



विधान सभा
राष्ट्रीय राजधानी क्षेत्र दिल्ली
LEGISLATIVE ASSEMBLY
NATIONAL CAPITAL TERRITORY OF DELHI

सामान्य प्रयोजन समिति
GENERAL PURPOSES COMMITTEE

छठी विधान सभा का प्रथम प्रतिवेदन
FIRST REPORT OF THE SIXTH ASSEMBLY

25 फरवरी, 2019 को प्रस्तुत
PRESENTED ON 25th FEBRUARY, 2019

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GENERAL PURPOSES COMMITTEE

Shri Ram Niwas Goel

Chairman

MEMBERS

2. Shri Madan Lal
3. Shri Gulab Singh.
4. Shri Hazari Lal Chauhan .
5. Shri Jagdeep Singh.
6. Shri Jarnail Singh.
7. Shri Nitin Tyagi.
8. Shri S.K. Bagga.
9. Shri Som Dutt.

Assembly Secretariat:

01 Shri C. Velmurugan

Secretary

02 Shri Sunil Dutt Sharma

Deputy Secretary

03 Smt Sarita Misra

Section Officer

INTRODUCTION

The General Purposes Committee has in its various meetings held on, 24.05.2017, 05.11.2018, 24.12.2018, 10.01.2019, 17.01.2019, 04.02.2019 and 22.02.2019, dealt with matters and issues of utmost importance having far reaching implications as detailed under:-

- (a) Setting up of Delhi Assembly Research Centre (DARC).
- (b) Automation (e-Vidhan) of Delhi Assembly.
- (c) Independent Assembly Secretariat.

The Report of the Committee was discussed and adopted in its meeting held on 22.02.2019.

The Committee authorized Shri Jagdeep Singh, Hon'ble Chief Whip and Shri Som Dutt, Hon'ble Member to present the First Report of the Committee on its behalf.

The Committee places on record its appreciation to the officers of the Assembly Secretariat, Administrative Reforms (AR) Department, Delhi Technological University (DTU) and NIC for their valuable assistance and information provided to the Members during the deliberations. The Committee also thanks the Officers and Staff of the Assembly Secretariat in drafting this report.

22.02.2019


Ram Niwas Goel
Chairman
General Purposes Committee

GENERAL PURPOSES COMMITTEE

FIRST REPORT

Brief Introduction:

The General Purposes Committee (GPC) is constituted to advise the Speaker *"on important matters specially relating to improvement in the organization of work in the Assembly or any other matter referred to it by the House or the Hon'ble Speaker."* [Rule 227 (2)].

Normally the Reports of the General Purposes Committee are not required to be presented to the House as they deal with matters which are in the exclusive jurisdiction and domain of the Speaker. However, the Committee was of the view that the GPC had dealt with issues of far reaching implications in the interest of the Assembly and hence the House needed to be informed of the decisions taken on the basis of the recommendations of the Committee.

The present Report deals with the decisions on the following three issues:

1. Setting up of the Delhi Assembly Research Centre (DARC).
2. Automation of Delhi Assembly.
3. Independent Assembly Secretariat.

1. Setting up of the Delhi Assembly Research Centre (DARC):

The Committee deliberated on the setting up of the Delhi Assembly Research Centre (DARC) in its meetings held on 24.12.2018, 10.01.2019, 17.01.2019, 04.02.2019 and 22.02.2019.

The Legislative Assembly had in its sitting held on 20.12.2018 agreed that there was an urgent need to set up a research service in the Assembly to assist the Legislators with research and resource material. The Hon'ble Deputy Chief Minister also agreed for the need of this facility and assured the House of the budgetary support to set up the research services wing. The General Purposes Committee deliberated on the issue and decided that a separate Delhi Assembly Research Centre (DARC) should be set up to provide research and reference assistance to the Assembly and Hon'ble Members. The Committee decided to initiate a Fellowship Programme and engage Fellows/Associate Fellows as part of the DARC and chose to adopt the procedure followed to

engage Fellows / Associate Fellows under the Chief Minister's Urban Leadership Fellows (CMULF) Programme, as far as possible, and involve the Delhi Technological University (DTU) as Knowledge Partner.

The Committee decided to engage 50 Fellows and 90 Associate Fellows [including 10 Associate Fellows (Media)] as part of the Fellowship Programme of the DARC. The detailed Concept Note describing the Aims & Objectives of the DARC, Programme Details, Selection Procedure, Financial Implication etc., is annexed at **Annexure-A**. It is estimated that the DARC would require funds to the tune of Rs. 15.50 Crores in the first year.

Further, the process of selection of Fellows and Associate Fellows by DTU has commenced and it is sincerely believed that the Hon'ble Members will make full use of the DARC for the overall development of Delhi.

2. Automation of Delhi Assembly

The Committee deliberated on the issue of automation of Delhi Assembly in its meetings held on 05.11.2018.

'e-Vidhan' is a green governance tool for paperless Assembly incorporating all the benefits of Information Technology while reducing the use of papers. Initially, the project was implemented in Himachal Pradesh Assembly with technical assistance from National Informatics Centre and Ministry of Information Technology, Government of India. Under this project the Government of India was to provide financial assistance to the Legislatures for implementation of the Himachal Model. The project includes Civil Work in the Assembly Complex, cost of Furnitures, AV system, Telecast facilities, Hardware and Software expenses, Manpower requirements etc.

On 8th October 2015, the Sub Committee of the GPC visited the Himachal Assembly to gain first-hand knowledge of the project which was successfully implemented there. Earlier the GPC had approved the implementation of 'e-Vidhan' in Delhi Assembly and recommended that the Himachal Model be adopted. After the visit, the Draft Project Report (DPR) with an estimated cost of Rs. 17.79 Crores was submitted to the Ministry of Information Technology in October 2015. Later this project was transferred to

the Ministry of Parliamentary Affairs. The Assembly Secretariat made requests and provided all the information as and when required including the Functional Requirement Document.

However, the Ministry of Parliamentary Affairs decided to first implement the NeVA (National E Vidhan Application) uniformly for all the Legislatures. The Assembly Secretariat Officers attended the orientation programme conducted by the Ministry. NeVA will be an 'app' to be uniformly applied for all the Legislatures. The Ministry was of the opinion that once all the Legislatures have adopted the 'app', the funds for physical infrastructure would be released in phases.

The Committee is of the opinion that the project had been badly delayed and hence the Delhi Assembly should implement it from the funds of Delhi Government itself. Accordingly the Assembly Secretariat has sought 20 Crores in the Budget Estimates of 2019-2020. The project will be modified to best suit the needs of the Delhi Assembly and its Members and involve the Department of Information Technology of Delhi Government and the National Informatics Centre.

3. Independent Assembly Secretariat:

The Committee deliberated on this issue in its meetings held on 24.05.2017 and 05.11.2018.

Articles 98 and 187 of the Constitution provides for independent Secretariat for the Parliament and State Legislatures respectively. This provision guarantees the independence of the Legislature safeguards it from the pressure of the Government/Executive and allows it to function without any dependence on the Executive. Presently, except for a few posts, the Secretariat of Delhi Legislative Assembly comprises of officers and officials posted by the Government/Executive, as a result of which these personnel are subject to the control of the Government/Executive. Under the constitutional scheme of separation of powers, the Legislature cannot function with a Secretariat which is not independent from the Executive. In all the Legislatures in India including the Parliament, the Speaker is the Controlling Authority and

heads the Secretariat. For an effective and independent Legislature the Assembly Secretariat should be free from the Government/Executive with the Speaker as its Head, with full administrative and financial powers.

The Committee is of the view that Section 18 (3) of the NCT Act, 1991 provided the Delhi Assembly with all the powers and privileges as were available to the Lok Sabha and these powers and privileges could not be exercised unless the Assembly Secretariat was fully independent administratively and financially.

The Committee is also of the view that there was an urgent need to set right this anomaly and initiate steps to declare Speaker as Head of the Assembly Secretariat with full administrative and financial powers as was available to the Hon'ble Speaker of Lok Sabha. The Committee agreed that the Government should be informed about the decision of the Committee and take necessary steps for implementation of the decision so that the Hon'ble Speaker could exercise all administrative and financial authority over the Legislative Assembly Secretariat.

Conclusion: The Committee is of the categorical belief that the decisions on these three issues are well within the inherent powers and jurisdiction of the Speaker. However, the Committee presents this Report with a view that the House should be informed and made aware of these decisions. The decision taken by the Speaker on these three issues asserts the independence of the Legislature as enshrined in the letter and spirit of the Constitution and simultaneously assist the effective & autonomous functioning of the Delhi Assembly. The approval of this Report by the House would further emphasize the independent Administrative and Financial Authority of Speaker as Head of Delhi Assembly Secretariat and strengthen the need for the prompt execution of these decisions.

Date: 22.02.2019

Delhi


Ram Niwas Goel

Speaker/Chairman

Legislative Assembly of NCT of Delhi



Annexure-A
(1-14)

**LEGISLATIVE ASSEMBLY
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECRETARIAT, DELHI 110 054**

CONCEPT NOTE ON SETTING UP OF DELHI ASSEMBLY RESEARCH CENTRE (DARC)

I BACKGROUND:

The primary functions of a Legislature basically is threefold – Legislation, Financial Business and Oversight of the Executive. These functions are conducted either while the House is in session or more effectively during the Committee proceedings. An elected representative cannot do justice to his constituents and the tax payer unless he provides positive contribution while the legislature is performing these functions. Towards this end it is very essential that the Legislator is fully equipped with information regarding the issues being discussed and those which are sought to be decided. With limited resources and time constraint the legislators are hard-pressed to provide valuable inputs in crucial matters. Hence it is imperative that the legislator is provided all the possible assistance to discharge his obligations towards the State. Collation of accurate, reliable and relevant information and data is essential to understand the problem and suggest remedial measures in the general interest of the Public.

The Legislative Assembly in its sitting held on 20.12.2018 agreed that there was an urgent need to set up a research service in the Assembly to assist the Legislators with research and resource material. Shri Somnath Bharti, Hon'ble Member raised this issue in the Assembly which was supported by all the Members. The Hon'ble Member suggested a research services on the lines of LARRDIS (Library and Research, Reference, Documentation and Information Services) functioning in the Lok Sabha and the Fellowship/Associate Fellowship Programme in the US Congress. The Hon'ble Deputy Chief Minister/ Minister-in-Charge of Finance also agreed for the need of this facility and assured the House of budgetary support to set up the research services wing. The General Purposes Committee deliberated on the issue and decided that a separate Delhi Assembly Research Centre be set up to provide research and reference assistance to the Assembly and Hon'ble Members. The Committee chose to adopt procedure followed to engage Fellows / Associate Fellows under the Chief Minister's Urban Leadership

Fellows (CMULF) Programme as far as possible and involve the Delhi Technological University as Knowledge Partner. Keeping in view of the financial constraints and time required to engage permanent staff, as is the case with LARRDIS, the Committee instead decided to engage 50 Fellows and 90 Associate Fellows initially along with requisite support staff for a period of one year on contract basis which could be extended further for another year on the basis of performance and actual requirement.

II AIMS OF THE DELHI ASSEMBLY RESEARCH CENTRE (DARC):

- To create a repository of valuable research and reference material for use of the lawmakers and other stakeholders
- To provide quality research and reference material to the Legislators on demand
- To improve quality of debate and deliberations in the House proceedings and Committee meetings
- To study the best practices in various fields in other legislatures and governments within as well as outside India
- To provide comparative study of existing laws and policies in other states and countries
- To publish Reports and resource material for use of the Legislators, Departments and other interested stakeholders
- To involve youth in the various fields of governance
- To involve youth in the decision making process of legislatures
- To attract best talent available to spearhead the multi-dimensional development of Delhi and India
- To inject fresh thoughts, opinion, innovativeness, improvisation and precise solutions into the decision making process
- To evolve and groom future leaders as valuable assets to the society

III OBJECTIVES OF THE DARC FELLOWSHIP/ ASSOCIATE FELLOWSHIP PROGRAMME:

1. Applications to be invited from meritorious and outstanding youth to work in the Delhi Assembly Research Centre of the Delhi Legislative Assembly for a maximum period of two years as Fellows / Associate Fellows. The applicant should not be above the age of 35 years.
2. Initially 50 Fellows and 90 Associate Fellows are proposed to be engaged for a period of one year, further extendable by another year.

3. Fellows and Associate Fellows will be selected from various range of academic and professional disciplines and assigned work on the following subjects:

Fellows (50)	Associate Fellows (90)
<p>Fifteen Fellows (One each) for:</p> <ol style="list-style-type: none"> 1. Art, Culture, Sports and Tourism 2. Education & Skill development 3. Environment 4. Finance and Taxation 5. Health Sector 6. Human Resources and Reforms in Government Departments 7. Information Technology 8. Law and Public Safety 9. Legislative Practices 10. Municipal functions and Local Bodies 11. Power and Water Sector reforms 12. Social Welfare measures and Women Empowerment 13. Trade, Commerce and Industries and Agriculture Reforms 14. Transport and Traffic management 15. Urban Planning and Public works <p>35 Fellows for: Constituency Related Works (One Fellow for Two Assembly Constituencies)</p>	<p>70 Associate Fellows for constituency related works (One for each Assembly constituency)</p> <p>10 Associate Fellows to assist the Assembly Secretariat in Legislation work, Committee work and Information Technology.</p> <p>10 Associate Fellows (Media) to assist in subjects related to Media, Advertisement, and Public Relations</p>

4. They shall have a clear interest, aptitude and commitment to public service. They will work in coordination with the Hon'ble MLAs and Officers of the Assembly Secretariat as well as various Departments.

5. They shall be responsible for conducting research and providing accurate and relevant information/ data to the Hon'ble Members and Officers of the Assembly and also assist them with resource material and drafting of Reports.

6. They shall be assigned work on any of the subjects mentioned in Para 3. However in emergent conditions they shall be assigned work on one or more subjects or any new subject as may be determined from time to time.

7. They stand to gain valuable first-hand experience of being part of the government system and participate in the decision making and implementation of government policies.

IV BENCHMARKING:

The Lok Sabha has a dedicated cadre of officers/officials for providing research and reference assistance to the Hon'ble Members viz., LARRDIS (Library and Research, Reference, Documentation and Information Services). Besides LARRDIS, Lok Sabha also engages Associate Fellows under the Speaker's Research Initiative (SRI) since 2015. However these Associate Fellows are engaged on short term basis for a period of one month and three months. Most of the State Legislatures also have research and reference officers. The US Congress too engages Fellows / Associate Fellows / Pages to assist the Congressmen but they are either engaged by the Congressmen themselves or sponsored by institutions. Thus the initiative of the Delhi Assembly for setting up a dedicated Research Centre engaging Fellows / Associate Fellows would be first of its kind in India. The DARC aims to establish itself as a cache of research and reference material which would be of immense value to lawmakers as well as scholars in various fields.

V PROGRAMME DETAILS:

1. Administrative Structure: The DARC will function under an Advisor (to be nominated by the Hon'ble Speaker) who shall be well versed/experienced in parliamentary procedures. He shall be assisted by an officer not below the rank of Deputy Secretary who will work closely with the Advisor, the Hon'ble Members, the Fellows / Associate Fellows and external agencies to ensure the smooth functioning of the Centre.

2. Selection: *Delhi Technological University (DTU – formerly Delhi College of Engineering)* has agreed to assist the Delhi Assembly in the recruitment process of Fellows and Associate Fellows including the following:

- Receiving applications online
- Screening and short listing of applications
- Assisting & Conducting the Interview / Personal Interview by a panel constituted for this purpose.
- Declaring the results of the selected candidates
- Further, advertisement in the major Newspapers (both English & Hindi) would be issued by the Assembly Secretariat prior to receiving applications online by DTU to give wide publicity for engagement of Fellows /Associate Fellows.

3. Induction: Selected Fellows / Associate Fellows will undergo a structured induction programme over the first two weeks where they will get inputs on Government Structure, its functioning, effective communication, leadership, conflict resolution, working with communities, basics of monitoring and evaluation, legislative processes, committee system, constituency development fund, etc. Lectures will be delivered by subject experts and experienced personnel in various fields.

VI. SELECTION PROCEDURE – Selection of Fellows / Associate Fellows will be held in two stages viz., Stage 1: Screening / Shortlisting of Online Applications and Stage2: Personal Interview.

1. Stage I- Screening / Shortlisting of Online Applications: Interested applicants will be required to complete an online application form with details on their academic achievements, work experience and leadership initiatives, if any. Each Candidate will be allowed to apply for one post only i.e either Fellow or Associate Fellow. An objective scoring system will be used to score each application on three dimensions.

a. Academic details: Sub-components include level of education, credibility of institution (Institutions of National Importance would be identified through the National Institutional Ranking Framework (NIRF) approved by MHRD which have extensive and rigorous parameters for evaluation and Times Higher Education Ratings will be used as basis for Foreign Institutions) and academic performance.

b. Work experience: Sub-components include total years of full-time work experience, with extra weightage for work experience in development/social sector/research.

c. Essay: A short essay on the motivation of the person to apply for this programme (around 250 words) to assess both the motivation and his/her writing skills.

On the basis of weighted average of the above mentioned criteria, candidates will be awarded maximum 50 marks (i.e. 40 marks for academic details & work experience + 10 marks for essay). Candidates will be shortlisted for Stage 2 (Interview) in the 1:5 ratio i.e. 250 Candidates will be shortlisted for the position of 50 Fellows and 450 Candidates for the position of 90 Associate Fellows making a total of 700 candidates for 140 position.

2. Stage II-Personal Interview: Shortlisted candidates will be invited for personal interviews. A maximum of 50 marks will be awarded for Interview stage. Final selection of Fellows and Associate Fellows shall be done on the basis of 100 marks i.e. 50 marks of Stage-I and 50 marks of Stage-II.

3. Eligibility Criteria:

a. Age: Between 21 and 35 years of age as on 01.04.2019 (i.e should be born on or after 01.04.1984 and on or before 31.03.1998)

b. Education Qualification for Fellows:

- Doctorate/Ph.D with one year full time experience. **OR**
- Post Graduate with minimum 50 % of marks (or equivalent CGPA) with minimum 02 (two) years full time work experience. (Professionals such as MBBS, LLB etc., with minimum 5 year course of study after 12th Class will be considered as Post Graduates). **OR**
- Professionals like Chartered Accountants, Architects, Company Secretaries etc., who are registered with their respective professional bodies shall be eligible for Fellowship if they have minimum of 02 (two) years of post-registration work experience. **OR**
- Graduate with minimum 50 % of marks (or equivalent CGPA) with minimum 04(four) years full time work experience.

c. Education Qualification for Associate Fellows:

- Post Graduate with minimum 50 % of marks (or equivalent CGPA). (Professionals such as MBBS, LLB etc., with minimum 05 (five) years course of study after 12th Class will be considered as Post Graduates). **OR**
- Professionals like Chartered Accountants, Architects, Company Secretaries etc, who are registered with their respective professional bodies. **OR**
- Graduate with minimum 50 % of marks (or equivalent CGPA) with minimum one year of full time work experience.

d. Education Qualification for Associate Fellows (Media):

- Post Graduate Degree or Diploma in Mass Communication or Journalism with minimum 50 % of marks. **OR**
- Graduate in Mass Communication or Journalism with minimum 50 % of marks (or equivalent CGPA) with minimum one year of full time work experience.

e. Desirable Qualification:

- Work/Research experience in related fields
- Leadership role in school/college/workplace
- Excellence in extracurricular activities like art, culture and sports
- Track record of public service
- Good oral and written communication skills
- Good computer skills

f. Character and antecedents: Candidates convicted or with pending criminal cases shall not be considered and Candidates are required to submit an undertaking to this effect. The Delhi Assembly shall be sending the particulars of the selected candidates to the Police authorities for verification.

Candidature of applicants who have furnished false information on any of the above requirements shall be summarily cancelled besides legal proceedings and recovery of expenditure already incurred on the candidate including litigation expenses.

VII. ABOUT THE PROGRAMME: The Fellowship / Associate Fellowship Programme to assist the Delhi Assembly Research Centre is a full time programme open for eligible candidates. The important features of the programme are:

1. Number of Seats: Initially 50 Fellows and 90 Associate Fellows are proposed to be engaged for a period of one year further extendable by another year.

2. Tenure: A maximum tenure of two years, initially one year and extendable for the next year based on the performance of the individual, and subject to mutual agreement, will be allowed to the deserving Fellows / Associate Fellows.

3. Performance Review: A performance review will be conducted at the end of one year (on prescribed format- Annexure II), after which the Fellowship may be extended for one more year.

4. Allocation of Project / Programme/ Scheme: Depending upon the basic qualification i.e. field of Graduation / Post-Graduation/PhD and the related work/research experience, the candidate will be allotted the project/programme/scheme on any subject as mentioned in Para III 3. However in emergent conditions, besides these subjects, Fellows / Associate Fellows may also be assigned additional tasks on any other issues on which study is to be conducted.

5. Reporting Structure: All Fellows / Associate Fellows will work directly under the supervision of the Advisor to the Hon'ble Speaker / Hon'ble Members/ Chairpersons of House Committees/ Officers of Delhi Assembly, depending upon the tasks entrusted to them.

6. Role of Fellows: The length of the Fellowship allows Delhi Assembly to allocate a variety of roles to the Fellows /Associate Fellows such as due-diligence, background preparation to launch an ambitious reform, project management to fast-track implementation of priority projects, providing first-hand feedback to Hon'ble Members on progress of key programmes, strengthen concurrent monitoring & evaluation in key programmes etc. The Specific role and responsibilities of the Fellows /Associate Fellows are indicated in **Annexure- I**.

7. Certificate: Fellows / Associate Fellows who successfully complete the programme for at least a year will receive a Certificate signed by the Hon'ble Speaker, Delhi Assembly for his/ her duration of engagement.

8. Programme Mentor: Hon'ble Speaker, Advisor to the Hon'ble Speaker and the Secretary (Delhi Assembly) will act as Programme Mentor of the Fellows/ Associate Fellows depending on the tasks assigned to them.

9. Feedback and Performance Appraisal: The Fellows/ Associate Fellows will interact with the Advisor to the Hon'ble Speaker, Hon'ble Members, Chairpersons of House Committees, Secretary (Delhi Assembly) and give written feedback to them every month with a copy endorsed to the Hon'ble Speaker's Office. Performance of the Fellows/ Associate Fellows will be assessed by the Advisor to the Hon'ble Speaker/ Secretary (Delhi Assembly) annually as per format in **Annexure-II**.

10. Grievance Redressal: It is expected that the Fellows/ Associate Fellows will share their issues and concerns with the Advisor to the Hon'ble Speaker/ Secretary (Delhi Assembly) in case of any grievance that cannot be handled by the person to whom they are reporting. In the event of the Fellows / Associate Fellows not being satisfied on the action taken on his grievance they can approach the Office of the Hon'ble Speaker.

11. Termination and Notice Period: The Fellows/Associate Fellows shall be terminated on the following grounds: The Fellows/Associate Fellows will be on probation for the first three months, and only after successful completion of activities in the probation period, the Fellows/Associate Fellows will be allowed to continue for the full length of the programme, else the fellowship will be terminated. An annual performance appraisal will be conducted at the end of the first year of the programme, and only if the performance is satisfactory, the Fellows/Associate Fellows will be allowed to continue into the second year of the Programme.

- a) On the failure of joining the programme within the prescribed time or unauthorised absence of five continuous working days.
- b) If at any later stage, it is known that the candidate has secured the Fellowship/ Associate Fellowship by misrepresenting or suppressing of any fact.
- c) If found to be responsible for any act of indiscipline or misconduct or of moral turpitude.
- d) One month prior notice by the Fellow/ Associate Fellow for premature termination of his deployment

- e) In case of failure to give notice, the candidate will be liable to refund one month's stipend paid to him.

12. Stipend and Facilities: Consolidated Stipend of Rs.1,00,000/- p.m. (Rupees One Lakh Only) to Fellows and Rs.60,000/- p.m. (Rupees Sixty Thousand Only) to Associate Fellows shall be paid by the Delhi Assembly. No separate allowance shall be paid for their day to day expenses, conveyance expenses etc.

The Fellows / Associate Fellows shall be provided office space with laptop facility in the Delhi Assembly and stationery for official work. They shall also be allowed access to the Delhi Assembly Library.

The Fellows / Associate Fellows shall be allowed to avail one day leave (with prior permission) in a calendar month besides national holidays and Saturday/ Sundays. In the event of urgent and emergent situations, the leave/ holidays can be cancelled.

VIII. ADVISOR/CONSULTANT/INTERNS: The Speaker shall appoint/ nominate Advisor and Consultants to supervise the functioning of the Delhi Assembly Research Centre and the Fellows/Associate Fellows. Further, Interns shall also be engaged on short term or project specific basis to assist in the functioning of the DARC as per requirement.

IX. SUPPORT STAFF: Support Staff for the Delhi Assembly Research Centre (Translators, Data Entry Operators and Multi Tasking Staff) shall be engaged by the Delhi Assembly after completing the due codal formalities.

X. FINANCIAL IMPLICATION: Estimated financial expenditure to the tune of Rs.15.50 Crores (Rupees Fifteen Crores and Fifty Lakhs) is expected in the first year of setting up the DARC. It includes the expenditure on stipend to Fellows /Associate Fellows, remuneration of outsourced staff, installation of IT Equipments and accessories and miscellaneous/ contingency expenses. The Finance Department has been requested to allocate funds to the tune of Rs. 14.50 Crores in the financial year 2019-2020 for this purpose. A breakup of the estimated financial implication is given at **Annexure III**.

XI. COPYRIGHT: The Delhi Assembly shall have the copyright to all research papers/ reports/ publications prepared and/ or published by the Delhi Assembly Research Centre and the Fellows /Associate Fellows. Further, no information or data collected / prepared by the Fellows /

Associate Fellows shall be shared with outside agencies without the prior approval / permission of the Secretary (Delhi Assembly).

XII. DECISION OF HON'BLE SPEAKER TO BE FINAL: The decision of the Hon'ble Speaker, Delhi Assembly shall be final in all matters relating to the Delhi Assembly Research Centre and the Fellowship/ Associate Fellowship programme.

ROLES, RESPONSIBILITIES AND EXPECTATIONS FROM FELLOWS / ASSOCIATE FELLOWS

The Fellows/Associate Fellows shall be responsible for conducting research and providing accurate and relevant information/ data to the Hon'ble Members and Officers of the Assembly and also assist them with research material and preparation of Reports. More specifically, they will be required to perform any/all of the following function(s) for the DARC / Hon'ble Members:

1. Conduct Comparative, Strategical, Technological and Socio-Economic analysis of his allocated Project/ Programme/ Scheme and contribute in ascertaining the felt needs of the people.
2. Visit concerned locations of the programmes/research to see for themselves the local conditions, progress and the impact (or deficit) of governmental interventions.
3. Diagnostic study covering gap analysis, capacity building needs, HR issues, resource envelopes etc.
4. Undertake assessment of development deficit for use in Project/Programme/ Scheme Planning.
5. Understand local dynamics and local problems and issues related to implementation Project/ Programme / Scheme
6. Help the DARC / Member concerned in Project/Programme/ Scheme preparation
7. Facilitating grievance redressal mechanism in his allocated field.
8. Interact with organizations/NGOs involved in issues like awareness generation on entitlements like Food Security Act, Employment Guarantee Act, RTE etc.
9. Suggest measures to promote the agenda of inclusive development especially for vulnerable sections like poor, women, children, dalits, minorities, etc., through different community organizations
10. Suggest measures to help community and administration in objective selection of beneficiaries under various programs and eliminating the possibilities of duplicate/fake/unauthorized beneficiaries etc.
11. Suggest measures to promote community based monitoring tools like Social Audit, surveys etc.
12. Undertake action-research to discover more appropriate ways of doing things at various level of Administration/Assembly.
13. Design and recommend innovative projects. Fellows /Associate Fellows may undertake innovative projects to translate some of their innovative ideas into ground action that have direct implication on the lives of the poor.
14. Study the prevailing practice and procedure in Legislatures world-wide and suggest improvements for quality deliberations in Assembly and Committee proceedings
15. Any Other department/project/programme/scheme specific functions that may be assigned from time to time.

Annual Performance Appraisal Report for Fellows/Associate Fellows

1. Name of the Fellow/Associate Fellows:
2. Name of the project/programme/scheme in which deployed:
3. Period of report:
4. Assessment of work output

Sr.No	Particulars	Score*
A	Accomplishment of work assigned	
B	Quality of output/research	
C	Analytical ability in planning/execution of the tasks	
D	Accomplishment of exceptional works/unforeseen tasks performed	

Overall Score on work output

5. Assessment of personal attributes

Sr.No	Particulars	Score*
A	Attitude to work	
B	Sense of responsibility	
C	Communication skills	
D	Liaison with target beneficiaries	
E	Leadership qualities	
F	Punctuality in work	
G	Inter-personal relations	
H	Ability to take risk	

Overall Score on personal attributes

6. Assessment of special attributes*

Sr.No	Particulars	Score*
A	Sensitivity towards SCs/STs/Women/the vulnerable people	
B	Grasp of the unique aspects of the local situation/tasks in hand	
C	Innovative problem-solving skills	

Overall Score on special attributes

7. Remarks on outstanding / exceptional achievement (if any): (To be submitted in separate sheet)

8. Overall rating of the Fellow/Associate Fellow/175

Date:

Name:.....

Place:

Designation:
(Signature & seal)

*(Scores are to be given numerically on a scale of 1 to 10, 10 being the highest score)

Guidelines on rating of Scores – Scores from 9-10 = Outstanding, 7-8 = Very Good, 5-6 = Good, 1-4 = Unsatisfactory.

Annexure III

Estimated Financial Implication for setting up of Delhi Assembly Research Centre

A) Stipend for Fellows /Associate Fellows

Fellows (50)	(Rs. 1,00,000 x 12 x 50) =	6,00,00,000
Associate Fellows (90)	(Rs. 60,000 x 12 x 90) =	6,48,00,000
		12,48,00,000

B) Remuneration for Support Staff:

Translators:	5 (5x40000x12)=	24,00,000
Data Entry Operators:	30 (20000x 30 x12) =	72,00,000
MTS:	30 (18000x 30x12) =	64,80,000
		1,60,80,000

C) Initial Expense on IT/Office requirement:

Desktops/ Laptops: 150	(Rs. 60000 x 150) =	90,00,000
Multi Functional Printers: 20	(Rs.20, 000 x 20) =	4,00,000
Photocopiers & consumables	=	6,00,000
		1,00,00,000

D) Training Support/Faculty Fees = 20,00,000

E) Miscellaneous/Contingency Expenses = 21,20,000

Grand Total = 15,50,00,000

(Rupees Fifteen Crores Fifty Lakhs)

Manpower Breakup

Associate Fellows:	1 for each constituency	= 70
	10 for Assembly Sectt.	= 10
Associate Fellows (Media)		= 10
		90
Fellows :	1 for two Constituency	= 35
	15 for Assembly Sectt.	= 15
		50
Translators (Common Pool)		=5
Data Entry Operators		=30
(1 for 5 Fellows /Associate Fellows =28		
Secretariat=2)		
Multi Tasking Staff=		=30
(1 for 5 Fellows / Associate Fellows =28		
Secretariat=2)		