

## **Parliament Unit (PU)**

### **Items of Work**

1. **Legislative proposals for Parliament Sessions.**
2. **Collection/ Distribution/ Forwarding of all the relevant and important Parliamentary Papers viz. Parliament Questions/ Bills/ Resolutions/ Matters raised under Rule 377 in Lok Sabha and by way of Special Mention in Rajya Sabha/ Assurances/ Short Notice Questions/ Calling Attention Notices etc. received from Lok Sabha/ Rajya Sabha Secretariat and Ministry of Parliamentary Affairs to the concerned for further necessary action.**
3. **Issuing Calendar of Sittings of Lok Sabha/ Rajya Sabha/ General Instructions for Parliament Session.**
4. **Arrangement of Official Gallery Cards/ Passes, General Passes and Car Park Labels for entry into the Parliament House/ Annexe during the Session period.**
5. **Liaison with Lok Sabha Secretariat/Rajya Sabha Secretariat/ Ministry of Parliamentary Affairs in respect of Parliament Questions and other Parliament Matters.**
6. **Monitoring of movement of files of Parliament Questions.**
7. **Typing of final replies of Parliament Questions/ Issuing requisite number of copies of replies/ Issuing statement, to be made by the Ministers in Parliament, to Lok Sabha/ Rajya Sabha Secretariat**

### **Other Information**

**Section Name:** Parliament Unit

**Room No.:** 116

**Telephone No.:** Auto  
23719305 : 2141  
23001141 : .

#### ***Officers in Channel:***

Shri A.K. Gopal – Parliament Assistant

Shri A.K. Sarkar – Section Officer

Shri N.C. Bhatia – Under Secretary

Shri U.D.N. Sidhwani – Deputy Secretary

Dr. Ashok Sahu – Economic Adviser

Shri R.C. Ray – Labour & Employment Adviser

#### **Secretary**

**Visit also at :** [www.labour.gov.in](http://www.labour.gov.in)

<http://labour.nic.in/parl/welcome.html>

**& Press Information Bureau.**

- 8. Collection of relevant papers for Ministers/ Senior Officers and preparation of pad in respect of Starred Questions and other Business in Parliament.**
- 9. E-mailing of replies to Parliament Questions to Lok Sabha Secretariat /Rajya Sabha Secretariat.**
- 10. Preparation of Duty Rosters of officers in connection with discussion on President's Address.**
- 11. Monitoring the progress of disposal of matters of Urgent Public Importance raised under Rule 377 in Lok Sabha and by way of Special Mention in Rajya Sabha.**
- 12. Maintaining/Consolidating statistical data of Pending Parliament Assurances in Lok Sabha/ Rajya Sabha.**
- 13. Sending Quarterly Report to the M/o Law regarding delay in framing of Rules under Central Acts.**
- 14. Compiling Annual Statement of Sub-ordinate Legislations.**
- 15. Organising Meetings of Consultative Committee attached to the Ministry of Labour, arrangement and circulation of notices, agenda and minutes etc. Preparation of budget relating to the Consultative Committee Meetings.**
- 16. Forwarding observations/ recommendations of the Committees on Subordinate Legislation /Government Assurances & Papers Laid etc.**

**17. Preparation of material for Annual Report for Parliament Unit.**

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