, Committee on Estimates, Election of the President, Election of the Rajya Sabha and elections of the Members on Financial Committees and other Organizations.
12	Name	:-	Shri Harshil T. Patel	
	Designation	:-		
	Duties	:-		All the functions related to the General Branch, Steward office and Protocol, functions and allied duties as the Committee Secretary to the M.L.A.'s Hostel Committee and functions and allied duties related to the Panchayati Raj Committee.
14	Name	:-	Shri D. A. Chaudhari	
	Designation	:-	Under Secretary	
	Duties	:-		Starting from scrutinizing the admissibility of Starred, unstarred and short notice Questions asked in the Legislative Assembly House and half-an-hour discussion to all the functions related to aforesaid matters
15	Name	:-	Shri V. H. Rathod	
	Designation	:-	Under Secretary	
	Duties	:-		Functions as the Secretary to the Committee of Privileges and the Welfare of Scheduled Tribes. Functions related to list of names and addresses



				of the Members of the Gujarat Legislative Assembly and the Members of the Parliament elected from Gujarat, functions related to arrest and release of the members, Anti defection Law and Party-wise position in the Legislative Assembly.
16	Name	:-	Shri V.A. Patel	
	Designation	:-	Under Secretary and D.D.O.	
	Duties	:-		D.D.O. of the office, Financial matters, such as Pay and allowances - pertaining to the Officers / employees; matters related to the Pay and Allowance of the Members of the Legislative Assembly and functions and allied duties as the Committee Secretary to the Committee on Rules of the Allowances of the Members, Committee on Absence of Members. Functions as the Committee Secretary of the Committee on Welfare of Scheduled Castes, functions related to the Bulletin Part - 2,
17	Name	:-	Shri M. J. Solanki	
	Designation	:-	Sergeant-at-Arms	
	Duties	:-		The Speaker appoints the Sergeant- at -Arms, who assists the Speaker in maintaining the security arrangements within the House, in its Galleries and within the precincts of the House when the House is in Session. The Sergeant-at-Arms belongs to the Police Department of the State Govt. and the post is equivalent to that of a Deputy Superintendent of Police. He completely performs his functions under

				the control of the Speaker and maintains the whole security arrangements as per the orders given by the Speaker and with the help of the subordinate security officers and the security force. During the Session he and the security staff have to perform their duties in the uniform specially provided to them by the Legislature Secretariat.
18	Legislation Branch-1			
	Name	:-	Shri P. R. Prajapati	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Functions related to the issuance of the summons for the session of the House, prorogation of the session, Governor's Speech, Motion of Thanks and Amendments to the Motion of Thanks, Election of the Speaker/ Deputy Speaker, Notice Paper Part-1 and 2, Date wise list of the sittings, Order of the Day, Business Advisory Committee, Committee on Papers Laid on the Table of the House, Committee on Rules, Government and Private Members' Bills and amendments thereon, Committee on Private Members' Business, Conference of the Presiding Officers and the Secretaries and associated Committees, Statutory Motions like Motion for disallowing the Ordinance, Motion for removal of Speaker or Deputy Speaker.
19	Table Branch and Bakshi			

	Committee			
	Name	:-	Miss D. K. Munia	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Functions related to the Budget, Discussion on Demands, Cut Motions, Discussion on the Matters of Urgent Public Importance, Discussion for Short Notice, Adjournment of House, Motions Expressing Want of Confidence in the Ministry, Last Day Motion, functions pertaining to the Government and Private Members' Resolutions, Preparation of the Brief Report on the Business in the House, preparation of Booklet of important Rulings of the Speaker. Also all the functions related to the Committee on Welfare of Socially and Educationally Backward Classes.
20	LAQ Branch-1			
	Name	:-	Shri P.D.Prajapati	
	Designation	:-	Section Officer	
	Powers and Duties			Starting from scrutinizing the admissibility of the notices of Starred, Unstarred Questions and Short Notice Questions asked in the Legislative Assembly House and notice of Half-an-hour discussions to all the functions related to the aforesaid matters.
21	LAQ Branch-2			
	Name	:-	Shri R.R.Dholariya	
	Designation	:-	Section Officer	
	Powers and Duties			Starting from scrutinizing the admissibility of the notices of Starred, Unstarred and Short Notice Questions asked in the Legislative Assembly House and notice of Half-an-hour discussions to all the functions related to the

				aforesaid matters
22	Legislation Branch-2			
	Name	:-	Miss Pratikaben Tiwari	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Functions related to the Breach of a Privilege, the Committee of Privileges, list of names and addresses of the Members of the Gujarat Legislative Assembly and the Members of the Parliament elected from Gujarat, functions related to arrest and release of the members, Anti defection Law and Party wise position in the Legislative Assembly.
23	Legislation Branch-3			
	Name	:-	Shri A. A. Prajapati	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Functions related to the Committee on Subordinate Legislation, i. e. to scrutinize the rules, sub-rules framed by the Government.
24	Committee on Estimates			
	Name	:-	Mrs. P.J.Bhalodiya	
	Designation	:-	Section Officer	
	Powers and Duties			In addition to the functions related to the Committee on Estimates, election of the President, election of the Members of the Raj Sabha and election of the Members on the Financial Committees and other organisation.
25	Public Accounts Committee			
	Name	:-	Shri N. V. Gamit	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Functions related to the Public Accounts Committee.
26	Committee on Public			

	Undertakings			
	Name	:-	Shri M.S.Dave	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Functions related to the Committee on Public Undertakings
27	Committee on Welfare of Scheduled Casts			
	Name	:-	Shri D.N.Patel	
	Designation	:-	Section Officer	
	Powers and Duties	:-		In addition to the functions related to the Committee on Welfare of Scheduled Casts, functions related to Bulletin Part - 2 for circulating general information among the Members of the Legislative Assembly.
28	Committee on Welfare of Scheduled Tribes	:-		
	Name	:-	Shri J.S.Prajapati	
	Designation	:-	Section Officer	
	Powers and Duties	:-		In addition to the functions related to the Committee on Welfare of Scheduled Tribes, functions related to the Committee on Petitions.
29	Committee on Government Assurances	:-		
	Name	:-	Mrs. P.A.Gami	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Identifying the assurances from the books of debates in the House and functions related to Committee on Government Assurances.
30	Panchayati Raj Committee	:-		
	Name	:-	Shri N. K. Modiya	
	Designation	:-	Section Officer	

	Powers and Duties	:-		Functions related to the Panchayati Raj Committee.
31	Establishment Branch			
	Name	:-	Shri C. N. Patel	
	Designation	:-	Section Officer	
	Powers and Duties			Functions and allied works related to Service matters pertaining to the establishment of the Legislature Secretariat, Financial Advances, Withdrawals, establishment of the office of Speaker/ Deputy Speaker and the Leader of the Opposition, functions related to the Security Staff of the Legislative Assembly and the Type Branch.
32	Pay and Allowances Branch			
	Name	:-	Mrs. N. K. Suthar	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Functions related to the pay and allowances and other facilities available to the Members of the Legislative Assembly and all the allied functions related to the Committee on Rules of the Allowances of the Members and Committee on Absence of Members.
33	General Branch			
	Name	:-	Shri S. K. Chauhan	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Maintenance of the House and the building of the Legislative Assembly, arrangements of snacks / refreshments for the Committee meetings, purchase of stationary furniture, etc., protocol duty, functions related to the

				Registry Branch, Telephone facility, functions related to controlling over the entry into the Legislative Assembly House and providing facilities such as uniform, etc to Class - IV employees and to the security staff.
34	Cash Branch			
	Name	:-	Shri J.P.Kavathiya	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Functions related to bills of pay and allowances and advances, travelling allowances and medical bills pertaining to the officers / employees of the Gujarat Legislature Secretariat and the officers / employees of offices of the Speaker / Deputy Speaker / Leader of the Opposition. Functions related to the G.L.S. Budget.
35	I.T.Branch			
	Name	:-	Shri Pratik Acharya	
	Designation	:-	Section Officer	
	Powers and Duties	:-		Purchase, repair and maintenance of computers and computer stationary, CDs, cassettes zerox, Duplo and Ronio machines for the Legislature Secretariat. Functions pertaining to the video recording of the sitting of the Legislative Assembly in the House and computer training to the staff of the Legislature Secretariat and the Members of the Legislative Assembly and maintenance and updation of the Legislative Assembly website and functions related to the E-Legislation.
36	Reporting Branch			
	Name	:-	Shri M. R. Ravani	
	Designation	:-	Chief Reporter	

	Powers and Duties			Noting down the verbatim proceedings of the sittings of the Legislative Assembly in the House as well as sittings of the different Committees of the Legislative Assembly. To prepare a brief note of the day-to-day proceedings of the sitting of the Legislative Assembly in the house in a form of Bulletin Part -1. To prepare and publish books of the official debates of the Legislative Assembly and to provide authenticated copy of proceedings to applicants at a prescribed rate. To prepare list of unparliamentarily words and expressions.
37	Parliamentary Study and Training Bureau Branch			
	Name	:-		
	Designation	:-	Section Officer	
	Powers and Duties	:-		To arrange training programmes on the Parliamentary subjects for the Members of the Legislative Assembly, officers / employees, functionaries and students and functions related to the preparation and publication of material on the parliamentary subject and publication of quarterly magazine "Sanchit".
38				
	Name	:-	Shri M. G. Vaghela	
	Designation	:-	Library Officer	
	Powers and Duties	:-		To provide required books on Law, Debates, Reference Books, Magazines, newspapers etc to the Members of the Legislative Assembly, Officers/employees,



				functions related to the Library Committee and to manage the Legislative Assembly Library as per the Library and Information Science Methods and procedures.
39	Research Branch			
	Name	:-	Shri R. J. Jani	
	Designation	:-	Research Officer	
	Powers and Duties			To provide reference services to the Functionaries, Officers, Employees and the Members of the Legislative Assembly. Functions of compiling the news-items, articles on important incidents / issues by cutting from newspapers and classifying and preserving the cuttings.
40	Translation Branch			
	Name	:-	Shri B. R. Thakkar	
	Designation	:-	Supervisor	
	Powers and Duties	:-		To provide translation services to the Legislature Secretariat, functions related to the Commonwealth Parliamentary Association and the Gujarat Parliamentary Association, foreign tours of the Office-bearers of the Gujarat Legislative Assembly. Publication of the book containing brief bio-data of the Members of the Gujarat Legislative Assembly and 'Margadarshika' providing guidance to the Members.
41	Steward			
	Name	:-	Shri K.K. Kamble (Incharge)	
	Powers and Duties	:-		Supervision, maintenance, cleaning of the Legislative Assembly building including

				the House. Making arrangements of tea and refreshments for the Members during the sittings of the Legislative Assembly in the House and Committee Meetings and providing stationary to the Members and the staff and other allied functions.
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## Chepter-4

Acts, Rules, Regulations, Instructions, Manuals and Records meant for performing functions by the Gujarat Legislature Secretariat.

The Speaker of the Gujarat Legislative Assembly is required to exercise the various legal, financial, administrative and discretionary powers and to perform duties accordingly. For that various functions are performed as per the following Acts, Rules, directions, manuals.

### **A - Rules**

<b>No.</b>	<b>Details</b>
1.	Constitution Of India
2.	Gujarat Legislative Assembly Rules
3.	Rulings of the Speaker
4.	Parliamentary Practice and Procedure Volume I and II
5.	Pay and Allowances of the Members Act, 1960 and the Rules framed thereon
6.	Rules related to allocation of residential accommodation in the M.L.A Hostel for Members of the Gujarat Legislative Assembly
7.	Rules related to entry of visitors in various galleries of the Gujarat Legislative Assembly
8.	Rules related to entry of the representatives of newspapers and news agencies.
9.	Gujarat Legislative Assembly Library Rules,2012
10.	Rules of Procedure (Internal Working) of the Committee on Estimates
11.	Rules of Procedure (Internal Working) of the Public Accounts Committee
12.	Rules of Procedure (Internal Working) of the Committee on Public Undertakings
13.	Rules of Procedure (Internal Working) of the of the Panchayati Raj Committee
14.	Rules of Procedure (Internal Working) of the Committee on Welfare of Scheduled Castes
15.	Rules of Procedure (Internal Working) of the Committee on Welfare of Schedule Tribes
16.	Rules of Procedure (Internal Working) of the Committee on

	Government Assurances
17.	Rules of Procedure (Internal Working) of the Committee on Subordinate Legislation
18.	Rules of Procedure (Internal Working) of the Committee on welfare of Socially and Educationally Backward Classes
19.	Rules of Procedure (Internal Working) of the Committee on papers Laid on the Table of the House
20.	Gujarat Legislature Secretarial Staff (Recruitment and Condition of Service) Rules - 1974
21.	Introduction of eight volumes of the Gujarat Civil Services Rules - 2002 ' G.C.S.R.'
22.	Gujarat Civil Services Classification and Recruitment ( General) Rules - 1967
23.	Gujarat Financial Rules - 1971
24.	Contributory Provident Fund Rules (Mumbai) and Mumbai General Provident Fund Rules
25.	Right to Information Act,2005

### **B - Records maintained in the Gujarat Legislature Secretariat**

<b>No.</b>	<b>Details</b>
1.	Summons for the session and Prorogation of the session
2.	Date-wise list of the sittings
3.	Order of the Day
4.	Oath Ceremony
5.	Election of Speaker/Deputy Speaker
6.	Governor's Address and Motion of Thanks
7.	Panel of Chairmen
8.	Business Advisory Committee
9.	Government Bills
10.	Select Committee for the Bills
11.	Private Members' Bill
12.	Motions for removal of Speaker / Deputy Speaker
13.	Statutory Motions
14.	Dissolution of the Legislative Assembly
15.	Presiding Officers' (Speakers') Conference
16.	Secretaries' Conference
17.	Sending Members of the Gujarat Legislative Assembly to participate in the Seminar / Conference organized by BPST of Lok Sabha Secretariat and other states or organization.
18.	Matters related to the Budget
19.	Motions under Legislative Assembly Rules
20.	Notices under Legislative Assembly Rules
21.	Private Members' Resolutions
22.	Government Resolutions
23.	Statements by Hon'ble Ministers
24.	Speaker's Important Departmental Decisions
25.	Instructional Rulings (Part 1 to 4)

26.	Important Decisions by the Speaker (D.C.) 1960 to 1984 and 1985 to 2002, 2002-2007 and 2008-2012
27.	Legislative Assembly Questions (L.A.Q.)
28.	Records related to the Committee on Welfare of Socially and Educationally Backward Classes
29.	Register of Notices of issues of the Breaches of Privileges
30.	Register of the Issues of Breach of Propreity
31.	Register of Party-wise position in the Legislative Assembly
32.	Register of the information received in Form -3 from the Members along with the name of the Political Party under the Anti Defection law
33.	Records Related to the Committee on the Subordinate Legislation
34.	Records related to the Committee on Estimates and appointments of Members on various Universities and Institutions.
35.	Records related to the Public Accounts Committee
36.	Records related to the Committee on the Public Undertakings
37.	Records related to the Committee on the Welfare of the Scheduled Castes
38.	Records related to the Committee on the Welfare of the Scheduled Tribes
39.	Records related to the Panchayati Raj Committee
40.	Records related to election and financial matters of the Speaker, Deputy Speaker, Leader of the Opposition and appointment, transfer, promotion, discipline, advances and financial matters pertaining to the Officers and employees of the office of the Speaker / Deputy Speaker and Leader of the Opposition and the Gujarat Legislature Secretariat.
41.	Records related to T.A., D.A. and other Allowances of the Members
42.	Records related to maintenance of the building of the Legislative Assembly, Tea and refreshment to the Members of the House and the Committees, Stationary, Protocol, control over the entry to the Legislative Assembly House and the Legislative Assembly Building, Telephone, Furniture and facility provided to Class-IV employees and Security Staff
43.	Records related to the loans and advances pertaining to the Speaker, Deputy Speaker, the Leader of the Opposition, Members and staff of the offices of the Speaker, Deputy Speaker, the Leader of the Opposition and the G.L.S. and G.L.S. Budget.
44.	Records related to the proceedings of the sittings of the House and Committee Meetings of the Legislative Assembly.
45.	Records related to the list of Unparliamentary words and expressions.
46.	Records related to the training programmes organized by the G. V. Mavalankar Parliamentary Study and Training Bureau

	and records pertaining to the "Sanchit" the quarterly Magazine and "Lokshahina Dhabakara" (Supplementary 1-4) being published by the Bureau.
47.	Records related to purchase of books by the Gujarat legislative Assembly Library.
48.	Records related to cuttings of various subjects from news papers.
49.	Records related to the Gujarat Parliamentary Association, Books containing bio-data of the Members of the Gujarat Legislative Assembly and the book - 'Margadarshika' containing information for the members.





## Chapter-5

### **Consultations with the Members of the Public with regard to policy making or its implementation.**

Owing to its constitutional status, powers, duties, functions and purview of the Gujarat Legislative Assembly, it is not presumed to formulate or implement any public policy by the Gujarat Legislature Secretariat. Therefore, in any such process, there is no question of consultation with the public or the citizens or organizations or their involvement. So there is no need to provide any information under this Chapter.





## Chapter-6

### **Information regarding documents held by the Officers of the Gujarat Legislature Secretariat.**

<b>Sr. No.</b>	<b>Name of the Document</b>	<b>Type of Document</b>	<b>Procedure to get the Document</b>	<b>The following person has/ has control over</b>
1.	Bill Register	Public	Applying to a Public Information Officer	Section Officer Legislation Branch - 1
2.	Register of the Papers Laid on the Table of the House.	"	"	"
3.	Register of Ordinances	"	"	"
4.	Register for Oath to be taken by the Member of the Legislative Assembly.	"	"	"
5.	Reports of the Business Advisory Committee.	"	"	"
6.	Reports of the Committee on Rules.	"	"	"
7.	Reports of the Select Committee on Bills and Reports of the Committee for the Papers laid on the Table of the House.	"	"	"
8.	Gujarat Legislative Assembly Rules.	"	"	"
9.	Rulings given by Hon. Speaker under the Gujarat Legislative Assembly Rules.	"	"	"
10.	Government and Non-Government Bills.	"	"	"
11.	Sittings of the House (Calendar)	"	"	"



12.	List of Business of the Day (Order of the Day)	"	"	"
13.	Notice Paper Part - 1	"	"	"
14.	Notice Paper Part - 2	"	"	"
15.	Reports of the Committee on Private Members' Business.	"	"	"
16.	Short Report on the Business carried out by the Legislative Assembly in the House, during a session, published at the end of every session.	"	"	Section Officer Table Branch
17.	Notice Paper Part - 3 (Cut Motions)	"	"	"
18.	Register pertaining to a Motion Expressing want of Confidence in the Council of Ministers (1990 onwards)	"	"	"
19.	Register pertaining to a Motion Expressing Want of Confidence in the Council of Ministers.	"	"	"
20.	Register pertaining to the Motions of Adjournment.	"	"	"
21.	Private Members' Resolutions	"	"	"
22.	Government Resolutions	"	"	"
23.	List of Starred Questions	"	"	Section Officer Question Branch
24.	List of Un-starred Questions	"	"	"
25.	Short Notice Questions and Answers	"	"	"
26.	Reports of Committee on Welfare of Socially and Educationally Backward Classes.	"	"	"
27.	Rules of Procedure (Internal Working) of the Committee on Welfare of Socially and Educationally Backward Classes.	"	"	"

28.	List of Names and Addresses of the Members of the Gujarat Legislative Assembly (Including Members of the Parliament elected from Gujarat State)	"	"	Section Officer Legislation Branch - 2
29.	Reports of Committee on Privileges	"	"	"
30.	Gujarat Legislative Assembly Members (Disqualification on ground of Anti-Defection) Rules.	"	"	"
31.	Reports of Committee on Subordinate Legislation.	"	"	Section Officer Legislation Branch - 3
32.	Rules of Procedure (Internal Working) of the Committee on Subordinate Legislation.	"	"	"
33.	Reports of Committee on Estimates.	"	"	Section Officer Committee Branch - 1
34.	Rules of Procedure (Internal Working) of the Committee on Estimates.	"	"	"
35.	Reports of Public Accounts Committee.	"	"	Section Officer Committee Branch - 2
36.	Rules of Procedure (Internal Working) of the Public Accounts Committee.	"	"	"
37.	Reports of Committee on Public Undertakings.	"	"	Section Officer Committee Branch - 3
38.	Rules of Procedure (Internal Working) of the Committee on Public Undertakings.	"	"	"
39.	Reports of Committee on Welfare of Scheduled Castes.	"	"	Section Officer Committee Branch - 4
40.	Rules of Procedure	"	"	"

	(Internal Working) of the Committee on Welfare of Scheduled Castes.			
41.	Bulletin Part - 2 (General Information Circular)	"	"	"
42.	Bulletin Part - 3 (Committee Information Circular)	Public	Applying to a Public Information Officer	Section Officer Committee Branch - 4
43.	Reports of Committee on Welfare of Scheduled Tribes.	"	"	Section Officer Committee Branch - 5
44.	Rules of Procedure (Internal Working) of the Committee on Welfare of Scheduled Tribes.	"	"	"
45.	Reports of Committee on Petitions.	"	"	"
46.	Reports of Committee on Government Assurances.	"	"	Section Officer Committee Branch - 6
47.	Rules of Procedure (Internal Working) of the Committee on Government Assurances.	"	"	"
48.	Reports of Panchayati Raj Committee.	"	"	Section Officer Committee Branch - 7
49.	Rules of Procedure (Internal Working) of the Panchayati Raj Committee.	"	"	"
50.	Gujarat Legislature Secretarial Staff (Recruitment and Conditions of Services) Rules 1974.	"	"	Section Officer Establishment Branch
51.	Register of T.A. to Members of GLA.	"	"	Section Officer Pay and Allowances Branch
52.	Reports of Committee on Absence of Members from the sitting of the	"	"	"

	House.			
53.	Decisions of Committee on Rules for Allowances of Members.	"	"	"
54.	Register of Members Medical Treatment Bills.	"	"	"
55.	Reports of MLAs' Hostel Committee.	"	"	Section Officer General Branch
56.	Budgets of Speaker, Deputy Speaker, Leader of the Opposition and Gujarat Legislature Secretariat.	"	"	Section Officer Cash Branch
57.	Official Proceedings of Debates in the Gujarat Legislative Assembly.	"	"	Chief Report Reporting Branch
58.	List of Unparliamentary Words and Expressions. (Booklet)	"	"	"
59.	Notice Paper - 1	"	"	"
60.	Sanchit - A Magazine published every four months.	"	"	Section Officer Bureau of Parliamentary Studies and Training Branch.
61.	Motions in the Legislative Assembly. (Pamphlet)	"	"	"
62.	Legislation process in the Legislative Assembly. (Pamphlet)	"	"	"
63.	Budget in the Legislative Assembly. (Pamphlet)	"	"	"
64.	Privileges of the Legislative Assembly. (Pamphlet)	"	"	"
65.	Question Hour in the Legislative Assembly. (Pamphlet)	"	"	"
66.	Committees of the Legislative Assembly. (Pamphlet)	"	"	"
67.	First Speaker of Lok Sabha Dada Saheb Mavlankar. (Pamphlet)	"	"	"
68.	Lokshahi-na-Dhabkara. (Book) (Supplement - 1 to 4)	"	"	"

69.	Our National Great Personalities.	"	"	"
70.	The Magnificent Freedom Fighters of India	"	"	"
71.	Legislation and Legislative Drafting - An Overview. (Book)	"	"	"
72.	Gujarat Legislative Assembly - Origin and Growth (Booklet)	"	"	"
73.	Gujarat Legislative Assembly Library Rules.	"	"	Library Officer - Legislative Assembly Library
74.	Records pertaining to Library Committee of the Gujarat Legislative Assembly.	"	"	"
75.	Chronological Overview (Special incidents that took place in the Legislative Assembly and Important Statistical Information)(Book)	"	"	"
76.	Annual Reports of Gujarat Parliamentary Association.	"	"	Supervisor, Translation Branch
77.	Who's Who of Members of Legislative Assembly	"	"	"
78.	"Margdarshika" (Information Booklet for MLAs)	"	"	"





## Chepter-7

### **Information regarding the Organizations established as Integral Parts of the Gujarat Legislature Secretariat.**

- 1. Name of the Organization:**  
Gujarat Parliamentary Association  
Address:  
Gujarat Legislature Secretariat  
Viththalbhai Patel Bhavan,  
Sector - 10,  
Gandhinagar : 382010

### **A Brief Introduction of the Organization**

In 1960, after the formation of Gujarat State, as a result of the motion moved by the then Chief Minister Dr. Jivraj Mehta and passed unanimously in the meeting of the members of the Gujarat Legislative Assembly held on 24-09-1960, the Gujarat Branch of the Commonwealth Parliamentary Association, an international organization was established. The Branch was officially inaugurated by the then Governor of Gujarat Shri Mehandi Nawaz Jung on 10th March 1961. In the Conference of Presiding Officers of Parliament and State Legislatures of India a decision was taken to form in India a national organization named Indian Parliamentary Association like the CPA. As per this decision, state level units were to be established initially and thereafter, a federal organization comprising these state units was to be formed. Accordingly in the Annual General Meeting of the Gujarat Branch of the CPA held on 1st April, 1969, by adopting a resolution a new organization named Gujarat Parliamentary Association was established and a constitution of a new organization was adopted. Gujarat Parliamentary Association functions as an autonomous body at state level and as a Branch of the Indian Parliamentary Association and the Commonwealth Parliamentary Association at national and international levels respectively.

### **Aims and Activities:**

The Aims and Activities of Gujarat Parliamentary Association are as mentioned below:

- (1) To provide a platform to the members of the Association so that irrespective of their party affiliations they can meet one another and

with a view to promoting further the interests of the state they can help one another and discuss freely the questions of common interest.

- (2) To encourage the sitting and former Members of the Gujarat Legislative Assembly to enhance the personal relations among themselves.
- (3) To develop and enhance the feeling of understanding and cooperation among the Members of the Legislatures of India and other countries by exchange of information and mutual visits and by arranging conferences of such Members.
- (4) To arrange lectures and debates on parliamentary, social, economical, educational subjects and subjects of common interests and also to arrange entertainment programmes.

Thus, the activity undertaken under the auspices of this organization is main activity of the myriad activities of the Gujarat Legislative Assembly. In order to understand parliamentary democracy and to take an active interest in its activity, it is necessary for a member of the Gujarat Legislative Assembly to become a member of this organization. Its Annual Membership fee is accepted at a prescribed norm and the procedure of accepting the fee is done by the Translation Branch of this Secretariat.

### **A Role of the Organization and Constitution:**

This organization also functions / acts as a voluntary organization in order to strengthen parliamentary democracy. The Secretary of the Gujarat Legislature Secretariat acts as Honorary Secretary of this Organization. As per the rules of the Gujarat Parliamentary Association, Hon. Speaker of the Gujarat Legislative Assembly is ex-officio appointed as President and Hon. Chief Minister and Hon. Leader of the Opposition are ex-officio appointed as two Vice Presidents of this Association.

### **Head of the Organization:**

Gujarat Parliamentary Association works as a Branch of the Commonwealth Parliamentary Association, which is an International Organization. Hon. Speaker of the GLA is the Head of the Gujarat Parliamentary Association.

### **2. Name of the Organization:**

**Ganesh Vasudev Mavlankar Bureau of Parliamentary Studies and Training.**

#### **Address:**

Gujarat Legislature Secretariat,  
Viththalbhai Patel Bhavan,  
Sector - 10  
Gandhinagar : 382010.

### **A Brief Introduction of the Organization**

In order to make the system of parliamentary democracy more effective and efficient, the Bureau of Parliamentary Studies and Training was established as an integral part of the Gujarat Legislature Secretariat in 1982 to impart the primary information of principles of parliamentary democracy, its practices and procedures to the Members of the Gujarat Legislative Assembly, Government and Local Bodies officers and elected members also to impart primary knowledge / information regarding the parliamentary democracy to the immerging generation of the society, i.e. students so that they may become more aware and responsible politically. Thereafter in the centenary year of birth of the first Speaker of the Lok Sabha Shri Dadasaheb Mavlankar i.e. on 14/02/1989, the Bureau of Parliamentary Studies and Training has been named after Shri Dadasaheb Mavlankar.

### **Aims of the Organization:**

Various seminars and programmes are held / organized by this organization with a view to giving information of principles of parliamentary democracy, parliamentary practices and procedure to Members of the Gujarat Legislative Assembly, Officers of the Government, Officers and elected Members of the Local Self Government Bodies, who are associated with the system of parliamentary democracy and interested in it and also to give information / knowledge regarding parliamentary democracy to the immerging generation of the society, i.e. the students so that they may become more aware and responsible politically and also to give information / knowledge of subjects related to the parliamentary democracy to Members and Social Organizations.

### **Activities of the Organization:**

- (1) To organize seminars on parliamentary democracy system for sitting Members of the Legislative Assembly.
- (2) To organize orientation programmes for the Members who have elected for the first time in the Legislative Assembly.
- (3) To organize lectures and programmes for the Officers and Officials of Gujarat Legislature Secretariat, so that they may be enlightened with expert information.
- (4) To organize lectures / training programs on the Gujarat Legislative Assembly Rules and syllabus of departmental examinations, in order to facilitate the passing of departmental examinations for the employees of the Legislative Assembly.
- (5) To Organize special lectures and training for graduate and postgraduate students studying parliamentary democracy system in the universities of the state and also for professors (faculties) of the subject on that particular subject.
- (6) To organize certificate courses on parliamentary procedure and lectures and training programmes on parliamentary procedure for academic students of any subject and professors of the State University who are interested in the parliamentary democracy system.
- (7) To organize refreshers' courses on the parliamentary democracy system



for Gazetted Officers and Non-gazetted Officials of the State Government.

- (8) To organize lectures, courses and seminars, giving information on parliamentary democracy procedures with reference to framing rules of procedure which may be helpful to the office-bearers, Members and Officers of such Organizations in conducting meeting of Executive Committee and General Assembly of Panchayats of different levels Municipalities, Municipal Corporations, Universities, etc.
- (9) To give advice on procedure of parliamentary democracy as a Guide and Expert to any Member of Legislative Assembly, any Officer / Officials of any Department of the State Government, Democratic Organizations of the State such as Panchayats of different levels, Municipalities, Municipal Corporations, Universities as well as the Officers and Officials of Legislature Secretariat as and when required by them.
- (10) To manage the job / task from preparing to publishing magazines, pamphlets, booklets, books, volumes, etc., in Gujarati and English languages on subjects and matters regarding procedures and practices of parliamentary democracy and subjects / matters pertaining to the Parliament and state Legislatures and also the publications, which are useful in research.
- (11) All activities that may be useful in respect of the topics, purposes and objectives as mentioned above and also any other activity that the Speaker of the Legislative Assembly may think appropriate.

### **Role of the Organization:**

To impart training / give information in respect of procedure of parliamentary democracy.

### **Head of the Organization:**

Hon. Speaker of the Gujarat Legislative Assembly is the Head of this Organization.

### **Head Office:**

Gujarat Legislature Secretariat,  
Viththalbhai Patel Bhavan,  
Gandhinagar.





## Chapter-8

### **Information relating to Public Information Officer and Appellate Authorities of Gujarat Legislative Assembly. (as on 1-5-2020)**

#### **Public Information Officer**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Allotted Branch/Function</b>	<b>S.T.D. Code</b>	<b>Phone No.</b>		<b>Address</b>
					Office	Home	
1.	Shri A. B. Karova	Deputy Secretary	-Public Accounts Committee (Committee-2) -Translation Branch	079	23253120	232 60445 9426044497 9978446977	Block No. 1/2, G-1 Type, Sector 20, Gandhinagar.
2.	Shri C. B. Pandya	Deputy Secretary	-Information Technology Branch	079	23253135	99784 60673	Block No. F/103, Sukan Eye Flats, Kudasani, Gandhinagar
3.	Shri K. M. Bhatt	Deputy Secretary	-Reporting Branch	079	23253039	9978443767	4, Swarnim Bungalows, Near GUDA Garden, Raysan Road, Gandhinagar.
4.	Smt. U. D. Chaudhari	Deputy Secretary	- Assurance Committee (Committee - 6) - Library Branch - Research Branch.	079	23253030	232 40918 96380 42118	Plot No. 1125/1, Sector - 4/B, Gandhinagar
5.	Smt. K. S. Pancholi	Under Secretary	- Table Branch - Committee on Public Undertakings (Committee-3) - Bureau of Parliamentary Studies and Training Branch	079	23253032	8460207448	Block No. 164/1, Ch Type, Sector - 17, Gandhinagar
6.	Shri M. H. Karangiya	Under Secretary	-Establishment Branch -Legislation Branch -1 -Committee on Estimates (Committee-1) - Legislation Branch - 3	079	23253074	9428044747	42/251, Vijayanagar Flats, Ankur, Naranpura, Ahmedabad.
7.	Shri H. T. Patel	Under Secretary	- Panchayati Raj Committee (Committee-7) General Branch Steward Office	079	23253031	232 40920 9879242445	Block No. 704/1, GH-1 Type, Sector - 8/C, Gandhinagar.

8.	Shri D. A. Chaudhari	Under Secretary	- Question Branch -1 and Question Branch -2	079	23253091	9427307842	Block No. 157/1, Ch- Type, Sector - 17, Gandhinagar.
9.	Shri V. H. Rathod	Under Secretary	- Legislation Branch -2 -Committee on Welfare of Scheduled Tribes (Committee-5)	079	23253005	9726692063	Plot No. 69/2, Sector 3/A, Gandhinagar.
10.	Shri V. A. Patel	Under Secretary	-Committee on Welfare of Scheduled Castes (Committee-4) -Cash Branch -Pay & Allowances Branch	079	23253117	999811465	Plot No. 1055/1, Sector 13/C, Gandhinagar

**\* Fax Number: (079) 232 20902.**

**\* E-mail: [assembly@gujarat.gov.in](mailto:assembly@gujarat.gov.in)**

## Appellate (Legal) Authority

Sr. No.	Name	Designation	Allotted Branch/ Function	S.T.D. Code	Phone No.		Address
					Office	Home	
1.	Shri D. M. Patel	Secretary	- Committee on Welfare of Scheduled Tribes (Committee-5) - Committee on Government Assurances (Committee-6) - Legislation Branch-3 (Committee on Subordinate Legislation) - Committee on Welfare of Scheduled Castes (Committee-4) -I.T. Branch -Reporting Branch -Public Accounts Committee (Committee-2) -Translation Branch - Library Branch - Research Branch	079		27910836 9978406149	35/B, Shiv Sankalp Society, Naranpura, Ahmedabad.
2.	Shri A. B. Karova	Deputy Secretary	General Branch Steward Office	079	23253120	23260445 9426044497 9978446977	Block No. 1/2, G-1 Type, Sector 20, Gandhinagar.
3.	Shri C. B. Pandya	Deputy Secretary	Legislation 1 Legislation 2	079	23253135	9978460673	Block No. F/103, Sukan Eye Flats, Kudson, Gandhinagar
4.	Smt. R. R. Mehta	Deputy Secretary	Table Branch Establishment Branch - Committee on Estimates (Committee-1)	079	23253036	23225310 9978453776	Plot No. 112/1, Sector 2/A, Gandhinagar.
5.	Shri K. M. Bhatt	Deputy Secretary	Committee on Public Undertakings (Committee-3) Cash Branch Pay & Allowances Branch	079	23253039	9978443767	4, Swarnim Bungalows, Near GUDA Garden, Raysan Road, Gandhinagar.
6.	Shri M. I. Mehta	Deputy Secretary	-Question Branch 1 and 2 -Parliamentary Bureau Branch -Panchayati Raj Committee (Committee-7)	079	23253037	23263004 9825743021	Plot No. 687/2, Sector - 4/C, Gandhinagar.

\* Fax Number: (079) 232 20902.

\* E-mail: [assembly@gujarat.gov.in](mailto:assembly@gujarat.gov.in)



## Chapter-9

### **Procedure to be followed in the process of decision making Origin of Work**

The origins of various jobs / tasks generated in the Legislature Secretariat include posts, mails, fax messages, proposals, papers received through messengers and representations received from various media etc., details of which are as under:-

- (1) Correspondence received from the Lok Sabha, Rajya Sabha and Other State Legislatures, organizations.
- (2) Correspondence received from the Governor House.
- (3) Correspondence on various matters received from various Departments / Units, Boards / Corporations and organizations.
- (4) Correspondence received from the Members of the Legislative Assembly, Members of the Parliament elected from the state, Ex-Members of the Legislative Assembly / Political Parties, etc.
- (5) Notices received from the Members of the Council of Ministers and Members of the Legislative Assembly regarding the business to be taken up in the Legislative Assembly such as Motions, Bills, Resolutions, Questions, etc.
- (6) Representations received from the Officers / Officials of the Legislature Secretariat and Employees' Union.

All the materials received in such manners is defined as mails.

#### **Primary Reading of Mails:**

The primary reading is undertaken in the process of the first phase of mails received day-to-day by the Legislature Secretariat is as under:-

- (1) The posts addressed to Hon. Speaker are forwarded to Personal Secretary to the Speaker, which are presented before the Speaker. The mail along with the instruction or direction on it, if any, and if the mail is related to the business of the Legislative Assembly, then forwarded to the Secretary for his reading and then it is forwarded to

the Section Officer of the concerned branch. The Section Officer gets the mail registered in the inward register and arranges to send it to Deputy Section Officer or clerk immediately as per the work distribution for further procedure.

(2) The post addressed to the Secretary or Deputy Secretary or Under Secretary (By Name) is first presented to the concerned officer. Then it is forwarded to the Section Officer of the concerned Branch. The Section Officer gets the post registered in the inward register and arranges to send it to Deputy Section Officer or clerk immediately as per the work distribution for further procedure.

(3). All posts except the ones mentioned above are accepted by the clerk in the Registry Branch and at first it is presented before the superior officer of the Registry Branch. The Superior Officer of the Registry Branch, after seeing the subject of the mail, marks the mail with the concerned Branch and gets it registered in the Register and forwards the same to the Section Officer of the concerned Branch for his reading.

(4). A Section Officer sees the subject and contents of the post and decides the official, who will deal with the post as per the work distribution and by marking the post with name or the table and returns back to the clerk for registering it in the inward register maintained in the Branch.

(5). The clerk registers the mails received from the Section Officer as well as from Speaker, Secretary or Superior Officer in the inward register and marks the post with the inward number and forwards the concerned post to the respective Deputy Section Officer / Official.

(6). The post has to be seen by a Deputy Section Officer or an official immediately. If the post is not related to the Branch or received by mistake then with the consent of the Section Officer it is sent back to the concerned Branch with intimation to the registering clerk.

(7). The procedure liable to be undertaken on the post is initiated, taking into account the priority associated with and seriousness involved in the matter of the post.

At the time of commencement of Assembly Session, large numbers of notices regarding the questions to be asked in the Legislative Assembly are received from the Members of the Legislative Assembly. In addition, notices regarding Motions, Resolutions, Bills and amendments on introduced Bills are also received from Ministers and Members; Not only that but the correspondence regarding the matters related to the working of the Legislative Assembly is also done by the Departments of the Government. In such cases such notices or posts are received by Hon. Speaker, Secretary, Concerned Officer or Branch, regarding which such a notice or post is registered in the Register of the Branch and procedure is taken up on the matter and a decision is taken on the matter at the level of Hon. Speaker or Secretary or other Officer as per requirement and all the concerned are informed of the decision in the matter. The mails / posts meant for the Member of the Legislative Assembly are put in the "Pigeon Hole" specially prepared for posts / mails of Members. Members collect their papers / posts, etc., from that pigeon hole.

On some occasions when the posts / mails are necessary to be sent urgently, such posts / mails are delivered to the Members immediately hand to hand through a special messenger.

### **3. Decision Making:**

(1) A Deputy Section Officer / Official takes up the procedure on every post according to the priority of received mail / post. Firstly he associates the post / mail with the file related to the subject matter or with the file of the ongoing chapter on the subject matter of the post / mail. He brings to the notice the points arising out of the post / mail under procedure and prepares a detailed note and discusses all the matters / issues to be taken into account while taking the decision and suggests the alternatives / options or makes suggestions discussing the provisions out of constitutional provisions, provisions of Acts, rules, practices, administrative instructions, guidelines, standing orders, etc. If such a provision is applicable in the matter under the procedure he also mentions in the note the previous decision taken in such matters in the past, if any and presents the note before the Section Officer.

(2) The Section Officer after studying the notes presented from the Deputy Section Officer / Official, forwards to the Under Secretary with the instruction of complying the missing detail or information in the note, if he finds such a detail or information missing in the note and then if he finds the note proper, he sends it to the Under Secretary for the decision making process. If the Under Secretary thinks that the note is proper and is under his power purview, then he himself gives his decision / permission / approval on it.

(3) If the Under Secretary finds the note to be proper but out of his purview he presents the note to the Deputy Secretary along with his remarks, opinion for the decision making process. If the Deputy Secretary thinks the submission presented on the note to be proper then he gives his decision / permission / approval on it.

(4) The Deputy Secretary presents notes to the Secretary on the matters outside his (Deputy Secretary's) purview and the matters which are necessary to bring to the notice of Secretary or Hon. Speaker, along with the opinion on his (Deputy Secretary's) decision.

(5) The Secretary gives his decision / permission / approval on the matters under his purview and the procedure ends at that stage. But in the case where the decision is required to be taken by Hon. Speaker, the Secretary presents the matter with his opinion on the proposed decision to the Hon. Speaker for its decision and the procedure ends with the decision made by the Hon. Speaker on it.

(6) If a decision taken according to the procedure mentioned above is to be conveyed to an individual / unit or a Department of the Government, then the draft of the reply accordingly is submitted to the channel as mentioned above. After the draft is approved, fair copies are prepared and the copies

with the signature of the concerned officer are sent to the Registry Branch for sending them to the concerned.

(7) The papers received each day for dispatch from different branches in the Registry Branch are registered in the outward register and sent to the concerned through different manners such as, by post, fax, special messenger etc., according to its priority.

#### **4. Overseeing and Accountability:**

To ensure that the undue delay is not made at different stages of the procedure of a post / mail, from its inward to completing the decision making process and also to ensure that the procedure is undertaken as per the seriousness and priority of the matter, system of proper overseeing and accountability at Section Officer, Under Secretary and Deputy Secretary Levels is in force.







## Chapter-10

### 1. List of Officers/ Employees serving in the office of Hon'ble the Speaker

No	Officers/ Employees Name & Designation	Resident Address	Telephone	
			Office	Residence
1	Shri Naimesh N. Dave, P.S.	11, Jayrath Bungalows, Near Satyam States Tower, Satellite, Jodhpur, Ahmedabad.	53017	9978445633(M)
2	Shri N.L.Vankar Add.P.S.	Plot No. 475/2, Sector-4/B, Gandhinagar-382006.	53017	9979770107(M)
3	Smt. Nimishaben Joshi P.S.	Plot No.192/2, Sector-3 New, Gandhinagar-382006	53017	9726950770(M)
4	Shri Rajivkumar g. Oza, Dy. S.O.	49, Kothi pole, Ravpura, Vadodara.	53017	9687618594(M)
5	Shri Manojbhai S. Parmar, Clerk	Block No. 476/2, 'J' Type, Sector-6, Gandhinagar.	53017	9574373015 (M)
6	Shri Kalpeshbhai H. Pandya, Clerk	Plot No. 511. Gayatri Society, Sector-27, Gandhinagar.	53017	9525250937 (M)
7	Shri Dilipsinh Rajubha Vaghela, Clerk	Block No. 539/2, 'J/2' Type, Sector-16, Gandhinagar. -	53017	9978434470 (M)
8	Shri Bhavin prafulchandra Desai, Clerk	A-5, saurabhi Vatika Society, Behind Ram Vatika, Vaghidiya road, Vadodara.	53017	-
9	Smt. Hiralben Premalbhai Modi, Clerk	101/102, Sai Ganesh Flat, Dabhoiya Pole, Vadi, Vadodara.	53017	9879551986 (M)
10	Sushri Pinkey H. Pancholi Clerk	2896/1 baroTanu^ delu,bukhara polni same DilhiChkala, Shahpur,Amdavad.	53017	
11	Shri P. S. Chudasama	E/301, Bal Mukund Heights,dholeshtar mahadev road, kudasn, Gandhinagar.	53017	-

**2. List of Officers/ Employees serving in the office of Hon'ble the Leader of the Opposition Party**

No	Officers/ Employees Name & Designation	Resident Address	Telephone	
			Office	Residence
1	Ahamad Suleman Hala P.S.	Sector-19, 'Gh' Type, Block No. 263/2, Gandhinagar	23253158	9825359798 (M)
2	Shri P.H.Parmar P.A.	B-404, Balmukund Haites, Dholeshvar Mahadev Road, Koba Haive, Gandhinagar.	23253069	9426484384 (M)
3	Shri K.M.Odedara Dy.S.O.	F-37, Sursagar Tower, Near Umed park, Sola Road, Ghatlodiya, Ahmedabad-380061.	23253069	9427227503 (M)
4	Shri R.H.Joshi, Clerk	792/2, Parasi chol, Kabir chok Road, Sabarmati, Ahmedabad.	23253069	9924212681 (M)
5	Shri Naushil Y. Shah Clerk	B/2, Uma flat, behind Vishramnagar, Gurukul Road, Memnagar, Ahmedabad-52	23253069	9824555083 (M)
6	Shri R.B.Vadodariya Clerk	26/D, Keshavnagar Society, Arjun Aashram Road, Ranip, Ahmedabad.	23253069	9924322912 (M)
7	Shri Mansukhbhai Haribhai Jasani, Clerk	Gam-Amarapur, Talika/Dist.- Amreli	23253069	9426985812(M)
8	Shri Haresh Bachubhai Sisara, Clerk	741, Vastu Nirman Society, Sector-22, Gandhinagar.	23253069	9924334601 (M)
9	Shri Sureshsinh vajesinh Rajput, Clerk	Plot No. 1292, Sector-5/A Gandhinagar.	23253069	9978715346 (M)
10	Sushri H.T. Upadhyay Clerk	Surat	23253069	9428745323(M)
11	Shri U. V. Dudhat Clerk	Amdavad	23253069	9909983060(M)
12	Shri Dharmik J. Godaliyaa Clerk	bunglo no. -7 Mantrishri nivas Secto r-20, Gandhinagar.	23253069	953735523(M)
13	Shri Vinodrai Babubhai Chavada Driver	Gam-Nava Khijadiya, Talika/Dist.- Amreli	23253069	9825672526 (M)

**List of Officers/ Employees serving in the Gujarat Legislature Secretariat**

No	Officers/ Employees Name & Designation	Resident Address	Telephone	
			Office	Residence
1	Shri D.M. Patel Secretary	35/B, Shivsankalp Society, Near Amikunj Bus Stand, Naranpura, Ahmedabad- 380013	232-53076 232-20998	279-10836 (R) 9978406149(M)
2	Shri A.B.Karova D.S.	Block.No.1/2, G-1 Type, Sector-20, Gandhinagar-382020	232-53120	232-60445 (R) 9978446977(M) 9426044497(M)
3	Shri Chetan Pandya D.S.	Block No.F/103, Shukan Eye Flats, Kudasana, Gandhinagar-382221	232-53135	9978460673(M)
4	Smt. Reeta Mehta D.S.	Plot No. 112/1, Sector-2/A, Gandhinagar-382007	232-53036	232-25310 (R) 9978453776(M)
5	Shri Kamal Bhatt D.S.	4, Swarnim Bungalows, Near Guda Garden & Shri Rang entire, Raysan Road, Raysan, Gandhinagar-382007	232-53039	9978443767(M)
6	Smt. U.D. Chaudhary D.S.	Plot No. 1125/1, Sector-4/B Gandhinagar-382006	232-53030	232-40918(R) 9638042118(M)
7	Shri M. I. Mehta D.S.	Plot No. 687/2, Sector-4/C, Gandhinagar-382006	232-53037	232-63004(R) 9825743021
8	Smt. Kavtaben Pancholi U.S.	Block No. 164/1, 'Ch' Type, Sector-17, Gandhinagar-382006	232-53032	8460207448 (M)
9	Shri M.H.Karangiya U.S.	42/251, Vijaynagar Flat, Naranpura, Ahmedabad.	232-53074	9428044747(M)
10	Shri Harshil Patel U.S.	Block.No.704/1, Gh-1 Type, Sector-8/C, Gandhinagar-382007	232-53031	232-40920(R) 9879242445(M)
11	Shri D.A.Chaudhary U.S.	Plot No. 157/1, 'Ch' Type, Sector-17, Gandhinagar-382006	232-53023	232-46347(R) 9427307842(M)
12	Shri Vinod Rathod U.S.	Plot. No.69/2, Sector - 3/A, Gandhinagar-382006	232-53027	9726692063(M)
13	Shri V.A.Patel S.O.	Plot No. 1055/1, Sector-13/C, Gandhinagar.	53007	9998114665 (M)
14	Shri P.R.Prajapati S.O.	E/203, shree aXat aangan Residency. Near satyam bungalow, New jujies bungalow, Visvas city-2 Road, Chankypuri, Ahmedabad-61	53096	9427034150(M) 9978471170(M)
15	Kum. D.K.Muniya S.O.	Block No. 148/1, 'Ch' type, Sector- 17, Gandhinagar.	57097	9429405875(M)
16	Shri S.K.Chauhan S.O.	Plot No. 463/2, Sector-2/B, Gandhinagar.	53010	9879837604(M)
17	Shri A.A.Prajapati S.O.	Block No. 257/A/1, 'Ch' type, Sector-29, Gandhinagar.	53046	9974525984(M)
18	Shri C.N.Patel S.O.	Mu./Post-Virvada, Himmatnagar, Dis.-Sabarkantha-383001.	53121	8758357539(M)
19	Shri P.D.Prajapati S.O.	954, Naranpura-Junagam, Naranpura, Ahmedabad-380013	53091	7043976078(M)
20	Smt. N.K.Suthar S.O.	Block No. M-2/18, M.I.G. Sardar Patel Hos. Society, Sector-14, Gandhinagar.	53089	23246735 9978405013(M)
21	Shri J.P.Kavathiya S.O.	Block No. 146/10, 'Ch' type, Sector-17, Gandhinagar.	53090	9429573152(M)

22	Shri P.P.Acharya S.O.	27, Green Park, Opp. School of Achiever, Kudasani, Gandhinagar.	51012	9924038969(M)
23	Shri N.V.Gamit S.O.	Plot No. 563/1, Sector-4/C, Gandhinagar	53008	9974529517(M)
24	Shri N.K.Modiya S.O.	Plot No. 892/1, Sector-4/D, Gandhinagar-382007	53048	23240927 (R) 9904709609(M)
25	Shri M.S.Dave S.O.	G-202, Saudary-444, Kh Road, Gandhinagar-38006.	53087	9723224462(M)
26	Smt. P.J.Bhalodiya S.O.	Block No. 58/1 'Ch' type Sector-30, Gandhinagar	53007	9427335095(M)
27	Smt. P.A.Gami S.O.	Block No. 161/2, 'Ch' type, Sector-17, Gandhinagar.	53052	9909926548(M)
28	Kum. Pratika Tivari S.O.	15-Ayodhyapuri Society, Opp. Maruti Nagar, Bamroli Road, Godhara, Dis.Panchmahal. Pin-389001.	53005	9099072628(M)
29	Shri Dhruv N. Patel S.O.	132, lane-4, Sector-6, satyagrah Chhavani, Satellite, Ahmedabad-380015	53049	9727757766(M)
30	Shri R. R. Dholariya S.O.	Block No. 10/3 'Ch' type, Sector-7/A, Gandhinagar.	53091/90	9638035040(M)
31	Shri J. S. Prajapati S.O.	Block No. 152/2 'Ch' type, Sector-17, Gandhinagar.	53091/90	9428238100(M)
32	Shri B.R.Thakker Sup.	Plot No. 59/1, Sector-3/A, Gandhinagar.	53122	9879834268(M)
33	Shri M.G.Vaghela L.O.	A-41, karmshakti Park, Near Swaminarayan Temple, Bapasarvam chok, Nava Naroda, Ahmedabad	53087	947888133(M)
34	Shri R.J.Jani R.O.	Block No. 679/3 'Gh' type Sector-8, Gandhinagar	53086	9428606605(M)
35	Shri M.R.Ravani C.Rep.	Plot No. 1726/1, Sector-2/D, Gandhinagar.	53095	23229383 (R) 9426021822(M)
36	Shri A.M.Hingu Guj. Rep.	Plot No. 1728/1, Sector-2/D, Gandhinagar.	52019	23229352 (R) 9428218625(M)
37	Smt. S.B.Purohit Guj. Rep.	Plot No. 930/1, Sector-4/D, Gandhinagar.	53095	23229838 (R) 9998140293(M)
38	Shri K.M.Patel Guj. Rep.	Plot No. 114/2, Sector-7/C, Gandhinagar.	55980	9426420260(M)
39	Smt. S.S.Shukla Guj. Rep.	Bangla No. 29-A, Madhukunj Society, Behind Kashivishvanath Mahadev, Maninagar, Ahmedabad	53095	9428800935(M)
40	Shri P. M. Rathod Guj. Rep.	Plot No. 757/1, Sector-5/B, Gandhinagar.	53095	9925832984(M)
41	Shri S. S. Turakhiya Guj. Rep.	41, Shyam Sharan-2, Bopal-Ghuma Road, Near Binori Banglo, Bopal, Ahmedabad-58	53095	9428290837(M)
42	Smt. M. N. Shukla Guj. Rep.	Plot No. 784/1, Sector-5/C, Gandhinagar.	53095	9409407882(M)
43	Shri J. M. Patel Guj. Rep.	Plot No. 711, G-2, Sidhdharaj flat, Vastinirmaan Society, Sector-21, Gandhinagar.	53095	7874637159 (M) 8758200336(M)
44	Shri V. L. Patel Guj. Rep.	A-204, Sadbhav Residency, Nava Nikol, Ahmedabad.	53095	9825150738(M)
45	Shri J. M. Hingu Guj. Rep.	Block No. 676/2 'Gh' type Sector-8, Gandhinagar	53095	23235118 (R) 9427305960(M)
46	Shri V. P. Trivedi Guj. Rep.	Plot No. 173/1, Sector-2/D, Near Swaminarayan temple, Gandhinagar.	53095	9898596186(M) 9426282909(M)
47	Shri Y. K. Mehta	A-402, Eskon Residency,	53095	26445705 (R)

	Guj. Rep.	siyars Tower ni gali, Patel Society, panchavati, Gulbai tekra, Ahmedabad.		9898202902(M) 9426769103(M) 9879252332(M)
48	Smt. M. J. Soni Guj. Rep.	Plot No. 721/2, Sector-7/B, Near Swaminarayan temple, Gandhinagar.	53095	9428351731(M)
49	Shri N. J. Raval Guj. Rep.	Banglo No-36, sarvoday, Guj. Hos. Board, Sector-30, Gandhinagar	53095	9824347016(M)
50	Shri K. B. Hala Guj. Rep.	Plot No. 1732/2, Sector-2/D, Gandhinagar.	53095	9428218634(M)
51	Shri V. R. Dave Hin. Rep.	Plot No. 1724/1, Sector-2/D, Gandhinagar.	55981	23229337 (R) 9426401433(M)
52	Shri C. L. Bhatt Eng. Rep.	C-401, Devnandan sky Apartment, New C. G. Road, Chandkheda, Ahmedabad.	55981	9898282442(M)
53	Shri Premkumar P. B. Eng. Rep.	Plot No. 1729/2, Sector-2/D, Gandhinagar.	53095	9429355279(M)
54	Shri G. Y. Sasiya P.S.	Plot No. 1551/1, Sector-3/D, Gandhinagar.	53079 23220998	23245884 (R) 9898395384(M)
55	Shri R. R. Kurup P.S.	Plot No. 894/1, Sector-4/D, Gandhinagar.	53078 23220998	23244038 (R) 9974723613(M)
56	Smt. N. M. Merujay Dy.S.O.	Block No. 128/1 'Gh' type, Sector-21, Gandhinagar.	53005	9824666603(M)
57	Shri K. F. Rana Dy.S.O.	Plot No. 1254/2, Sector-4/C, Gandhinagar.	53049	9924819546(M)
58	Shri H. K. Bagi Dy.S.O.	Saisharan, Plot No. 487/2, Sector-4/B, Gandhinagar.	53010	9712566345(M)
59	Shri P. R. Darbar Dy.S.O.	A-204, Devsharnam, Near Parijat Homs, Sargasan, Gandhinagar.	53121	9898127197(M)
60	Shri H. R. Patel Dy.S.O.	Block No. 122/2 'Ch' type, Sector-22, Gandhinagar.	53050	9879815145(M)
61	Smt. S. N. Bhatana Dy.S.O.	Plot No. 516/2, Sector-4/B, Gandhinagar.	53094/90	9725410903(M)
62	Kum. A. J. Patel Dy.S.O.	28, Ghanshyamnagar Society, Bapunagar, Ahmedabad.	53090/91	9824476210(M)
63	Shri C. H. Malivad Dy.S.O.	Block No. 7/4 'Ch' type, Sector-22, Gandhinagar.	53097	9428734162(M)
64	Smt. S. M. Patel Dy.S.O.	30, Shivkrupa Society, Near Sarhind Mill, oDhav, Ahmedabad.	53089	9898388787(M)
65	Shri R. P. Bhavsar Dy.S.O.	1, Sweethome raw house, Jodhpur, Satellite, Ahmedabad.	53010/53916	9925835130(M)
66	Shri K. G. Daraji Dy.S.O.	Plot No. 609/2, Sector-7/B, Gandhinagar-382007.	53089	9427307832(M)
67	Shri V. K. Trivedi Dy.S.O.	Block No. 128/2 'Ch' type, Sector-22, Gandhinagar.	51012	9426777950(M)
68	Shri D. R. Patel Dy.S.O.	Block No. 160/2 'B/1' type, Sector-23, Gandhinagar.	53052	9925567165(M)
69	Shri A. R. Nadiya Dy.S.O.	Nadiyavas, Near Railway Fatak, Gam- Vavol, Ta./Dis.- Gandhinagar.	53121	9924213632(M)
70	Shri M. D. Dave Dy.S.O.	15, Yoganjali Society, Opp. Yoganjaliashram, dethali Road, Post-kholvada, ta.-Siddhpur, Dist.-Patan	53096	9427680515(M)
71	Sushree Shraddha D. Desai Dy.S.O.	13, Arbudadevi Society Bhag-2, Opp. Chandlodiya Railway Station, Ghatlodiya, Ahmedabad-380061.	53090/91	8511714391(M)
72	Sushree B. K. Prajapati Dy.S.O.	Ramnagar Society, Post-Kolvada, Ta./Dis.-Gandhinagar.	53073	9712998854(M)
73	Shri P. V. Chauhan Dy.S.O.	Block No. 56/5 'Ch' type, Sector-30, Gandhinagar.	53073	9724360320(M)

74	Shri D. B. Bariya Dy.S.O.	Mu. Bariyani Hathod, Post-balaiya, Ta.-Fatepura, Dis.-Dahod-389190.	51012	7567143413(M) 6359581947(M)
75	Sushree P. A. Balat Dy.S.O.	Block No. 1200, Shivam Society, Sector-27, Gandhinagar.	53095	8155956010(M)
76	Smt. R. N. Patel Dy.S.O.	Plot No. 1542/1, Sector-2/C, Gandhinagar.	53048	9428217704(M)
77	Shri H. B. Patel Dy.S.O.	Plot No. 1207/1, Sector-7/D, Gandhinagar.	53087	9898042299(M)
78	Shri R. K. Patel Dy.S.O.	Plot No. 1206/1, Sector-7/D, Gandhinagar.	53096	9925273731(M)
79	Kum. R. H. Bhatt Dy.S.O.	Plot No. 1564/1, Sector-5/C, Gandhinagar.	53045	9909158654(M)
80	Shri H. D. Bhatt Dy.S.O.	Plot No. 1564/2, Sector-5/C, Gandhinagar.	53089	9428502572(M)
81	Shri K. K. Kamble Dy.S.O.	Saiprasad, Plot No. 444/2, Sector-4/B, Gandhinagar.	51098	9574737257(M)
82	Shri K. G. Soni Dy.S.O.	Plot No. 520/1, Sector-13/A, Gandhinagar.	53916	9824499303(M)
83	Smt. D. M. Thakker Dy.S.O.	Block No. 167/5 'J/2' type, Sector-7, Gandhinagar.	53008	9824312939(M)
84	Shri M. M. Parmar	Plot No. 1 Marin Soci. Jail Road, Bhavnagar.	53096	9998845399(M)
85	Shri H. J. Patel	B/20, Safal Avenue, Bh. Avasar Party Plot, Modhera Road, Mhesana-2	53121	8128686481(M)
86	Sushri A. R. Patel	Junapara P. O. Kansarakue, Ta. Visnagar, D. Mahesana.	51012	9979841752(M)
87	Shri C. K. Kapdiya	5, Omkara Com. Nr. Sukhranagar Water Tank, Gomtipur, Amdavad.	53010	9428101888(M)
89	Do. P. K. Damor	166, Syam Bunglos-1, I. O. C. Road, Candkheda, Amdavad.	53121	7043961965(M)
90	Shri D. K. Makvana	Block NO. 40/2, 'Chh' type, Sector- 17, Gandhinagar.	53090/91	9898014916(M)
91	Shri S. S. Krischiyan Clerk	Block NO. 64/1, 'Chh' type, Sector- 17, Gandhinagar.	53073	9408935684(M)
92	Shri I. J. Mori Clerk	B/2, 12, shalin-4, Vavol, District-Gandhinagar .	53073	8000031020(M)
93	Smt. M. S. Jani Clerk	42, shreenath banglow, Chandkheda, Ahmedabad.	53073	9427805681(M)
94	Shri A. B. Belim Guj. Typ.	Plot No. 626/2, Sector-13/A, Gandhinagar.	53916	9824533218(M)
95	Shri J. B. Maheshvari O.A.	B-14, Parth city, ucharapi Road, Mahesana-	53096	7623971721(M)
96	Shri K. H. Jadeja O.A.	211, Sarvodaynagar, Sector-30, Gandhinagar-382030.	53007	9033042974(M)
97	Shri C. N. Mali O.A.	59, Gelotvas, Gam-Lunava, Ta.-Tharad, Dis.-Banaskatha. Pin-385565	53073	9714304379(M)
98	Shri N. H. Patel O.A.	Mu.-Rangpur, Post-Prempur, Ta.-Himmatnagar, Dis.-Sabarkatha	53073	9409554654(M)
99	Shri K. N. Patel O.A.	67/ Tejendrapura Society, Gam- Unava, Ta./Dis.-Gandhinagar. Pin-382650	53010	9712906864(M)
100	Shri M. I. Khatri O.A.	11, Aarzu Park Society, Near Tavadiya chokadi, Mahesana. Pin-384001.	51012	9662540920(M)
101	Shri D. R. Vaghela O.A.	505, Khadaki, Gam-Khoda, Ta.-Sanand, Dis.-Ahmedabad.	53097	7575093177(M)
102	Shri K. B. Purohit	68/5, Old M.L.A., Sadasy Nivas,	53010	8980598825

	O.A.	Sector-17, Gandhinagar.		8980598826(M)
103	Shri P. A. Mali O.A.	Mu.-Lunava, Malifarm, Post-jetdata-Tharad, Dis.-Banaskatha-385535	53089	9723250688(M)
104	Shri S. V. Padhariya O.A.	Mu.-Kholadiyad, ta.-Vadhvan, Dis.-Surendranagar-363020.	53090/91	9429512193(M)
105	Shri V. P. Mali O.A.	Mu.-Joravargadh, Ta.-Suigam, Dis.-Banaskantha.	53010	9537643117(M)
106	Shri S. A. Desai O.A.	L-129, Chamundanagar-1, Bhargav Road, Meghaninagar, Ahmedabad-380016.	53008	9712740530(M)
107	Smt. D. H. Upadhyay O.A.	B-501, Oramukh Aligance, Near Raysan petrol pump, Raysan, Gandhinagar.	53050	9428730206(M)
108	Smt. P. A. Raval O.A.	Plot No. 374/2, Sector-12/C, Gandhinagar.	53050	9408605919(M)
109	Kum. J. B. Vyas O.A.	Plot No. 782/2, Sector-2/C, Gandhinagar.	53121	7874378205(M)
110	Kum. R. H. Solanki O.A.	25, Killol Society, Near S.T.bus station, Sanand, Dis.-Ahmedabad	53005	7016841425(M) 8511924134(M)
111	Kum. A. L. Chaudhary	Nagana, Arbudanagar, Post-Pilucha, Ta.-Vadgam, Dis.-Banaskantha.	53010	9638283106(M) 7359836081(M)
112	Kum. G. V. Sakhla O.A.	odhava, Ta.-Dantivada, Dis.- Banaskantha.	53086	7659743580(M) 7435868691(M)
113	Shri N.A. Vasava O.A.	71, Panchchasi mohallo, Navu bhatar, Udhana-Magdalla Road, Surat-395017.	53916	9537363757(M)
114	Shri C. R. Mori O.A.	Mu.-Bavaliya, Post-Torda, Ta.-Bhiloda, Dis.-Aravalli	53096	9913648951(M)
115	Shri Himmatsinh khetubha Jadeja O.A.	C-93, G.M.D.C. colony, S.K.V.nagar, Ta.-Lakhpat, Dis.-Kutch, Pin-370601.	53087	9727792974(M)
116	Shri R. N. Raval O.A.	98/ Yashnagar Society, Near Chhindiya darvaja, Patan, Pin-384265.	53916	9725179019(M)
117	Shri A. D. Chaudhry O.A.	mu./Post- Meghaalipasna, Ta./Dis.-Mahesana-384001.	53121	9879615343(M)
118	Shri V. J. Chihla O.A.	Mu./Post-Keriya, Ta.-Ranpur, Dis.-Botad.	53121	8758089109(M)
119	Smt. B. C. Kachiya O.A.	B-407, Shreedarshan Apartment, Near Simandhr Residency, Opp. Vishvkarma temple, Chandlodiya, Ahmedabad.	53086	9428486949(M)
120	Smt. J. N. Patel O.A.	24, Madhavbaug Society, Near Mohan nagar, bethak Naroda, Ahmedabad.	53134	8128807175(M)
121	Kum. D. R. Raval O.A.	C/3, Ankur Apartment, Vavol, Gandhinagar.	53048	9016709393(M)
122	Shri H. B. Baranda O.A.	C/21, Dhanlakshmi flat, balolnagar char rasta, Ranip, Ahmedabad.	53090/91	9726187434(M)
123	Kum. L. N. Luhar O.A.	K-6/71, Shivshakti Apartment, Opp. Akhbar nagar, Nava Vadaj, Ahmedabad-360013.	53052	8347433541(M)
124	Smt. S. S. Kulkarni Translator	13, Saviram C.H.S.I., Opp. Madhulata party plot, Vasna berej Road, Vasna, Ahmedabad-7	53122	8980074001(M) 9429904312(M)
125	Shri B. B. Narve Translator	D-15, Sugam flat, Behind Vasna Bus station, Vasna, Ahmedabad.	53122	9427307837(M) 9727378773(M)
126	Shri A. J. Dave	Plot No. 1316/A-1, Sector-7/D,	53122	23246988

	Translator	Gandhinagar.		9427417013(M)
127	Shri G. G. Vyas R.A.	I/402, ICB City, New S.G,Road, Gota, Ahmedabad.	53087	9904522845(M)
128	Sushri M. R. Thakor R.A.	C-56, Pavitrakunj Society, Near CTM char rasta, P.O.Amaraivadi, 129Ahmedabad.	53134	9409413706(M)
129	Shri A.N. Jadav Tape recording operator	Plot No. 1338/2, Sector-5/A, Gandhinagar	53095	9408586738(M)
130	Shri D. A. Patel Drv.	Plot No. 382/2, Sector-4/B, Gandhinagar.	53010	9426868259(M)
131	Shri G. A. Patel Drv.	Plot No. 215/1, Sector-6/B, Gandhinagar.	53010	8128599219(M)





## Chapter-11

INFORMATION ABOUT MONTHLY PAY OF OFFICERS / SERVANTS OF GUJ. LEG. SEC. AS ON DT. 01/05/2020					
No.	Name	Designation	Monthly Pay	Allowances	Method Of Pay Fix.
1	SHRI D.M.PATEL	Secretary	60,640	64,906	As per Govt. Rules
2	SHRI A.B.KAROVA	D.S	88,700	17,219	"
3	SMT R.R.MEHTA	D.S	88,700	23,307	"
4	SHRI K.M.BHATT	D.S	88,700	23,895	"
5	SHRI C.B.PANDYA	D.S	88,700	23,307	"
6	SHRI U.D.CHAUDHARY	D.S	83,600	23,108	"
7	SHRI M.I.MEHTA	D.S	83,600	22,988	"
8	SHRI H.T.PATEL	U.S.	61,300	12,561	"
9	SHRI M.H.KARANGIYA	U.S.	61,300	17,215	"
10	SMT K.S.PANCHOLI	U.S	63,100	12,867	"
11	SHRI D.A.CHAUDHARI	U.S.	61,300	12,561	"
12	SHRI V.H.RATHOD	U.S.	27,195	-	"
13	SHRI V.A.PATEL	U.S.	80,000	22,117	"
14	SHRI G.Y.SASIYA	P.P.S.	1,266	-	"
15	SHRI P.R.PRAJAPATI	S.O	56,900	15,371	"
16	KUM D.K.MUNIA	S.O	58,600	15,788	"
17	SHRI S.K.CHAUHAN	S.O	74,300	19,863	"
18	SHRI A.A.PRAJAPATI	S.O	58,600	11,302	"
19	SHRI C.N.PATEL	S.O	44,900	12,401	"

20	SHRI P.D.PRAJAPATI	S.O	44,900	12,401	"
21	SHRI J.P.KAVATHIYA	S.O	47,600	9,432	"
22	SMT N.K.SUTHAR	S.O	47,600	9,432	"
23	SHRI N.V.GAMIT	S.O	47,600	12,802	"
24	SHRI N.K.MODIA	S.O	47,600	12,802	"
25	SHRI P.P.ACHARYA	S.O	47,600	12,802	"
26	SMT P.A.GAMI	S.O	47,600	9,432	"
27	SHRI M.S.DAVE	S.O	47,600	12,802	"
28	SMT P.J.BHALODIYA	S.O	47,600	9,432	"
29	SHRI D N PATEL	S.O	44,900	12,401	"
30	KU P L TIWARI	S.O	44,900	12,401	"
31	SHRI .R.R.DHOLARIYA	S.O	46,200	9,194	"
32	SHRI J.S.PRAJAPATI	S.O	46,200	8,894	"
33	SHRI M.R.RAVANI	C.REP	1,38,300	36,349	"
34	SHRI K.M.PATEL	G.REP	1,02,800	27,434	"
35	SHRI S.S.TURAKHIYA	G.REP	1,02,800	27,434	"
36	SHRI K.B.HALA	G.REP	45,640	-	"
37	SHRI S.S.SHUKLA	G.REP	1,02,800	27,434	"
38	SHRI V.P.TRIVEDI	G.REP	1,05,600	28,507	"
39	SHRI Y.K.MEHTA	G.REP	1,05,600	28,232	"
40	SHRI P.M.RATHOD	G.REP	1,02,800	27,434	"
41	SHRI J.M.HINGU	G.REP	1,05,600	20,092	"
42	SMT S.B.PUROHIT	G.REP	1,22,900	32,523	"
43	SHRI V.L.PATEL	G.REP	99,800	26,754	"
44	SHRI J.M.PATEL	G.REP	99,800	28,354	"
45	SMT M.N.SHUKLA	G.REP	1,02,800	27,434	"
46	SMT M.J.SONI	G.REP	58,000	16,294	"
47	SHRI N.J.RAVAL	G.REP	45,405	-	"
48	SHRI A.M.HINGU	G.REP	47,005	-	"

49	SHRI V.R.DAVE	H.REP	42,543	-	"
50	SHRI C.L.BHATT	E.REP	94,100	25,223	"
51	SHRI P B PREMKUMAR	E.REP	42,156	-	"
52	SHRI B C TANK	G.REP	33,915	-	"
53	SHRI B.R.THAKKAR	SUP	77,900	21,357	"
54	SHRI M.G.VAGHELA	L.O	64,100	17,165	"
55	SMT N.J.JOSHI	STG II	47,600	13,008	"
56	SHRI R.R.KURUP	P.S	30,645	-	"
57	SHRI R.J.JANI	R.O	66,000	17,692	"
58	SHRI D.R.PATEL	D.S.O	44,900	8,973	"
59	KUM.A.J.PATEL	D.S.O	58,600	15,786	"
60	SHRI H.B.PATEL	D.S.O	44,900	12,251	"
61	SHRI A.R.NADIA	D.S.O	44,900	12,061	"
62	KUM R.H.BHATT	D.S.O	43,600	12,063	"
63	SMT N.M.MERUJAY	D.S.O	44,900	13,973	"
64	SHRI V.K.TRIVEDI	D.S.O	44,900	8,973	"
65	SHRI R.K.PATEL	D.S.O	44,900	12,251	"
66	SHRI K.G.DARJI	D.S.O	44,900	12,251	"
67	SHRI H.K.BAGI	D.S.O	60,400	16,376	"
68	SHRI H.D.BHATT	D.S.O	43,600	12,286	"
69	SMT S.N.BHATANA	D.S.O	58,600	15,788	"
70	SHRI C.H.MALIVAD	D.S.O	56,900	11,013	"
71	SMT S.M.PATEL	D.S.O	53,600	14,514	"
72	SHRI H.R.PATEL	D.S.O	58,600	11,302	"
73	SHRI R.P.BHAVSAR	D.S.O	50,500	13,759	"
74	SHRI P.R.DARABAR	D.S.O	58,600	15,786	"
75	SHRI K.K.KAMLE	D.S.O	42,300	11,714	"
76	SHRI K.F.RANA	D.S.O	64,100	17,265	"
77	SHRI M D DAVE	D.S.O	38,090	-	"

78	MS S D DESAI	D.S.O	38,090	-	"
79	MS B K PRAJAPATI	D.S.O	38,090	-	"
80	SHRI P V CHAUHAN	D.S.O	38,090	-	"
81	SHRI D B BARIA	D.S.O	38,090	-	"
82	SHRI P A BALAT	D.S.O	38,090	-	"
83	SHRI K.G.SONI	D.S.O	43,600	11,874	"
84	SMT D.M.THAKKAR	D.S.O	42,300	11,545	"
85	SMT R.N.PATEL	D.S.O	44,900	12,251	"
86	SHRI M M PARMAR	D.S.O	38,090	-	"
87	SHRI H J PATEL	D.S.O	38,090	-	"
88	MS A R PATEL	D.S.O	38,090	-	"
89	SHRI C K KAPADIYA	D.S.O	38,090	-	"
90	DR P K DAMOR	D.S.O	38,090	-	"
91	SHRI S.S.CHRISTIAN	CLK	33,300	7,001	"
92	SHRI I.J.MORI	CLK	33,300	9,742	"
93	SHRI D.K.MAKWANA	CLK	32,000	9,156	"
94	SMT M.S JANI	CLK	53,600	14,616	"
95	SHRI J.B.MAHESHWARI	O.A	19,950	-	"
96	SHRI K.H.JADEJA	O.A	19,950	-	"
97	SHRI C.N.MALI	O.A	19,950	-	"
98	SHRI N.H.PATEL	O.A	19,950	-	"
99	SHRI K.N.PATEL	O.A	19,950	150	"
100	SHRI M.I.KHATRI	O.A	19,950	-	"
101	SHRI D.R.VAGHELA	O.A	19,950	-	"
102	SHRI K.B.PUROHIT	O.A	19,950	150	"
103	SHRI P.A.MALI	O.A	19,950	-	"
104	SHRI S.V.PADHARIYA	O.A	19,950	-	"
105	SHRI V.P.MALI	O.A	19,950	150	"
106	SHRI S.A.DESAI	O.A	19,950	-	"

107	SMT D.H.UPADHYAY	O.A	19,950	-	"
108	SMT P.A.RAVAL	O.A	19,950	-	"
109	KUM J.B.VYAS	O.A	19,950	-	"
110	KUM H.R.SOLANKI	O.A	19,950	-	"
111	KUM A.L.CHAUDHARY	O.A	19,950	-	"
112	KUM G.V. SANKHALA	O.A	19,950	-	"
113	SHRI N.A. VASAVA	O.A	19,950	-	"
114	SHRI C.R. MORI	O.A	19,950	-	"
115	SHRI H K JADEJA	O.A	19,950	-	"
116	SHRI R N RAVAL	O.A	19,950	-	"
117	SHRI A D CHAUDHARY	O.A	19,950	-	"
118	SHRI V J CHIHALA	O.A	19,950	-	"
119	SMT B C KACHCHIA	O.A	19,950	-	"
120	SMT J N PATEL	O.A	19,950	-	"
121	KUM D R RAVAL	O.A	19,950	-	"
122	SHRI H B BARANDA	O.A	19,950	-	"
123	KUM L N LUHAR	O.A	19,950	-	"
124	SUM S.S.KULKARNI	TRN	71,300	20,047	"
125	SHRI D.J.TRIVEDI	TRN	77,900	21,357	"
126	SHRI B.B.NARVE	TRN	56,900	15,405	"
127	SHRI A.J.DAVE	TRN	44,100	8,837	"
128	SHRI G.G.VYAS	R.A	60,400	16,230	"
129	KUM M R THAKOR	R.A	70,000	18,564	"
130	SHRI A.B.BELIM	TYP	30,200	8,766	"
131	SHRI G.A.PATEL	DRV	46,800	13,009	"
132	SHRI D.A.PATEL	DRV	49,600	13,592	"
133	SHRI M.S.RATHOD	PEON	28,800	8,414	"
134	SHRI H.M.BUNKAR	PEON	30,600	8,734	"
135	SHRI J.M.VAGHELA	PEON	34,000	9,644	"

136	SHRI N.L.JANI	PEON	31,100	9,009	"
137	SHRI M.M.KHANT	PEON	34,000	9,670	"
138	SHRI J.D.VANKAR	PEON	33,000	6,980	"
139	SHRI M.S.BHAHAMANE	PEON	30,600	8,876	"
140	SHRI V.M.JADAV	PEON	26,000	7,752	"
141	SHRI K.U.CHOUHAN	PEON	26,000	5,730	"
142	SHRI B.S.KADAM	PEON	31,100	9,015	"
143	SHRI R.V.MAKWANA	HML	34,000	9,364	"
144	SMT S.C.PARMAR	HML	28,800	6,206	"
145	SHRI M.K.PARMAR	HML	31,100	8,977	"
146	SHRI K.P.TAPODHAN	HML	31,100	9,013	"

INFORMATION ABOUT MONTHLY PAY OF OFFICERS / SERVANTS OF HON. SPEAKER  
AS ON DT. 01/05/2020

No.	Name	Designation	Monthly Pay	Allowances	Method Of Pay Fix.
1	SHRI N L VANKAR	P.S.	25,620	-	As per Govt. Rules
2	SHRI N N DAVE	P.S.	1,34,500	35,383	"
3	SHRI R.G. OZA	D.S.O	42,300	8,531	"
4	SHRI M.S. PARMAR	CCT	21,100	4,237	"
5	SHRI K.H. PANDYA	CCT	21,100	4,237	"
6	SHRI D.R. VAGHELA	CLK	21,100	4,237	"
7	SHRI B P DESAI	CLK	21,100	5,745	"
8	MS H P MODI	CLK	21,100	5,745	"
9	SHRI P S CHUDASAMA	CLK	20,500	5,599	"
10	MS P H PANCHOLI	CLK	20,500	5,599	"
11	SHRI N. J. CHAVDA	PEON	15,700	3,534	"
12	SHRI K.S. RAVAL	PEON	15,700	3,534	"
13	SHRI S.B. MAKWANA	PEON	15,700	4,694	"
14	SHRI R.B. AYAR	PEON	15,700	3,474	"
15	SHRI A K KADAM	PEON	15,700	4,694	"
16	SHRI B P BHATT	PEON	15,200	4,573	"
17	SHRI M P VAGHELA	PEON	15,700	4,734	"
18	SHRI R V PANDYA	PEON	15,200	4,573	"
19	SHRI D A KHANT	HML	15,700	4,694	"

INFORMATION ABOUT MONTHLY PAY OF OFFICERS / SERVANTS OF HON. L.O.P. AS ON DT. 01/05/2020					
No.	Name	Designation	Monthly Pay	Allowances	Method Of Pay Fix.
1	SHRI P.H. PARMAR	P.A	74,300	19,913	As per Govt. Rules
2	SHRI A S HALA	P.S.	27,265	-	"
3	SHRI K.M.ODEDARA	D.S.O	42,300	11,591	"
4	SHRI R.B.VADODARIYA	CLK	21,100	5,895	"
5	SHRI R.H.JOSHI	CLK	21,100	5,895	"
6	SHRI N.Y.SHAH	CLK	21,100	4,387	"
7	SHRI M. H. JASANI	CLK	21,100	5,895	"
8	SHRI H.B. SISARA	CLK	21,100	4,387	"
9	SHRI S.V. RAJPUT	CLK	21,100	4,387	"
10	SHRI D J GONDALIYA	CLK	21,100	5,895	"
11	SHRI H T UPADHYAY	CLK	19,900	5,603	"
12	SHRI U V DUDHAT	CLK	19,900	5,603	"
13	SHRI V.B. CHAVDA	DRV	21,100	5,895	"
14	SHRI S.V.GHONE	PEON	15,700	4,694	"
15	SHRI A.R.SHAIKH	PEON	15,700	3,474	"
16	SHRI N.D.JOSHI	PEON	15,700	4,694	"
17	SHRI H H RABARI	PEON	15,700	4,694	"
18	SHRI H R TRAVADI	PEON	15,700	4,694	"
19	SHRI B K PIPALIYA	PEON	15,700	4,694	"
20	SHRI R S SHAH	HWL	15,700	4,694	"





## Chapter-12

**The Information regarding the budget allocated to and expenditures incurred by the Gujarat Legislature Secretariat.  
(as on 01-05-2020)**

<i>Rupee in Lacs</i>					
Sr. No.	Sub Head	Suggested Budget	Sanctioned Budget	Released paid amount (number of installments)	Total Expenditure
1.	Hon. Speaker and Hon. Deputy Speaker	48.60	48.60	05(1)	1.42
2.	Members of the Legislative Assembly	2862.46	2862.46	@ 360(1)	@183.81
3.	Leader of the Opposition Party of the Legislative Assembly	115.90	115.90	45(1)	7.06
4.	Legislative Secretariat	2110.60	2110.60	440(1)	103.90
5.	Loan and Advances to the Government Servants	34.00	34.00	0(0)	0.00
	Total	5171.56	5171.56	850	296.16

@ This information does not related to this Branch. Thus the Amount given is based on the data available on IMFS





## Chapter-13

### **System for implementing subsidy programmes.**

Under the Gujarat Legislative Assembly, there is no direct or indirect implementation of any scheme or project related to an individual or mass development by the Gujarat Legislature Secretariat. So there is no need to provide any information under this Chapter.





## Chapter-14

### **Information regarding the relief given and the information of those who received permit or authority under subsidy programmes.**

No permit, license, etc. is issued or relief, etc. is given in the context of the functioning of the Gujarat Legislature Secretariat and its role. So there is no need to provide any information under this Chapter.





## Chapter-15

### **Norms set for discharging the functions.**

The jobs and tasks regarding the matters associated with constitutional obligations of Hon. Speaker regarding the Legislative Assembly are taken up in the Gujarat Legislative Assembly. In addition, functions regarding the administration of the Legislature Secretariat are also carried out. The entire administration of the Legislature Secretariat is carried out in the Name and by the Order of Hon. Speaker. Hon. Speaker has the Administrative, Legislative, Financial and Discretionary powers of the Legislature Secretariat by virtue of his office. The entire administration required to discharge the obligations available by the virtue of these powers is carried out by this Secretariat.

The functioning of the Legislature Secretariat is very different and of special type from that of different departments of the Government. This include some very important matters on different occasions such as enacting laws, approving financial proposals, questions, motions, resolutions, calling attentions, notices in order to manifest the public grievances as also bills, etc., some tasks are liable to be undertaken secretly and on priority basis.

Due to a specific form, volume, sensitivity of above-mentioned functions and extra-ordinary form and diversity of volumes involved in the decision making process, no specific norms / rules / volume / parameters etc., have been determined for performing such functions. However, the provisions of the Constitution of India, the existing laws, the Rules and Practices of the Gujarat Legislative Assembly, decisions taken earlier and rulings given by Hon. Speaker are followed and also various rules and orders of the State Government and various norms, criteria and parameters followed by the different departments of the Government are generally followed as far as possible. Overall the administration of the Legislative Assembly is carried out efficiently and sincerely, keeping in mind the highest practices set earlier. Constant care is taken at and vigil is maintained from the officer level in order to carry out all the jobs and tasks are carried out in the time limit. Urgent matters are always taken up immediately and disposed off as soon as possible and it is also ensured that such matters are given adequate attention and disposed off on priority basis and with necessary care.



## **Chepter-16**

### **Information Available through Electronic Media**

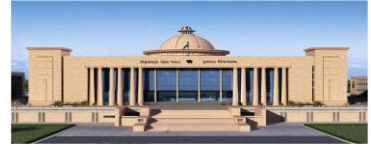
Different information regarding the Gujarat Legislature Secretariat has been prepared and made available on its website. This information is updated periodically. Thus, the Citizens may obtain the desired information by visiting the website from time to time. The following website has been prepared with a view to providing information regarding the framework and functions of the Legislative Assembly including its offices to the General Public and citizens. The citizens can easily access the information regarding Hon. the Governor of Gujarat State, Hon. Speaker, the Chief Minister of Gujarat State, Leader of the Opposition, Ex. Speakers, Brief History of the Legislative Assembly, Present Legislature Secretariat, its various branches, Important Programmes, Members' List, List of Member of Parliament Elected from Gujarat, Council of Ministers, Geographical Information of Gujarat, Photographs, Addresses and Speeches delivered by the Hon. Speaker on various occasions. To access this information the address of the necessary website is under:

**" [www.gujaratassembly.gov.in](http://www.gujaratassembly.gov.in) "**

In addition to this, in order to obtain Assembly related information through electronic means the Public Information Officer may be approached through e-mail on the address shown below.

**"[assembly@gujarat.gov.in](mailto:assembly@gujarat.gov.in)"**





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## Chapter-17

### **Details of the facilities available to the citizens for obtaining Information.**

The Information about essential matters is published through a press release by the Gujarat Legislature Secretariat and also sent to the "Doordarshan" to broadcast for public attention. In addition, when the Assembly is in Session, the highlights of the Assembly Proceedings are aired on TV under "Lok Shahi-na-Dhabkara" programme. In this way information also published / broadcast by the Legislative Assembly is available to the Citizens. Pre-published Information of the Legislature Secretariat shall be provided on payment of requisite amount, if available. Thus, citizens may access the information from the above mentioned various sources in a broad way and easily obtain the information they need.

Under the Right to Information Act, 2005, following arrangements have been made for the citizens seeking the information from this Secretariat.

Prescribed application form in Form C for seeking information attached to the Right to Information Rules of 2005, Gujarat Legislature Secretariat. By filling the details in the form and paying requisite fees, any citizen will be able to seek the information he needs. The Public Information Officer shall be approached during business hours on working days to seek the information following the above mentioned procedure.

