

The List of activities of PC Division :

- All matters relating to Parliament like distribution and collection of Parliament Questions, delivery etc. in respect of the MoTA, Min. of Parl. Affairs.
- To prepare copies/sets of the answers of Parliament Questions and submit it to various divisions of Parliament House for onwards circulation amongst Hon'ble M.P. This has to complete within given time frame.
- Matters relating to Cabinet Secretariat, Comments on Cabinet Notes, e-Samiksha.
- Monthly D.O./ Monthly Summary/ Implementation Report to Cabinet Secretary.
- Parliamentary Standing Committees / Consultative Committee etc.
- Coordination Work relating to Assurances/ Special-Mentions / Matters under Rule 377/Zero Hours.
- Standing Committee (Demands for Grants) / Discretionary Grants by MTA.
- Statement of Minister under 73-A reg.
- Coordination work relating to information required by MTA / MoS(TA) / Other Senior Officers.
- Coordination relating to Right to Information Act 2005 (RTI)- Physical Receipts.
- Parliament Questions requiring coordination in MoTA and with other Ministries.
- Matters relating to the PMO References, in which coordination required.
- Weekly Meetings / Senior Officers Meetings etc.
- Work relating to SFC/EFC of other Ministries/Departments.
- Quarterly Hindi Report and other weekly/monthly/ quarterly/ annual Reports.
- Work relating to 'Republic Day Celebrations like correspondence and coordination with all States/UTs Governments, with Ministry of Defence, Call on with VVIPs, visit of Tribal Guest to different places etc.
- Work relating to LIMBS and court cases.
- Preparation of passes for the officials for Parliament for the meetings.
- Compilation of detail demand for grants of the Ministry.
- Other miscellaneous work as assigned by Senior Officers from time to time.