

# 3 Days Customised Course on Parliamentary Procedures

for Officers Working in Ministries/Departments, Autonomous  
Bodies and PSEs under Central Government

Jointly organised by **PARI TRAINING INSTITUTE** and  
**CENTER FOR PARLIAMENTARY STUDIES(CPS)**, Himachal  
Pradesh National Law University(HPNLU, Shimla)



# 3 Days Customised Course on Parliamentary Procedures to be organised at HPNLU Shimla Campus

## Upcoming batch

### Course Schedule

Batch I : 5-7 september 24

### Last date for nominations

9 August

## Topics covered in this Course

### PARLIAMENTARY PROCEDURES

1. Seven Decades of Parliamentary System in India: An Overview
2. Parliamentary Terminologies
3. Parliamentary Devices of Raising Matters of Public Importance
4. Parliamentary Questions and Govt. Assurances
5. Legislative Processes in Parliament
6. Law making Process and Role of the Executive
7. Parliamentary Committee Systems
8. Parliamentary Privileges and Protocols

**NOTE: Minute to minute programme will be circulated one week before the start of the course.**

### About PARI

PARI Training Institute was established in 2017 with a view to undertake meaningful research on parliamentary and administrative issues in India and provide capacity building courses on Parliamentary Procedures, Public Policy Management, Public Health Policy Administration, Anti-Corruption and Vigilance Management, Gender Sensitisation, Mental Health: First Aid etc. which enable the stakeholders to build their capacity and be efficient in public service. The capacity building courses are tailor-made for officers of the Ministries/Departments, Autonomous bodies and PSEs under the central government. PARI has organised joint International courses on "Anti-Corruption in a Parliamentary Democracy" in collaboration with DODS, London and an online course on Hospital Procurement Vigilance. Both these courses were highly appreciated by the beneficiaries.

### About CPS

The Centre for Parliamentary Studies (CPS) is a specialized research Centre established by Himachal Pradesh National Law University, Shimla, to engage in the study of democracy, the parliamentary form of government, in general, and the Indian parliament, specifically. The Centre is dedicated to undertaking research on various aspects of parliament and will strive to provide measures to strengthen parliamentary democracy in the country.

### About HPNLU, Shimla

HPNLU Shimla was established by the Himachal Pradesh National Law University Act, 2016 (16 of 2016) in September 2016. The University started functioning on October 05, 2016. It is a participating university of the Consortium of National Law Universities (NLUs). In this short period, the University has initiated intensive academic research in various fields. There are multiple factors that augment this research-led academic environment at the University and the natural endowment of the climatic conditions is one of them. The University, placed in the geographical terrains of the Himalayas, is one of few educational centers in the country which enjoys the natural endowment of mesmeric beauty of locational topography and excellent/enjoyable weather conditions throughout the year. The University is also collaborating and working with other educational institutions and executive agencies to further the goals of research and multi-disciplinary studies.



**Shri S. Bal Shekar**  
Chief Course Director, PARI  
& Former Secretary  
General, Lok Sabha

Shri S. Bal Shekar has a rich experience of 33 years in the Administrative/ Executive/ Legislative/ Committee services in the Indian Parliament including being Chief of Protocol and Conference Branch involving event management and visits to various countries on conference duty as Secretary to Parliamentary delegations. He has rendered advice on various matters of Parliamentary practice and procedure to the Hon'ble Speaker and to the Lok Sabha. Being the head of the Lok Sabha Secretariat, he has handled all aspects of administrative work of the Secretariat consisting of about 3000 employees. He has been a permanent faculty member of the Bureau of Parliamentary Studies and Training, which is an institution under the Lok Sabha imparting training to members of parliament, speakers and officers of parliament from various countries all over the world. He has organized several international and national level conferences on parliamentary matters, apart from organizing various ceremonies and functions in the Central Hall of Parliament including arrangements for addresses by international dignitaries such as the U.S. President, etc.



**Shri Jagmohan Sundriyal**  
Former Joint Secretary,  
Rajya Sabha

Former Joint Secretary, Rajya Sabha Secretariat, Rajya Sabha Shri Jagmohan Sundriyal, Former Joint Secretary in Rajya Sabha, Parliament of India is an expert in Parliamentary and Constitutional matters, legislation, finance and budget, public policy analysis and public administration with more than 36 years of experience in Parliament (both Houses), Government of India and State Government of Uttarakhand. He has been associated with all formats of Parliamentary Committees including the Department related Committee on Health and Family Welfare and contributed immensely in the domain of education, health, industry, transport, tourism, culture, environment & forests and commerce by preparing more than 150 reports of different Parliamentary Committees on financial, legislation and policy issues of different Ministries/Departments of Govt. of India and has been instrumental in scrutinizing landmark legislations and examining subjects of public importance relating to health sector. He has remained engaged as faculty to different training programmes conducted by Parliament of India and the PARI.



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

Shri S. K. Tripathi is former Joint Secretary and Chief Vigilance Officer in the Rajya Sabha Secretariat, Parliament of India. He joined the Rajya Sabha Secretariat in the year 1985. Over the span of three decades he has been associated with legislative business as well as non-legislative business pertaining to the Council of States. He has been overseeing the work of three Parliamentary Committees namely; Committee of Privileges, Committee on Rules and Committee on Government Assurances. Also, he has been Faculty member in various courses/programme conducted by Institute of Constitutional & Parliamentary Studies and Rajya Sabha Secretariat on subjects of Legislative Drafting, Law making process, raising matters of urgent public importance, matters of breach of privileges etc.



**Dr. Narmadeshwar Prasad**  
Director, PARI

Dr. Prasad is the founder Director of Parliamentary and Administrative Research Institute (PARI) in New Delhi. He has worked in different capacities in Rajya Sabha Secretariat for over 23 years. He has a vast experience in parliamentary procedures. He took VRS from his service in 2017 and founded PARI with a view to impart training on various aspects of Parliamentary Procedures to officers of the government, PSEs and Autonomous bodies under the central government. He has done M.A., M Phil and Ph.D. from the School of International Studies, Centre for International Politics, Organisation and Disarmament, Jawaharlal Nehru University, New Delhi.



**Prof. (Dr.) Chanchal K. Singh**  
Professor of Law  
Vice-Chancellor (Officiating),  
HPNLU, Shimla

Dr. Chanchal Kumar Singh is a graduate in Political Science (Hons.) from BRA Bihar University, Muzaffarpur, Bihar (India), LL.B., LL.M. from the University of Delhi (India), and Ph.D. from the same University. Prior to joining HPNLU, Shimla, he has taught at the Faculty of Law, University of Delhi for nine years. He teaches Constitutional Law, Legal Philosophy, Comparative Public Law, Law and Justice in a Globalising World, Administrative law, Legal Systems, and Judicial Process and Administration. Dr. Singh has 11 Years of full time teaching and research experience. He is the founder editor of Shimla Law Review-SLR and HPNLU Law Journal published by Himachal Pradesh National Law University, Shimla, Himachal Pradesh.



**Prof. (Dr.) S.S. Jaswal**  
Director, CPS,  
Registrar HPNLU, Shimla

Prof. (Dr.) S.S. Jaswal, is LL.M. Ph.D., Post Graduate Diploma in Personal Management and Labour Welfare from Himachal Pradesh University, Shimla. He joined the Indian Law Institute, New Delhi as Assistant Research Professor in 2002. He was appointed as Professor of Law in Mody University of Science and Technology, Lakshmangarh, Sikar, Rajasthan. He joined Himachal Pradesh National Law University, Shimla in 2016 as Registrar. His area of interest is Constitutional Law and Human Rights. He has authored half a dozen books and written more than 60 Research Papers on a wide range of subjects like Human rights Reservation Policy and law, Media laws & ethics etc.



**Dr. Aayush Raj**  
Assistant Professor of Law,  
HPNLU, Shimla  
Member, CPS

Dr. Aayush holds a Masters' in Law from Tata Institute of Social Sciences, Mumbai. Before joining the HPNLU, He has worked as a Technical Consultant to the Center for Child Rights, NUSRL, Ranchi. He was pivotal in liaising with the Government Offices in Jharkhand for undertaking training of officials working in the field of child protection. He was associated with the Global Siemens Integrity Initiative (SII) being driven by Centre of Excellence for Sustainable Development (CESD) of CII in India. Under the SII, he has supported the team lead in formulating e-modules on topics of Anti-corruption mechanism and laws, Whistle-blower policy, public procurement in India and laws therein, etc. His areas of interest include constitutional governance, international law, juvenile justice system, human rights, and information technology law.



# Our Client Organisations (Since November 2017)



## GOVERNMENT OF INDIA

1. Ministry of Personnel, P.G. and Pensions, Department of Pension & Pensioners Welfare
2. Department of Personnel and Training
3. Ministry of Tribal Affairs
4. Ministry of Earth Sciences
5. Ministry of Electronics and Information Technology
6. Ministry of Development of North Eastern Region
7. Department of Space
8. Department of Scientific and Industrial Research
9. Ministry of Road Transport & Highways
10. Ministry of Communication (Department of Posts)
11. Ministry of Health & Family Welfare
12. Ministry of Shipping
13. Ministry of Commerce & Industry, Department of Industrial Policy & Promotion
14. Department of Health Research
15. Ministry of Parliamentary Affairs
16. Ministry of Coal
17. Department of Revenue, Ministry of Finance
18. Ministry of Human Resource Development
19. Ministry of Tourism
20. Department of Youth Affairs
21. Department of Agricultural Research and Education
22. Ministry of Power
23. Indian Council of Medical Research, Department of Health
24. DRDO, Department of Defence Research
25. Department of Economic Affairs, Ministry of Finance
26. Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice
27. Ministry of Education
28. Department of Drinking Water & Sanitation
29. Department of Justice
30. Ministry of Women and Child Development
31. Department of Sports
19. Indian Renewable Energy Development Agency, New Delhi
20. GAIL (India) Ltd., Noida
21. Oil India Limited, Duliajan
22. IREL (India) Limited, Mumbai
23. MMTC Limited, New Delhi
24. New Mangalore Port Trust, Mangalore
25. India Tourism Development Corp. Ltd., New Delhi
26. Biotechnology Industry Research Assistance Council, New Delhi
27. NLC India Limited, Chennai
28. Balmer Lawrie & Co. Ltd., Kolkata
29. IFCI Limited, New Delhi
30. HLL Lifecare Limited, Thiruvananthapuram
31. Pension Fund Regulatory And Development Authority, New Delhi
32. MSTC Limited, Kolkata
33. Northern Coalfields Limited, Singrauli
34. Power Finance Corporation Ltd., New Delhi
35. Mangalore Refinery and Petrochemicals Ltd., Mangalore
36. Mishra Dhatu Nigam Limited, Hyderabad
37. BEML Limited, Bangalore
38. Central Mine Planning & Design Institute Limited, Ranchi
39. Artificial Limbs Manufacturing Corporation of India, Kanpur
40. MOIL Limited, Nagpur
41. National Buildings Construction Corporation, New Delhi
42. North Eastern Electric Power Corporation Limited, Shillong
43. Hindustan Shipyard Ltd., Visakhapatnam
44. Syama Prasad Mookerjee Port, Kolkata
45. Ferro Scrap Nigam Limited, Bhilai
46. NEDFi Ltd., Guwahati
47. Bharat Coking Coal Limited, Dhanbad
48. Paradip Port Authority, Paradip
49. NHPC Limited, Faridabad
50. SJVN Limited, Shimla
51. Jute Corporation of India Limited, Kolkata
52. Bharat Electronics Limited, Bangalore
53. Machine Tool Prototype Factory, Ambarnath
54. Ordnance Factory, Medak
55. Bhakra Beas Management Board, Chandigarh
56. UCO Bank, Kolkata
57. Heavy Vehicles Factory, Chennai
58. Bengal Chemicals & Pharmaceuticals Ltd., Kolkata
59. AVNL, Chennai
60. AVNL IOL, Ambarnath
61. Damodar Valley Corporation, Kolkata
62. NHDC Ltd., Noida
63. India First Life Insurance Company Ltd., Mumbai
64. Central Warehousing Corporation, New Delhi
65. Indian Institute of Tropical Meteorology, Pune
66. Numaligarh Refinery Limited, Assam
67. Hindustan Copper Limited, Kolkata
68. THDC India Limited, Rishikesh
69. Heavy Engineering Corporation Limited, Ranchi
70. Indian Overseas Bank, Chennai
71. Coal India Limited, Kolkata
72. United India Insurance Co. Ltd., Bangalore Urban
73. Karnataka Antibiotics and Pharmaceuticals Limited, Bangalore
74. Vehicle Factory, Jabalpur

## PUBLIC SECTOR ENTERPRISES

1. National Aluminium Company, Bhubaneswar
2. Bharat Heavy Electricals Limited, New Delhi
3. Hindustan Aeronautics Limited, Bangalore
4. Central Coalfields Limited, Ranchi
5. South Eastern Coalfields Limited, Bilaspur
6. Mahanadi Coalfields Limited, Sambalpur
7. Western Coalfields Limited, Nagpur
8. Indian Bank, Chennai
9. RITES Limited, Gurugram
10. Telecommunications Consultants India Limited, New Delhi
11. Oil & Natural Gas Corporation, New Delhi
12. Ircon International Limited, New Delhi
13. National Highways Authority of India, New Delhi
14. Indian Oil Corporation Ltd., New Delhi
15. Bharat Petroleum Corporation Ltd., Mumbai
16. Hindustan Petroleum Corporation Limited, Mumbai
17. Dedicated Freight Corridor Corporation of India Ltd., New Delhi
18. Indian Farmers Fertiliser Cooperative Limited, New Delhi

75. National High Speed Rail Corporation Limited, New Delhi
76. Repco Bank, Chennai
77. BBJ Construction Company Limited, Kolkata
78. Mazagon Dock Shipbuilding Limited, Mumbai
79. NLC India Limited, Neyveli
80. Eastern Coalfield Limited, Pashim Bardhman

## AUTONOMOUS BODIES

1. National Crime Record Bureau, New Delhi
2. Centre for Excellence in Basic Sciences, Mumbai
3. CSIR-Central Electrochemical Research Institute, Karaikudi
4. Securities and Exchange Board of India, Mumbai
5. Central Board of Excise and Customs, New Delhi
6. Integrated Coastal and Marine Area Management, Chennai
7. India Meteorological Department, New Delhi
8. Indira Gandhi Centre for Atomic Research, Chennai
9. LGBRIMH, Tezpur
10. Institute of Nano Science and Technology, Mohali
11. National Biodiversity Authority, Chennai
12. AIIMS, New Delhi
13. JIPMER, Puducherry
14. Rajya Sabha Secretariat, New Delhi
15. Institute for Plasma Research, Ahmedabad
16. Office of the Controller General of Defence Accounts, New Delhi
17. NITRD, New Delhi
18. National Council for Promotion of Sindhi Language, New Delhi
19. National Productivity Council, New Delhi
20. Indian Institute of Foreign Trade, New Delhi
21. National Skill Development Council, New Delhi
22. NIRDPR, Hyderabad
23. Central Institute of Himalayan Culture Studies, West Kameng
24. Chittaranjan National Cancer Institute, Kolkata
25. National Council of Science Museums, Kolkata
26. Physical Research Laboratory, Ahmedabad
27. Central Council For Research in Unani Medicine, New Delhi
28. Children's Film Society India, Mumbai
29. NIMSME, Hyderabad
30. National Institute of Rock Mechanics, Bangalore
31. AIIMS, Jodhpur
32. National Technical Research Organisation, New Delhi
33. AIIMS, Nagpur
34. Tata Memorial Hospital, Mumbai
35. VMMC & Safdarjung Hospital, New Delhi
36. SVNIRTAR, Cuttack
37. Indira Gandhi Rashtriya Uran Akademi, Amethi
38. AIIMS, Raipur
39. AIIMS, Bhubaneswar
40. AIIMS, Deoghar
41. National Capital Region Planning Board, New Delhi
42. National Small Industries Corporation, New Delhi
43. Bureau of Police Research and Development, New Delhi
44. IPGMER, New Delhi
45. Lady Hardinge Medical College, New Delhi
46. Smt. S. K. Hospital, New Delhi
47. North Eastern Council Secretariat, Shillong
48. AIIMS, Gorakhpur
49. Aeronautical Quality Assurance, New Delhi
50. NIELIT, New Delhi
51. NERIWLM, Tezpur

52. National Institute of Fashion Technology, New Delhi
53. National Centre for Cell Science, Pune
54. Centre for Marine Living Resources and Ecology, Kochi
55. NIFTEM, Sonapat
56. Energy management system, Thiruvananthapuram
57. Coir Board, Kochi
58. AIIMS, Rishikesh
59. AIIMS, Patna
60. AIIMS, Raebareli
61. AIIMS, Awantipora
62. AIIMS, Mangalagiri
63. AIIMS, Bibinagar
64. Dr. Ambedkar International Centre, New Delhi
65. Central University of Punjab, Bathinda
66. Central Institute of Psychiatry, Ranchi
67. SEEPZ-SEZ, Mumbai
68. ARAI, Pune
69. NSEIT Limited, Mumbai
70. Central University of Karnataka, Kalaburagi
71. Maharashtra Maritime Board Mumbai, Mumbai
72. South Central Zone Cultural Centre, Nagpur
73. Indian Institute of Technology, Roorkee
74. National School of Drama, New Delhi
75. S.V. National Institute of Technology, Surat
76. Competition Commission of India, New Delhi
77. Indira Gandhi Institute of Medical Sciences, Patna
78. Indian Institutes of Science Education and Research, Kolkata
79. National Institute of Tuberculosis
80. Rubber Board, Kottayam
81. Indian Rubber Manufacturers Research Association, Thane
82. North East Centre for Technology Application & Reach, Shillong
83. National Crime Records Bureau, New Delhi

## STATE ASSEMBLIES/GOVERNMENT

1. Meghalaya Legislative Assembly Secretariat
2. Punjab Vidhan Sabha Secretariat
3. Sikkim Legislative Assembly Secretariat
4. Government of National Capital Territory of Delhi
5. Mizoram Legislative Assembly Secretariat
6. Arunachal Pradesh Legislative Assembly Secretariat
7. Nagaland Legislative Assembly

## International Trainings Organised by PARI

In all 22 international training programmes have been completed by PARI:

**London** | October 2018 | November 2018 | January 2019 | February 2019 | March 2019 | May 2019 | Oct 2019 | Dec 2019 | Feb 2020 | **Public Policy Management in Parliamentary Democracy.**

**London** | April 2019 | June-July 2019 | Aug-Sep 2019 | Nov-Dec 2019 | July 2022 | Oct 2022 | **Public Health Policy Administration in Parliamentary Democracy.**

**London** | Feb 2020 | **Anti-Corruption in a Parliamentary**

**Democracy.**

**Melbourne** | Feb 2020 | June 2022 | November 2022 | **Leadership for Mental Health System Development.**

**Perth** | October-November 2023 | **Public Policy Management in Parliamentary Democracy.**

**Vienna** | March 2024 | June 2024 | **A Tailor Made Leadership Training Programme on Anti-Corruption and Good Governance.**

## National Training Organised by PARI

About 58 national training programmes have been completed by PARI:

**New Delhi** | Nov 2017 | Jan 2018 | Feb 2018 | May 2018 | 2 courses in Aug 2020 | April 2022 | **Basic Course on Parliamentary Procedures.**

**New Delhi** | Feb 2018 | May 2018 | **Advanced Course on Parliamentary Procedures.**

**New Delhi** | March 2018 | April 2018 | 2 courses in July 2018 | Oct 2018 | Sep 2019 | Nov 2019 | **Customised Training Programme on Parliamentary Procedures.**

**New Delhi** | July 2018 | **Customised Course on Parliamentary Administration for Officers of State Assemblies/UTs.**

**New Delhi** | 2 courses in July 2018 | **Customised Training Programme for Protocol Officers dealing with Parliament/Visiting Parliamentary Committees in Chief Secretary Office.**

**Mumbai** | Sep 2019 | **Parliamentary Procedure in collaboration with National Institute of Securities Markets (NISM).**

**New Delhi** | Sep 2020 | Jan 2021 | Feb 2021 | March 2021 | Sep 2021 | Nov 2021 | **Online workshop on Parliamentary Questions and Assurances.**

**New Delhi** | Sep 2020 | Sep 2021 | **Online workshop on Parliamentary Committee System.**

**New Delhi** | Sep 2020 | **Online course on Hospital Procurement Vigilance.**

**New Delhi** | Dec 2020 | July 2023 | **Online and Offline Customised**

**Training Programme for the PAs attached to Hon'ble Members of Parliament.**

**New Delhi** | 2 courses in Feb 2021 | March 2021 | May 2021 | June 2021 | 2 courses in July 2021 | Sep 2021 | Jan-Feb 2022 | Feb 2022 | Sep 2022 | Oct 2023 | **Online Training Course on Preventive Vigilance.**

**New Delhi** | March 2021 | **Online Course on Gender Sensitisation.**

**New Delhi** | May 2021 | June 2021 | Aug 2021 | Nov 2021 | Feb 2023 | Sep 2023 | **Online Course on 'Vigilance Management' for Vigilance Officers.**

**New Delhi** | Oct 2021 | **Online Course on VIP Protocols.**

**Duliajan** | Aug 2022 | **Training on 'What every manager should know about disciplinary proceedings'.**

**Kolkata** | Sept 2022 | Jan 2023 | **Training on Preventive Vigilance.**

**Gurugram** | Sept 2023 | **Customised Two Days Programme on Vigilance, Public Procurement and Ethics & Good Governance for the officers working in RITES Limited.**

**New Delhi** | Feb 2024 | **Two Days Online Course on Preventive Vigilance for the Officers Working in Oil India Limited.**

**New Delhi** | Apr 2024 | **Preventive Vigilance and Good Governance.**

**New Delhi** | June 2024 | **Vigilance Management.**



**Venue:****Centre for Parliamentary Studies (CPS), HPNLU, Shimla****Address: 16 Miles, Shimla-Mandi National Highway, Ghandal, Shimla, H. P.-171014**

(The participants have to reach the venue on their own. They are advised to take taxi from Chandigarh Airport, if they are travelling by flight or from Kalka Railway Station, if they are travelling by train from Delhi to the 16 Miles.)

**Fees: Rs. 32,500 +18% GST**

Include training fee, single occupancy accommodation for 3 nights (Wednesday Night to Friday Night), tea/coffee/snacks/ breakfast/working lunch/dinner/one or two local sight seeing and study materials.

**Bank Details:**

Agency Name as per Bank : PARI Training Institute LLP

Name of the Bank : HDFC Bank

Branch Address: Ansal Chamber-1, Bhikaji Cama Place, New Delhi-110066

Account Number : 50200046748750

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MICR Code : 110240104

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