

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 2007 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 to the Rajya Sabha.
21. Issue of congratulatory letters to the newly elected/nominated Members.
22. Good wishes to retiring Members.
23. Farewell to the former Chairman, Rajya Sabha
24. Felicitations to the Chairman, Rajya Sabha
25. Felicitations to the newly elected/nominated Members.
26. Election to the Office of the Vice-President of India.
27. Cases dealt with under the Right to Information Act, 2005.

28. Preparation and issue of the publication entitled "Resume' of the Business transacted by the Rajya Sabha" after each of its Session.
29. Meeting of Hon'ble Chairman with Leaders of various Parties/Groups in the Rajya Sabha.
30. Customary dinner by Hon'ble Chairman at the commencement of every Session.
31. Preparation of Roster Duty for Officers at the Table.
32. Maintenance of Minutes Book of the Proceedings of the House.
33. Maintenance of the Register of Roll of Members.
34. Maintenance of the Register of Obituary References/References made in the House
35. Maintenance/updation of Precedents Register and updation of the Precedents Management System on the Rajya Sabha Website.
36. Updation of the pamphlet entitled "Directions by the Chairman, Rajya Sabha".
37. Data feeding of Members/ex-Members' information in MIS Software.
38. Compilation and preparation of the pamphlet entitled "Rajya Sabha-A Fact Sheet".
39. Preparation of Statement showing time lost due to interruptions during the Session
40. Updation of Rajya Sabha Website.
41. Issues likely to be raised during the Session - request for Brief Notes from Ministries.

36.2. Sessions of the Rajya Sabha: There were three Sessions of the Rajya Sabha during the year 2007 *i.e.* 210th, 211th and 212th 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) Hrs. Mts. |
|-------------------|----------------------|---------------------|-----------------------|--------------------------------|------|---|
| | | | | Days | Hrs. | |
| 210 th | 23.02.2007 | 17.05.2007 | 31 | 07 | 09 | 88 — 36 |
| | | | | — | 33 | |
| 211 th | 10.08.2007 | 10.09.2007 | 17 | 05 | 05 | 43 — 48 |

| | | | | | | |
|-------------------|------------|------------|----|------------|----|------|
| 212 th | 15.11.2007 | 07.12.2007 | 17 | — 12 09 | 19 | 84 — |
| | | | | — 56 | 31 | |

36.3. Obituary References: 14 Obituary References (5 each in 210th and 211th Sessions and 4 in 212th 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.

36.4. References by the Chairman: 7 References (4 in 210th, 2 in 211th and 1 in 212th Session) on different subjects were prepared and got approved from the Chairman, Rajya Sabha before the same were made in the House.

36.5. Retirement of Members: In accordance with the provisions of clause (1) of article 83 of the Constitution, 8 Members of the Rajya Sabha (2 from Assam and 6 from Tamil Nadu) retired on the completion of their term of office during the year 2007. 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 8th May, 2007 for information of Members.

36.6. Biennial Elections and Nominations to the Rajya Sabha: In the biennial elections held during the year 2007, 8 Members (2 from Assam and 6 from Tamil Nadu) were elected to the Rajya Sabha. The President, in accordance with the provisions of clause (1) of article 80 of the Constitution, nominated Prof. M.S. Swaminathan to the Rajya Sabha on the 10th April, 2007. Of these, 8 newly elected/re-elected Members took oath/affirmation in the Chairman's Chamber in the months of June, July and August, 2007 and Prof. M.S. Swaminathan made and subscribed oath/affirmation in the House during the 210th Session. The Section reproduced the Notifications issued by the Ministry of Law and Justice (Legislative Department) in connection with the biennial elections/nomination to the Rajya Sabha and programme of elections received from the Election Commission of India in the Parliamentary Bulletin Part-II for information of Members.

36.7. Bye-elections and Nomination to the Rajya Sabha: 3 Members, *namely*, Shri Naresh Gujral, Dr. Ram Parkash and Shri

Ambeth Rajan were elected to the Rajya Sabha in the bye-elections held from the States of Punjab, Haryana and Uttar Pradesh respectively to fill the casual vacancies occurred during the years 2006 and 2007. The President, in accordance with the provisions of clause (1) of article 80 of the Constitution, nominated one member (Dr. (Smt.) Kapila Vatsyayan) to the Rajya Sabha on the 10th April, 2007 to fill the casual vacancy caused by her own resignation. All the three newly elected Members made and subscribed oath/affirmation in the Chairman's Chamber and Dr. Vatsyayan made and subscribed oath/affirmation in the House during the 210th Session. Entries relating to their elections/Nomination were made in the Register.

36.8. Congratulations to newly elected/Nominated Members: Congratulatory letters were issued to all newly elected Members, after receiving their declaration of results from the concerned Returning Officers. Nominated members were also congratulated after receiving their Notifications from the Ministries of Home Affairs and Law and Justice.

36.9. Vacation of Seats:

1. **Death:** Four seats became vacant due to the demise of Members *namely* Shrimati Sumitra Mahajan (Haryana), Shri Chittabrata Mazumdar (West Bengal), Shri Jana Krishnamurthy K. (Gujarat) and Shri Motiur Rahman (Bihar) 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:** One seat became vacant due to the resignation by Miss Mayawati (Uttar Pradesh) and entry relating thereto was made in the register. A copy of the Notification was also sent to the Election Commission of India for necessary action.

36.10. Farewell to the Former Chairman, Rajya Sabha : On behalf of Members of Rajya Sabha, a farewell function in honour of Shri Bhairon Singh Shekhawat, former Chairman, Rajya Sabha, was held on the 7th August, 2007 in the Auditorium of Parliament House Annexe. The arrangement for presentation of the 'Silver Salver' and the 'Address by Members of Rajya Sabha' to the former Chairman and other necessary arrangements relating to the farewell function were made by this Section, which acted as the nodal agency.

36.11. Election to the Office of the Vice-President of India: During the year under review, with the appointment of the then

Secretary-General, Rajya Sabha (Dr. Yogendra Narain) as the Returning Officer for the Vice-Presidential Election, 2007, by the Election Commission of India on the 6th July, 2007, this Section, in addition to performing its normal duties, acted as the Vice-Presidential Election Cell. Besides assisting the Returning Officer and the Assistant Returning Officers for the Election, as and when required, this Section made all necessary arrangements for successfully conducting the said election. Shri Mohammad Hamid Ansari, was declared as the 13th Vice President of India on the 10th August, 2007.

Shri Mohammad Hamid Ansari was sworn in as the Vice-President of India by the Hon'ble President, Shrimati Pratibha Devisingh Patil on the 11th August, 2007 in the Rashtrapati Bhawan, New Delhi. Shri Ansari, who is also the *ex-officio* Chairman of the Rajya Sabha, was felicitated by the Prime Minister and Leaders of various parties/groups in the Rajya Sabha on the 13th August, 2007.

36.12. Cases dealt with under the Right to Information Act, 2005: During the year under review, 20 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.

36.13. List of Business: 201 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 |
|-------------------|--------------------------------|-----------------------|--------------------------|--------------------------------|
| 210 th | 36 | 34 | 23 | 10 |
| 211 th | 18 | 16 | 12 | - |
| 212 th | 15 | 18 | 13 | 06 |

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.* 212th Session of Rajya Sabha. The practice to send the CRC version of the List of Business and Lists of Papers to be Laid on the Table to the Government Press electronically through e-mail along with hard copy of the final CRCs is being followed regularly *w.e.f.* 193rd Session of the Rajya Sabha.

36.14. Meetings of the Business Advisory Committee: 12 meetings of the Business Advisory Committee (6 in 210th, 3 in 211th and 3 in 212th 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 and circulated.

36.15. Papers Laid on the Table: 4668 papers were laid on the Table of the House during the year (1990 in 210th, 861 in 211th and 1817 in 212th Session). All these papers *except* Notifications were received and processed by this Section.

36.16. Statements by Ministers: 121 Statements (40 in 210th, 32 in 211th and 49 in 212th Session) *including* Statements regarding Government Business were made/laid in the House by Prime Minister/Ministers during the year 2007.

36.17. Memorandum of Business: Memorandum of Business were prepared for 65 sittings (31 in 210th and 17 each in 211th and 212th Sessions) for use of Hon'ble Chairman, Hon'ble Deputy Chairman, Secretary-General and other Officers at the Table.

36.18. Membership Certificate: 87 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. 4637 to 4701 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. 43745 to 44741 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.* 212th Session of Rajya Sabha. The practice to send the CRC version of Parliamentary Bulletins (Part-I and Part-II) to the Government Press electronically through e-mail along with hard copy of the final CRCs is being followed regularly *w.e.f.* 193rd Session of the Rajya Sabha.

In addition to above, this Section is also putting up Bulletin Part-II on Internet *w.e.f.* 193rd Session of the Rajya Sabha.

36.20. Resume' of the Business Transacted by the Rajya Sabha: Resume' of the Business transacted by the Rajya Sabha during the 209th, 210th and 211th 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 212th Session is under submission for approval.

36.21. Division: During the year under review, only one division was held.

36.22. List of Members: During the year under review, the manuscript of the publication entitled "**List of Members, Rajya Sabha**" showing permanent and Delhi addresses and telephone numbers etc. of Members was prepared in June, 2007. However, keeping in view the biennial elections in the States of Assam and Tamil Nadu to fill vacancies occurring in June and July, 2007 respectively and the fact that the process for the Election to the Office of the Vice-President of India had begun and the likelihood of appointment of new Secretary-General, it was decided to withhold the printing of the publication and update the information related to Chairman, Rajya Sabha, Secretary-General and Officers of the Rajya Sabha Secretariat. After collection of the relevant information from different Sections, the manuscript was updated and the approved manuscript was sent to press for obtaining proof thereof in December, 2007.

36.23. Other Lists: During the year, following Lists were prepared as indicated against each: -

| | | |
|-----------------------------------|---|----|
| Party-Position in the Rajya Sabha | — | 09 |
| Alphabetical List of Members | — | 09 |
| Division List | — | 03 |
| Attendance Register | — | 03 |

36.24. Directions by the Chairman, Rajya Sabha: The updated version of the publication entitled "**Directions by the Chairman, Rajya Sabha**" containing directions issued by the Hon'ble Chairman, Rajya Sabha from time to time, for regulating certain matters not specifically provided in the Rules, was put on the Rajya Sabha Website.

36.25. Rajya Sabha— A Fact Sheet: A pamphlet entitled "**Rajya Sabha –A Fact Sheet**" containing the 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. Roster duty for Officers at the Table of the House:

Duty Rosters for Officers at the Table of the House were prepared and got approved before each of the three Sessions.

36.28. 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 were 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) were also put directly on the Internet.

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

1. Lists of Business

Parliamentary Bulletin Part -I

Parliamentary Bulletin Part – II

Papers to be Laid on the Table

Publication entitled "Resume" of the business transacted during each session of the Rajya Sabha

List of sitting Members showing their names, party-affiliation, State, Addresses and telephone numbers etc.

Party-position in the Rajya Sabha.

Resolution adopted by the Rajya Sabha on the completion of 50 Years

Presiding Officers of Rajya Sabha

Directions from the Chair

General Information for Members

Disqualification of Members on Ground of Defection

Precedents Management System

36.30. 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 the total computerization and coordinated efforts of the Section, this was achieved quite successfully.

36.31. Inspection Report: The inspection of the Section for the year 2006 was done by Shri P.P.K. Ramacharyulu, Director, on the 12th January, 2007.

36.32. Training: During the year, no Officer/staff of the Section was deputed for any training programme organised by the Training Unit.