

### **Business Rules of the department:**

1. Governor's Address to the Punjab Vidhan Sabha.
2. Legislative matters.
3. Obituary references.
4. All matters pertaining to salaries, allowances, pensions, medical facilities to the sitting and former members, Presiding Officers and Leader of the Opposition of the Legislature in Punjab.
5. Consultative Committees of the Members of the Punjab Vidhan Sabha, for various Departments.
6. Code of Conduct and complaints against legislators.
7. Nomination of Legislators in Committees constituted by the Punjab Government.
8. Discretionary grant to the Presiding Officers of the State Legislature.
9. Advice to Departments on legislative procedure and other legislative matters;.
10. Coordination of action by the Departments on the general application of the recommendations made by the Committees of the Punjab Vidhan Sabha and follow-up of reports of the Committee on Subordinate Legislation of the Punjab Vidhan Sabha.
11. Matters connected with powers, privileges and amenities of Members of the Punjab Vidhan Sabha.
12. Issuance of instructions regarding sessions of the Punjab Vidhan Sabha.
13. Dates of summoning and prorogation of the Punjab Vidhan Sabha.
14. Planning and coordination of legislative, financial and other business of the Punjab Vidhan Sabha,
15. Appointment of Secretary including all matters pertaining to the establishment of the Punjab Vidhan Sabha Secretariat including framing of its Service Rules.
16. Grants to the Common Wealth Parliamentary Association and the Indian Parliamentary Association.
17. Transportation of dead bodies of Members of the Legislative Assembly and Members of Parliament of Punjab State.
18. Government stand on private Members' Bills and Resolutions.
19. Sponsoring of the visits of Members of the Legislative Assembly to places of interest and State Projects.
20. Policy relating to Whips, Conferences and implementation of the recommendations thereof.
21. Policy matters relating to the Assurances given by the Ministers in the Punjab Vidhan Sabha and their implementation.
22. Manual of Instructions on matters relating to Parliamentary Affairs.
23. Follow-up of reports of the Committee on Papers Laid on the Table of the House.
24. Coordination with Departments for sending replies of the Lok Sabha and Rajya Sabha questions.