

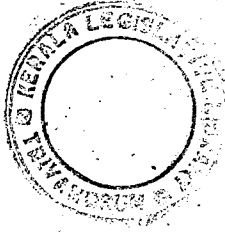
**KERALA LEGISLATURE
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Title: Administration Report of the
Secretariat of the Kerala Legislature

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1977-78.



ADMINISTRATION REPORT

OF

THE SECRETARIAT OF THE KERALA LEGISLATURE

1977 - 78

57287

C O N T E N T S

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ADMINISTRATION REPORT 1977-78

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.
22. Receipt and distribution of Tappal and Despatch of papers.

The Section issues Bulletins Part I and II for the 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.

• Election of Deputy Speaker

Election of Deputy Speaker was held on July 6, 1977. Arrangements for the conduct of the election was made by this section.

Meetings of Assembly

There were three sessions of the Fifth Kerala Legislative Assembly during the year 1977-78 viz. the First, Second and Third Sessions. As soon as the dates for the sessions were fixed, the programme for the three

sessions was drawn up in consultation with the Law and Finance Departments. The total number of sittings during the year under review was fifty three. The list of business for each day of the Assembly prepared in English and Malayalam was circulated to members. Altogether, fifty-three Bulletins - Part I and One hundred and three Bulletins - Part II were issued during the period.

The Resume of Business transacted during the three 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 February 6, 1978. 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 the same.

Obituary references

During the period, eight obituary references were made in the Assembly. Reference to the demise of Shri M.P. Narayanan Nair, M.L.A. was made on February 21, 1978. Materials for the references were collected and the condolence of the House was conveyed to the bereaved families.

Motion for adjournment

Twenty-two notices of motions for adjournment were received during the period under review, but none was admitted.

Calling Attention

Even though numerous calling attention notices were received during the period, only fifty-seven 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 five hundred and forty-nine 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.

Questions of Privilege

1. On July 7, 1977, the Speaker withheld consent to Shri Pinarayi Vijayan to raise a question of breach of privilege against Shri K. Karunakaran, former Chief Minister based on a statement made by the latter on the floor of the House on March 30, 1977.

2. On July 25, 1977, the Speaker referred to the Committee of Privileges under rule 158 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly, the question of alleged breach of privilege against Shri K. Karunakaran, former Chief Minister, based on a statement made by him on the floor of the House on March 29, 1977 (given notice by Shri T.K. Ramakrishnan and Shri K. Chandrasekharan) to examine whether there was a prima facie case.

3. On the same day, the Speaker referred to the Committee of Privileges under Rule 158 for examination and report the question of alleged breach of privilege against the Editor, Printer and Publisher of the Kerala Rajyam daily (given notice by Shri R.S. Unni) based on a report which appeared in the daily dated July 5, 1977 under the caption " കേരളരാജ്യം പബ്ലിഷറുടെ അനാസ്ഥ " .

On March 22, 1978, the Speaker withheld consent to raise the following questions of breach of privilege.

(i) Notice by Dr. K.O. Joseph against Shri R. Balakrishna Pillai based on a statement made by the latter on the floor of the House on February 15, 1978.

(ii) Notice by Shri Pattiam Gopalan against Shri P.J. Joseph, Minister for Home based on a statement said to have been made by the latter to the Press on February 11, 1978.

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 six sittings. The meetings were arranged by the Table section. Minutes of each meeting and reports of the Committee were prepared. The Committee presented six 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 First, Second and Third Sessions of the Fifth Kerala Legislative Assembly were prorogued with effect from April 6, 1977 August 11, 1977 and March 23, 1978 respectively.

Conference of Presiding Officers of Legislative Bodies in India.

A conference of Presiding Officers and Secretaries of Legislative Bodies in India was held at Bhubaneswar in January 1978. Shri P.K. Gopalakrishnan, Deputy Speaker and Dr. R. Prasanna, 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 1977:

The Twenty-third Commonwealth Parliamentary Conference 1977 was held at Ottawa in September 1977. Shri Chakkeeri Ahmed kutty, Speaker and Dr. R. Prasanna, Secretary to Legislature attended the Conference. All the arrangements relating to their visit to Ottawa to participate in the Conference were made by the Table Section.

Souvenir of the Fourth Kerala Legislative Assembly

The work relating to the preparation of 'Souvenir of the Fourth Kerala Legislative Assembly' was in progress.

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. 14,270/35 were utilised for sending official communications from this Secretariat.

Staff

One Section Officer and four Assistants.

CHAPTER II

LEGISLATIVE (A) SECTION

Legislative (A) 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 amendment to Bills given notice of by Members, scrutiny and editing of amendments, preparing the list of amendments and circulating them to Members and the Press, preparing notes to Speaker etc. When Bills are referred to Select Committees the section attends to the work relating to convening the meetings of the Select Committees, preparing the minutes of the meetings, taking evidence, preparing report of the select committee etc. In respect of the Bills passed by the Assembly the work regarding the preparation of the Bills as passed by the Assembly incorporating the amendments adopted by the House, preparing the sign manual copies of Bills, ~~forwarding authenticated 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 the details of a Bill from the stage of publication to the stage it is published as Act.

(a) Business relating to Bills

During the year 1977-'78 the Assembly transacted legislative business for 57 hours and 8 minutes. A total number of 30 bills were passed and 3 Bills were referred to Select Committees. A statement showing the details of Bills passed by the Assembly with the dates of introduction and passing is given below:-

<u>Sl.No.</u>	<u>Name of Bill</u>	<u>Date of introduc- tion</u>	<u>Date of passing.</u>
1.	The Sreepandaravaka Lands (Vesting and Enfranchisement) Amendment Bill, 1977	8-7-1977	8-7-77
2.	The Kerala Debt Relief Bill, 1977	8-7-1977	3-8-77
3.	The Kerala Appropriation (No.2) Bill, 1977	29-7-1977	29-7-77
4.	The Kerala Appropriation (No. 3) Bill, 1977	1-8-77	1-8-77
5.	The Calicut University (Amendment) Bill, 1977.	2-8-1977	2-8-77.
6.	The Kerala Land Development Corporation Limited (Special Powers) Amendment Bill, 1977.	3-8-1977	4-8-77
7.	The Kerala Grandhasala Sangham (Taking over of Management) Bill, 1977	4-8-1977	5-8-77
8.	The Engineering Technicians Co-operative Societies (Acquisition and Transfer of Undertakings) Bill, 1977.	8-8-1977	8-8-77

9. The Kerala Tax on Employment Amendment Bill, 1977 8-8-1977 9-8-77
10. The University Laws (Amendment) Bill, 1977 9-8-1977 9-8-77
11. The Kerala Electricity Duty (Amendment) Bill, 1977 10-8-1977 10-8-77
12. The Payment of Salaries and Allowances (Amendment) Bill, 1977 10-8-1977 10-8-77
13. The Kerala Casual, Temporary and Badli Workers (Wages) Bill, 1977 10-8-1977 10-8-77
14. The Prohibition Amendment Bill, 1978 10-2-1978 16-2-78
15. The Irrigation Laws (Amendment) Bill, 1978 16-2-1978 16-2-78
16. The Valiamma Thampuram Kovilakom Estate and the Palace Fund (Partition) and Kerala Joint Hindu Family System (Abolition) Amendment Bill, 1978. 16-2-1978 16-2-78
17. The Kerala Contingency Fund (Amendment) Bill, 1978 16-2-1978 16-2-78
18. The Kerala Private Forests (Vesting and Assignment) Amendment Bill, 1978 21-2-78 21-2-78
19. The Kerala ~~Appropriation~~ Panchayats (Amendments) Bill, 1978 21-2-1978 23-2-78
20. The Kerala Appropriation Bill, 1978 23-2-1978 23-2-78
21. The Kerala Municipalities (Amendment) Bill, 1978. 23-2-1978 27-2-78
22. The Kerala Panchayats (Amendment) Bill, 1977. 27-2-1978 27-2-78
23. The Kerala Land Reforms (Amendment) Bill, 1978. 27-2-1978 1-3-78
24. The Guruvayoor Devaswom Bill, 1978 1-3-1978 2-3-78
25. The Kerala Municipal Councils (Extension of Term of Office of Councillors) Bill, 1978. 2-3-1978 2-3-78

26. The Trivandrum Municipal Corporation (Dissolution) Amendment Bill, 1978.	2-3-1978	2-3-78
27. The Calicut Municipal Corp Corporation (Extension of Time for Re-constitution) Amendment Bill, 1978.	2-3-1978	2-3-78
28. The Kerala Municipal Corporation (Amendment) Bill, 1978.	2-3-1978	2-3-78
29. The Kerala Co-operative Land Mortgage Banks (Amendment) Bill, 1978.	3-3-1978	3-3-78
30. The Kerala Appropriation (Vote on account) Bill, 1978.	22-3-1978	22-3-78.

(b) Amendments to Bills

During the year, a total number of 801 notices of amendments were received. Of these 278 notices were for circulation of the Bills for eliciting public opinion, 365 were for reference of the Bills to Select Committees and 158 were for clauses. There were 382 occasions for the members to participate in the discussions on Bills.

(c) Bills referred to Select Committees

On August 9, 1977 the following Bills were referred to Select Committees.

1. The Kerala Headload workers Bill, 1977
2. The Kerala Highways Bill, 1977
3. The Kerala Public Libraries Bill, 1977.

(d) Select Committee meetings and Study tours

During 1977-78 Select Committee on the Kerala Public Libraries Bill, 1977, the Kerala High ways Bill, 1977 and the Kerala Headload Workers Bill, 1977 held 4, 3 and 9 sittings respectively. Of these one sitting

each was held at the Secretariat Buildings, Trivandrum. Other sittings were held at various places to take evidence on the provisions of the respective bill. Details showing the dates and places of sittings, number of individuals and association who had tendered evidence etc. are given below:-

Name of Select Committee	Place and date of sitting.	No. of Association which tendered evidence	No. of Persons who tendered evidence.	No. of Memorandum received.
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Select Committee on the Kerala Public Libraries Bill, 1977.	Trivandrum September 6, 1977 Collectorate, Palghat November 25, 1977.	Held preliminary discussions 3	3	3
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	Collectorate, Calicut November 26, 1977.	3	8	-
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	Collectorate, Cannanore November 28, 1977.	1	3	1
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Select Committee on the Kerala Highways Bill, 1977.	Trivandrum September 7, 1977.	Held general discussions.		
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	Panchayat Office, Munda-kkayam. December 16, 1977.	3	17	3
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	Forest Reception Thekkady December 17, 1977.	1	6	1
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The Kerala Headload Workers Bill, 1977 Trivandrum
Sept. 13, 1977 Held General discus-
sion.

Trivandrum Sept. 29, 1977	5	12	Nil
Quilon October 17, 1977.	9	14	3
Alleppey Oct. 18, 1977	16	24	6
The Kerala Headload Workers Bill, 1977 Ernakulam December 1, 1977 & December 29, 1977.	4 4	6 8	2 1
Trichur December 2, 1977	11	19	7
Cannanore	7	12	2
Calicut December 20, 1977	4	8	1

(e) Extension of time for the presentation of
Select Committee Reports:

On February 27, 1978 the time for ~~the~~ presentation of ~~the~~ Reports of the Select Committees on the following Bills was extended till October 31, 1978.

1. The Select Committee on the Kerala Public Libraries Bill, 1977.
2. The Select Committee on the Kerala Headload Workers Bill, 1977.
3. The Select Committee on the Kerala High Ways Bill, 1977.

2. Financial Business

In respect of financial business this section deals with all papers relating to Budget, Demands for Grants, Supplementary Demands for Grants, Demand for excess grants and Demands for Grants on Account.

(a) Budget for 1977-78

The Budget for 1977-78 was presented on March 28, 1977. On July 4, 1977 Shri M.K. Hemachandran, Minister for Finance made a statement regarding the Budget for 1977-78.

The General discussion on the Budget for 1977-78 commenced on July 6, 1977 and continued for three days. Forty-eight members, besides the Chief Minister and the Minister for Finance took part in the discussion. The general discussion lasted for 12 hours and 36 minutes. The discussion and voting on Demands for Grants in the Budget for the financial year 1977-78 commenced on July 12, 1977 and lasted for 10 days. Twenty seven Demands relating to different services/Departments in the Budget were discussed by the Assembly and the remaining Demands were guillotined on the last day allotted for the discussion of Demands for grants. A total number of 74 cut motions were moved and disposed of. The time taken for the discussion on Demands for Grants was 45 hours and 5 minutes. There were 193 occasions for the members to participate in the discussion. The Kerala Appropriation (No.2) Bill, 1977 in respect of the Budget for 1977-'78 was passed by the Assembly on July 29, 1977.

(b) Supplementary Demands for Grants in the Budget for 1977-78.

On July 26, 1977 the Supplementary financial statement in the Budget for the year 1977-78 was laid on the Table. On July 28, 1977 the Assembly discussed and voted

Supplementary Demands for Grants. Twenty-four members including five Ministers took part in the discussion. The discussion lasted for 4 hours and 13 minutes. On August 1, 1977 the Kerala Appropriation (No.3) Bill, 1977 in respect of Supplementary Demands for Grants was introduced, taken into consideration and was passed. On February 21, 1978 the final Supplementary Financial Statement for the year 1977-78 was laid on the Table. On February 22, 1978 the Assembly discussed and voted the Supplementary Demands for Grants. Twenty four Members including the Ministers took part in the discussion. The discussion lasted for four hours and 23 minutes. The Kerala Appropriation Bill, 1978 in respect of the Supplementary Demands for Grants in the Budget for the year 1977-78 was introduced, taken into consideration and passed on February 23, 1978.

(c) Budget for 1978-79 and vote on Account.

On March 14, 1978 the Minister for Finance and Law presented the Budget for the financial year 1978-79 and vote on Account.

The General discussion on the Budget commenced on March 16, 1978 and continued for 3 days. Fifty-four members including Ministers took part in the discussion. The general discussion lasted for 12 hours and 7 minutes.

On March 21, 1978 Shri M.K. Hemachandran, Minister for Finance & Law moved the motion regarding Demands for Grants on Account towards defraying the charges during the first four months of the financial year 1978-79. Twenty-four members including three Ministers participated in the discussion on the motion. The discussion lasted for 4 hours and 12 minutes. The Kerala Appropriation (Vote on Accountant) Bill 1978 in respect of the Demands for Grants on Account was introduced, taken into consideration and was

passed by the Assembly on March 22, 1978.

3. Elections

All papers relating to presidential election, election to the Council of States by the Members of the Kerala Legislative Assembly, election to the senates of the Universities of Kerala, Cochin and Calicut and the General Council of the Kerala Agricultural University from among the members of the Assembly are dealt with in this section. During the year following elections were conducted.

(a) Bye-Election to the Council of States

Consequent on the election of Dr. V.A. Syed Mohammed, Member of Rajya Sabha to the Lok Sabha in 1977, his seat in Rajya Sabha became vacant. The bye-election to fill his vacancy was held on July 26, 1977. The programme of election was as follows:-

Date of Publication of notice of election	June 29, 1977.
Last date of filing nominations	3 p.m. on July 6, 1977
Scrutiny of nominations	11 a.m. on July 7, 1977
Last date for withdrawal of candidature.	3 p.m. on July 9, 1977
Date and time of poll	July 16, 1977 between 9 a.m. and 2 p.m.

Shri Thalekunnil Basheer, Thalekkunnil Veedu, Pullampara P.O., Venjaramood and Shri R.M. Parameswaran, R.S.P. Office, Cochin 18 filed nominations. 123 votes were polled in the election held on July 16, 1977. Shri Thalekkunnil Basheer and Shri R.M. Parameswaran polled 98 and twenty-five votes respectively. Shri Thalekkunnil Basheer was declared elected.

(b) Election to the Senate of the University of Kerala

Out of the six members elected to the Senate of the University of Kerala from among the Members of the Assembly in the year 1975, Shri P. S. Sreenivasan Pillai ceased to be a member of the Assembly. After the General Election of 1977 Shri Stephen Padua could swear in as member only on July 4, 1977. Hence he had to vacate his seat in the Senate. Thus election to fill 2 vacancies in the Senate of the Kerala University had to be held in the year 1977. The election was conducted according to the following programme.

Date of publication of election notification.	October 10, 1977
	- 3 p.m. on October 25, 1977
Last date for filing nomination	- 3 p.m. October 25, 1977
Scrutiny of nomination	- 3 p.m. on October 26, 1977.
Last date for withdrawal of candidature	- 3 p.m. on November 1, 1977.
Last date and hour of poll.	- 11 a.m. on November 23, 1977.
Scrutiny and counting of votes	- 11 a.m. on November 24, 1977.

The following members filed nominations:

1. Shri P.S. Sreenivasan
2. " S. Thankappan Pillai
3. " N. Bhaskaran Nair and
4. " Stephen Padua.

Shri S. Thankappan Pillai and Shri N. Bhaskaran Nair withdrew their candidature Shri P.S. Sreenivasan and Shri Stephen Padua were declared elected.

(c) Election to the Senate of the University of Calicut.

Of the six members elected to the senate of the University of Calicut from among the Members of the Kerala Legislative Assembly in the year 1975, Shri K. Chathunni Master and Shri M. Moideenkutty Haji ceased to be members of the Assembly after the general election in 1977. Thus an election had to be held to fill two vacancies in the senate of the University of Calicut. The election was held according to the following programme.

Date of publication of notification	-July 8, 1977
Last date for filing nominations	-3 p.m. on July 29, 1977.
Scrutiny of nominations	-11a.m. on July 30, 1977.
Last date for withdrawal of candidature.	11 a.m. on August 4, 1977.
Last date and hour of poll	-11 a.m. on August 23, 1977.
Scrutiny and counting of votes	-11 a.m. on August 24, 1977.

The following members filed nominations:

1. Dr. K.C. Joseph.
2. Shri E. Ahamed and
3. Shri E.P. Gopalan

Shri E.P. Gopalan withdrew his candidature Dr. K.C. Joseph and Shri E. Ahamed were declared elected.

(d) Presidential election 1977.

On June 25, 1977 the Election Commission of India appointed the Secretary to Legislature as Assistant Returning Officer for the Presidential Election 1977. The public notice of election was exhibited in the notice board of the Secretary on July 4, 1977. The Press Room of the Legislative Assembly Buildings, Trivandrum was fixed by the

Election Commission as the place of polling in Kerala. A press note explaining the arrangements made for polling by the elected members of the Assembly of this State was also issued.

Since there was only one valid nomination for the Presidential election it was not necessary to hold the election.

This year there were no elections to the Senate of the University of Cochin and the General Council of the Kerala Agricultural University.

Digest of Kerala Laws

The Digest of Kerala Laws, 1976 was prepared got printed and circulated to members. The Digest of Kerala Laws 1977 is under preparation.

Staff

One Section Officer and three Assistants.

CHAPTER III
LEGISLATIVE 'B' SECTION

The work relating to three Legislative Committees viz. (1) Committee on Subordinate Legislation, (2) Committee on Private Members' Bills and Resolutions and (3) Committee on Petitions, is being attended to by this section.

(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 frame work 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 with in a statute;
3. they contain imposition of taxation;
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 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 1977-79 was constituted on April 23, 1977 with Shri T.A. Paraman as the chairman.

During the year under review the committee considered 440 S.R.Os. issued by government in 1974-75 under various enactments. The committee presented its First Report containing 44 recommendations on July 28, 1977 and its Second Report containing 49 recommendations on March 21, 1978. The committee held 27 sittings during the year. The committee also undertook a study tour during October 1977 to the states of Jammu and Kashmir, Assam and Delhi, with a view to have discussions with the sister committees.

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 ancilliary matters.

The Committee on Private Members' Bills and Resolutions, 1977-79 was constituted on July 1, 1977 with Shri E. Chandrasekharan Nair as the Chairman.

During the period under review 21 non-official resolutions were discussed, of which four were adopted without amendments, four were adopted in the amended form, three were put to vote and declared lost and ten were withdrawn by leave of the House.

Eight reports were presented by the Committee on Private Members' Bills and Resolutions during the period.

Private Members' Bill

On 5-8-1977 Shri N.I. Devassykutty moved for leave to introduce the Kerala Land Reforms (Amendment) Bill, 1977. After reply by the Minister for Revenue, the motion was withdrawn by leave of the House.

3. Committee on Petitions

The Committee held 22 sittings and considered 152 petitions (including individual representations) till February 1978. Of these, 29 petitions were rejected by the Committee since they are not in conformity with the rules. Three petitions were forwarded to government for appropriate action. On 120 petitions, reports of government were called for and on 56 of them reports were received. During this period the committee held 22 sittings. During 1977-78 the committee could redress the grievances in 53 petitions. The committee presented its first Report on 9-3-78.

Staff:

One Section Officer and four Assistants.

CHAPTER IV

Question (A) Section

General

The whole work relating to the questions from 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, notice 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 is 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 questions 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. 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.

The Second Session of the Fifth Kerala Legislative Assembly commenced on Monday, July 4, 1977 and adjourned sine die on Wednesday August 10, 1977. During this session 5168 notices of questions were received out of which 4403 were admitted. But as a result of clubbing of questions the total number of questions in the printed list was only 3223. Answers were given orally or laid on the table for 276 questions. Nineteen short notice questions were received out of which 4 were admitted. 2 notices of half an hour discussion were received and admitted.

The Third Session of the Fifth Kerala Legislative Assembly commenced on February 6, 1978 and adjourned sine die on Wednesday, March 22, 1978. During this session 4006 notices of questions were received out of which 3032 were admitted. But as a result of clubbing of questions the total number of questions in the printed list was only 2156. Answers were given orally or laid on the table for 149 questions. Though 10 short notice questions were received only one was admitted. Three notices of half an hour discussions were received but only one was admitted.

The Committee on Government Assurances 1977-78

The Committee on Government Assurances 1977-78 was constituted on April 23, 1977 with Shri C.M. Sundaram as the Chairman.

The main function of the committee is to scrutinise the assurances given by 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 31 sittings during the year and examined the replies received from government upto the Fourteenthth session of the Fourth Kerala Legislative Assembly. The committee also approved the lists of assurances of Fifteenth and Sixteenth Sessions 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 committee noted with serious concern that some of the assurances given by the Ministers on the floor of the House had not been fully implemented even after a lapse of seven years. The committee desired that delay should be avoided in future by giving due importance to the implementation of assurances given by Ministers on the Floor of the House.

Staff

One Section Officer and three Assistants.

CHAPTER V

Question 'B' Section

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

The admitted questions received in the section are then arranged to send to the Government Press for printing. For this purpose, the questions are edited and sorted as starred and unstarred. When substantially same questions are received from more than one member, their names are clubbed on the admitted questions received earlier in points of time. This is done as per the directions and instructions issued by the Speaker from time to time. If, both the starred and unstarred lists consist of similar questions, naturally one of them from the unstarred list is disallowed.

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

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 & three Assistants.

CHAPTER VI

Committee on Public Accounts
Section

General

The Committee on Public Accounts is constituted by the Legislature according to Rule 242 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 accounts laid before the Assembly as the committee may think necessary to examine. If any money has been spent on any service during a financial year in excess of the amount voted by the Assembly for that purpose, the committee examines the circumstances thereto and makes necessary recommendations.

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 (1977-79) was constituted on April 1, 1977, with Shri M.K. Krishnan as the Chairman.

During the year under review the Committee held 49 sittings and presented 9 Reports. The First Report related to the Home Department and was presented to the Legislature on 11-7-77. The second Report related to the Industries Department and was presented to the House on 11-7-1977. The third Report related to the Water and Power Department

and was presented on 24-11-77. The fourth Report pertaining to the Excesses over voted grants/charged appropriations was presented to the House on 23-2-78. The fifth Report presented to the House on 24-2-78 related to the Public & Health Departments. The Sixth Report which was presented to the House on 28-2-78 related to the Irrigation department. The seventh report was presented to the Legislature on 1-3-1978 and it related to the Taxes department. The Eighth and ninth Reports related to the Taxes department and were presented to the Legislature on 21-3-1978.

During the year under review the committee visited the Pazhassi Irrigation Project in connection with the examination of the audit para relating to the Project. The committee also held discussions with the visiting Committee on Public Accounts of the Madhya Pradesh Vidhan Sabha on 25-1-78.

The items of work transacted by the section include convening of meetings, preparation of minutes and draft Reports and procurement of further information, if any, from the concerned departments ~~and~~ as required by the Committee.

Staff

One Section Officer and four Assistants.

CHAPTER VII

Committee on Estimates Section

The Committee on Estimates (1977-79) of the Fourth Kerala Legislative Assembly was constituted on April 1, 1977 with Shri T.S. John as the Chairman.

The committee, at their preliminary meeting held on April 25, 1977 decided to follow the Lok Sabha practice that any unfinished part of scrutiny of the work consequent on the expiry of the term of a committee or on the dissolution of the Lok Sabha is also taken up by the succeeding committee from the stage where it was left by the previous committee. As per this decision the unfinished work of the Departments of Public Works, Higher Education and Industries were taken up for examination. It was also decided to finalise the draft Report on Prevention and Control of Water Pollution. The committee also took up for examination the Departments of Irrigation, Co-operation, Excise and Labour..

The committee during the year under review held 35 sittings. The committee decided to revise the draft Report prepared by the previous committee on Prevention and Control of Water Pollution after gathering further details from the management of major factories. In this connection the committee took evidence from the Chairman and Secretary of the Board for Prevention and Control of Water Pollution and held discussion with the company authorities, Panchayat representatives and concerned M.L.As. The committee considered and finalised the Report at their meeting held on July 27, 1979.

The committee considered the statement of action taken by government in implementing the recommendations contained in the Thirteenth Report of the

Committee on Estimates (1973-74) on Secondary Education. The Second Report of the committee on Action taken by Government on the recommendations contained in the Thirteenth Report on Secondary Education was finalised at the meeting held on March 8, 1978.

During the year under review the following Reports of the Committee were presented to the Assembly.

1. First Report on Prevention and Control of Water Pollution.
2. Second Report on Action taken by Government to implement the recommendations contained in the Thirteenth Report of the Committee on Estimates (1973-74) on secondary education.

Study tour

The committee visited certain factories in the State in connection with the examination of Budget Estimates relating to Prevention and Control of Water Pollution. The committee also visited certain Irrigation projects in connection with the examination of Budget Estimates relating to the Department of Irrigation.

Staff

One Section Officer and three Assistants.

CHAPTER VIII

Committee on Public Undertakings

Section

Constituted under Rule 237 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly, the Public Undertakings Committee functions through the Public Undertakings Committee Section.

Composition of the Committee

The Committee on Public Undertakings 1977-79 was constituted on April 1, 1977 with Shri M.K. Raghavan as the Chairman.

Sittings of the Committee

The Committee on Public Undertakings held 43 sittings during 1977-78.

Examination of Audit Report

The committee took evidence from the departmental witnesses on audit paras relating to the Plantation Corporation of Kerala Limited, Kerala Fisheries Corporation and Travancore Titanium Product Limited contained in the Report of the Comptroller and Auditor General of India for the year 1973-74 and audit paras relating to Kerala Ceramics, Kerala Electrical and Allied Engineering Company Limited, Kerala State Cashew Development Corporation Limited relating to the Report of the Comptroller and Auditor General of India for the year 1974-75 (Commercial).

Detailed Examination of the Working of the Public Undertakings.

The committee continued the examination of the working of the Kerala State Cashew Development Corporation Limited. The Committee took up for detailed

study the working of the Kerala State Industrial Enterprises Limited, the Kerala State Drugs and Pharmaceuticals Limited, the Kerala State Housing Board and the Kerala State Electronics Development Corporation Limited.

Review of action taken by the Government on the Recommendations of the Committee.

The committee examined the statement showing the action taken by Government on the recommendations contained in the 22nd report (1974-75) (Kerala Agro Industries Corporation Limited) 4th report (1971-72) (Kerala (Kerala State Electricity Board), 14th Report, 9th Report (1971-72) and 2nd Report (1977-79) Kerala Tourism Development Corporation Limited.

Reports presented to the Assembly

The committee presented 5 reports during 1977-78, the details of which are as follows:-

1. First Report: On the Travancore Titanium Products Limited based on the Report of the Comptroller and Auditor General of India for the year 1973-74 (Commercial) was presented to the Assembly on July 29, 1977.

2. Second Report: On the Tourism Development Corporation Limited based on the Report of the Comptroller and Auditor General of India for the year 1972-73 (Commercial) was presented on August 4, 1977.

3. Third Report: On the working of the Kerala Soaps and Oils Limited, based on the Report of the Comptroller and Auditor General of India for the year 1972-73 (Commercial) was presented on 21-3-78.

4. Fourth Report: On the working of the Kerala Agro-Industries Corporation Limited based on the Report of the Comptroller and Auditor General of India for the year 1973-74 (Commercial) was

presented on 21-3-1978.

5. Fifth Report: On the working of the Plantation Corporation of Kerala Limited based on the Report of the Comptroller and Auditor General of India for the year 1973-74 (Commercial) was presented on 21-3-1978.

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 1977-78 was constituted on April 23, 1977 with Shri P.K. Chathan Master as the Chairman. The Committee consists of eleven Members of whom seven belong to Scheduled Castes and Scheduled Tribes.

Function 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 specifically referred to it by the House or the Speaker.

During the year 1977-78 the Committee held 43 meetings and conducted 3 on-the-spot study tours inside the state.

The committee presented three Reports during the period as detailed below:-

First Report: On the action taken by government to implement the recommendation contained in the 4th Report of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes of 4th Kerala Legislative Assembly.

Second Report: Regarding the working of the Model Welfare Centres and Production-cum-Training Centres under the Harijan Welfare Departments.

Third Report: Regarding the representation of Scheduled Castes and Scheduled Tribes in various categories of posts in the Kerala State Cashew Development Corporation, Kerala State Electronics Development Corporation and Kerala State Film Development Corporation.

Staff

One Section Officer, three Assistants and One Typist.

CHAPTER X

EDITING 'A' SECTION

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

1. Preparation and publication of the Synopsis of the Proceedings of the Assembly.
2. Preparation and publication of the 'Gleanings from the Question Hour'.
3. Reporting and Editing of the Proceedings of the Legislature Committees and the maintenance of the Works Register.
4. Publication of "The Select Decisions from the Chair", "Unparliamentary Expressions" etc.
5. The maintenance of the mailing list of all publications of the branch including the proceedings of the Legislative Assembly.

"Synopsis of the Proceedings" (Other than Questions & Answers).

'Synopsis of Proceedings is a gist of the Proceedings of the House, other than Question Hour. Three Senior Reporters are attending to this work in turns. During the year under review the Assembly met for 53 days viz., April 1 to April 5, 1977 (3 days) July 4 to August 10, 1977 (27 days), February 6 to March 22, 1978 (23 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 the Question Hour"

"Gleanings from Question Hour" is a summary of the Proceedings of the Question Hour in the House. Two Senior Reporters are doing the work in turns. This is 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 the Question Hour" of each day were bound in book form together with the contents and index. Eight series of publication were published viz.,

I E.B. Series V KLA/1 of 1977

I E.B. Series V KLA/2 of 1977

I E.B. Series V KLA/3 of 1977

II E.B. Series V KLA/2 of 1977

II E.B. Series V KLA/3 of 1977

The mailing list of the two publications consists of the M.L.As. and Speaker, Secretaries to Government of the Government of Kerala, Secretaries of the Lok Sabha, 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 of meetings of the various legislature committees. The Reporters (including the reporters in the Editing B and C Sections) had reported the minutes/Proceedings of the following legislature committees:-

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 Subordinate Legislation, Committee of Privileges and Committee on Government Assurances.

Staff

One Editor of Debates, Two Selection Grade Reporters, three Grade I Reporters & three Grade II Reporters.

CHAPTER XI

Editing 'B' Section

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

Editing and Publication of the Assembly Proceedings, deputation of Reporters for reporting the proceedings of the meetings convened by the State/Central Governments.

One uncorrected copy of each day's Proceedings is supplied to the Public (Miscellaneous) Department for reference purpose of the various Departments of the Secretariat to enable the Departments to cull out the assurances made by the Ministers on the floor of the House.

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

During the year under review, there were three sessions, first, second and third sessions of the Vth Kerala Legislative Assembly, comprising of 53 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 proceedings of the meetings of Committees/Conferences/Seminar etc. convened by the State/Central Governments.

Staff

One Editor of Debates, three Selection Grade Reporters, three Grade I Reporters, two Grade-II Reporters and One Assistant.

CHAPTER XII

EDITING 'C' SECTION

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

1. Editing and Publication of the Assembly Proceedings.

During the year under review there were 53 days of sittings. (1st, IIInd and IIIrd Sessions of the Vth Kerala Legislative Assembly).

2. Attending to proof reading and the despatch of the same to the Government Presses.

Proofs of the Assembly Proceedings, Supplementaries (Questions and Answers) and Index of the Assembly Proceedings are received in this Section. The proofs are read by the Reporters in the Editing Branch. After they are read and necessary corrections made, they are returned to the Government Presses for final strike off.

During the year under review the following proof were received from Government Presses and were returned for final strike off:

IVth Kerala Legislative Assembly.

Vol. XLI - One number.

Vth Kerala Legislative Assembly

1st Session - Vol. XLIII 8 Nos. (bound copies were also received).

2nd Session - Vol. XLIV 4 Nos. (-do-)

8 Volumes of Proof with regard to Index of Assembly proceedings were received and returned to Government Presses.

3. Distribution of Stationery Articles to the Reporters and the maintenance of Stationery Register.

The Stationery articles required for the typing of Assembly Proceedings, Committee meetings, etc., were got from the Stationery Department as per indent. A Stationery Register is maintained wherein each and every individual receipt/distribution is entered.

Staff

One Editor of Debates, Two Selection Grade Reporters, two Grade I Reporters and two Grade II Reporters.

Transport facilities

The Members continued to avail of the free travel facilities in the public conveyance belonging to the Kerala State Road Transport Corporation.

Identity Card

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

Canteen:

Canteens, both vegetarian and Non-vegetarian were run separately in the Legislators' Home to provide meals and refreshments to the Members.

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. The services of 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 session. 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 sitting of the Assembly.

Commonwealth Parliamentary Association, Kerala Branch

The following works related to the Commonwealth Parliamentary Association, Kerala Branch were also attended to by this Section.

1. Collection of annual subscription from Members.
2. Maintenance of true and correct accounts of the receipts and disbursements and the same to get audited.
3. Maintenance of the roll of Members and receipt books.
4. Payment of T.A. and allowance and correspondence thereto.

Supervision and control

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.

CHAPTER XIV

MEMBERS AMENITIES 'B' SECTION

The Members Amenities (B) Section primarily deals with the issue of Rail Travel Coupons to the Members of the Kerala Legislative Assembly, reimbursement of rentals of the Members residential phones and establishment of the employees of the Legislators' Hostel and contingencies to meet the expense of telephone and electricity charges of Legislators' Hostel, maintenance of the Hostel buildings and other office expenses etc.

In the review period, important work undertaken by the section were as follows:-

Rail travel coupons received from the General Manager, Southern Railway, Madras were issued to the Members. Coupons of value Rs.2,57,920/- has been issued to them and unused coupons worth Rs. 42,242.20 returned by Members had been surrendered to the Railways, for getting refund. 292 Nos. of contingent bills had been prepared for an amount of Rs.2,96,775.08. Among them, 172 bills were prepared at the expense of Rs. 46,900.71 for meeting the reimbursement of telephone rentals of the Members. The balance bills cover expenditure such as rentals of PABX, telephone charges of Legislators' Hostel, Electricity charges, Corporation Tax of the building, and maintenance of the Legislators' Hostel buildings.

Earned leave was granted in 25 cases, commuted leave in 7, Half Pay leave in 5 and Leave without allowances in one case. 61 employees claimed leave ~~xx~~ salary during the review period. General Provident Fund (temporary advances) were sanctioned in 75 cases.

Staff

One Section Officer, three Assistants and one typist.

CHAPTER XV

ACCOUNTS 'A' SECTION

During the year under review, the section attended 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 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:

Deputy Secretary on Rs. 950 - 1450	- One
Assistant Private Secretary on Rs. 710-1200 (Keeping in abeyance one post of P.A. on Rs. 410-715).	- One
Assistant Grade II on Rs. 240-445	- Three
Lower Division Typist on Rs. 240-445	- One
Telephone Operators on Rs. 240-445	- Two
Peon on Rs. 196-265	- One
Cooks on Rs. 196-265 (in the Personal Staff of the Speaker).	- Two

The post of Private Secretary to Speaker on Rs. 710-1200 was temporarily upgraded to that on Rs. 950-1450. It was further temporarily upgraded to that on Rs. 1050-1550.

The post of Section Officer on Rs. 495-835 in the Personal Staff of the Speaker was temporarily upgraded to that of Under Secretary on Rs. 710-1200.

One post of Stenographer Grade II on Rs. 240-540 (Personal Staff of the Speaker) was temporarily upgraded to that on Rs. 325-660.

One hundred and thirty two applications for leave including surrender of earned leave received from Gazetted Officers were dealt with. Thirteen Gazetted Officers were declared to have satisfactorily completed the period of probation. Four pension cases and two applications for commutation of pension were dealt with. Twelve promotions of Gazetted Officers were ordered.

The preparation of budget estimates, interpretation of the recruitment 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 (Assistants, Reporters, Watch & Ward Staff and the Personal Staff of the Speaker/Deputy Speaker), grant of leave and increment to non-gazetted officers etc. were attended to by this Section. Ten non-gazetted officers were declared to have satisfactorily completed the period of probation. Three pension cases and one application for commutation of pension of ~~the~~ non-gazetted officers were dealt with. Sixteen promotions of the non-gazetted officers were ordered. During the year under review, 228 bills were prepared and about 230 applications for various kinds of leave including surrender of earned leave were dealt with. During the year, advances from General Provident Fund numbering 87 were sanctioned. A close watch was kept over the change in appointment of the staff and the cases in which applications for leave were dealt with so as to avoid retention of persons beyond the sanctioned period and strength. Deductions on account of provident fund advances, house construction advances, advances for the purchase of vehicles, mosquito net advances etc. had to be closely watched and incorporated in the establishment pay bills. Besides, this section was also responsible for for the maintenance of about 158 service books of the non-gazetted staff of this Secretariat. Sixteen applications for terminal gratuity were dealt with.

The work relating to the Additional D.A. Deposit Account (Old Scheme & New Scheme) of the Officers and staff of the Legislature Secretariat were attended to by this section. 120 applications for ~~for~~ premature repayment of the Additional D.A. Deposit Account were sanctioned. Besides, the second annual instalment of deposits and interest due to the employees were repaid during the year.

The work relating to the maintenance of Register-cum-broadsheet of deductions under the Family Benefit Scheme and the work connected thereto were attended to by this section.

The receipt of records from various sections for custody and their issue on receipt of requisitions from various sections were dealt with in this section. The indexing of records was attended to by this section. The destruction of old records is one of the functions of this section. The work relating to procurement of stationery and quinquennial articles from the Stationery Department and their supply to various officers and sections on requisition was attended to here. The maintenance of registers of stationery and quinquennial articles, stock register of 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, 1977 to 31st March, 1978 in respect of State Legislature is as follows:

211 B (a) - Legislative Assembly -
Voted - 23,81,853.
Charged -1,03,484

211 B (b) 1-Legislature Secretariat
23,76,092

Total expenditure - (Voted) - (a) (b)
- 47,57,945

Charged: (a) -1,03,484.

Staff

One Section Officer and five Assistants.

CHAPTER XVI

ACCOUNTS (B) SECTION

During the year 1977-78, Accounts 'B' Section attended to the following items of work:-

1. Appointment of Typists, Catalogue Assistants, Telephone Operators, Stenographers and the last grade servants and the work relating to their promotions.

2. Preparation of Travelling Allowance Bills.

229 T.A. Bills were prepared debiting the expenditure to 211 B(b)i - Legislature Secretariat Travel Expenses". The total expenditure on this Account was Rs. 126848.30. 27 T.A. Bills amounting to Rs. 74074.65 were prepared meeting the expenditure from the head 211 B(a) Travel Expenses (charged).

3. Preparation of pension claims of officers.

4. Issue of Identity cards to the Officers and members of the staff.

5. Preparation of Medical Reimbursement Bills.

26 claims for medical reimbursement were sanctioned and amounts claimed and disbursed to the applicants during the year 1977-78.

6. Disbursement of cash and maintenance of cash books, acquittance rolls and other subsidiary registers.

During the year under review the average daily turnover in cash was approximately Rs. 7000/-.

7. Work relating to the maintenance of the staff car.

Steps were taken for the purchase of a new Ambassador Car and the disposal of the staff car KLV 1944.

8. Grant of Advances to Officers and staff for house construction, purchase of cycles, mosquito nets etc. and maintenance of connected records.

During the year 1977-78, 18 applications for House Construction Advance, eight for Motor Conveyance Advance, 19 for Cycle Advance and 13 applications for Mosquito Net Advance were received in the section. An amount of Rs.92,180/ was sanctioned as House Building Advance during the year.

40 applications for G.P.F. Non-refundable advance and 35 for G.P.F. Temporary Advance were received from and sanctioned to the Gazetted Officers of this Secretariat.

9. Work relating to Contingency expenditure

As usual, the following items of work relating to contingency expenditure were attended to:-

(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 the meetings of various committees of the Kerala Legislative Assembly and meetings held by the Speaker.

(d) Payment of wages for daily wage employees.

144 Contingent bills were prepared under 211 B (a) Office Expenses and the total expenditure incurred on this account was Rs. 1,61,302.09.

(e) Payments for purchase of furniture for the use of this Secretariat and other sundry 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 were also prepared under the above head. 73 contingent bills were prepared for the above purposes during the year. The total expenditure incurred under the head was Rs. 1,53,209.50.

(f) Pay and allowances to Part-time sweepers. 15 contingent bills were prepared for the purpose during 1977-78 and total expenditure incurred was Rs. 8141.60.

Staff

One Section Officer and four 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 the Police Department for security duties during session periods. 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 1 Marshal 1 Sergeant and 6 Sergeant Assistants were repatriated 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.

Strength of Watch and Ward Unit

<u>Chief Marshal</u>	<u>Marshals</u>	<u>Sergeant</u>	<u>Sergeant Assistant</u>
1	2	3	30

CHAPTER XVIII

LEGISLATURE LIBRARY

As in the previous years, the Legislature Library continued to lend its regular services to M.L.As. and to other members.

The Library Advisory Committee (1977-79) was constituted ~~on~~ with Shri N.I. Devassykutty as the Chairman.

During the year under review, the Committee met 14 times. A good number of books were purchased from the approved book sellers. Besides, several book stalls were visited and on the spot selection of books were also made. The committee visited the following institutions viz. Medical College Library, Trivandrum, Centre for Development Studies, Trivandrum, and the National Archives Library, New Delhi to study their working. Steps were taken for the advancement of facilities in the Library. Action for the purchase of periodical display racks, Lintex, Pamphlet boxes etc. was taken during the year. Steps were also taken for the setting up of cubicles in the Library.

Out of the total allotment of Rs. 60,000/- about Rs. 51,000/- was spent for the purchase of books about Rs. 8000/- towards subscription to periodicals and the balance amount for the purchase of furniture. At the commencement of the year under review, the total stock of books in the library was 51011. About 1500 new books were purchased during the year.

As before, the Debates of the Lok Sabha, Rajya Sabha and of some of the State Legislatures, publications of the U.S.I.S., Committee reports

of State Legislatures etc. were being received in the Library.

Almost all the important periodicals are being received in the Library. Of these, the number of periodicals subscribed to by the library is 85. The following are some of the journals among them.

1. All India Reporter
2. All India Services Law Journal
3. Amretha Bazar Pathrika
4. Asian Recorder
5. Blitz
6. Bhavan's journal
7. British journal of criminology
8. British National Bibliography
9. Contemporary Review
10. Caravan
11. Commerce
12. Chintia Weekly
13. Current Tax Reporter
14. Criminal Law Review
15. Current Central Legislation
16. Contributions to Indian Sociology.
17. Data India
18. Democratic World
19. Eastern Economist.
20. Election Archives.
21. Economic and Political Weekly
22. Eastern journal of international Law
23. Economic Development and Cultural Change.
24. Foreign Affairs.
25. Gazette of India
26. Illustrated Weekly of India
27. Infa
28. Imprint

29. Indian Labour Journal
30. Indian & Foreign Review.
31. Indian Book Chronicle
32. India Today
33. Indian Library Movement
34. Journal of Modern History
35. Kerala Law Times.
36. Keesings contemporary Archives.
37. Kerala Law Notes.
38. Link
39. Labour Law Journal
40. Labour Law Notes.
41. Lokudyog
42. Modern Law Review
43. Management in Government
44. Monthly Commentary on Indian Economic
Conditions.
45. Monthly Digest of Supreme Court Cases.
46. Monthly Public Opinion Surveys.
47. National Geographic
48. NewsWeek
49. Parliamentarian
50. Publisher's Weekly
51. Reader's Digest
52. Reserve Bank of India Bulletin
53. Saturday Review
54. Social Compass
55. Supreme Court Cases.
56. Southern Economist
57. Sahithya Chakravalam
58. Time
59. Tax Journal
60. Vivekananda Kendra Pathrika etc.

During the year under review, the work in of the library especially with regard to classification of books, press clipping service etc. progressed much.

The Library continued to offer facilities to research scholars from inside and outside the State. About 30 research scholars made use of the facilities for conducting their research work.

Staff

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

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CHAPTER XVIII

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 as matters of current parliamentary interest.
5. Collection of press clippings from selected newspapers.

During the year under review, this section continued its work of publication of fortnightly digest "Focus" which contains articles of topical interest on varied subjects, news digest, book reviews, extracts from the proceedings of Sri Mulam 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.

CHAPTER XIX

FAIR COPYING SECTION

Almost all the draft letters, Office memoranda, circulars, statements etc. emanating from the various sections of Legislature Secretariat comprising of approximately 93,500 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 25,500 sheets were cyclostyled during the year. Besides, Interpellations, notice of amendments to bills, ~~cut~~ 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.

Staff

English Typists	-	18	
Malayalam Typists	-	7	
Temporary Typists	-	7	(During session time)
Roneo Operators	-	3	

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