

Administration Report
of
The Secretariat of the Kerala Legislature
1976-'77

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ADMINISTRATION REPORT
OF
THE SECRETARIAT OF THE KERALA LEGISLATURE
1976-'77

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ADMINISTRATION REPORT 1976-77

CHAPTER I

TABLE SECTION

General

The Table section deals with

1. Summoning and prorogation of the sessions of the Kerala Legislative Assembly.
2. General arrangements in connection with the meetings of the Assembly.
3. List of business for each day of sitting of the House.
4. Brief record of proceedings for each day of the session.
5. All kinds of motions including
 - (a) No confidence motion
 - (b) Adjournment motion.
6. Government resolutions.
7. Statutory resolutions.
8. Governor's address.
9. Discussion on matters of urgent public importance.
10. Calling attention to matters of urgent public importance.
11. Papers to be laid on the Table.
12. Statements made by ministers on matters of urgent public importance.
13. Business Advisory Committee.

14. Committee of Privileges. .
15. Annual conference of presiding officers of legislative bodies in India.
16. Annual conference of secretaries of legislative bodies in India.
17. Meetings of committee of presiding officers.
18. Whips conference
19. Annual conferences of Commonwealth Parliamentary Association.
20. Materials for inclusion in the Journal of Parliamentary information brought out by the Lok Sabha Secretariat and 'The Table' brought out by the Society of Clerks at the Table, Commonwealth Parliaments, London.
21. Compilation of the Administration Report of the Secretariat of the Kerala Legislature and the supply of materials for inclusion in the State Administration Report.
22. Receipt and distribution of tappal and despatch of papers.

The section issues bulletins part I and II for information of members of the Legislative Assembly. Bulletin part I contains a brief record of the proceedings of the Assembly on each sitting. Bulletin Part II conveys useful information to members on various matters in connection with the business of the Assembly and on matters of general public interest. It is issued during session period as well as during off-session

period. As soon as a session is over, the section prepares a resume of business transacted during that session.

The section also takes steps for the election of members to the financial committees and for the constitution of other legislature committees. It also takes steps for the election of members to the boards constituted by government on the request of government.

Dissolution of the Fourth Kerala Legislative Assembly and Constitution of the Fifth Kerala Legislative Assembly and Election of Speaker

The Fourth Kerala Legislative Assembly was dissolved with effect from March 22, 1977.

The Fifth Kerala Legislative Assembly was constituted on March 22, 1977 after the general elections held on March 19, 1977. One hundred and fifteen members made oath or affirmation before the Speaker protem on March 26, 1977. Twenty three members made and subscribed oath or affirmation on March 28, 1977 and one member on March 30, 1977 in the Speaker's Chamber.

Election of Speaker

The election of Speaker was held on March 28, 1977.

Meetings of the Assembly.

There were three sessions of the Fourth Kerala Legislative Assembly (viz. the Fourteenth, Fifteenth and Sixteenth sessions) and one session of the Fifth

Kerala Legislative Assembly during the year 1976-77. As soon as the dates for the sessions were fixed, the programme for the four sessions were drawn up in consultation with the Law and Finance Departments. The total number of sittings during the year under review was twenty seven. The list of business for each day of the Assembly prepared in English and Malayalam was circulated to members. Altogether, twenty seven bulletins - part I and Eighty two bulletins - part II were issued during the period.

The Resume of Business transacted during the four sessions were prepared and sent to members, Lok Sabha and all State Legislatures in India.

Governor's Address

The Governor of Kerala addressed the members of the Kerala Legislative Assembly on March 28, 1977. All the arrangements in this connection were made by this section. The members were also informed well in advance of the formalities to be observed before, during and after the Governor's address.

When the address by the Governor was over, copies of the address both in Malayalam and English were distributed to the members and the press representatives. Copies of the address in Tamil were distributed to those who required.

Obituary references

During the period, twenty obituary references were made in the Assembly. Reference to the demise of Shri Kalpally Madhava Menon, M.L.A. was made on October 11, 1976, Shri K.M. George, Minister for Transport on December 20, 1976, Shri Fakrudin Ali Ahamed, President of India on March 26, 1977 and Shri T.V. Thomas, former Minister for Industries on March 29, 1977.

Motion for adjournment ◦

During the Fourteenth, Fifteenth and Sixteenth sessions of the Fourth Kerala Legislative Assembly and the first session of the Fifth Kerala Legislative Assembly seven notices of motions for adjournment were received till March 31, 1977. But none was admitted.

Calling attention

Even though numerous calling attention notices were received during the period, only fourteen notices were admitted. Statements thereon were made by the concerned Ministers. The notices received from the members in respect of which statements were not made on the floor of the House, were forwarded to the concerned Ministers by the section with the request to supply information direct to the concerned members with copy to this Secretariat.

Papers laid on the Table

During the period, ordinances, regulations, rules, sub-rules, bye-laws and amendments thereto, annual reports of government owned companies etc. numbering one hundred and forty received from the various departments of the government for being laid on the Table of the House either in compliance with specific provisions contained in the Constitution or in the respective enactments, were arranged to be laid on the Table of the House. Copies of the above papers were circulated to members also.

Question of Privileges

1. On April 22, 1976 Speaker withheld consent to Shri John Manjooran to raise a question of breach

of privilege against the Minister for Transport alleging that the minister had given incorrect and false information to the Assembly while giving answers to starred question No.5 on 19-2-1976 on the floor of the House, relating to terraplane service of the Kerala State Road Transport Corporation.

2. On April 23, 1976 Speaker withheld consent to Shri P.G. Purushothaman Pillai to raise a question of breach of privilege against Shri T.V. Thomas, Minister for Industries alleging that the Minister had given incorrect and false information, while answering starred question No.833 on March 26, 1976 on the floor of the House, relating to the working of Handicrafts Development Corporation.

3. On December 23, 1976, the Speaker withheld consent to Shri T.A. Paraman to raise a question of breach of privilege against the Editor, The Kerala Kaumudi, in respect of a statement published in the daily on May 9, 1976 under the caption:

" തദ്ദേശ കാം ക്ഷീകരണം - കേരളകാലദിനികയിലെ ഖരണം "

Journal of Parliamentary Information, the Table etc.

Materials for inclusion in the 'Journal of Parliamentary Information' brought out by the Lok Sabha Secretariat and the 'Table' published by the Society of Clerks-at-the Table, Commonwealth Parliament, London were prepared and sent.

Whips Conference

Action taken to implement the recommendations of the All India Whips' Conference was pursued.

Business Advisory Committee

During the period under review, the Business Advisory Committee held two sittings. The meetings were arranged by the Table section. Minutes of each meeting and reports of the committee were prepared. The committee presented three reports during the period under review. Copies of the reports were circulated to all members of the Legislative Assembly, press and all departments of the government.

Termination of the session

The Fourteenth, Fifteenth and Sixteenth Sessions of the Fourth Kerala Legislative Assembly were prorogued with effect from April 24, 1976 October 20, 1976 and December 24, 1976 respectively. The first session of the Fifth Kerala Legislative Assembly was prorogued with effect from April 6, 1977.

Conference of Presiding Officers of Legislative Bodies in India.

A Conference of Presiding Officers and Secretaries of Legislative Bodies in India was held at Simla in May-June 1976. Shri T.S. John, Speaker and Dr. R. Prasannan, Secretary to the Kerala Legislative Assembly attended the conference. Points for discussion at the conference, together with the notes thereon were prepared by the Table Section.

Commonwealth Parliamentary Conference 1975

The Twenty second Commonwealth Parliamentary Conference 1976 was held at Mauritius in September, 1976. Shri T.S. John, Speaker attended the conference. All the arrangements relating to his visit to Mauritius to participate in the conference were made by the Table Section.

Souvenir of the Fourth Kerala Legislative Assembly

It was decided to bring out a Souvenir of the Fourth Kerala Legislative Assembly and the work in connection with the preparation of the Souvenir was started.

Administration report

Compilation of the Administration Report of the Secretariat of the Kerala Legislature was dealt with in this section.

Stamps

Service stamps to the value of Rs. 13,135.90 were utilised for sending official communications from this Secretariat.

Staff

One Section Officer and four Assistants.

CHAPTER II

LEGISLATIVE (A) SECTION

The section deals with the following subjects:

1. Legislation
2. Financial business
3. Elections
4. Digest of Kerala Laws
5. Acts
6. Rules Committee.

1. Legislation

The work relating to legislation involves the publication of government bills, printing and circulation of copies of the bills to M.L.As., Law department and the press, receipt of amendments to bills given notice of by members, scrutiny and editing amendments, preparing the list of amendments and circulating them to members and press, preparing notes to Speaker etc. When a bill is referred to a select committee the section attends to the work relating to convening the meetings of the select committee, preparing minutes of the meetings, taking evidence, preparing gist of evidence, preparing report of the select committee and the bill as reported by the select committee etc. In respect of bills passed by the Assembly the work relating to the preparation of the bills as passed by the Assembly incorporating the amendments adopted by the House, printing sign manual copies of bills, forwarding authenticated copies of bill to Law department for obtaining the assent of the Governor/President and filing of authenticated copies of bills are the functions of this section.

A bill register is maintained in the section which shows all the details of a bill from the stage of publication to the stage it is published as Act.

During 1976-77 the Assembly transacted legislative business for 23 hrs. and 36 mts. A total No. of 35 bills were passed and four bills were referred to select committee. A statement showing the bills passed by the Assembly with the dates of introduction and passing is given below:

Sl.No.	Name of bill	Date of introduction	Date of passing.
1.	The Travancore-Cochin Hindu Religious Institution (Amendment) Bill, 1974.	2-4-76	2-4-76
2	The Koodal Manickom Devaswom (Amendment) Bill, 1976.	22-4-76	22-4-76
3.	The Kerala Appropriation (No.2) Bill, 1976.	23-4-76	23-4-76
4.	The Kerala Appropriation (No.3) Bill, 1976.	23-4-76	23-4-76
5.	The Kerala Appropriation (No. 4) Bill, 1976	23-4-76	23-4-76
6.	The Kerala Appropriation (No.5) Bill, 1976.	23-4-76	23-4-76
7.	The Kerala Appropriation (No.6) Bill, 1976.	23-4-76	23-4-76
8.	The Kerala Appropriation (No.7) Bill, 1976.	23-4-76	23-4-76
9.	The Kerala Torts (Miscellaneous Provisions) Bill, 1970.	2-4-76	15-10-76
10.	The Motor Vehicles (Kerala Amendment) Bill, 1973.	14-10-76	14-10-76.

11. The Kerala Children (Amendment) Bill, 1976.	15-10-76	15-10-76
12. The Kerala Escheats and Forfeitures (Amendment) Bill, 1976	14-10-76	14-10-76
13. The Kerala Surcharge on Taxes (Amendment) Bill, 1976.	12-10-76	12-10-76
14. The Kerala Court fees and Suits Valuation (Amendment) Bill, 1970	14-10-76	14-10-76
15. The Agricultural Income Tax (Second Amendment) Bill, 1976.	12-10-76	13-10-76
16. The Kerala Land Development (Amendment) Bill, 1976.	13-10-76	14-10-76
17. The Kerala Court fees and Suits Valuation (Second Amendment) Bill, 1976.	13-10-76	13-10-76
18. The Kerala Tax on Luxuries in Hotels and Lodging Houses Bill, 1976.	12-10-76	12-10-76
19. The Kerala Municipal Corporations (Third Amendment) Bill, 1976	12-10-76	12-10-76
20. The Kerala Panchayats (Second Amendment) Bill, 1976.	13-10-76	13-10-76.
21. The Kerala Municipal Corporations (Fourth Amendment) Bill, 1976.	14-10-76	14-10-76
22. The Kerala Panchayats (Third Amendment) Bill, 1976.	13-10-76	13-10-76
23. The Kerala Plantation Tax (Amendment) Bill, 1976.	19-10-76	19-10-76
24. The Kerala General Sales Tax (Third Amendment) Bill, 1976.	19-10-76	19-10-76.

25. The Kerala Payment of Pension to Members of Legislative Assembly Bill, 1976.	19-10-76	19-10-76
26. The Kerala Appropriation (No.8) Bill, 1976.	19-10-76	19-10-76
27. The Kerala Tolls Bill, 1976	22-12-76	23-12-76
28. The Kerala Municipal Corporations (Fifth Amendment) Bill, 1976.	21-12-76	21-12-76
29. The Trivandrum Municipal Corporation (Dissolution) Amendment Bill, 1976.	23-12-76	23-12-76
30. The Calicut Municipal Corporation (Extension of time for Reconstitution) Bill, 1976.	23-12-76	23-12-76
32. The Chalakudy and Malappuram Municipal Councils (Extension of term of office of councillors) Bill, 1976.	23-12-76	23-12-76
32. The Kerala Municipal Councils (Extension of term of Office of Councillors) Bill, 1976.	23-12-76	23-12-76
33. The Kerala Appropriation (No.9) Bill, 1976.	23-12-76	23-12-76
34. The Kerala Appropriation Bill, 1977	30-3-77	30-3-77
35. The Kerala Appropriation (Vote on Account) Bill, 1977.	31-3-77	31-3-77

During the year a total number of 253 notices of amendments were received. Of these 117 notices were for circulation of the bills for eliciting public opinion, 113 were for reference of the bills to select committees and 23 were for clauses. There were 226 occasions for

the members to participate in the discussions on bills.

The following bills were referred to select committees. But the select committees could not present their reports as the Assembly was dissolved.

1. The Kerala Apartment Ownership Bill, 1976
2. The Kerala Nurses & Midwives Bill, 1976
3. The Kerala Highways Bill, 1976
4. The Kerala Head load workers Bill, 1976.

The report of the select committee on the Kerala Slum Areas (Improvement and Clearance) Bill, 1971 was presented on April 22, 1976.

Financial Business

In respect of financial business this section deals with all papers relating to budget, Demands for Grants, Supplementary Demands for Grants, Demands for Excess Grants and Demands for Grants on Account.

Supplementary Demands for Grants

During 1976-77 the Assembly discussed and voted Supplementary Demands for Grants on three occasions as shown below:

Sl.No.	Date of laying the Supplement- ary financial statement on Table.	Year to which it relates.	By whom laid	Date of discus- sion and voting.
1.	October 15, 1976	1976-77	Shri K.M.Mani, Minister for Finance.	October 19, 1976.
2.	December 21, 1976	1976-77	Shri Paul P.Mani Minister for Food & Civil Supplies Finance Minister.	December 22, 1976.
3.	March 28, 1976	1976-77	Shri C.H.Mohammed Koya, Minister.	March 29, 1977.

The total amount voted by the Legislature for these three Demands for Supplementary Grants was Rs. 42,26,26,400.

The Appropriation Bills in respect of the above supplementary Demands for Grants were passed by the Assembly on October 19, 1976, December 23, 1976 and March 30, 1977 respectively.

Budget and Vote on Account.

The Budgets for 1976-77 and 1977-78 and the Vote on Account for defraying the charges for the first four months of these years were presented on March 19, 1976 and March 28, 1977 respectively. The Budget and Vote on Account for 1976-77 and 1977-78 were presented by Shri K.M. Mani, Finance Minister and Shri C.M. Mohammed Koya, Minister respectively. On March 25, 1976 Shri K.M. Mani moved the motion for Demands for Grants on Account towards defraying the charges during the first four months of the financial year 1976-77. Eighteen members took part in the discussion. The motion was put and carried. The Kerala Appropriation (Vote on Account) Bill, 1976 was passed by the Assembly on March 26, 1976.

On March 30, 1977 Shri C.H. Mohamed Koya, Minister moved the motion regarding Demands for Grants on Account towards defraying the charges during the first four months of the financial year 1977-78. The motion was carried. The discussion lasted for 3 hrs. and 42 mts. The Kerala Appropriation (Vote on Account) Bill was passed on March 31, 1977.

The general discussion on the Budget for 1976-77 commenced on March 22, 1976 and continued for three days. Forty-two members took part in the discussion. The discussion and voting on Demands for Grants in the Budget for the financial year 1976-77 commenced on March 29, 1976 and lasted for ten days. The Kerala Appropriation (No.7) Bill, 1976 in ~~the~~ respect of the Budget for 1976-77 was passed by the Assembly on April 23, 1976.

Demands for Excess Grants:

On April 20, 1976 Shri K.M. Mani, Minister for Finance laid on the Table, the Statement of Demands for Excess Grants for the years 1966-67, 1967-68, 1968-69, 1969-70 and 1970-71. On April 22, 1976, the Assembly discussed and voted Demands for Excess Grants amounting in the aggregate to Rs.29,24,783, Rs.1,83,47,021, Rs.2,06,69,190 and Rs.55,80,479 respectively. On April 23, 1976, the Assembly passed the Kerala Appropriation (No.2) Bill, 1976, the Kerala Appropriation (No.3) Bill, 1976, the Kerala Appropriation (No.4) Bill, 1976, the Kerala Appropriation (No.5) Bill, 1976 and the Kerala Appropriation (No.6) Bill, 1976 in respect of the Demands for Excess Grants.

Elections: All papers relating to the election to the Council of States by the members of the Kerala Legislative Assembly, Presidential election and election to the Senate of the Universities of Kerala, Cochin and Calicut from among the members of the Assembly are dealt with in this Section.

During 1976-77 there was no election.

Preparation of Kerala Acts

In connection with the completion of the term of the Fourth Kerala Legislative Assembly it was decided to bring forth a publication containing all the Acts of the Fourth Kerala Legislative Assembly. Accordingly Acts Vol. I containing the Acts of 1970-1971 and 1972 (total 77 Acts) was published during 1975-76. The Acts Vol. II containing the Acts of 1973-74 and the first half of 1975-(Total 86 Acts) has been prepared got printed and distributed to members. The Acts Vol. III is under preparation.

Digest of Kerala Laws:

The Digest of Kerala Laws 1975 was prepared, got printed and circulated to the members.

Study tours:

The select committee on the Kerala Apartment Ownership Bill, 1976 undertook a study tour to the states of Maharashtra, West Bengal, Haryana and Tamil Nadu with a view to hold discussions with the officers of the concerned governments on the apartment ownership system in vogue in these States. The committee also visited certain apartments in Bombay, Delhi, Chandigarh, Calcutta and Madras.

The select committee on the Kerala Nurses and Midwives Bill, 1976 visited the states of Tamil Nadu, Maharashtra, Gujarat, Jammu and Kashmir, Punjab and Andhra Pradesh and held discussions with the concerned authorities of the respective governments. The ~~same~~ committee also took evidence on the provisions of the bill at Palghat, Trichur, Calicut, Malappuram, Cannanore, Kasargod, Alleppey, Ernakulam and Kottayam.

The select committee on the Kerala Irrigation Bill, 1975 held a sitting at the Control Room, Janasakti Nagar and visited the work spots where sramadar. was made by the public for the Kallada Project and encouraged them.

Staff:

One Section Officer and 3 Assistants.

CHAPTER III

LEGISLATIVE (B) SECTION

The work relating to three legislature committees are being attended to by this section. They are:

1. Committee on Subordinate Legislation

Law-making is the primary duty of the legislative bodies. But the legislative bodies cannot find time to set out the law in all its details. These bodies, therefore, set out the principles of law in the Acts passed by them leaving the details to be worked by the Executive. The Committee on Subordinate Legislation scrutinises and reports to the Assembly whether the powers delegated by the Legislature to the Executive have been properly exercised within the framework of the statutes delegating such powers. The main functions of the committee are to see whether:-

(1) they are in accordance with the general objects of the statutes pursuant to which they are made;

(2) they contain matter which in the opinion of the committee should more properly be dealt within a statute;

(3) they contain imposition of any tax;

(4) they bar the jurisdiction of courts;

(5) they give retrospective effect to any of the provisions in respect of which the statute does not expressly give any such power;

6. they involve expenditure from government money;
7. they appear to make some unusual or unexpected use of the powers conferred by the statute pursuant to which they are made;
8. there appears to have been unjustifiable delay in the publication of the rules or laying them before the House;
9. their form and purport call for any elucidation.

The Committee on Subordinate Legislation for the year 1976-77 was constituted on April 24, 1976 with Shri M.P. Gangadharan as the Chairman.

During the year under review the committee considered 981 S.R.Os. issued by government in 1974 under various enactments. The committee presented their Thirteenth Report on October 18, 1976, Special Report on October 19, 1976 and their Fourteenth Report on December 22, 1976. ~~and their Fourteenth Report on December~~ The committee held 64 sittings during the year. The committee undertook a study tour to the states of Maharashtra, Madhya Pradesh, Jammu and Kashmir, Bihar and West Bengal to have a comparative study of the orders issued by the government of those states under the provisions of the Maintenance of Internal Security Act, 1971 (Central Act 26 of 1971) and the Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (Central Act 52 of 1974) with those of the orders issued by the Kerala Government. The committee also held one sitting each at Palghat, Trichur and Alleppey to examine witnesses and to take evidence.

on the provisions of the Kerala Agricultural Workers Act, 1974. The committee also met at Cannanore, Calicut and Ernakulam in January 1977 to take evidence on the provisions of the Kerala Cinemas (Regulations) Rules 1975.

(2) Committee on Private Members' Bills and Resolutions.

The main functions of the committee are:

1. to examine and classify all private members' bills according to the nature, urgency and importance after they have been introduced and before they are taken up for consideration in the House;

2. to recommend the time that should be allocated for the discussion of the stage or stages of each private members' bill;

3. to examine every private members' bill which is opposed in the House on the ground that the bill initiates legislation outside the legislative competence of the House;

4. to recommend the time limit for the discussion of the private members' bills and resolutions and other ancillary matters.

The Committee on Private Members' Bills and Resolutions, 1976-77 was constituted on April 5, 1976.

Shri M. Kumaran was the Chairman.

During the period under review twelve non-official resolutions were discussed of which

six were withdrawn by leave of the House and six were put to vote and declared lost. Four Reports (viz. 41 st to 44th) of the Committee on Private Members' Bills and Resolutions were presented and adopted during the period.

Private Members' Bills

On April 23, 1976 Smt. K.R. Gouri moved for leave to introduce the Kerala Land Reforms (Second Amendment) Bill, 1976. But leave was not granted to introduce the bill.

3. Committee on Petitions

The committee on petitions has acquired vital significance in recent years. Until 1970, the committee on petitions had only a limited scope. But from 1970 onwards the committee derived more power and responsibility by virtue of a direction issued by the Speaker. Since then, numerous individuals and organisations have approached the committee for redressal of their grievances, which otherwise could not have been remedied in the "natural course" of present administrative setup. In several cases the committee could effectively retrieve many a deserving case from the clutches of red-tapism. It is clear that this has infused confidence among the public that Committee on Petitions is an effective organ of the Legislature and the number of representations received by the committee is on the increase year after year.

The Committee on Petitions for the year 1976-77 was constituted on May 10, 1976 with Shri J.A. Chacko as the Chairman.

The committee held 31 sittings and received 235 representations and submitted two Reports during the year 1976-77.

Before submitting the First Report (ie. the Eighth Report) the committee received 234 representations. Of these 76 representations were disposed of by the committee and out of which in 54 cases government accepted the prayer in the representations and in 22 cases government expressed their in-ability to accept the prayers therein. The remaining 153 representations could not be disposed of for want of final report from government. The first report was presented to the House on October 19, 1976.

The Second Report of the Committee was a special report which was based on a representation submitted by Prof. E.J. Carrie. In this report the Committee brought to lime light an instance of blatant misuse of power by higher-ups. This report could not be presented to the House since the house was not in session. Instead the report was submitted to the Speaker for permission to publish it.

Staff:

One Section Officer, Four Assistants
and one Peon.

CHAPTER IV

QUESTION 'A' SECTION

General

The whole work relating to the questions from the stage of their receipt till the answers are received from the concerned departments, is attended to in the Question Section. All the off shoots of the question hour are also dealt with here. There are two sections dealing with questions - Question 'A' Section and Question 'B' Section.

Nature and volume of work:

Soon after the announcement of a session, notices of questions from members are received by the Question 'A' Section. Not less than twelve and not more than fifteen days' notice is given. When a notice of question is received by the Question Section, it is registered, serially numbered, and an appropriate title given. The Question 'B' Section then registers the name of the member, who asked the question, for the purpose of balloting. Thereafter, the question is examined from the point of view of its admissibility. Editing of the question is also done at this stage. In case, a question is vague or incomprehensible, it is sent back to the member for clarification. If a question is disallowed, the matter is intimated to the member.

Answers to questions from the concerned departments are also received in this section. Answers are serially arranged and placed on the

table on each day. A daily chart showing the details of the answers received relating to each Minister and the balance of questions to be answered is also prepared and submitted to the Speaker with the answers received on each day. The section also prepares a statement showing the number of questions asked by each member, the number of questions already answered etc. It is also the duty of the section to supply before 15 minutes of the question Hour, to the member concerned a copy of the statement which would be laid on the Table in answer to his starred question.

Besides, work relating to Half-an-hour discussion short notice questions and the work relating to committee on Government Assurances are also dealt with in this section.

Fifteenth Session of the Fourth Kerala Legislative Assembly commenced on October 11, 1976 and adjourned sine die on Tuesday, October 19, 1976. During this session 1054 questions were received out of which 941 were admitted. But as a result of clubbing of questions the total number of questions in the printed list was only 714. Answers were given orally or laid on the Table for 704 questions. Three short notice questions were received during this session. Only one was admitted.

Sixteenth Session of the Fourth Kerala Legislative Assembly commenced on December 20, 1976 and prorogued on ~~December 24~~ December 24, 1976. During this session 511 notices of questions were received out of which 503 were admitted. But as a result of clubbing of questions the total number of questions in the printed list was only 453. Answers were given orally or laid on the Table for 402 questions. One short notice question was received and admitted.

The Fifth Kerala Legislative Assembly was constituted soon after the election, and the first session of the Fifth Kerala Legislative Assembly was commenced on 29-3-1977 and adjourned on 4-4-1977. During this session there was no question hour.

The Committee on Government Assurances (1976-77)

The Committee on Government Assurances was constituted on April 24, 1976.

The Committee was reconstituted on August 19, 1976.

The main function of the committee is to scrutinise the assurances given by the Ministers from time to time on the floor of the house and to watch and report the extent to which they have been implemented.

The committee held 30 sittings during the year and examined the replies received from government up to the Twelfth Session of the Fourth Kerala Legislative Assembly. The committee also approved the list of assurances given by Ministers during the Fourteenth Session of the Fourth Kerala Legislative Assembly. While considering the replies received from government, the committee took serious notice of the inordinate delay on the part of the government in implementing the assurances. The recommendation of the previous committee that the assurances should be implemented within three months of the receipt of the assurances was reiterated by this committee. The committee conducted a study tour to some other state legislatures during August-September, 1976 to study the functions of the committees in those legislatures. The committee also conducted an on the spot study tour to Kizhevettur-Nedunganda Road to study the details regarding the construction of Kizhevettur-Nedunganda Road and bridge.

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The committee approved and presented its Fifth Report on March 4, 1977 to the Speaker according to Rule 204 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly.

Staff:

One Section Officer and three Assistants.

CHAPTER V

QUESTION 'B' SECTION

A brief account of the important functions performed by the Question 'B' Section is given below:

When notice of questions are received in the section, the priority of notices received for each day is determined by ballot. For this purpose, all notices of questions received upto 3 p.m. on each day are treated as having been received on that day.

When admitted questions are received in the section, they are edited and sorted as starred and ~~unstarred~~ unstarred questions. When questions which are substantially the same are received from more than one member their names are clubbed on the admitted question received earlier in points of time. This is done according to the directions and instructions issued by the Speaker from time to time. If there are similar questions both in the starred and unstarred lists one of them naturally from the unstarred list is disallowed.

A member may table not more than two questions for oral answers on a day's sitting. After arranging 30 questions in the order of priority in the starred list, serial number are given. Similarly, serial numbers for unstarred questions are also given. The two lists are then sent to the Government Press for printing.

Typed copies of admitted questions are sent to the departments of the Secretariat and also to the offices of the Ministers eleven days before the due date for answer.

Printed copies of starred and unstarred questions are compared and then sent to the departments of the Secretariat and the offices of the Ministers eight days before the due date for answer. The printed lists are sent to the members on the day previous to the day on which the questions are to be answered and they are given to the press only on the date for answer.

Staff;

One Section Officer and three Assistants.

CHAPTER VI

COMMITTEE ON PUBLIC ACCOUNTS

SECTION

The Committee on Public Accounts is constituted under Rule 231 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly for the examination of Appropriation Accounts, Finance Accounts and such other documents laid before the Assembly as the committee may think fit. If any money has been spent on any service during a financial year in excess of the amount granted by the Assembly, the committee examines the circumstances leading to such an excess and makes such recommendations as it may deem fit.

The committee examines the Reports of the Comptroller and Auditor General of India (Civil) and (Revenue Receipts) pertaining to the Government of Kerala. The committee also summons the Secretaries to Government and other officers concerned to give evidence in connection with the examination of the above Reports.

The committee on Public Accounts (1976-77) ~~Shri K. Moideenkutty Haji~~ was constituted on April 9, 1976 with Shri K. Moideenkutty Haji as the Chairman.

The first meeting of the committee was held on 21-4-76. At this meeting the committee finalised the list of subjects to be examined during the year. The committee held 73 sittings during the year.

The committee examined the Reports of the Comptroller and Auditor General of India for the year 1972-73 (Revenue Receipts and Civil) and also certain paras (paras I-7) in the Audit Reports for the years 1973-74 & 1974-75 (Revenue Receipts). The Committee also examined the witnesses in connection with the consideration of departmental notes on regularisation of excess over voted grants/charged appropriations which had occurred from 1968-69 to 1972-73. The committee also held discussions on matters of common interest with the visiting Committees of Himachal Pradesh Vidhan Sabha and Uttar Pradesh Vidhan Sabha.

The committee undertook a study tour outside the state and visited Madras, Bihar, Delhi, Jammu & Kashmir and Maharashtra.

The committee presented two reports viz. Twenty Eighth and Twenty Ninth Report. The Twenty Eighth report related to Labour and Higher Education Departments and it contained five recommendations. The Twenty Ninth Report related to Agriculture Department and it contained twenty nine recommendations.

The Public Accounts Committee Section consists of a Section Officer and four assistants. The Section is under the immediate control and supervision of an Under Secretary. The items of work transacted by the section include convening

of meetings, preparation of minutes, drafting of reports and procurement of any further information required by the committee.

Staff:

One Section Officer and four Assistants.

COMMITTEE ON ESTIMATES SECTION

The Committee on Estimates is constituted by the Legislature as per Rule 226 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly for the examination of such of the estimates as may seem fit to the committee or one specially referred to it by the Assembly or the Speaker. The Committee has the following function viz:

a) to report what economies, improvements in organisation, efficiency or administrative reforms, consistent with the policy underlying the estimates, may be effected;

b) to suggest alternative policies in order to bring about efficiency and economy in administration.

c) to examine whether the money is well laid out within the limit of the policy implied in the estimates and

d) to suggest the form in which the estimates shall be presented to the Assembly.

Composition of the Committee

The Committee on Estimates (1976-77) was constituted on April 9, 1976 with Mr. P.P. George as the Chairman.

Shri K. Moideenkutty Haji who was the Chairman of the Public Accounts Committee was Ex-officio member of the Committee on Estimates.

Meetings

The committee at its preliminary meeting held on April 28, 1976 decided to continue the work left unfinished by the previous committee in respect of the Budget Estimates pertaining to the Public Works Department. The committee also took up for examination of the following departments viz., Higher Education, Town Planning and Public Health Engineering. Altogether the committee held 68 meetings, out of which 44 meetings were held within the precincts of the Assembly and the rest were held during the tour, both inside and outside the state, undertaken by the committee.

Tours undertaken

The committee undertook a study tour outside the State i.e. to the States of West Bengal, Assam, Delhi, Gujarat and Maharashtra during July/August 1976 in connection with the examination of the Budget Estimates relating to the departments of Public Health Engineering, Public Works and Town Planning, and 4 study tours inside the State to keep abreast of the working of the various departments on which the committee intended to examine and report to the House by means of committee reports.

Reports:

The committee presented the following 4 reports viz.

1. Twenty Third Report on action taken by government to implement the recommendations contained in the 16th Report of the Committee on Estimates (1973-'74) on Police Department.

2. Twenty-Fourth Report on Public Health Engineering Department.
3. Twenty-fifth Report on action taken by government to implement the recommendations contained in the Seventeenth Report of the Committee on Estimates (1974-75) on Jails Department.
4. Twenty-sixth report on the Department of Town Planning.

Twenty-third report was considered and approved by the committee at its meeting held on October 6, 1976. The Report was presented to the House on October 13, 1976.

The Twenty-fourth Report on Public Health Engineering Department was considered and approved by the committee at its meeting held on October 18, 1976 and was presented to the House on October 19, 1976.

The Twenty-fifth Report of the committee was considered and approved on November 30, 1976 and was presented to the House on December 22, 1976.

The Twenty-sixth report on the Department of Town Planning was considered and approved by the Committee at its meeting held on December 20, 1976 which was presented to the House on December 23, 1976.

Staff:

One Section Officer and three Assistants.

CHAPTER VIII

Committee on Public Undertakings Section

The section provides secretarial assistance to the Committee on Public Undertakings of the Kerala Legislature.

Composition of the Committee

The committee on Public Undertakings 1976-77 was constituted on April 9, 1976 with Shri R.S. Unni, Deputy Speaker as the Chairman.

Sittings of the Committee

The Committee on Public Undertakings held 42 sittings during the year under report.

Examination of Audit Reports

The committee took evidence from the departmental witnesses on audit paras relating to Kerala State Electricity Board contained in the Report of the Comptroller and Auditor General of India for the year 1972-73 and 1973-74. The audit paras relating to the Travancore Titanium Products Ltd., Travancore Cochin Chemicals Ltd. and the Kerala Agro-Industries Corporation Ltd. contained in the Report of the Comptroller and Auditor General of India for the year 1973-74 (Commercial) was also examined by the committee.

Detailed examination of the working of Public Undertakings.

The committee continued the examination of the working of the Kerala State Cashew Development Corporation Ltd. The committee took up for detailed study the working of the Kerala State Industrial Enterprises Ltd. and the Kerala State Drugs and Pharmaceuticals Ltd.

Review of action taken by the government on the recommendations of the committee.

The committee examined the statements showing action taken by government on the recommendations contained in the Seventh, Eighth, Tenth, Nineteenth and Twentieth Reports presented during the Fourth Kerala Legislative Assembly.

Reports presented to the Assembly

The committee presented eight reports during its tenure, the details of which are as follows:

Twenty-seventh Report on the Kerala State Industrial Development Corporation Ltd. based on the Report of the Comptroller and Auditor General of India for the year 1972-73 (Commercial) was presented to the Assembly on October 13, 1976.

Twenty-Eighth Report was presented on October 13, 1976. The report was based on audit paras relating to the Kerala State Small Industries Corporation Ltd. contained in the Report of the Comptroller and Auditor General of India for the year 1972-73 (Commercial).

Twenty-ninth Report was on the action taken by the government on the recommendations contained in the Nineteenth Report of the Committee on Public Undertakings (1973-74) on the Forest Industries (Travancore) Ltd. The report was presented on October 19, 1976.

Thirtieth Report on the action taken by government on the recommendations contained in the Twentieth Report of the Committee on Public Undertakings (1973-74)

on Kerala Soaps and Oils Ltd., Calicut was presented on October 19, 1976.

Thirty-first Report on the action taken by the government on the recommendations contained in the Eighth Report of the Committee on Public Undertakings (1971-72) was presented on December 21, 1976.

Thirty-second Report on the action taken by the government on the recommendations contained in the Seventh Report of the Committee on Public Undertakings 1971-72, was presented on 22-12-76.

Thirty-third Report was based on audit paras relating to the Kerala State Coir Corporation Ltd. contained in the Report of the Comptroller and Auditor General of India for the year 1972-73 (Commercial). The report was presented on December 22, 1976.

Thirty-fourth Report was on the action taken by the government on the recommendations contained in the Tenth Report of the Committee on Public Undertakings (1972-73) on the working of the Kerala State Electricity Board. The report was presented on December 23, 1976.

Staff:

One Section Officer and four assistants.

CHAPTER IX

COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND SCHEDULED TRIBES SECTION

The committee on the Welfare of Scheduled Castes and Scheduled Tribes for the year 1976-77 was constituted on May 25, 1976 with Shri P.K.Raghavan as the Chairman. The committee consists of eleven members nominated by the Speaker of whom seven belong to Scheduled Castes and Scheduled Tribes.

Functions of the Committee

- (1) To examine the measures taken by the State Government, to secure due representation of the Scheduled Castes and Scheduled Tribes in services and posts under its control (including appointments in Public Undertakings, Statutory and Semi-Government Bodies) having regard to the provisions of Art. 335 of the Constitution;
- (2) To review the progress and implementation of welfare programmes and other ameliorative measures as also constitutional safeguards for the Scheduled Castes and Scheduled Tribes;
- (3) To suggest ways and means of realising the objective of government policy to bring about improvement in the conditions of scheduled castes and scheduled tribes.

4. To examine such other matters as may seem fit to the committee or are specially referred to it by the House or the Speaker.

During the year 1976-77 the Committee held 42 meetings and conducted eight on-the-spot study ~~tour~~ tours (seven inside the state and one out-side the state).

The committee presented 3 reports during the period as detailed below.

1. Eighth Report regarding the abolition of bonded labour in the state.
2. Ninth Report: regarding the irregularities on the construction of houses in Elukka, Kappaset and Chillithodu harijan colonies.
3. Tenth Report: regarding the restoration of alienated tribal lands.

The committee received 140 petitions during the year. 186 petitions pertaining to the previous year were pending. Of these, 192 petitions have been disposed of. The remaining petitions are pending.

Staff:

One Section Officer and three Assistants.

CHAPTER X

EDITING 'A' SECTION

The Editing 'A' Section attends to the following items of work:-

- (i) Preparation and publication of the "Synopsis of the Proceedings of the Assembly".
- (ii) The preparation and publication of the "Gleanings from the Question Hour".
- (iii) Reporting and editing of the proceedings of legislature committees.
- (iv) Publication of "The Select Decision from the Chair" and "Unparliamentary Expressions".
- (v) The maintenance of the mailing list of all publications of this branch including the proceedings of the Legislative Assembly.

"Synopsis of Proceedings" (Other than Questions and Answers)

"Synopsis of Proceedings" is a gist of the proceedings of the House, other than question hour. Three Senior Reporters were attending to this work, in turns.

During the year under review, the Assembly met for 27 days viz: April 1 to 23, 1976 (11 days), October 11 to 19, 1976 (7 days), December 20 to 23, 1976 (4 days) and March 26 to 31, 1977 (5 days) and the synopsis of those days were prepared, printed and supplied to M.L.As., and others as per the mailing list.

"Gleanings from Question Hour"

"Gleanings from Question Hour" is a summary of the proceedings of the question hour in the House. Two senior Reporters were doing the work in turns. This was prepared and supplied to M.L.As. and others as per the mailing list.

At the end of each session, the "Synopsis of the Proceedings" (other than question hour) and the "Gleanings from Question Hour" of each day were bound in book form together with the contents and index. Eight series of publications.

- vi. I.E.B. Series IV K.L.A./14 of 1976.
- I.E.B. Series IV K.L.A./15 of 1976 .
- I.E.B. Series IV K.L.A./16 of 1976.
- I.E.B. Series V K.L.A./1 of 1977
- II E.B. Series IV K.L.A/14 of 1976
- II E.B. Series IV K.L.A./15 of 1976 and
- II E.B. Series IV K.L.A./16 of 1976, were issued.

"Decisions from the Chair"

The important "Decisions from the Chair" covering the sixth to sixteenth sessions of the Fourth Kerala Legislative Assembly were prepared, printed and issued.

The mailing list for these three publications consists of the M.L.As. of Kerala, Legislative Assembly, Ministers, Deputy Speaker and Speaker, Secretaries to Government of the Government of Kerala, Secretaries of Lok Sabha and Rajya Sabha and other State Legislatures as also certain institutions which were included on request.

During the year under review, there was steady increase in the number and duration of the meetings of the various legislature committees reported by the Reporters, including the Reporters in the Editing 'B' and 'C' Sections.

The Reporters had reported the minutes/proceedings of the committee on Public Accounts, Committee on Public Undertakings, Committee on Estimates, Committee on the Welfare of Scheduled Castes and Scheduled Tribes, Committee on Petitions, Committee on Sub-ordinate Legislation, Committee of Privileges and Committee on Government Assurances.

Staff

One Editor of Debates, two Selection Grade Reporters, two Grade I Reporters, two Grade II Reporters and two Class IV Officers.

CHAPTER XI

EDITING 'B' SECTION

The Editor attends to the following items of work.

Editing and publication of the Assembly Proceedings, deputation of Reporters for reporting the meetings of the State and Central Government.

One uncorrected copy of each day's proceedings was supplied to the Public (Misc.) Department for reference purpose of the various departments of the Secretariat to enable the department to cull out the assurances made by the Ministers on the floor of the House.

Copies of uncorrected proceedings were sent to the Governor's Secretariat and the Law Department.

During the year under review, there were four sessions viz. 14th, 15th and 16th Sessions of the IV Kerala Legislative Assembly and 1st Session of the V Kerala Legislative Assembly, comprising 58 days of sittings. The Assembly Proceedings were got printed by Superintendent, Government Presses, Trivandrum and were distributed to M.L.As. and others according to the mailing list.

Besides reporting of Assembly Proceedings and meetings of legislature committees, the Reporters were deputed for reporting the meetings of committees/conferences/seminars etc. of the State and Central Governments.

Staff

Editor of Debates	-	1
Selection Grade Reporters	-	2
I Grade Reporters	-	3
II Grade Reporter	-	1
Assistant	-	1
Peon	-	1

CHAPTER XII

EDITING 'C' SECTION

A reorganisation of the Editing Branch was effected in August 1975 creating one post of Editor of Debates and 7 posts of Selection Grade Reporters (Gazetted).

The section was formed consequent to the re-organisation with the following staff.

Editor of Debates	-	1
Selection Grade Reporters	-	2
Grade I Reporter	-	1
Grade II Reporters	-	2

The Editor attends to the following items of work.

- (i) Editing of proceedings of the Assembly.
- (ii) Supervision of the proofs read by the Reporters and their despatch to the Superintendent, Government Presses.
- (iii) Distribution of stationery articles to the Reporters, and the maintenance of stationery register.

The proofs of proceedings received from the Superintendent, Government Presses, Trivandrum, during the year were duly compared, corrected and returned for final strike off.

Details of proofs received, and sent for final strike off during the year under review

from the Superintendent, Government Presses,
Trivandrum are as follows:-

14th Session	Vol. XL	(Nos. 1 to 39)
15th Session	Vol. XL	(Nos. 1 to 7)
16th Session	Vol. XLII	(Nos. 1 to 4) of IV Kerala Legislative Assembly.
and 1st Session	Vol. XLIII	(Nos. 1 to 8) of V Kerala Legislative Assembly.

CHAPTER XIII

MEMBERS' AMENITIES (A) SECTION

The Members' Amenities 'A' Section is primarily concerned with the facilities to be provided to the Members of the Legislative Assembly, such as their accommodation in Trivandrum during sessions of the Assembly and meetings of committees thereof, medical aid, transport facilities etc. The work relating to the preparation of T.A. bills of the Members in connection with the meetings of the Assembly and committees thereof, convening of the meetings of the House Committee, implementation of its recommendations and administration of the Legislators' Home etc. are also attended to by this section.

Accommodation of Members

The allotment of rooms to the members of the Legislative Assembly in the Legislators' Home continued to be dealt with by this Section.

House Committee:

The House Committee, was constituted on April 24, 1976 with Shri K. Narayana Kurup as the Chairman.

The committee held 16 sittings during the year under review and considered various matters, relating to amenities and other suggestions made in this behalf by the members. The committee made a study tour outside the State during the period under review.

Amenities:

During the year under review each member was supplied with 9 letter pads (3 big and 6 small size) containing 100 leaves each bearing the name of the member and the emblem of the State together with envelopes to match.

Legislators' Home

The Legislators' Home and Annexe continued to be under the administrative control of this section. There are 138 fully furnished rooms in the Legislators' Home and Annexe which were given to members on monthly basis at concessional rates of rent. Non-members were also permitted to occupy rooms in the Legislators' Home subject to the availability of accommodation.

Travelling and Daily Allowance Bills:

The work relating to the preparation of travelling and daily allowance bills of the Members of the Legislative Assembly for attending the meetings of the Assembly and its committees, study tours conducted by the Committees etc. was attended to by this section. During the period from April 1976 to March 1977, 2516 travelling allowance bills of the members were prepared. The total amount of these bills worked out to Rs. 14,25,455.80. In addition to this the work relating to the interpretation of the Payment of Salaries and Allowances Act and the Rules made thereunder regulating the T.A. of the members and clearance of objections raised by the Accountant General during the course

of audit of bills were attended to by this section.

Transport facilities:

The members continued to avail of the free travel facilities in the Public conveyances belonging to the Kerala State Road Transport Corporation. Rail Travel coupons to travel in I Class to a distance of 10,000 K.Ms. in the aggregate were also issued to each member.

Identity cards

The issue of identity cards to the Members of the Kerala Legislative Assembly was also attended to by this section.

Canteen

Two canteens (both vegetarian and non-vegetarian) on contract basis were run in the Legislators' Home to provide meals and refreshment to the members on the basis of cash payment.

Reading-cum-Recreation Room

A room in the New Block was set apart as Reading-cum-Recreation Room for indoor games such as caroms, chess and cards and reading of newspapers.

Medical aid to members

The members continued to avail of Medical facilities such as free medical treatment, reimbursement of cost of drugs purchased in the open market and other medical attendance under the Rules. During the period under review, 25 applications for reimbursement of cost of medicines were received from the members and a total amount of Rs. 5365.56 was sanctioned as reimbursement. The services of a medical officer

were continued to be made available to the members at the Legislators' Home for consultation between 4 p.m. and 5 p.m. every day when the Assembly was in sessions. Besides, a temporary dispensary with a qualified doctor not below the rank of an Assistant Professor of Medicine from the Medical College Hospital, Trivandrum continued to function in the Legislature Secretariat Buildings near the Assembly chamber for urgent medical aid to the members during the sittings of the Assembly.

Collection of occupation charge

A sum of Rs. 55,348/- was realised towards rent during the year 1976-77.

Supervision and control

The Members' Amenities (A) Section is under the immediate control of the Estate Officer. The supervision and management of the Legislators' Home and Annexe rest with the Estate Officer.

Staff

One Section Officer, three Assistants and one Typist.

60030

CHAPTER XIV

MEMBERS' AMENITIES (B) SECTION

The Members' Amenities (B) Section primarily deals with the issue of the Rail Travel coupons to the Members of the Legislative Assembly, reimbursement of telephone charges to the members of the Legislative Assembly, establishment matters of the employees of the Legislators' Hostel, preparation of contingent bills for the payment of telephone charges, electricity charges, office expenses etc. relating to the Legislators' Hostel.

The main activities of the section during the period under review were as follows:-

Rail Travel coupons received from the General Manager, Southern Railways, Madras were issued to the members.

282 contingent bills were prepared for the reimbursement of telephone rental charges to the members and the amount reimbursed on this account was Rs.1,87,407/-

Earned leave was granted to the employees of the Legislators' Hostel in 20 cases, commuted leave in 5, half pay leave in 4 and leave on loss of pay in one case. Permission was granted to employees in 64 cases to surrender earned leave during the period under review.

61 applications for the grant of the General Provident Fund (temporary) advance were disposed of

during the period.

Contingent bills were prepared in 292 cases amounting to Rs.1,90,590/- for the payment of telephone and electricity charges, water charges, office expenses etc. during the period under review.

Staff

One Section Officer, three Assistants and one typist.

CHAPTER XV

ACCOUNTS 'A' SECTION

During the year under review, the section dealt with the following items of work:-

1. Preparation of Budget Estimates of the Legislature and its Secretariat.
2. Grant of leave to officers and staff.
3. Promotion of personnel from one post to another.
4. Declaration of probation of officers and staff and verification of antecedents of personnel.
5. Disciplinary cases.
6. Interpretation of recruitment and conditions of service ~~xxxxxx~~ rules and amendments thereto.
7. Disposal of representations relating to seniority and service matters.
8. Supplementary Appropriation, Re-appropriation etc. relating to "211 B - State Legislature".
9. Preparation of Establishment pay bills and maintenance of records connected therewith.
10. Maintenance of service books.
11. Fixation of pay of staff and correspondence connected therewith.
12. Preparation of pension papers of the staff.
13. Work relating to Additional D.A. Deposit Account.
14. Work relating to Family Benefit Scheme for the Government Employees.
15. Maintenance of records of the Secretariat.
16. Reconciliation of Departmental Figures under "211 B - State Legislature".
17. Other general correspondence.

The following posts were created in the Legislature Secretariat during the year under review:

Personal Assistant on Rs. 495-835	-	One
Telephone Operators on Rs. 240-445	-	Two

One post of Joint Secretary on Rs. 1050-1550 was temporarily ~~mx~~ upgraded to that of Additional Secretary on Rs.1400-1900.

Eight posts of Legal Assistants on Rs. 285-550 were abolished, and the eight posts of Assistants Grade II kept in abeyance were revived. Two posts of stenographers on Rs. 240-540 (one temporary and one permanent) in the personal staff of the Speaker were temporarily upgraded to that of Stenographers Grade I on Rs.325-560. One post of Marshal Grade II on Rs.275-525 was temporarily upgraded to that on Rs.345-580. Two persons, who had at their credit more than 1500 days of service, were absorbed in the regular establishment as a special case.

One hundred and thirty three applications for leave including surrender of earned leave received from the gazetted officers were dealt with. Seven gazetted officers were declared to have satisfactorily completed the period of probation. Eight pension cases and five applications for commutation of pension were dealt with. 47 promotions were ordered.

The preparation of budget estimates, interpretation of the recruitant and conditions of service rules and other matters of general importance were continued to be attended to by this Section.

The preparation of pay bills of non-gazetted officers of the Legislature Secretariat, grant of leave and increment to the non-gazetted staff etc., were attended to by this section. During the year under review, 214 bills were prepared and about 266 applications for various kinds of leave including surrender of earned leave were dealt with. During the year, advances from General Provident Fund, numbering 89 were sanctioned. Deductions on account of provident fund advances, house construction advances, advances for the purchase of vehicles, mosquito net advance etc., had to be closely watched and incorporated in the establishment pay bills. Though the increase in strength of the staff during the year had increased the workload, this section was able to cope up with the work. Besides the work enumerated above, this section also attended to the maintenance of about 152 Service Books of the non-gazetted staff of this Secretariat.

The work relating to the Additional D.A. Deposit Account (Old Scheme & New Scheme) of the officers and staff of the Legislature Secretariat was attended to by this section. The Ledger Account in respect of deductions made from pay bills of 302 employees was maintained in this section. Besides, the preparation and verification of proof sheets and the preparation of repayment bills were also attended to by this section.

The section dealt with the receipt of records from the various sections for custody and their issue on receipt of requisitions from the various sections. The indexing of records

was also attended to. The destruction of old records is one of the functions of this wing. The work relating to procurement of stationery from the Stationery Department and their supply to various officers and sections on requisition was attended to here. The maintenance of registers of stationery, stock register of ~~xx~~ furniture of the Legislature Secretariat, repair and upkeep of office cycles and such other miscellaneous items of work continued to be attended to in this section during the year.

The work relating to the reconciliation of departmental figures under 211 B - State Legislature, surrender of savings, appropriation accounts, etc., was attended to by this section.

The total expenditure incurred during the period from 1st April, 1976 to 31st March, 1977 in respect of State Legislature is as follows:-

211 B(a) - Legislative Assembly.	Voted	-	22,28,074
	Charged	-	1,00,077
211 B (b)1- Legislature Secretariat		-	22,47,264
211 B(b) 2- Legislators' Hostel		-	7,02,963
Total expenditure - (Voted)			
(a) + (b)			51,78,302
Total expenditure (charged) - (a)			1,00,077

Staff

One Section Officer and five Assistants.

CHAPTER XVI

ACCOUNTS 'B' SECTION

During the year 1976-77 Accounts 'B' Section attended to the following items of work:-

1. Appointments and promotions of Typists, Catalogue Assistants and last grade servants.

Two Catalogue Assistants were recruited through Public Service Commission during the year under review. Typists were recruited through Employment Exchange in short vacancies in connection with the sessions of the Assembly. Inter-departmental transfer of Peons and Typists was also effected during the year.

2. Preparation of T.A. Bills & Medical Re-imbusement Bills. 374 T.A. Bills were prepared. The total expenditure under the head "211B(b) i - Travel Expenses" was Rs. 162,752/15 for the staff of the Legislature Secretariat. 34 T.A. Bills amounting to Rs. 66411/50 in total were prepared for the Speaker & Deputy Speaker under the head "211B(a) Travel Expenses (Charged)". 28 medical re-imbusement bills were also prepared.

3. Processing of pension papers.

4. Issue of identity cards to the officers and members of the staff.

5. Disbursement of cash and maintenance of cash book, acquittance rolls and other subsidiary registers.

During the year under review the average amount disbursed for a month was about Rs.1,40,000/- Payments were made to 214 regular employees, 6 part-time employees ~~and 4 daily wage employees~~ and 4 daily wage employees every month.

6. Work relating to maintenance of the staff car.

7. Grant of advance to officers and staff for house construction, purchase of cycles, mosquito nets etc. and maintenance of connected records.

Eight applications for motor cycle advance, five for cycle advance and ten for mosquito net advance were received in the section. A sum of Rs. 70305/- was sanctioned as house construction advance, cycle advance and mosquito net advance during 1976-77.

8. Work relating to the sanctioning of G.P.F. advance (temporary and non-refundable) to Gazetted Officers.

9. Preparation of pay bills, G.P.F. (Temporary & Non refundable advance) ~~Advance~~ Bills and Leave salary and allowances Bills ~~was exercised~~ ~~for the above purposes~~ in respect of Typists, catalogue assistants and peons and maintenance of their Service Books. 12 pay bills, 4 supplementary pay bills, 2 advance bills, 5 arrear bills, 71 G.P.F. (Temporary and N.R.A.) Bills and 40 surrender bills were prepared.

10. Grant of leave to the above categories of staff. 85 applications for leave were received and disposed of.

11. Declaration of probation and sanction of periodical increments and maintenance of increment registers in respect of the above staff.

12. Work relating to contingency.

(a) Payment of telephone charges, electricity charges, water charges etc.

(b) Payment of cost of books and periodicals purchased for Legislature Library and for the use of Speaker and Deputy Speaker.

(c) Payment of charges for refreshments in connection with meetings of various committees of the Kerala Legislative Assembly and meetings held by the Speaker.

For meeting the above items, 132 contingent bills were prepared under '211 B(a) Office Expenses' and the total expenditure incurred on this account was Rs.1,78122/42.

(4) Payments on account of purchase of furniture for the use of this Secretariat and expenses connected with the day to day working of this Secretariat were met from the head '211 B(b) i - Legislature Secretariat - Office Expenses'. Special Contingent Bills for obtaining service stamps and bill for contributions to Commonwealth Association were also prepared.

90 Contingent Bills were prepared for the above purposes during the year under review and the total expenditure incurred was Rs. 147354/21.

(e) Wages for part-time employees of this Secretariat were met from the head 211 B (b) i - wages. 14 contingent bills were prepared under

this head during 1976-77 and the total expenditure incurred was Rs. 8737/60.

The work relating to Co-operative recoveries, issue of non-liability certificates and N.G.O. Certificates in respect of Typists, Catalogue Assistants, Attenders and Peons were also dealt with in this Section.

Staff

One Section Officer and 4 Assistants.

CHAPTER XVII

WATCH AND WARD UNIT

The Security duties of the Legislature Secretariat and Legislators' Hostel were attended to by the personnel of the watch and ward unit. In addition to the existing strength, 70 persons more were taken from Police Department for security duties during session period. Regular parades and periodical courses in first aid, fire fighting and unarmed combat were conducted to keep the personnel physically fit and mentally alert for the efficient discharge of their duties.

During the year 2 sergeants and 3 sergeant assistants were sent back to their parent department on the expiry of their period of deputation. Equal strength were posted during the year itself to fill up the vacancies.

The Watch and Ward Unit is under the immediate control of the Chief Marshal.

Staff

Chief Marshal	-	1
Marshals	-	2
Sergeants	-	3
Sergeant Assistants		30

CHAPTER XVIII

LEGISLATURE LIBRARY

During the year under review, the Legislature Library continued to offer its regular services to the members especially to the M.L.As. Research Scholars too were given facilities for doing the research work.

The Library Advisory Committee (1976-77) was constituted on April 24, 1976 with Shri A.C. Shacko as the Chairman.

During the year, the committee met 21 times. Several books sent by the book stalls for approval were selected for purchase. Besides, many book stalls were visited and on-the-spot selections of books were also made.

Steps were taken for the preservation of rare and old books. Photo copies of the rare books which are in the ~~worn~~ worn out condition were taken by the electrostatic copier machine installed in the Library.

Out of the total allotment of Rs.60,000/- about Rs.30,900/- was spent for the purchase of books, about Rs.11240 towards subscription to periodicals; the balance amount for the purchase of furniture and equipments. About 900 new books were purchased during the year.

As in the previous years, Debates of the Rajya Sabha, Lok Sabha and some of the State Legislatures, U.S.I.S. Publications, Committee

reports of the State Legislatures etc. were received in the Library. Periodicals, including foreign journals, were being received in the Library regularly. Among these, the number of periodicals subscribed to by the Library is 83. The following are some of the important journals among them.

1. All India Reporter
2. All India Services Law Journal
3. Amritha Bazar Patrika
4. Asian Recorder
5. Blitz
6. Bhavan's Journal
7. Contemporary Review
8. Caravan
9. Commerce
10. Chintha Weekly
11. Current Tax Reporter
12. Contributions to Indian Sociology
13. Democratic World
14. Eastern Economist
15. Election Archives
16. Economic and Political Weekly
17. Eastern Journal of International Law
18. Foreign Affairs
19. Gazette of India
20. Illustrated Weekly of India
21. Infa
22. Imprint
23. Indian Labour Journal
24. Indian and Foreign Review
25. Indian Book Chronicle
26. Journal of Modern History.

27. Kerala Law Times
28. Keesing's Contemporary Archieves
29. Kerala Law Notes
30. Link
31. Labour Law Journal
32. Labour Law Notes
33. Lok Udyog
34. Modern Law Review
35. Management in Government
36. Monthly ~~Contemporary~~ Commentary of Indian Economic Conditions.
37. Monthly Public Opinion Surveys.
38. Monthly Digest of Supreme Court Cases
39. National Geographic Magazine
40. Newsweek.
41. Parliamentarian
42. Publisher's Weekly
43. Reader's Digest
44. Reserve Bank of India Bulletin
45. Saturday Review
46. Social Compass
47. Supreme Court Cases
48. Southern Economist
49. Sahithya Chakravalam
50. Time
51. Tax Journal
52. Vivekananda Kendra Patrika etc.

The Library continued to give facilities to Research Scholars. During the year under review the work in the Library including press clipping service, classification of books etc. progressed much.

Staff

Librarian	-	1
Assistant Librarians	-	2
Catalogue Assistants	-	3
Assistants	-	3
Clerical Assistants	-	2
Attenders	-	2
Peons	-	2
Electrostatic Copier Operator		1

CHAPTER XIX

RESEARCH AND REFERENCE SECTION

The Research and Reference Section came into existence in October 1970 with a view to discharge primarily the functions summarised below:-

1. Production of background materials on important bills and resolutions.
2. Preparation of reference notes etc., on important topics.
3. Supply of on-the-spot references from published documents.
4. Publication of journals etc., containing information on matters of current parliamentary interest.
5. Collection of press clippings from selected newspapers.

During the year under review, this section continued its routine work of publication of fortnightly digest "Focus" which contained articles of current interest on varied subjects, news digest, book reviews, extracts from the proceedings of Sri Mulan Popular Assembly and important events that take place in parliament and State Legislatures. 24 issues of Focus were released during the period under review.

As in the previous years, the section rendered valuable assistance to the Members through supply of on-the-spot information and reference materials as required by them in their work connected with the Assembly.

Staff

One Section Officer, two Assistants, two Typists and a last grade servant.

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CHAPTER XX
FAIR COPYING SECTION

Almost all the draft letters, Office memoranda, circulars, statements etc. emanating from the various sections of Legislature Secretariat comprising of approximately 92,800 pages were fair typed by the section during the year under review.

The entire cyclostyling work of the Secretariat was also done in this section. Approximately 25,000 sheets were cyclostyled during the year. Besides, interpellations, notice of amendments to bills, cut motions, draft reports of legislature committees, statements showing the Budget Estimates of the Secretariat, index of records, statements containing replies to assurances and other correspondence were typed in the section during the year with accuracy.

The Fair Copy Section was manned by an Office Superintendent. At the beginning of this year there were 4 Malayalam Typists and 13 English Typists. Taking into consideration the heavy work to be turned out 5 English and 1 Malayalam Typist were also recruited during the year under review. Thus, the total number of English Typists in the section was increased to 18. Besides, three English Typists were working in various sections under the direct control of Section Officers. (The work of these Typists are not included in this). During Session time, seven Typists (Six Malayalam and One English) were appointed temporarily

To operate Roneo machines and Gestetner 320 three trained operators were attached to this Section.

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