

## 36. TABLE OFFICE

**36.1 Main Responsibilities:** The Table Office is primarily concerned with the day-to-day business of the House. The main subjects dealt with in the Section during the year 2009 were: —

1. Preparation of List of Business.
2. Laying of Papers on the Table of the House.
3. Statements by Ministers.
4. Parliamentary Bulletin Part-I
5. Co-ordination work relating to issue of Parliamentary Bulletin Part-II.
6. Business Advisory Committee.
7. Preparation of daily Memorandum of Business for the Hon'ble Chairman, Hon'ble Deputy Chairman, Secretary-General and other Officers at the Table.
8. Preparation of a Statement showing names of Office-bearers of various Parties/ Groups.
9. Statement showing Party-position in the Rajya Sabha.
10. Preparation of Alphabetical List of Members of the Rajya Sabha.
11. Allocation of seats to Members in the Chamber.
12. Oath/Affirmation by Members.
13. Divisions in the House.
14. Roll of Members.
15. Resignation by Members, vacation of seats and filling up of casual vacancies.
16. Obituary references.
17. References by the Chair on important national and international events.
18. Preparation and issue of the publication entitled "List of Members of Rajya Sabha" showing, *inter alia*, permanent and Delhi Addresses and Telephone Numbers of the Members of Rajya Sabha.
19. Issue of Membership Certificate to the ex-Members to enable them to avail pension, CGHS facility, etc.
20. Biennial/Bye-elections/Nominations to the Rajya Sabha.
21. Issue of congratulatory letters to the newly elected/nominated Members.
22. Good wishes to retiring Members
23. Announcements by the Chairman
24. Recognition of the Leader of the House and the Leader of the Opposition.
25. Preparation and issue of the publication entitled "Council of Ministers" showing the residential and official Addresses and Telephone Numbers of the Council of Ministers.
26. Preparation of Statement showing time lost due to interruptions during the Session
27. Preparation and issue of the publication entitled "Resume" of the Business transacted by the Rajya Sabha" after each of its Session.
28. Meeting of Hon'ble Chairman with Leaders of various Parties/Groups in the Rajya Sabha.
29. Customary dinner by Hon'ble Chairman at the commencement of every Session.
30. Maintenance of Minutes Book of the Proceedings of the House.
31. Maintenance of the Register of Roll of Members.
32. Maintenance of the Register of Obituary References/References made in the House
33. Maintenance/updation of Precedents Register and updation of the Precedents Management System on the Rajya Sabha Website.
34. Data feeding of Members/ex-Members' information in MIS Software.
35. Preparation of Statements showing the "Statistical Information" and "Highlights of the work - At a Glance" transacted during each Session
36. Cases dealt with under the Right to Information Act, 2005.
37. Compilation and preparation of the pamphlet entitled "Rajya Sabha-A Fact Sheet".
38. Updation of information related to Table Office on the Rajya Sabha Website.

**36.2 Sessions of the Rajya Sabha:** There were four Sessions of the Rajya Sabha during the year 2009 *i.e.*, 215<sup>th</sup>, 216<sup>th</sup>, 217<sup>th</sup> and 218<sup>th</sup> Session. Details regarding duration, etc. of these

are given below:—

Session	Date of Commencement	Date of termination	Total No. of Sittings	No. of days with late sittings			Actual hours of sitting (excluding lunch break)	
				Days	Hrs.	Mts.	Hrs.	Mts.
215 <sup>th</sup>	12.02.2009	26.02.2009	10	07	12	— 47	55	— 01
216 <sup>th</sup>	04.06.2009	09.06.2009	04	01	01	— 01	16	— 57
217 <sup>th</sup>	02.07.2009	07.08.2009	26	20	29	— 57	147	— 27
218 <sup>th</sup>	19.11.2009	22.12.2009	23	11	12	— 04	102	— 02

**36.3 Recognition of Leader of the House and the Leader of the Opposition:** After the constitution of the 15<sup>th</sup> Lok Sabha, the Chairman, Rajya Sabha informed the House about recognition of the new Leader of the House (Dr. Manmohan Singh, Prime Minister) and the Leader of the Opposition [Shri Arun Jaitley (BJP)] during the 216<sup>th</sup> Session of the Rajya Sabha.

**36.4 Obituary References:** 24 Obituary References (7 in 215<sup>th</sup>, 6 each in 216<sup>th</sup> and 217<sup>th</sup> and 5 in 218<sup>th</sup> Session) in respect of the sitting/ex-Members of Rajya Sabha and important national/international personalities were prepared and got approved from the Chairman, Rajya Sabha, during the year before the same were made in the House.

**36.5 References by the Chairman:** 04 References (1 each in 215<sup>th</sup> and 216<sup>th</sup> and 3 in 218<sup>th</sup> Session) on different subjects were prepared and got approved from the Chairman, Rajya Sabha, before the same were made in the House.

**36.6 Retirement of Members:** In accordance with the provisions of clause (1) of article 83 of the Constitution, 9 Members (3 elected and 6 nominated Members) of the Rajya Sabha retired on the completion of their term of office during the year 2009. A Parliamentary Bulletin Part-II showing the names of Members of Rajya Sabha retiring on the expiration of their term of office during the year was issued on the 14<sup>th</sup> January, 2009 for information of Members.

**36.7 Biennial Elections to the Rajya Sabha:** In the biennial elections held during the year 2009, 8 Members (4 from the State of Jammu & Kashmir, 3 from the State of Kerala and one from the Union Territory of Puducherry) were elected to the Rajya Sabha. Of these 8 newly elected Members, 3 Members took oath/affirmation in the Chairman's Chamber in the month of April, 2009 and the rest made and subscribed oath/affirmation in the Rajya Sabha Chamber. The Notifications issued by the Ministry of Law and Justice (Legislative Department) in connection with the biennial elections to the Rajya Sabha and programme of elections received from the Election Commission of India were reproduced in the Parliamentary Bulletin Part-II for information of Members.

**36.8 Bye-elections and Nominations to the Rajya Sabha:** 19 Members were got elected to the Rajya Sabha in the bye-elections held from different States (3 each from the States of Madhya Pradesh, Maharashtra and Uttar Pradesh, 2 from the State of Jharkhand and one each from the States of Andhra Pradesh, Bihar, Chhattisgarh, Haryana, Jammu and Kashmir, Orissa, Rajasthan & NCT of Delhi respectively) to fill the casual vacancies occurred during the year. The President, in accordance with the provisions of clause (1) of article 80 of the Constitution, nominated two Members *namely* Dr. Ashok S. Ganguly and Shri H.K. Dua to the Rajya Sabha on the 18<sup>th</sup> November, 2009 to the Rajya Sabha. All these Elected/Nominated Members *except* Dr. N. Janardhana Reddy (Andhra Pradesh) made and subscribed oath/affirmation in the House. Dr. Reddy took oath/affirmation in the Chairman's Chamber in the month of April, 2009 and entries relating to Elections/Nominations of these Members were made in the Register.

**36.9 Congratulations to newly elected/Nominated Members:** Congratulatory letters were issued to all newly elected Members, after receiving their declaration of results from the Returning

Officers concerned. Nominated Members were also congratulated after receiving Notification from the Ministries of Home Affairs and Law and Justice.

### 36.10 Vacation of Seats:

1. **Death:** Three seats became vacant due to the demise of Members, *namely*, Shri Pyarelal Khandelwal (Madhya Pradesh), Shri Mahendra Sahni (Bihar) and Shri Suryakantbhai Acharya (Gujarat) and entries relating thereto were made in the register. A copy each of the Notification was also sent to the Election Commission of India for necessary action.
2. **Resignation:** Nine seats became vacant due to the resignation by Members, *namely*, Shri C. Ramachandraiah (Andhra Pradesh), Shri Digvijay Singh (Bihar), Shri Banwari Lal Kanchhal & Shri Balihari Babu (Uttar Pradesh), Shri Hansraj Bhardwaj & Shri Ajay Singh Chautala (Haryana), Dr. K. Kasturirangan & Dr. C. Rangarajan (Nominated) and Shri Su. Thirunavukkarasar (Madhya Pradesh). The necessary entries relating to their resignations were made in the register. A copy each of the Notifications were also sent to the Election Commission of India and Ministry of Home Affairs for necessary action.
3. **Election to the Lok Sabha :** Fourteen Members of Rajya Sabha *namely* Shri Jaswant Singh, Shri Sharad Yadav, Dr. Farooq Abdullah, Shri Yashwant Sinha, Shrimati Sushma Swaraj, Shri Praful Patel, Shri Sushilkumar Sambhajirao Shinde, Shrimati Supriya Sule, Dr. Murlī Manohar Joshi, Shri Jai Parkash Aggarwal, Shri V. Narayanasamy, Shri B.J. Panda, Shri Dilip Singh Judev and Shri Narendra Singh Tomer got elected to the 15<sup>th</sup> Lok Sabha in the General Elections held in April-May, 2009. Consequent to their election to Lok Sabha, they ceased to be Members of Rajya Sabha *w.e.f.* 16<sup>th</sup> May, 2009, in terms of Section 69(2) read with Sections 67A and 68 of the Representation of the People Act, 1951.

**36.11 Cases dealt with under the Right to Information Act, 2009:** During the year under review, 33 applications from various persons/organizations were received through CPIO. The replies to the queries raised by the applicants were prepared and sent to the CPIO, well in time, for onward transmission to the concerned person/organization.

**36.12 List of Business:** 185 Lists of Business as detailed below were issued in connection with the Sessions of the Rajya Sabha during the year:-

Session	Papers to be Laid on the Table	Main List of Business	Revised List of Business	Supplementary List of Business
215 <sup>th</sup>	08	10	08	04
216 <sup>th</sup>	01	04	02	-
217 <sup>th</sup>	24	26	20	06
218 <sup>th</sup>	24	23	18	07

The final CRC versions of Lists of Business and Lists of Papers to be Laid on the Table are now placed directly on internet by the Section itself *w.e.f.* 212<sup>th</sup> Session of Rajya Sabha. The CRC version of the List of Business and Lists of Papers to be Laid on the Table are also sent to the Government Press electronically through *e-mail* along with hard copy of the final CRCs.

**36.13 Meetings of the Business Advisory Committee:** 13 meetings of the Business Advisory Committee (2 in 215<sup>th</sup>, 1 in 216<sup>th</sup> and 5 each in 217<sup>th</sup> and 218<sup>th</sup> Sessions) were held to allocate time for Government Legislative and other Business. The House was informed by the Presiding Officers about the allocation of time recommended by the Committee. Minutes of the meetings of the Business Advisory Committee were prepared, got approved and circulated.

**36.14 Papers Laid on the Table:** 4719 papers were laid on the Table of the House during the year (1082 in 215<sup>th</sup>, 22 in 216<sup>th</sup>, 1474 in 217<sup>th</sup> and 2141 in 218<sup>th</sup> Sessions). All these papers *except* Notifications were received and processed by this Section.

**36.15 Statements by Ministers:** 76 Statements (27 in 215<sup>th</sup>, 30 in 217<sup>th</sup> and 19 in 218<sup>th</sup> Sessions) *including* Statements regarding Government Business were made/laid in the House by Prime Minister/Ministers during the year 2009.

**36.16 Memorandum of Business:** Memorandum of Business were prepared for 63 sittings (10 in 215<sup>th</sup>, 04 in 216<sup>th</sup>, 26 in 217<sup>th</sup> and 23 in 218<sup>th</sup> Sessions) for use of Chairman, Deputy Chairman, Secretary-General and other Officers at the Table.

**36.17 Statements showing the "Statistical Information" and "Highlights of the work - At a Glance" :** Statements showing the "Statistical Information" and "Highlights of the work" transacted during each Session were prepared for making valedictory remarks by the Chairman, Rajya Sabha before concluding each Session of the Rajya Sabha. The approved copy each of these Statements were circulated to the Members of Rajya Sabha and also provided to Media Education and Audio Visual Unit for distribution to the Press and Media persons.

**36.18 Membership Certificate:** 65 Membership Certificates were issued in favour of Ex-Members of the Rajya Sabha to enable them to avail pension and CGHS facilities, etc.

**36.19 Parliamentary Bulletins:** Rajya Sabha Parliamentary Bulletin Part-I Nos. 4748 to 4810 containing brief record of proceedings of the meetings of the Rajya Sabha held during the year under review, were prepared, got approved, printed and issued. Rajya Sabha Parliamentary Bulletin Part-II Nos. 45653 to 46757 were also got printed and issued during the year.

The final CRC version of Parliamentary Bulletin (Part-I) is now placed directly on the *Internet* by the Section itself *w.e.f.* 212<sup>th</sup> Session of Rajya Sabha. The CRC version of Parliamentary Bulletin Part-II is also placed on *Internet* directly *w.e.f.* 193<sup>rd</sup> Session of the Rajya Sabha. The CRC version of Parliamentary Bulletins (Part-I and Part-II) is also sent to the Government Press electronically through *e-mail* along with hard copy of the final CRCs.

**36.20 Resume of the Business Transacted by the Rajya Sabha:** Resume of the Business transacted by the Rajya Sabha during the 215<sup>th</sup>, 216<sup>th</sup> and 217<sup>th</sup> Sessions were prepared, got printed and circulated amongst the Members of the Rajya Sabha, State Legislatures and Officers and Sections of the Secretariat. The manuscript of the publication for the 218<sup>th</sup> Session has been prepared and submitted for approval.

**36.21 Division:** During the year under review, six divisions ( 1 in 215<sup>th</sup> Session and 5 in 217<sup>th</sup> Session) were held in the Rajya Sabha.

**36.22 List of Members:** During the year under review, publication entitled “**List of Members, Rajya Sabha**” (*February, 2009 edition*) showing permanent and Delhi addresses and telephone numbers, etc. of Members was prepared, got printed and circulated to all Members of the Rajya Sabha, State Legislatures, Officers and Sections of the Secretariat. The manuscript of the second edition was also prepared, got approved and sent to Printing Section for getting final proof of the publication.

**36.23 Council of Ministers:** A pocket size edition of the publication entitled '**Council of Ministers**' (*as on 21<sup>st</sup> July, 2009*) showing the residential and official addresses and telephone numbers of the Ministers of the Union Council was prepared, got printed and circulated to all Members of Rajya Sabha.

**36.24 Other Lists:** During the year, following Lists were prepared as indicated against each:-

Party-Position in the Rajya Sabha	—	12
Alphabetical List of Members	—	12
Division List	—	04
Attendance Register	—	04

**36.25 Rajya Sabha– A Fact Sheet:** A pamphlet entitled “**Rajya Sabha –A Fact Sheet**” containing comparative information at a glance in respect of both Houses of Parliament, *i.e.*, Rajya Sabha and Lok Sabha was prepared (*for official use only*).

**36.26 Maintenance and updation of Precedents Register and updation of Precedents Management System :** As usual, precedents entries in the Precedents Register were recorded manually. Thereafter, all the entries recorded manually in the precedents registers were also entered into the software. The system is available on the website of Rajya Sabha with restricted access.

**36.27 Status of Computerization:** Table Office has been fully computerized and working efficiently since 1998. This Section has been preparing camera-ready copies of List of Business, List of Papers to be Laid on the Table, Parliamentary Bulletins (Part-I and Part-II) and Resume’ of the Business transacted during each Session. The CRC version of List of Business, List of Papers to be Laid on the Table and Parliamentary Bulletins are sent to NIC, Translation Section and the Government Press through *e-mail*. Lists of Business, Lists of Papers to be Laid on the Table and Parliamentary Bulletins (Part-I and Part-II) are also put directly on the Internet.

**36.28 Updation of Rajya Sabha Website:** This Section was responsible for updation of the following information on the Rajya Sabha Website:-

1. Lists of Business
2. Parliamentary Bulletin Part -I
3. Parliamentary Bulletin Part – II
4. Papers to be Laid on the Table
5. Publication entitled “Resume” of the business transacted during each Session of the Rajya Sabha
6. List of sitting Members showing their names, party-affiliation, State, Addresses and telephone numbers etc.
7. Party-position in the Rajya Sabha.
8. Presiding Officers of Rajya Sabha
9. General Information for Members
10. Disqualification of Members on Ground of Defection
11. Precedents Management System

**36.29 Goals and Analysis:** The basic nature of the work allotted to this Section pertains to day-to-day business of the House. In view of this, it is difficult to set goals in physical terms for the Section because most of the work assigned depends on many external factors, which are beyond the control of the Section. However, it has always been the endeavour of the Section to discharge all its responsibilities promptly and efficiently. With total computerization and coordinated efforts of the Section, this was achieved quite successfully.

**36.30 Inspection Report:** The inspection of the Section for the year 2008 was done by Shri Deepak Goyal, Director, on the 9<sup>th</sup> February, 2009.