

# PARLIAMENTARY & ADMINISTRATIVE RESEARCH INSTITUTE NEW DELHI



A Subsidiary of **LIGHTS**  
An Educational Not-for-Profit  
Organisation, Est. 2003

## CAPACITY BUILDING PROGRAMMES (DOMESTIC)

For Officers of Govt. of India/Autonomous Bodies/PSUs/  
Legislative Assemblies/State Governments

## Domestic Courses towards “Handling Parliament Efficiently”

### 1. Customised Course on **Parliamentary Procedure**

**Duration:** 3 Days ( Includes visit to Parliament House)

**Eligibility:** Any Officer likely to deal or already dealing with the Parliamentary work

**Fees:** INR 22,500 +18 % GST

### 2. Customised Course on **Parliamentary Protocol and Privileges**

**Duration:** 3 Days (Includes visit to Parliament House)

**Eligibility:** Any Officer nominated by the Competent Authority

**Fees:** INR 22,500 +18 % GST

## Parliamentary Procedure Course

1. **Parliamentary Terminologies**
2. **Parliamentary Committee System**
3. **Raising Matter of Public Importance through various parliamentary devices and Law Making Processes**
4. **Liaison with the Parliament: A Practical Approach**
5. **Liaison with the Parliament: A Practical Approach**
6. **Parliamentary Control of Financial Committees: Dealing With the Committees on Study Visits**
7. **Sub-ordinate Legislation and the Role of Govt/PSUs/Autonomous Bodies**
8. **Annual Reports and Its Laying on the Tables of Lok Sabha & Rajya Sabha and Privileges and Protocol of MPs and MLAs**
9. **Accessing Parliament Website for better information and management**

## Parliamentary Protocol and Privileges Course

1. **Protocol of MPs and MLAs when they visit Govt. Officers in States**
2. **Parliamentary Protocol during International Visits of MPs and arranging meetings with various delegations**
3. **Study Visits of the Committees to States and Protocol Requirements**
4. **An Overview of Protocol**
5. **Parliamentary Committee Visits and Protocol**
6. **An Overview of Parliamentary Privileges and Protocol for MPs**

### PARI CALENDAR (Up to March 2019) Domestic Training Programmes

#### November 2018 (15<sup>th</sup> to 17<sup>th</sup>)

- Customised Course on Parliamentary Procedure
- Customised Course on Parliamentary Protocol and Privileges

#### December 2018 (13<sup>th</sup> to 15<sup>th</sup>)

- Customised Course on Parliamentary Procedure
- Customised Course on Parliamentary Protocol and Privileges

#### January 2019 (17<sup>th</sup> to 19<sup>th</sup>)

- Customised Course on Parliamentary Procedure
- Customised Course on Parliamentary Protocol and Privileges

#### February 2019 (14<sup>th</sup> to 16<sup>th</sup>)

- Customised Course on Parliamentary Procedure
- Customised Course on Parliamentary Protocol and Privileges

#### March 2019 (14<sup>th</sup> to 16<sup>th</sup>)

- Customised Course on Parliamentary Procedure
- Customised Course on Parliamentary Protocol and Privileges



## Officials from 58 Ministries/Departments/PSUs/Autonomous Bodies have received training since November 2017

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|--|--|---|
| <p>01. Ministry of Tribal Affairs<br/>02. Ministry of Earth Sciences<br/>03. Ministry of Electronics and Information Technology<br/>04. Ministry of Development of North Eastern Region<br/>05. Department of Space<br/>06. National Aluminium Company (NALCO)<br/>07. National Buildings Construction Corporation (NBCC)<br/>08. Bharat Heavy Electricals Limited (BHEL)<br/>09. Hindustan Aeronautics Limited (HAL)<br/>10. Central Coalfields Limited (CCL)<br/>11. South Eastern Coalfields Limited (SECL)<br/>12. Central Board of Excise and Customs (CBEC)<br/>13. Mahanadi Coalfields Limited (MCL)<br/>14. Western Coalfields Limited (WCL)<br/>15. Deptt. of Scientific and Industrial Research (DSIR)<br/>16. Indian Bank<br/>17. RITES Limited<br/>18. Telecommunications Consultants India Limited (TCIL)<br/>19. ONGC<br/>20. UM-DAE Centre for Excellence in Basic Sciences<br/>21. CSIR - Central Electrochemical Research Institute<br/>22. Securities and Exchange Board of India (SEBI)</p> | <p>23. Integrated Coastal and Marine Area Management (ICMAM)<br/>24. India Meteorological Department (IMD)<br/>25. Indira Gandhi Centre for Atomic Research<br/>26. LGB Regional Institute of Mental Health<br/>27. Institute of Nano Science and Technology (INST)<br/>28. National Biodiversity Authority<br/>29. All India Institute of Medical Sciences, AIIMS<br/>30. Jawaharlal Institute of Post Graduate Medical Education &amp; Research (JIPMER)<br/>31. Irocon International Limited<br/>32. Central Mine Planning &amp; Design Institute Limited (CMPDI)<br/>33. National Highways Authority of India (NHAI)<br/>34. Institute for Plasma Research<br/>35. Office of the Controller General of Defence Accounts<br/>36. National Institute of Tuberculosis and Respiratory Diseases<br/>37. National Council for Promotion of Sindhi Language (NCPSSL)<br/>38. Ministry of Road Transport &amp; Highways<br/>39. National Skill Development Corporation, New Delhi<br/>40. Ministry of Road Transport &amp; Highways<br/>41. Indian Oil Corporation Ltd., New Delhi<br/>42. Ministry of Communications, Department of Posts, New Delhi</p> | <p>43. All India Institute of Medical Sciences (AIIMS), Rishikesh, Uttarakhand<br/>44. National Institute of Rural Development and Panchayati Raj, Hyderabad, Telangana<br/>45. Meghalaya Legislative Assembly Secretariat<br/>46. Punjab Vidhan Sabha Secretariat<br/>47. Central Institute of Himalayan Culture Studies (CIHCS)<br/>48. Chittaranjan National Cancer Institute (CNCI)<br/>49. Sikkim Legislative Assembly Secretariat<br/>50. Government of National Capital Territory of Delhi<br/>51. National Council of Science Museums<br/>52. Physical Research Laboratory<br/>53. Central Council For Research in Unani Medicine<br/>54. Bharat Petroleum, Mumbai, Maharashtra<br/>55. Children's Film Society India, Mumbai, Maharashtra<br/>56. Hindustan Petroleum Corporation Limited<br/>57. National Institute for Micro, Small and Medium Enterprises (ni-msme)<br/>58. National Institute of Rock Mechanics<br/>59. Mizoram Legislative Assembly Secretariat, Aizwal, Mizoram<br/>60. Ministry of Personnel P.G. and Pensions, Department of Pension &amp; Pensioners Welfare, New Delhi<br/>61. All India Institute of Medical Sciences (AIIMS), Jodhpur, Rajasthan</p> |
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*Course Director, PARI*  
**Shri S. Bal Shekar**  
Former Secretary General,  
Lok Sabha, Parliament of India



*Director, PARI*  
**Dr. Narmadeshwar Prasad**  
Ex. Addl. Director,  
Rajya Sabha, Parliament of India

### Guest Faculty



**Dr. P.P.K. Ramacharyulu**  
Secretary,  
Rajya Sabha



**Shri Mukul Pande**  
Addl. Secretary,  
Rajya Sabha



**Shri J.Sundriyal**  
Joint Secretary &  
Financial Adviser,  
Rajya Sabha



**Shri N. K. Singh**  
Ex-Addl. Secretary,  
Rajya Sabha,  
Parliament of India,  
Honorary Faculty



**Shri D. S. Aswal**  
Advisor, Minister of  
State in the Ministry  
of Health & FW



**Dr S P Khatana**  
Joint Secretary,  
MoPA



**Shri S.K. Tripathi**  
Joint Secretary,  
Rajya Sabha



**Dr. Raghab P. Dash**  
Director,  
Rajya Sabha



**Shri R. Naithani**  
Director,  
Rajya Sabha



**Shri S. C. Dixit**  
Add. Director,  
Rajya Sabha



**Shri S. Rangarajan**  
Additional Director,  
Rajya Sabha



**Shri K. S. Nagi**  
Sr. Advisor,  
Ministry of Health  
and Family Welfare

### Fee Payment

Draft/Cheque/NEFT in favour of LIGHTS, should be paid at least one week before the commencement of the course. Bank Details are:

Agency Name as per Bank : **LIGHTS**  
Name of the Bank : **Central Bank of India**  
Branch Address: Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi-110066  
Account Number **3711471483**  
IFSC Code : **CBIN0284077**  
MICR Code : **110016149**  
PAN No. : **AAATL3616P**  
GSTIN: **07AAATL3616P1ZB**

### Niti Ayog Registration:

The Unique ID: **DL/2016/0099799**

### LIGHTS, Research Foundation

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