

RAJYA SABHA SECRETARIAT
(PERSONNEL SECTION)

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 3rd December, 2018

No. R.S. 30/1/2018-Perl.

C I R C U L A R
(No. 12)

Subject : Punctuality and availability of officers & staff during Session period.

It is again brought to the notice of all concerned that after the issue of Summon for a particular Session, matters pertaining to Parliament need to be accorded priority. Several requests for material and supply of information are received relating to various aspects of the functioning of Parliament, which fall within the jurisdiction of various divisions involving different cadres and services of the Rajya Sabha Secretariat.

2. Against this backdrop, it is necessary that from the date of issue of Summons to the date of prorogation of the Rajya Sabha, officers and members of staff are available and easily accessible during office hours and even thereafter for consultation and meeting the sessional requirements.

3. The following guidelines regarding availability and accessibility of the officers and staff during the Session period are listed for compliance:

(i) All officers and staff should be available at their respective office premises during the office hours, i.e., 10.00 A.M. to 6.00 P.M., except when required to travel as per the requirements of the task(s) assigned.

(ii) Whenever officers of the level of Executive Officer and above move out of their seats (except during the lunch break, i.e. 1.30 P.M. to 2.00 P.M.), they should keep their link officer/supervisory officer duly informed about their whereabouts so that in time of need, they could be contacted expeditiously.

(iii) During weekends and holidays, the officers should not leave the station.

(iv) Ordinarily no leave of any kind is to be sanctioned during the period aforementioned, i.e., from the date of issue of Summon and to the date of prorogation of Rajya Sabha.

4. Co-operation of all the officers and members of the staff is solicited for strict observance of the above instructions/guidelines.

(AMIT KUMAR)
DEPUTY SECRETARY

To,
All Officers/Sections/P.S.s/P.A.s