

28. TABLE OFFICE

28.1 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 under review *i.e.* 2003 are: -

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 including their numerical strength in the Rajya Sabha.
9. Preparation of a List indicating Party-affiliation of Members, Members of Rajya Sabha in the Council of Ministers and a 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. Press Counter-work relating to the Liaison between the Press and the Secretariat.
20. Issue of Membership Certificate to the Ex-Members to enable them to claim pension, CGHS and other amenities.
21. Biennial/Bye-elections to the Rajya Sabha.
22. Nomination of Members to the Panel of Vice-Chairmen.

23. Good wishes to retiring Members.
24. Felicitations to the newly elected/nominated Members.
25. Preparation and issue of the publication entitled "Resume' of the Business transacted by the Rajya Sabha" after each of its Session.
26. Meeting of Hon'ble Chairman with Leaders of various Parties/Groups in the Rajya Sabha.
27. Customary dinner by Hon'ble Chairman to the Prime Minister, Deputy Prime Minister, Ministers and Leaders of various Parties at the commencement of every Session.
28. Preparation of Roster Duty for Officers at the Table.
29. Maintenance of Minutes Book of the Proceedings of the House.
30. Maintenance of the Register of Roll of Members.
31. Maintenance of the Register of Obituary References/References made in the House (maintained since the year, 1952).
32. Maintenance of Precedents Register.
33. Updation of Consolidated Who's Who.
34. Data feeding of Members/ex-Members' information in MIS Software.
35. Case dealt with under the Tenth Schedule to the Constitution.
36. Compilation and preparation of the pamphlet entitled "Rajya Sabha-A Fact Sheet".

28.2 Sessions of the Rajya Sabha: There were three Sessions of the Rajya Sabha during the year 2003 *i.e.* 198th, 199th and 200th Session. Details regarding duration etc. of these Sessions 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. Mts.	
198 th	17.02.2003	09.05.2003	37	21 19 — 22	181 — 21
199 th	21.07.2003	22.08.2003	21	11 13 — 12	87 — 04
200 th	2-12-2003	23-12-2003*	16	07 07 — 56	69 — 42

[*The 200th Session of the Rajya Sabha which was *sine-die* on the 23rd December, 2003, has not been prorogued till date.]

28.3 Obituary References: 20 Obituary References (7 in 198th, 6 in 199th and 7 in 200th Session) in respect of the sitting/Ex-Members of Rajya Sabha were prepared and got approved from the Chairman, Rajya Sabha during the year 2003 before the same were made in the House.

28.4 References/Resolutions/Homage by the Chairman: 10 References/Resolutions (2 in 198th Session and 4 each in 199th and 200th Session) on different subjects were prepared and got approved from the Hon'ble Chairman, Rajya Sabha before the same were made in the House.

28.5 Retirement of Members: In accordance with the provisions of clause (1) of article 83 of the Constitution, 12 Members of the Rajya Sabha retired on the completion of their term of office during the year 2003. 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 18th March, 2003 for information of Members.

28.6 Biennial Elections and Nominations to the Rajya Sabha: In the biennial elections held during the year 2003, 4 Members were elected to the Rajya Sabha. The President, in accordance with the provisions of clause (1) of article 80 of the Constitution, nominated 7 Members to the Rajya Sabha on the 27th August, 2003. Of these 11 newly elected/nominated Members one elected and 5 nominated Members took oath/affirmation in the Chairman's Chamber in the months of September, October and November, 2003. Rest 3 elected and 2 nominated Members made and subscribed their oath/affirmation in the 199th and 200th Sessions, respectively. The Section reproduced the Notifications issued by the Ministries of Law and Justice (Legislative Department) and Home Affairs in connection with the biennial elections/nominations 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.

28.7 Vacation of Seats:

1. **Death:** Three seats became vacant due to the demise of Members and entries relating thereto were made in the register.
2. **Resignation:** One seat became vacant due to the resignation of Shri Aimaduddin Ahmad Khan 'Durru', an elected Member of the Rajya Sabha, representing the State of Rajasthan and entry relating thereto was made in the register.

28.8 Bye-election to the Rajya Sabha: One Member *namely* Shrimati Kamla Manhar was elected to the Rajya Sabha on the 26th September, 2003 in a bye-election held from the State of Chhattisgarh to fill the casual vacancy caused due to the death of Shri Bhagat Ram Manhar, a sitting Member from that State. She took oath in the Chairman's Chamber on the 16th October, 2003 along with four other elected/nominated Members of Rajya Sabha and entries relating thereto were made in the Register.

28.9 List of Business: 213 Lists of Business as detailed below were issued in connection with the three 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
198 th	34	37	30	07
199 th	21	21	18	01
200 th	15	16	12	01

28.10 Meetings of the Business Advisory Committee: 11 meetings of the Business Advisory Committee (6 in 198th, 2 in 199th and 3 in 200th Session) 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

28.11 Papers Laid on the Table: In all, 4202 papers were laid on the Table of the House during the year 2003 (1850 in 198th, 1077 in 199th and 1275 in 200th Session). All these papers except the Notifications regarding Subordinate Legislations etc. were received and processed by this Section.

28.12 Statements by Ministers: 30 Statements including Statements regarding Government Business were made/laid in the House by Prime Minister/Ministers during the year 2003 (15 in 198th, 8 in 199th and 7 in 200th Session). The Statements were received in the Table Office for distribution etc. to Members.

28.13 Memorandum of Business: Memorandum of Business were prepared for 74 sittings (37 in 198th, 21 in 199th and 16 in 200th Session) of the three Sessions for use of Hon'ble Chairman, Hon'ble deputy Chairman, Secretary-General and other Officers at the Table.

28.14 Membership Certificate: Membership Certificates were issued in favour of Ex-Members of the Rajya Sabha to enable them to claim pension, CGHS and other amenities.

28.15 Bulletins: Rajya Sabha Parliamentary Bulletin Part-I Nos. 4351 to 4424 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. 40355 to 41138 were also got printed and issued during the year under review.

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 regularly the Part-II Bulletins directly on Internet *w.e.f.* 193rd Session of the Rajya Sabha.

28.16 Panel of Vice-Chairmen: The Chairman nominated the following Members on the Panel of Vice-Chairmen *w.e.f.* the 27th June, 2003:-

1. Shri Santosh Bagrodia
2. Shri Nilotpal Basu
3. Shri Rama Shanker Kaushik
4. Shri Suresh Pachouri
5. Dr. A.K. Patel
6. Shri P. Prabhakar Reddy

28.17 Divisions: 31 divisions (11 in 198th, 8 in 199th and 12 in 200th Session) were held during the year.

28.18 Resume' of the Business Transacted by the Rajya Sabha: Resume' of the Business transacted by the Rajya Sabha during the 198th and 199th 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 200th Session is under preparation for printing by the end of January, 2004.

28.19 List of Members: During the year under review, the publication entitled "**List of Members, Rajya Sabha**" (*February 1, 2003 edition*) showing permanent and Delhi addresses and telephone numbers etc. of Members was prepared after the biennial elections to the Rajya Sabha and circulated to all Officers and Sections of the Secretariat. The next edition of the publication is under preparation for printing by the end of January, 2004

28.20 Other Lists: During the year, following Lists were prepared a number of times, as indicated against each: -

Party-Position in the Rajya Sabha	—	11
Alphabetical List of Members	—	11
Division List	—	04
Attendance List (Register)	—	04

28.21 Liaison Work between the Press and the Secretariat: All necessary services were provided at the Press Desk during Budget and Monsoon Sessions of the year to persons connected with the Print and Electronic Media for covering the proceedings of the Rajya Sabha. Various Parliamentary Papers such as Bills, Lists of Business, Lists of Starred/Unstarred Questions, Statements made by the Ministers, Reports of the various Parliamentary Committees/Public Undertakings/Organisations, Special Mentions etc. were supplied or made available at the Desk for reference purposes.

A new Section *namely* **Press and Media Unit** was, however, created *vide* Administrative Order dated the 17th November, 2003 to act as the nodal Section for the work relating to liaison with press and media. Accordingly, the liaison work between the Press and the Secretariat was handed over to that Unit. However, all necessary help and assistance was provided to the Unit during the 200th Session.

28.22 Rajya Sabha -A Fact Sheet: A pamphlet entitled "**Rajya Sabha –A Fact Sheet**" containing the comparative information at a

glance in respect of both the Houses of Parliament *i.e.* Rajya Sabha and Lok Sabha was prepared for official use only in the Secretariat.

28.23 Updation of Consolidated Who's Who: Manuscript of the publication entitled "**Rajya Sabha Members Biographical Sketches, 1952-2003**" was finalized and submitted for approval.

28.24 Case under the Tenth Schedule to the Constitution: A case of merger of Tamil Maanila Congress (Moopanar) with the Indian National Congress in the Rajya Sabha was considered in the context of paragraph 4 of the Tenth Schedule to the Constitution. Requests for such merger were received from the respective Leaders of both the Parties. The Chairman accepted the merger of the above Parties on the 4th May, 2003. Thereafter, the relevant entries were made in the Registers and records were updated accordingly.

28.25 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.

28.26 Status of Computerization: Table Office has been fully computerized and working efficiently since 1998. This Section has been preparing camera-ready copy of List of Business, Parliamentary Bulletins (Part-I and Part-II), Resume of the Business transacted during each Session and List of Members. CRC version of List of Business, List of Members and Parliamentary Bulletins were sent to Government Press through e-mail. Part-II Bulletins were put directly on the Internet.

28.27 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 such nature, it is difficult to set goals in physical terms for this Section because most of the work assigned depends on many external factors which are beyond the control of this Section. However, it has always been the endeavour of this Section to discharge all its responsibilities promptly and efficiently. With the total computerization and coordinated efforts in this Section, this was quite substantially achieved.

28.28 Inspection Report: The inspection of the Section for the year 2002 was done by Shri P.R. Guha Roy, Deputy Secretary on the 16th January, 2003.

28.29 Training: No Staff-member of this Section attended any kind of training during the year under review.

