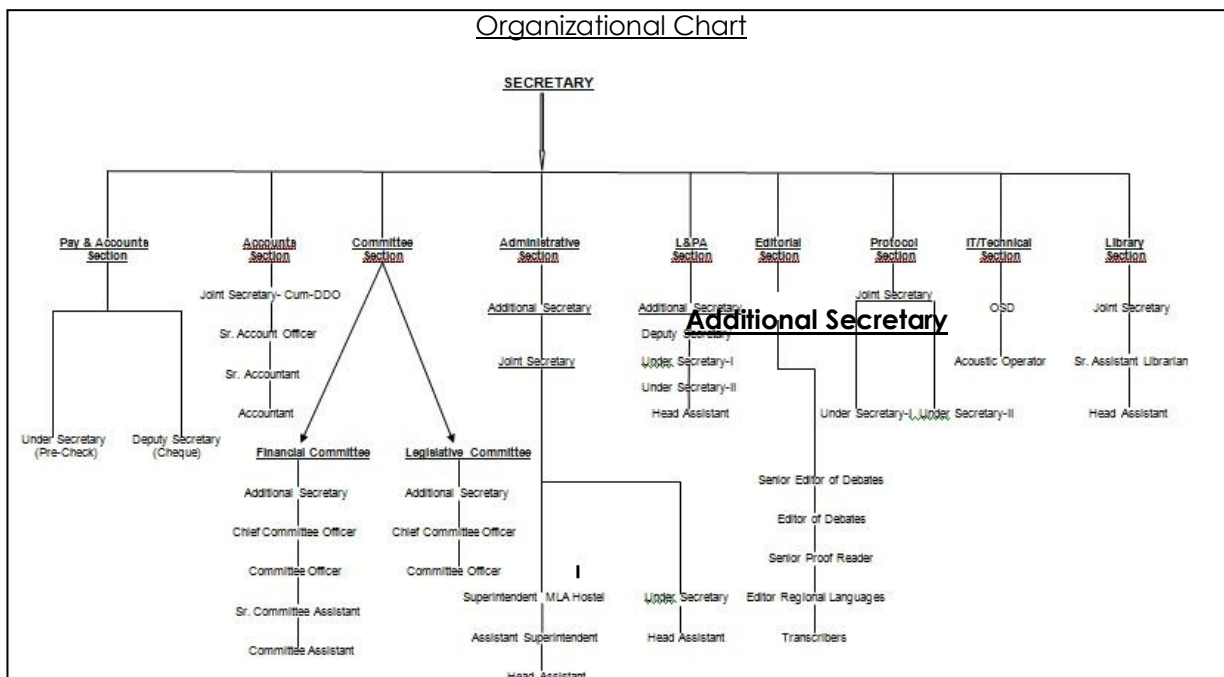


**ORGANIZATION, FUNCTION AND DUTIES  
SECTION 4(b) (1) (i)**

Name Of The Organization	Sikkim Legislative Assembly Secretariat
Address	Sikkim Legislative Assembly Secretariat, Nam-Nang, Gangtok-737101
Telephone Number	03592-203629/203630
Working Hours	10 Am – 4 Pm. Monday To Saturday



The Function and the duties of the various sections of the Secretariat is compiled here for a better understanding of the working of the Secretariat.

**1. Administrative Section:**

- General Administration, policies, planning and service matters of the Secretariat.

**2. Accounts Section:**

- a. Deals with the financial matters, Salary, allowances, Conveyance allowance and medical reimbursement, Records of Expenditure, Budget Requirement, budget allocation etc.

**3. Pay and Account Section:**

- a. Act as a Treasury of SLAS.

**4. Legislative & Parliamentary Affairs Section.**

- a. Deals with Govt Bills, Private member resolution, Government Resolution, NRCPA and CPA related documents. It also prepares the List of Business with the approval of the Speaker.

**5. Committee Section:**

- 1. **LEGISLATIVE COMMITTEES:** It deals with the Rules Committee, Library Committee, House Committee, Government Assurances Committee, Committee on Privileges and Petitions Committee.

Legislative Committees are of two kinds: Ad hoc Committee and Standing Committee. The followings are Standing Committees:

**a. Rules Committee :**

The Committee on Rules considers the matter relating to Rules of procedure and conduct of business and recommends any amendments or additions to these Rules that may be deemed necessary.

**b. Library Committee :**

The Library Committee considers the advice on the matter referred by the Hon'ble Speaker / Hon'ble Deputy Speaker from time to time and also to consider suggestion for the improvement of the Library to make it well equipped, backed by prompt and efficient research and reference services to the Hon'ble Members.

**c. House Committee :**

The House Committee deals with the amenities that is entitled to the Members after being elected in the Assembly. These amenities are provided to the Members with a view to enable them to function effectively as a Members of Sikkim Legislative Assembly.

**d. Government Assurances Committee :**

The main purpose of Government Assurances Committee is to scrutinize the assurances, promises, under takings etc., given by the Ministers on the floor of the House .

**a. Ad hoc Committees:** Ad hoc Committees are appointed for a specific purpose and they cease to exist when they finish the task assign to them and submit a report. The following are Ad hoc Committees:

**i) Privileges Committee:** The function of Privileges Committee is to examine every questions involving Breach of Privileges of the House or of the Members, thereof referred to it by the House or by the Speaker. It determines with reference to the facts of each case whether a Breach of Privileges is involved and makes suitable recommendations in its report.

**ii) Committee on Petitions:** The function of Committee is to consider and report on Petitions presented to the House. Besides, it also considers representations from individuals and associations, etc., on subject which are not covered by the rule relating to the Petitions and gives direction for their disposal.

#### **I. Financial Committees:**

**a. Public Accounts Committee:** The main duty of the Committee is to ascertain whether the money granted by Assembly has been spent by the Government within the scope of demand. The Committee examines the accounts showing the appropriation of sums granted by the House for the expenditure of the State Government, the Annual Finance Accounts of the State Government and such other accounts laid before the Assembly as the Committee thinks deem fit. The Committee securitizes on the report of the Comptroller and Audit General involving losses, nugatory expenditure and financial irregularities.

**b. Estimate Committee:** The main function of the Committee is to report what economics, improvements in organisations, efficiency or administrative reform, consistent with the policy underlying the estimates may be effected and to suggest alternative policies in order to bring about efficiency and economy in administration. From time to time the Committee selects such of the estimates pertaining to the departments or the statutory and other Government bodies as may seem fit to the Committee. The Committee also examines matter of special interest which may arise or come to light in the course of its work or which are specifically referred to it by House or the Speaker.

#### **6. IT Section:**

a. Deals with providing technical support to the Officers and Staff of the Secretariat, audio visual recording of the Sessions, proving computer training programs to the Staff of the Secretariat.

#### **7. Editorial/Translation Section:**

a. Performs the duties of preparing the verbatim proceedings of the House and its Committees. The Branch also arranges editing and printing of Debates in Book format. The rulings, observations and list of un-parliamentary words/expressions are culled out and printed through Government press.

#### **8. Protocol Section:**

Deals with matter related with the purchase and maintenance of vehicles and providing hospitality to the official guest.