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Handbook for Members of Rajya Sabha

Rajya Sabha Secretariat
New Delhi

**HANDBOOK
FOR
MEMBERS OF RAJYA SABHA**



सबभयेन जयते

**RAJYA SABHA SECRETARIAT
NEW DELHI
APRIL, 2022**

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<http://parliamentofindia.nic.in>

<http://rajyasabha.nic.in>

e-mail: rslegis@sansad.nic.in

Price: ₹ 200

Published by Secretary-General, Rajya Sabha and printed by:
Government of India Press, Minto Road, New Delhi.

PREFACE

This HANDBOOK is intended to serve as a guide on Parliamentary Practices and Procedures, amenities available to Members and certain other miscellaneous matters, which may be of interest to Members of Rajya Sabha, particularly the new Members.

For purpose of facility, the Handbook explains the rules and procedures in simple language. The Handbook contains comprehensive information on the various parliamentary devices available to Members to raise matters of public importance namely, Questions, Calling Attention, Short Duration Discussion, Resolutions, Motions, Special Mentions and Matters to be raised with permission etc. and the procedures regarding the legislative functions of the House (Government Bills and Private Members' Bills). Further, it elaborates the functioning of Parliamentary Committees, including the Department related Committees, besides, topics such as Parliamentary Friendship Groups and Parliamentary Fora, Inter-Parliamentary Union, etc. Information and Communication Technology (ICT) related services that are available to Members have also been included in the publication. The Handbook is only a guide to various parliamentary rules and procedures and, therefore, it cannot be treated as an authoritative text on the relevant provision of the Constitution and Rules of Procedure and Conduct of Business in Rajya Sabha etc. For authoritative text, Members are advised to consult the relevant provisions of the Constitution of India, Rules of Procedure and Conduct of Business in Rajya Sabha and the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the rules made thereunder.

The term "House" has been used in this publication for the Rajya Sabha, unlike its definition in the Rules of Procedure and Conduct of Business in the Rajya Sabha.

The Handbook has been published after completely revising and updating the earlier version published in 2010.

New Delhi
APRIL, 2022

P.C. MODY,
Secretary-General.

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HANDBOOK FOR MEMBERS OF RAJYA SABHA

(Eleventh EDITION)

CHAPTER 1

RAJYA SABHA—COMPOSITION, BUSINESS AND PROCEDURE

1.1 COMPOSITION

- (i) According to article 79 of the Constitution, Parliament consists of the President and two Houses to be known as the Council of States (Rajya Sabha) and the House of the People (Lok Sabha). Article 80 *inter alia* provides that the Rajya Sabha shall consist of:
- (a) twelve Members nominated by the President from amongst persons having special knowledge or practical experience in respect of such matters as literature, science, art and social service; and
 - (b) not more than two hundred and thirty-eight representatives of the States and of the Union Territories. The allocation of these seats is in accordance with the provisions in that behalf contained in the Fourth Schedule to the Constitution.
- (ii) The present strength of the Rajya Sabha is 245, of whom 233 are representatives of the States/Union Territories and 12 are nominated by the President.
- (iii) The allocation of seats to be filled by the representatives of the States/Union Territories as laid down in the Fourth Schedule to the Constitution is as follows:-

1.	Andhra Pradesh	11
2.	Arunachal Pradesh	1
3.	Assam	7
4.	Bihar	16
5.	Chhattisgarh	5
6.	Goa	1
7.	Gujarat	11

8. Haryana	5
9. Himachal Pradesh	3
10. Jharkhand	6
11. Karnataka	12
12. Kerala	9
13. Madhya Pradesh	11
14. Maharashtra	19
15. Manipur	1
16. Meghalaya	1
17. Mizoram	1
18. Nagaland	1
19. Odisha	10
20. Punjab	7
21. Rajasthan	10
22. Sikkim	1
23. Tamil Nadu	18
24. Telangana	7
25. Tripura	1
26. Uttarakhand	3
27. Uttar Pradesh	31
28. West Bengal	16
29. Jammu and Kashmir	4
30. The National Capital Territory of Delhi	3
31. Puducherry	1

TOTAL:

233

1.2 SESSIONS OF THE RAJYA SABHA

Each Session of Rajya Sabha starts from the date of commencement of its first sitting and concludes when the House is prorogued by the President. The Sessions are given consecutive numbers *e.g.* the Budget Session of 2021 was Session No. 253 and next Session in monsoon was Session No. 254. Generally during a year, three sessions of the Rajya Sabha are held, as follows:

- (i) First Session (Budget Session) is held between late January and mid May. The Session has a break from mid March to mid April to enable Department-related Parliamentary Standing Committees to consider and report on Demands for Grants of the various Ministries.

- (ii) Second Session (Monsoon Session) is generally held in mid July to end of August; and
- (iii) Third Session (Winter Session) is held from end of November to end of December. When on the recommendation of the Government the President calls the Rajya Sabha into Session, a Summon is sent to each Member under the authority of the Secretary-General. The Provisional Calendar of Sittings showing class of business to be transacted on each day, chart showing dates of draw of lots and last dates of receipt of notice of questions and a Parliamentary Bulletin Part-II containing information in respect of various matters connected with the business for the session are also issued to each member along with the Summons. From Monsoon Session of 2020 (252nd) onwards, summons are being sent only electronically to Members on their Members' Portal through a customized "eSummons" application.

1.3 ADDRESS BY THE PRESIDENT AND MOTION OF THANKS THEREON (Rules 14-21 of the Rules of Procedure)

- (i) At the commencement of the first session after each general election to the Lok Sabha and at the commencement of the first session of each calendar year, the President addresses both Houses of Parliament assembled together in the Central Hall and informs Parliament of the achievements, policies and programmes of his Government.
- (ii) Members are informed about the date, etc., of the President's Address through a Parliamentary Bulletin Part II.
- (iii) On the date of the Address, the President arrives in the Central Hall in procession along with the Chairman, Rajya Sabha, the Speaker, Lok Sabha, the Prime Minister, the Minister of Parliamentary Affairs, the Secretary-General, Rajya Sabha and the Secretary-General, Lok Sabha. Members take their seats in the Central Hall at least five minutes before the President arrives. On the entry of the President, Members rise in their places and remain standing until the President has taken his seat at the dais. Immediately thereafter, the national anthem is played by a band from one of the lobbies of the Central Hall. The President then addresses the members. After the President's Address, its other version (*i.e.*, Hindi or English) is read by/part of it is read by the Vice-President. Members do not

leave the Central Hall when the President addresses or the Vice-President reads the Address. The national anthem is again played at the end of the Address.

- (iv) After the national anthem, the President leaves the Central Hall in procession. Members rise and remain standing till the procession leaves the Central Hall.
- (v) Members who have not already made and subscribed the oath or affirmation are admitted to the Central Hall on the occasion of the Address on production of either the certificate of election granted to them by the Returning Officer or the Summons for the session issued to them.
- (vi) The President's Address to both Houses of Parliament assembled together is a solemn and formal act under the Constitution. Utmost dignity and decorum befitting the occasion is maintained during the Address. It is, therefore, expected that no member should do anything by words or action which will mar the solemnity or dignity of the occasion.
- (vii) Half-an-hour after the conclusion of the President's Address, the Rajya Sabha holds a separate brief sitting in its own Chamber when a copy of the Address is laid on the Table of the House by the Secretary-General. Thereafter, copies of the English and Hindi versions of the Address are made available to members in the Lobby. Members who do not collect their copies from the Lobby can obtain them from the Publications Counter later on.
- (viii) The President's Address is discussed on a Motion of Thanks moved by a member and seconded by another member. The motion is generally worded as follows—

"That the Members of the Rajya Sabha assembled in this session are deeply grateful to the President for the Address which he has been pleased to deliver to both Houses of Parliament assembled together on ...".

The mover and the seconder of the Motion of Thanks are selected by the Prime Minister. The notice of such a motion, is therefore, received from the Minister of Parliamentary Affairs. Allotment of time for the purpose is made by the Chairman in consultation with the Business Advisory Committee. The scope of discussion on the Address is

very wide and members are free to speak on a variety of issues ranging from national to international problems.

- (ix) Members may give notices of amendments to the Motion of Thanks (it may be noted that the amendment proposed is to be in respect of the Motion of Thanks and not the address itself). There is no prescribed form for this purpose. Members can use their letter heads for sending their amendments to the Secretary-General. An amendment to the Motion of Thanks is generally worded as follows:—

That at the end of the Motion, the following be added, namely:—

"but regret that the Address does not mention/fails to mention about the", etc.

As per the Direction of Chairman given on 8th January, 2021 a Member shall be permitted to move not more than ten amendments. In case the number of notices of amendments to Motion of Thanks exceeds ten, either individually or jointly, only first ten admissible amendments shall be taken into consideration, unless the Member has indicated the priority. Those amendments found admissible under the rules are numbered and printed. List(s) of such amendments is circulated in advance to all Members and after the Motion is moved and seconded, they are moved by Members concerned as soon as the Chair calls out the amendment numbers and the names of Members.

- (x) The Business Advisory Committee allots time for discussing the Motion of Thanks and the time is proportionately allotted to the various political parties according to their strength in the House. The Leaders of the Parties give the list of speakers to the Secretary-General in respect of the Party and a record is maintained during the discussion of the time taken by each speaker.
- (xi) The Prime Minister or any other Minister, whether he has previously taken part in the discussion or not, has a general right of explaining the position of the Government by way of reply at the end of the discussion. As a convention the Prime Minister gives the reply and in his absence, the Leader of the House may do so. Thereafter, amendments are disposed of and the Motion of Thanks is put to vote and adopted.

1.4. OATH OR AFFIRMATION BY MEMBERS (Rule 5 of the Rules of Procedure)

- (i) As required under article 99 of the Constitution, every Member, before taking his seat in the Rajya Sabha has to make and subscribe an oath or affirmation in the following form:-

"I, A.B., having been elected (or nominated) a member of the Council of States do swear in the name of God/solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India and that I will faithfully discharge the duty upon which I am about to enter."

- (ii) Members may make oath or affirmation in Hindi or in English or in any of the languages specified in the Eighth Schedule to the Constitution. Members may obtain a copy of the oath/affirmation form in advance from the Table Office. A Member has to make such oath or affirmation at the commencement of a sitting of the Council or at such other time of the sitting as the Chairman may direct. Members may also, in exceptional cases, make and subscribe oath/affirmation in Chairman's Chamber in Parliament House or in the Rajya Sabha Chamber, when the House is not in Session, if permitted by the Chairman.
- (iii) A Member, when he comes to make oath or affirmation, has to furnish to the Secretary-General the following:
- (a) The certificate of election granted to him by the Returning Officer under rule 85 of the Conduct of Elections Rules, 1961 or if he is a nominated Member, a certified copy of the notification nominating him as a Member;
 - (b) A statement of particulars and declaration in Form III under rule 4 of the Members of Rajya Sabha (Disqualification on Ground of Defection) Rules, 1985 (available in Table Office).
- (iv) Oath/affirmation is administered as the first item of business of the day. On the name of the Member being called by the Secretary-General, the Member proceeds from the place he is occupying, to the right hand side of the Secretary-General's Table, where a microphone is installed. A copy of the form of oath or affirmation, as

the case may be, in the language in which the Member desires to make the oath/affirmation is then handed over to him, if he does not already possess one as received in advance from the Table Office. As per the usual practice, the Member faces the Chair while making the oath/ affirmation, then goes up to the Chair, shakes hands with or greets the Chairman and then passes behind the Chair to the other side of the Secretary-General's Table, where he signs the 'Roll of Members'. After signing the Roll, he takes his seat in the House.

1.5 SEATING OF MEMBERS (Rule 4 of the Rules of Procedure)

The Members have to sit in such order as the Chairman determines from time to time. For the purpose of Divisions (voting) in the Rajya Sabha, each Member has been assigned a particular seat in the Chamber and the Division Number allotted to the Member is the same as his seat number. The Treasury Benches are on the right hand side of the chamber, while the Opposition Benches are on the left hand side and in between other parties are assigned seats as per their numerical strength in Rajya Sabha from right to left of the chamber.

The allotment of vacant seats to Members is made by the Secretary-General keeping in view the seniority of Members, requests received from Party Leaders/Whips and need for contiguity of seats of a party.

1.6 TIME OF SITTINGS

Rules 11 and 13 of the Rules of Procedure have empowered the Chairman to fix the time of the sittings of the Council. At present the timings of the sittings of Rajya Sabha is from 11.00 a.m. to 1.00 p.m. and from 2.00 p.m. to 6.00 p.m. except on Fridays when the House reassembles after lunch at 2.30 p.m. Between 1.00 p.m. and 2.00 p.m. the House generally adjourns for lunch. Decisions to sit beyond 6:00 p.m. are taken at the Business Advisory Committee meetings keeping in view the state of the business pending before the House.

1.7 GOVERNMENT BUSINESS

Before the commencement of each session, a statement showing Government Legislative and other business expected to be taken up during that session, as received from the Ministry of Parliamentary Affairs, is published in Parliamentary Bulletin—Part II for the information of Members.

1.8 PRIVATE MEMBERS' BUSINESS (Rule 24 of the Rules of Procedure)

Private Members' Business (Bills and Resolutions) is normally taken up on Fridays falling during the session and for this purpose two and a half hours of a sitting on Fridays are allotted. Alternate Fridays are allotted for Bills and Resolutions. The Chairman may, however, in consultation with the Leader of the House, allot any day other than a Friday for the transaction of Private Members' Business. If there is no sitting of the Council on a Friday, the Chairman may direct that two and a half hour of a sitting on any other day in the same week may be allotted for Private Members' Business.

1.9 QUORUM

Under article 100 of the Constitution, the quorum to constitute a meeting of either House of Parliament is one-tenth of the total number of members of the House. If at anytime during a meeting of a House there is no quorum, it shall be the duty of the Chairman or person acting as such, either to adjourn the House or to suspend the meeting until there is a quorum.

The total membership of the Rajya Sabha is 245, therefore, the presence of 25 members is the quorum sufficient to constitute its meeting.

Before the Rajya Sabha commences its sitting in the morning and after the lunch break the Marshal ascertains that there is quorum. After he has reported to the Chairman that the required number of members are present in the House, the Chairman takes the Chair. Thereafter, the Chairman presumes that there is quorum in the House at all times unless he *suo motu* notices the lack of quorum or his attention is invited to the lack of quorum. In either case, the quorum bell is rung and if the quorum is made within the first ringing of the bell, or if necessary, within the second ringing of the bell, as the Chairman may direct, the business of the House proceeds. Otherwise, the Chairman may adjourn the House for a short while till the quorum is made or for the rest of the day depending on the circumstances.

If at the hour appointed for commencement/reassembly of the sitting of the House, there is no quorum even after ringing of the bell twice, the hour for commencement/reassembly of the sitting may be postponed under orders of Presiding Officer and members present in the House informed through an announcement by the Secretary General. The duration of the quorum bell is three and a half minutes.

1.10 VOTING AND DIVISION (Rules 252 to 254 of Rules of Procedure)

Matters in parliamentary democracy are generally decided by voting. In parliamentary parlance this is called 'Division', *i.e.*, dividing the House to decide a matter by majority vote. Every matter requiring the decision of the House is decided by means of a question put by the Chairman on a motion made by a Member. After the motion has been moved, the Chairman formally proposes or places the motion for consideration of the House. At the end of the debate on the motion, he puts the motion for the decision of the House in the following terms:-

The question is: '.....' (In proposing the question, the Chairman here repeats the motion as moved by the member)

1.10.1 Methods of Division

Rules 252 to 254 of the Rules of Procedure and Conduct of Business in Rajya Sabha provide for the different methods of Division in the House. The rules provide for four methods of voting in Rajya Sabha. By first two methods the votes are not recorded and through the remaining two, the votes are recorded as a permanent record. These methods are described below:

1. Voice vote;
2. Counting;
3. Division by automatic vote recorder; and
4. Division by going into the Lobbies.

1.10.1.1 Voice vote: Rule 252 provides for the first two methods. On the conclusion of a debate, the Chairman puts the question before the House and invites those who are in favour of the motion to say "Aye" and those against the motion to say "No". Then the Chairman says: "I think the Ayes or the Noes, (as the case may be) have it". If the opinion of the Chairman as to the decision is not challenged he says twice: "The Ayes or the Noes, (as the case may be) have it" and the question before the House is determined accordingly. This method is called voting by 'voice vote' and votes are not recorded. When a question is decided by this method, the Chairman does not announce the numbers of "Ayes" and "Noes".

1.10.1.2 Division by Count: If the opinion of the Chairman as to the decision of a question is challenged, he may, if he thinks fit, ask the

members who are for "Ayes" and those for "Noes" respectively to rise in their places and, on a count being taken, he may declare the determination of the House. In such a case, the names of the voters are not recorded. But if the opinion of the Chairman as to the decision of a question is challenged and he does not adopt the above procedure, he shall order a "Division" to be held. Thereupon the Secretary-General will operate a switch which causes electric bells to ring in the Parliament Building for three and a half minutes. As soon as the bells stop ringing, all entrances to the inner Lobby are closed on the orders of the Chair and there will be no further entry or exit of members from these entrances. [For the convenience of members it may be mentioned here that when the bells ring intermittently, it indicates that a Division is to take place in the Rajya Sabha. If the bells ring continuously, it indicates that a Division is to take place in the Lok Sabha.] After the bells stop ringing the Chairman will put the question a second time and declare whether in his opinion the "Ayes" or the "Noes" have it. If the opinion so declared is again challenged, votes will be taken by (1) operating the automatic vote recorder (Rule 253), or (2) the members going into the lobbies (Rule 254).

1.10.1.3 Division by Automatic Vote Recorder: Each member is assigned a fixed seat. Each seat is provided with an integrated microphone and voting console in front of the seat, at the top, containing four differently coloured, buttons also marked 'P' for Present, 'A' for Ayes, 'O' for ABSTAIN and 'N' for NOES. There is also a separately situated Vote activation button provided on the Language Selector console in front of the seat, along the side panel (Language selector panel).

To record his vote, a member has to press the Vote Activation Button with one hand and one of the voting Buttons of his choice (Ayes/Noes/ Abstention) simultaneously, with the other hand. Each voting button has an assigned L.E.D. indicating the correct and valid voting function as long as a button is pressed together with the Vote Activation Button.

The voting process starts with a musical sound on Large Screen Display Board in the two corners of the Chamber. A red light also comes on the vote indicators near the Chair and on the two red L.E.D. Result display panels at the back of the Chamber. Each Member has to keep the voting Button as well as vote activation button pressed simultaneously at the time of closing of voting in order to register a valid vote. For facility, L.E.D. counters shows the countdown from 10 seconds to 0 seconds. A vote is registered only if the buttons are kept simultaneously pressed at the moment that the counter shows '0' seconds.

The individual Result Display Panels are located on either side of the Presiding Officer's seat arranged in a geographical layout similar to the sitting arrangement of the Chamber. For each Member, the corresponding 11 division number is indicated on the panel alongwith LED display array which shows:—

- a green 'A' for "AYES"
- a red 'N' for "NOES"
- a yellow 'O' for "ABSTAIN"
- a amber 'P' for "PRESENT"

Since the vote is recorded on the basis of seat/division number, Members have to occupy the seats allotted to them before operating the voting buttons.

If a Member finds that he has not been able to record his vote or that he has voted by mistake by pressing the wrong button, he can be allowed to correct his mistake, provided he brings it to the notice of the Chairman before the result of the Division is announced.

The Equipment can be used for:—

- (i) ORDINARY DIVISION or open voting in which case the names of Members voting for or against a question are recorded.
- (ii) SECRET VOTING or closed voting in which case only the number and not the names, of Members voting for or against a question is recorded.
- (iii) QUORUM or automatic counting of the Members present in the House. The Secretary-General sets in motion the voting process of the particular type required on the Chairman's direction, from the control panel on his table.

1.10.1.4 Division by going into Lobbies:

- (i) When the Chairman decides that the votes shall be recorded by the Members going into the Lobbies, he directs the "Ayes" to go into the Right Lobby and the "Noes" into the Left Lobby. In the "Ayes" or "Noes" Lobby, as the case may be, each Member calls out his Division Number and the Division Clerk concerned, while marking off his number on the Division List, simultaneously calls out name of the Member.

- (ii) After voting in the Lobbies is completed, the Division Clerks hand over the Division Lists to the Secretary-General who counts the votes and presents the totals of "Ayes" and "Noes" to the Chairman.
- (iii) A Member who is unable to go to the Division Lobby owing to sickness or infirmity may, with the permission of the Chairman, have his vote recorded either at his seat or in the Inner Lobby.
- (iv) If a Member finds that he has voted by mistake in the wrong Lobby, he may be allowed to correct his mistake provided he brings it to the notice of the Chairman before the result of the Division is announced.
- (v) When the Division Clerks have brought the Division Lists to the Secretary-General's Table a member who has not up to that time recorded his vote but who then wishes to have his vote recorded may do so with the permission of the Chairman. The result of a Division whatever might have been the procedure adopted is announced by the Chairman and cannot be challenged.

1.11 QUESTIONS (Rules 38 - 59 of the Rules of Procedure)

1.11.1 Question Hour

An hour of every sitting of the House available for asking and answering of questions (Rule 38) is popularly known as Question Hour. Until the 232nd Session, the first hour of the House was available for asking and answering of questions. From the 233rd Session onwards, the Question Hour has been shifted which now commences from 12.00 noon to 1.00 p.m.

1.11.2 Notification of Answer Dates Allotted to Ministries/ Departments and Last Date of Receipt of Notices of Questions

- (i) As soon as the dates of commencement and conclusion of a session and the days on which the House is scheduled to meet are fixed for answering of questions, all the Ministries/ Departments are divided into five groups in such a way that on each of the five days of the week on which sittings are held, one group of Ministers answer questions in relation to the subjects pertaining to them. Thus, the Ministries/Departments included in groups I, II, III, IV & V come up for answer on every Monday, Tuesday, Wednesday, Thursday and Friday, respectively during the session period.

- (ii) A Parliamentary Bulletin Part-II containing, *inter-alia*, dates allotted to various Ministries/Departments, group-wise, for answering of questions during the session (provisional calendar), related instructions and guidelines for the Members as well as a chart showing the last date of receipt of notices of questions in the Secretariat for each answer day (group chart), is circulated to the Members, along with the summons for the session.

1.11.3 Starred and Unstarred Questions

- (i) Notices of questions by Members could either be for oral or written answer. A Member who desires an oral answer to his/her question, should give the notice in the standard pink form for starred questions and standard yellow form for unstarred questions.
- (ii) Unstarred questions are not called for oral answers in the House and thus no supplementary questions can be asked thereon. These questions, along with their answers, are deemed to be laid on the Table of the House and are printed in the official debates of the sitting of the day for which they are put down. Starred questions are, however, taken up for oral answer during the question hour and supplementaries can be asked thereon.

1.11.4 Notices of Questions

- (i) Physical notices of questions both starred and unstarred should only be given in the serially numbered printed standard forms which are numbered on a calendar year basis.
- (ii) A Member would be issued up to 150 starred notices forms at the beginning of each session of Rajya Sabha and he may obtain additional forms if necessary, in batches of upto 50 forms. As the consumption of forms for notices of unstarred questions is less as compared to the notices of starred questions, Members may obtain the serially numbered forms for notices of unstarred questions as per their requirement.
- (iii) The serially numbered forms of starred and unstarred notices of questions would be issued to the Members by the Notice Office only either directly or on the basis of their written requisition. The issue of forms of notices of questions in a Member's name shall not be a bar to giving joint notices of questions as per the present practice.

- (iv) Notices of questions shall be accepted on these serially numbered forms only and the notices of questions otherwise than on such forms or on forms issued for any previous calendar year shall not be entertained and the same shall be returned to Members in original.
- (v) Notice of a question should specify:—
 - (a) the official designation of the Minister to whom it is addressed; and
 - (b) the date on which the question is proposed to be placed on the list of questions for answers (Rule 40). The provisional calendar and group chart may be consulted for this purpose.
- (vi) In addition to physical notices of questions, an "e-Notices Portal" for submission of Notices of Starred and Unstarred Questions in electronic form has also been made available to Members from 246th Session onwards. This has become a faster, convenient and more popular mode for giving notices of questions by Members.
- (vii) A question may be addressed by a Member to a private Member provided the subject-matter of the question relates to some Bill, Resolution or other matter connected with the business of the House for which that Member is responsible and the procedure in regard to such question is, as far as may be, the same as is followed in the case of questions addressed to a Minister (Rule 46).
- (viii) Members should address their notices of questions invariably to the concerned Minister. For this purpose, a Ministry-wise subject pamphlet titled "Classification of Subjects for various Ministries for answering questions in the Rajya Sabha" is compiled by the Secretariat and published on the Rajya Sabha website under the link "Questions"- "Ministry wise subjects" for information of the Members. The pamphlet is updated before commencement of each Session.
- (ix) The notices of questions may be given not shorter than 15 clear days from the date for which the notice of question is marked (Rule 39). Members may deliver physical notices of questions in the Notice Office or send them by post.
- (x) Notice of each question other than e-notice should be signed separately with the name of the Member written in block letters on

the top of the notice. The Member's Division Number should also be indicated on the notice. Unsigned notices are returned to the Members. Notices bearing stamped signatures of the Members are treated as unsigned notices.

- (xi) Notices of questions should be clear, self-contained, complete and written legibly. Questions written in illegible hand are returned to the Members. Notices of questions, where text is either stapled or pasted on the standard format are not entertained and such notices of questions are also returned to Members in original. Proper nouns, wherever occurring in the text of the questions, should be written in block letters.
- (xii) Members are requested to indicate their preference(s) on the notices of questions for each day so as to include them in the lists of questions for oral and written answers subject to Rule 51A. If no preference has been indicated, the notices of questions shall be placed in the lists of questions in the order in which the notices were received in point of time.

1.11.5 Draw of Lots

On the last day of receipt of notices of questions for any answer day, two separate draw of lots for oral and written answers respectively are held for the purpose of determining the *inter-se* priority of Members from whom notices of questions have been received. The objective behind the draw of lots is to determine the questions that may be included in the lists of questions. The draw of lots, unless specifically notified to be held at a separate place in case of any exigency, are invariably held at 5.00 p.m. in the lobby of the Central Hall, on every working Monday, Tuesday, Wednesday and Friday. The draw of lots are held for the Members from whom the notices of questions have been received up to 3.00 p.m. on the last day of the receipt of notices. In the first draw of lots, for list of 15 questions for oral answers, names of twenty five Members are drawn and their *inter-se* priority is determined for the purpose of finalizing the starred question list. The ballot priority so determined is displayed on the notice board in the outer lobby of the Rajya Sabha and is also published on the website of the Rajya Sabha. The second draw of lots for list of 160 questions for written answers is held through a computer for determining the *inter-se* priority of all the Members who have given notices of questions, for a particular day, for the purpose of finalizing the unstarred question list. Both the ballots of Starred and Unstarred questions

of Members are published in real time basis on the Rajya Sabha website immediately after the conclusion of the Ballot procedure.

1.11.6 Admissibility of Questions

The notices of questions as received from Members are examined in the Secretariat for the purpose of determining their admissibility in terms of provisions of Rules 47 to 49 of the Rules of Procedure and Conduct of Business in the Council of States. Some of the other important requirements that govern the admissibility of notices of questions while framing the questions are as under and Members are requested to keep these directions in view to avoid disallowance of such questions:—

- (i) Questions should seek to elicit information on a matter of public importance within the special cognizance of the Minister to whom the notice is addressed.
- (ii) Questions containing references to previous questions and answers given in the Rajya Sabha should be self-contained by quoting the number and very briefly the purport of the previous question and the date when the question was answered.
- (iii) Questions that are self contained and seek substantive information by referring to the newspaper reports may be allowed; asking of questions merely by referring to news reports and seeking Government's reaction or action taken by the Government on the news item would be disallowed.
- (iv) Notices of questions regarding legislation should be addressed to the Minister responsible for the subject matter of the legislation in question and not to the Minister of Law.
- (v) Notices of questions on a subject on which a Minister proposes to make a statement during the currency of the session are kept pending for a decision till the statement is made. Admissibility or otherwise of such questions is decided after the statement is made.
- (vi) Notices of questions seeking information on matters of past history should be restricted to a period ordinarily not exceeding three years.
- (vii) Questions relating to day-to-day administration in respect of public undertakings/autonomous bodies/statutory corporations are not admitted for answer unless a matter of policy or public interest is involved.

- (viii) Questions in respect of working of the statutory corporations and limited companies in which Government has financial or controlling interest are generally not admitted and information in this regard may be obtained by the Members direct from the corporations or the companies concerned.
- (ix) Questions which relate to matters of day-to-day administration of Government employees like their service conditions, postings, transfers, TA/DA, etc. or questions which tend to further the interest of an individual or a few individuals or private companies are not admissible.

1.11.7 List of Questions

- (i) After the examination of the notices of questions as received from the Members, lists of questions for oral and written answers are prepared by the Secretariat on the basis of the draw of lots (referred to in paragraph 1.11.5 above).
- (ii) Questions are included in the lists of questions for any day for oral or written answers, as the case may be, in accordance with the orders of the Chairman.
- (iii) A question may be placed on the list of questions for answer, on a date, later than that specified by a Member in his notice, if the Chairman is of the opinion that a longer period is necessary to decide whether the question is or is not admissible.
- (iv) A notice of a question given for oral answer may be admitted for written answer where it is considered by the Chairman that the notice of question is of such a nature that a written answer would be more appropriate (Rule 50).
- (v) As per the orders of the Chairman not more than five questions, both starred and unstarred combined, by one Member, are placed on the lists of questions for any one day.
- (vi) Subject to the provisions of Rules 43(1) and 51A of the Rajya Sabha Rules of Procedure and Conduct of Business and in accordance with Chairman's directions, questions admitted in excess of 5 in the name of a Member for any day may be put down in the list of questions for a subsequent day allotted to the group of Ministries in a session.

- (vii) A Member cannot have more than one question in the list of questions for oral answer against his name on any one-day. Starred questions in excess of one by the same Member are placed in the list of questions for written answer for that day according to their priority [Rule 43(1)].
- (viii) The total number of questions included in the lists of questions for oral and written answers is limited to 175 including 15 questions for oral answers, questions postponed from one list to another for written answer and 15 questions to the States under President's rule (Rule 51A).
- (ix) A limit of 7 notices of questions to be received per sitting per Member has been fixed under the direction of Chairman, Rajya Sabha.
- (x) No clubbing of Members' name shall be done in the questions listed for oral answers.
- (xi) When a notice of a question is disallowed, the Member concerned is informed by the Secretariat about the reasons for such disallowance. In case of notices having more than 100 words, the Members are informed as soon as such a notice is disallowed under Rule 47(2) (vii) of the Rules of Procedure and Conduct of Business in the Council of States.

1.11.8 Questions put down for wrong dates

Notices of Questions addressed to a Minister but proposed to be asked on a date not allotted to his Ministry are, subject to the provisions of the rules, put down on the next date allotted for answering questions by that Minister.

1.11.9 Questions addressed to a Minister not responsible for the Subject-Matter

- (i) Members should address their questions invariably to the Ministers concerned. After a question is admitted and printed, no transfer from one Ministry to another shall take place. However, if a request for the transfer of a question from one Ministry to another is made before it is admitted and printed, Chairman shall be the final authority to decide in the matter.
- (ii) Again, at times, identical notices of questions are addressed to different Ministries/Departments, simultaneously. Further, there

have been instances where identical notices of questions are repeated on the successive dates in the same or the following session. In cases where more than one Ministry/Department is concerned with a subject and if the Member desires reaction/information from a particular Ministry/Department only, the question may be addressed to that Ministry/Department specifically rather than giving identical notices to different Ministries. Members are also requested not to repeat identical notices of questions which have already been answered in response to either their notices or some other Member's notices for earlier dates.

1.11.10 Printed Lists of Questions

- (i) Members are informed that electronic version of printed lists of admitted questions for a day is made available to Members on Rajya Sabha website and also on Members' Login portal at least five days in advance of the date(s) on which those are due for answer. Circulation of hard copies of lists of questions has been dispensed with in order to avoid wastage of paper and to encourage the use of digital platform. Members may however, be provided with printed lists of questions in case of any request for the same. Lists of questions for oral answers are printed on pink paper and those of questions for written answers on yellow paper. Any case of patent error in the question lists, such as wrong spelling of proper names or wrong clubbing of names, etc. is corrected by the Secretariat by issuing necessary errata in the matter.
- (ii) Members are, therefore, requested that the errors, if any, may kindly be brought to the notice of the Secretariat, immediately on receipt of printed lists, so as to enable the Secretariat to take necessary action in the matter.

1.11.11 Withdrawal and Postponement of Questions

- (i) A Member may, by giving notice at any time before the commencement of the sitting for which his question has been placed on the list of questions, withdraw his question or postpone it to a later day to be specified in the notice and on such later day the postponed question will be placed on the list after all questions which have not been so postponed (Rule 53).
- (ii) A starred question which is postponed by the Member at the request of the Minister made through the Secretariat will have the same

position in the subsequent list of questions for oral answers as it was having in the earlier list from which it has been postponed.

- (iii) A starred question which is postponed at the direction of the Chairman shall be placed at the same position on the postponed date.
- (iv) If on a question being called is not put by the Member in whose name it stands, even though that Member is present in the House or he states that it is not his intention to put the question, the question is treated as withdrawn and is not printed in the official debate.
- (v) In exceptional cases only and not as a matter of course, the Chairman may, on a request of another Member, direct that answer be given to a question, even if a Member who has tabled the question, states in the House that he does not want to put the question.

1.11.12 Mode of asking Questions

- (i) When the time for asking questions arrives, the Chairman shall call successively each Member in whose name a question appears in the list of questions.
- (ii) The member so called shall rise in his place and unless he states that it is not his intention to ask the question standing in his name, he shall ask the question by reference to its number in the list of questions.
- (iii) If on a question being called it is not put or the member in whose name it stands is absent, the Chairman, at the request of any member, may direct that the answer to it be given (Rule 54).

1.11.13 Supplementary Questions

- (i) A Member, when called by the Chairman, may put a supplementary question for the purpose of further elucidating any matter of fact regarding which an answer has been given; but no discussion is permitted during the time for questions in respect of any question or any answer given to a question (Rule 56).
- (ii) A Member in whose name a starred question is admitted will be allowed two supplementaries. Thereafter, any three Members will be allowed one supplementary each.

- (iii) Members are expected to ask crisp supplementaries and Ministers are expected to give precise replies to the questions/ supplementaries asked.

1.11.14 Answering of Questions of absent Members

- (i) When all the starred questions on the list for which oral answers are desired, have been called once one by one, and the Question Hour is not over, the Chairman may call again any question which has not been asked by reason of the absence of that Member in whose name it stands. In such a situation, the Chairman may also permit a Member to ask a question standing in the name of another Member who is absent, if so authorized in writing by the Member so absent (Rule 55).
- (ii) In case no intimation is received from the absent Member, the question is passed over in the House but it is included, together with its answer, in the official debate.

1.11.15 Intimation of disallowed Questions

When a Notice of question is disallowed in pursuance of provisions contained in Rules 47 and 48 of the Rules of Procedure and Conduct of Business in the Council of States, Directions of the Chairman and established practices and conventions relating to the questions, intimation is sent to concerned Member soon after the session is prorogued indicating in brief the grounds on which his question could not be admitted. However, if a notice of question is disallowed under Rule 47(2)(vii), information is sent immediately to afford the Member an opportunity to edit the question to bring it within the 100 words limit and give the edited question for any answer day next available.

1.11.16 Answering of Questions not reached for Oral Answers

A question not reached for oral answer may be answered after the end of the Question Hour with the permission of the Chairman, if the Minister concerned represents to the Chairman that the question is one of special public interest to which he desires to give a reply (provision under Rule 52).

1.11.17 Disposal of Questions when sitting is cancelled or Question Hour is dispensed with

- (i) When a sitting of the House is cancelled or the House is adjourned without transacting any business, all the questions, both starred

and unstarred, originally entered in the lists of questions for that day, are laid on the Table of the House on the next day of its sitting, together with their answers and are printed in the official debate of that day.

- (ii) When the Question Hour of a sitting is dispensed with but the sitting itself is not cancelled, all starred and unstarred questions, together with their answers, are laid on the Table of the House and are printed in the official debate of that day.
- (iii) In case the House decides to dispense altogether with the Question Hour, the questions appearing in the Starred and Unstarred Lists already printed and circulated are treated as cancelled and the questions received for those particular dates are treated as lapsed. However, this does not apply to Short Notice Questions.
- (iv) Questions put down for a sitting of the House which is cancelled and when there are no other sittings during the session, lapse on the prorogation of the House.

1.11.18 Supply of Copies of Answers to Members

- (i) Eleven sets of answers to all the starred questions included in the list of questions for the day are kept in the Notice Office at 10.00 a.m. for perusal by the Members. 35 spare copies of answers to starred questions are also kept in Inner Lobby. However, these answers are considered confidential and should not be treated final till the questions are actually answered in the House.
- (ii) As soon as the Question Hour is over, one set of answers to starred and unstarred questions of the day is placed in the Lobby for reference. One copy of the answer to a question is also supplied to the Member/Members in whose name the question stands in the list, at his residence.

1.11.19 Statement laid on the Table of the House in answers to questions and copies of answers to previous Starred, Unstarred or Short Notice Questions referred to in replies to Starred Questions

- (i) Arrangements are made for supply in advance to Members the copies of statements to be laid on the Table of the House by Ministers in answer to questions and copies of answers to previous starred, unstarred or short notice questions, referred to in the questions for

oral answers. Members in whose names questions stand in the list may obtain copies of such statements or answers to previous questions from the Notice Office or the Lobby subject to the following conditions:—

- (a) A copy of the statement or answer to previous question, as the case may be, is made available to the Member who has given notice of the question for oral answer or to the Member who has been authorized by him to ask the question on his behalf or to any Member who has been duly authorized by either of them in writing to receive the statement or answer to previous question.
- (b) A copy may be had one hour in advance of the time of sitting of the House at which the question has been put down for oral answer.
- (c) A second set of statements and answers to previous questions are made available at the same time in the Notice Office for perusal by other Members who are interested to see the statements or previous answers.
- (d) A few additional sets of every such statement and previous answer are also placed in the Lobby for perusal by other Members.
- (e) An additional set of such statements etc. is also placed one hour before the commencement of the Question Hour at the seat of the Member or Members in whose name or names the question stands in the list.
- (f) The contents of every such statement should be considered as strictly confidential and must not be released for publication until the question to which it relates is actually asked and answered in the House. In case the question is not reached for answer, the statement must not be released till the Question Hour is over. As a Minister replying to any question is always at liberty till the question is answered on the floor of the House to make any corrections to the answer already sent by him to the Secretariat, the statement should be treated as provisional until the question is actually answered, or if it is not reached for answer, until the Question Hour is over. The statement

should be taken as final only in the form in which it appears ultimately in the answer given to the question.

- (ii) The number of each question in respect of which a statement is proposed to be laid on the Table of the House or in reply to which the answer to any previous question is referred to, together with the name of the Member who has given notice of such question is displayed on the Rajya Sabha Notice Board. A copy of such notification is also available in the Notice Office, Lobby and on the Table of the House.

1.11.20 Statement by Ministers correcting replies given by them to Questions

A Minister may, with the prior permission of the Chairman, make a statement on the floor of the House correcting the reply already given by him to a Starred or a Short Notice Question. In respect of an Unstarred Question, such a statement is laid on the Table of the House and not made on the floor of the House.

1.12 Short Notice Questions (Rule 58 of the Rules of Procedure)

- (i) With the consent of the Chairman and of the Minister concerned, a Member may ask a question relating to matter of public importance with a shorter notice than fifteen clear days.
- (ii) The notice should be given in the standard printed form (Form No. RSQ3) available in the Notice Office as well as in digital form through e-notice portal. The official designation of the Minister to whom a Short Notice Question is addressed, along with the reasons for asking the question with shorter notice, should be stated therein. Where no reasons have been assigned in the notice of the question, the question is returned to the Member.
- (iii) On receipt of the notice, an enquiry is made from the Minister concerned whether he is in a position to answer the question at short notice and, if so, the date on which it will be convenient for him to do so.
- (iv) A copy of the short notice question, when admitted, is sent to the Member concerned with a covering letter by the Secretariat stating that the Minister concerned has accepted to answer the question on a particular date.

- (v) Admitted Short Notice Questions are printed on white paper and circulated to all Members along with other parliamentary papers.
- (vi) In case the Minister regrets his inability to answer the question at short notice, intimation to that effect is sent to the Member concerned.
- (vii) If the Minister is not in a position to answer the question at short notice and the Chairman is of the opinion that the question is of sufficient public importance to be orally answered in the House, he may direct that the question be placed as the first question on the list of oral questions for the day on which it would be due for answer under Rule 39 which requires a notice of 15 clear days. In such a case, not more than one such question is accorded first priority on the oral list of questions for any one day.
- (viii) In other respects, the procedure for Short Notice Questions is the same as for ordinary questions for oral answers, with such modification, as the Chairman may consider necessary or convenient.

1.13 HALF-AN-HOUR DISCUSSION (RULE 60 OF THE RULES OF PROCEDURE)

- (i) Half-an-Hour Discussion is permitted on any day by the Chairman on a matter of sufficient public importance which has been the subject of a recent starred/unstarred or a short notice question in the House and the answer to which needs elucidation on a matter of fact.
- (ii) A Member wishing to raise a discussion should give notice in writing in the standard printed form (Form No.RSQ4) available in the Notice Office as well as in digital form through e-notice portal at least three days in advance of the day on which the matter is desired to be raised and should mention the number of question and the date of its answer and briefly specify the point or points that he wishes to raise during the discussion.
- (iii) The notice to raise discussion should be accompanied by an explanatory note stating the reasons for raising the discussion on the matter in question and should be supported by the signatures of at least two other Members.

- (iv) The requirement of three days' notice period may be waived by the Chairman with the consent of the Minister concerned.
- (v) If more than two notices have been received and admitted by the Chairman, a draw of lot is held with a view to selecting two notices and the notices are put down in the order in which they were received in point of time.
- (vi) If any matter put down for discussion on a particular day is not disposed of on that day it is not set down for any further day, unless the Member so desires, in which case it is included in the draw of lots for the next available day.
- (vii) The Member, in whose name the notice to raise the discussion is admitted, is informed to that effect as soon as the decision is taken.
- (viii) The Member concerned, when called by the Chairman, makes a short statement and the Minister concerned replies thereafter. Any Member who has previously intimated to the Chairman, is permitted to put a question for the purpose of further elucidating any matter of fact.
- (ix) If the Member, who has given notice, is absent, any Member who has supported the notice may, with the permission of the Chairman, initiate the discussion.

1.14 STATISTICAL INFORMATION RELATING TO QUESTIONS

After the conclusion of every session, a pamphlet on statistical information relating to notices of questions received during that session and their disposal, is brought out by the Secretariat and published on the website of the Rajya Sabha for information of Members.

1.15 CALLING ATTENTION (Rule 180 of the Rules of Procedure)

- (i) This is a device through which a member with the previous permission of the Chairman, calls the attention of a Minister to a matter of urgent public importance by reading out the subject as given in the List of Business of the day. The Minister makes a brief statement or may ask for time to make a statement at a later hour or date. No debate is permitted on such statement at the time it is made. Ordinarily, not more than one such matter is allowed to be raised at the same sitting.

- (ii) The proposed matter is raised when the House re-assembles after lunch at 2.00 p.m.
- (iii) Notices of Calling Attention should be addressed to the Secretary-General in the prescribed form (Form No.RSL1) available in the Notice Office. A copy of each notice should also be endorsed separately to the Minister concerned and the Minister of Parliamentary Affairs. The Notice Office while receiving the notices, indicates the diary number, date and time of their receipt. Member may also submit such notices through online mode using the 'e-Notices Portal' (<https://rsnotices.nic.in>).
- (iv) All Calling Attention Notices received for a day during a week in which that day falls are kept alive during the whole of that week and placed before the Chairman for his consideration from day to day along with notices received up to 10.30 a.m. on the day on which the notices are put up to him.
- (v) On the last day of the week on which the House sits, the notices received up to 10.30 a.m. on that day are considered and all the notices which are not selected are deemed to have lapsed. No intimation about this is given to the members. Members may however renew their notices for the next week.
- (vi) Notices received after 10.30 a.m. on the last day of the week on which the House sits are deemed to have been received for the day on which the next sitting of the House is to be held and these are valid for the following week.
- (vii) Not more than two notices of Calling Attention should be given by a member for one sitting.
- (viii) The relative priority of Calling Attention Notices received on the same subject is determined according to the time of their receipt in the Notice Office. The inter se priority of the notices received at the same time is determined by a draw of lot.
- (ix) After a notice is admitted by the Chairman, the Member who has given the notice and the Ministry concerned are informed immediately. It is also notified in the Parliamentary Bulletin—Part II. The item in that regard is entered in the List of Business for the day for which the notice has been admitted.

- (x) When the item is called in the House, the Member rises in his seat and states, "I call the attention of the Minister of ..." and reads out the admitted text of the notice. No other statement is made by him. The Minister then makes a statement on the matter. Copies of the statement are circulated simultaneously. Thereafter, the Member who has called the attention of the Minister may seek clarifications but should not take more than seven minutes and other Members who are called by the Chairman should not take more than five minutes each and should restrict themselves strictly to seeking clarifications on the Calling Attention.
- (xi) Where a Calling Attention Notice stands in the name of a number of Members, in calling out name of Members who desire to seek clarifications, the first principle is party/group. After exhausting the parties/groups, whose Members have given the notice by calling one Member from each party/group, the Chairman may call Members belonging to parties/groups not in the list.
- (xii) A Member whose Calling Attention Notice has not been selected during a week, may renew the same in the prescribed form (Form No.RSL5) for subsequent week(s). In such a case, the date and priority of the notice is the date and time at which the renewal notice is received in the Secretariat from the Member concerned and no consideration is given to the previously lapsed notice of Calling Attention on the same subject.
- (xiii) Not more than one hour may be spent on a Calling Attention.

1.16 MATTERS RAISED WITH PERMISSION (ZERO HOUR)

Although not provided under the rules, this is one of the devices available to the Member under which one can raise matters of urgent public importance on the floor of the House immediately after the Question Hour and laying of papers, if any. This method is unique in itself for having evolved on the basis of convention and practice without having any specific sanction of the rule book. The emergence of this convention which is popularly known as Zero Hour Submission can be traced back to the early sixties when many issues of public interest were raised by the Members immediately after the Question Hour. With a view to regulating the raising of 'Matters Raised with Permission' immediately after the Question Hour, the Chairman has given directions from time to time. The matter has also been discussed in the several meetings of the Business

Advisory Committee and Leaders of Political Parties/Groups in the Rajya Sabha at different times. The following procedure is presently in vogue for raising matters of urgent public importance with the permission of the Chairman:—

- (i) A Member who wishes to raise a matter of urgent public importance on a particular day, should give notice of his or her intention to the Chairman after 12 Noon till 05.00 P.M. of the previous day on which matter is sought to be raised and should indicate in the notice, a synopsis of the matter that he wishes to raise, justifying therein its urgency and importance. Members may also submit such notices through online mode by using 'e-Notices' Portal. If any notice involves allegations against a Member/ Minister, the Member concerned should send a copy thereof to the Member/Minister against whom the allegation is being made besides giving it to the Chairman;
- (ii) An issue which, in the discretion of the Chairman, requires structured discussion shall not be considered for raising it as 'matter raised with permission';
- (iii) The Chairman, on examination and consideration of all such notices, may admit some such matters to be raised as 'Matters Raised with Permission' (Generally around 15); These matters will be raised after completion of business of formal nature and laying of papers, if any, on the Table and before any other item in the List of Business is taken up. This business concludes before the commencement of Question Hour at 12.00 Noon. (Bulletin Part-I shows these items having been taken as 'Matters Raised with Permission');
- (iv) For notices admitted by the Chairman, the concerned Member would be given three minutes to raise the matter in brief. The time limit is implemented scrupulously. The procedure is that when a Member is called by the Chair to speak on a matter, the large screen installed in the Chamber on both sides will display the name of the Member. The electronic counter on the screen will display the time being consumed by the Member in the reverse mode and after three minutes, his or her mike will go off automatically and nothing said after those 3 minutes by the concerned Member will go on record ;
- (v) For raising matters with permission, Members shall give fresh notice every day. Even if the notice is admitted for a particular day and for some reasons, the matter could not be raised in the House on that

day, in such cases also fresh notice would be required, if the Member wishes to raise that matter on the following day or any other day subsequently;

- (vi) The Notices not admitted by the Chairman may be treated as lapsed on the same day. If the Member concerned desires to raise the same matter on the following day or any other day, he may give a fresh notice for the same;
- (vii) Not more than one submission as 'matter raised with permission' shall be permitted on one subject. In case notices are received from more than one Member on the same subject at the same time and for the same day, the Chairman in his discretion will decide which Member is to be permitted to make the submission irrespective of the order in which the notice is submitted. The others may simply mention that they also associate with it and no further speeches will be allowed;
- (viii) Only the Member who gave notice for raising a matter with permission shall be permitted to raise the matter in the House. No Member shall give notice on behalf of any other Member; and
- (ix) No Member shall be allowed to make more than one submission as 'matter raised with permission' in a week.
- (x) The above procedure is regularly notified in the Parliamentary Bulletin Part-II for information of the Members before the commencement of every Session. It is not obligatory on the part of the Government either to respond immediately or later on, on the issue raised by the Members. However, the Minister concerned may, if he so desires, inform the position of the Government on the issue by giving a brief statement of facts.

1.17 SPECIAL MENTIONS (Rules 180A to 180E of Rules of Procedure)

- (i) Special Mention is yet another device through which a Member can raise issue of public importance pertaining to national, State or a specific place. At the commencement of each Session, Members are informed about the procedure to be followed in regard to Special Mentions. A Member who desires to make a Special Mention has to give notice in writing in the prescribed form (Form No. RSL4) by 5.00 p.m. on the day preceding the day on which he desires to mention the matter. Members may also submit such notices through

online mode through 'e-Notices Portal.' Notices on subjects that have not been selected for a particular day are carried forward for consideration of the Chairman for the next day. Notices which are not selected during the week for which they have been given, lapse at the end of the week and no intimation thereof is given to the Member who had given the notices. Those Members who are desirous to revive their notice(s) for the following week may do so by giving a fresh notice.

- (ii) In order that a notice may be admissible, it should be accompanied by the text of the Special Mention not exceeding 250 words; should not refer to a matter which is not primarily the concern of the Government of India; should not refer to a matter which has been discussed in the same session or which is substantially identical to the matter already raised by a Member under rules governing Special Mentions during that session; should not raise more than one issue; should not pertain to trivial matters; should not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements; should not relate to matters which are under adjudication by a Court of law having jurisdiction in any part of India; should be restricted to a matter of recent occurrence; should not refer to proceedings of a parliamentary/ consultative committee; should not refer to the conduct or character of persons except in their public capacity; and should not refer discourteously to a friendly foreign country. The conditions of admissibility are contained in Rule 180B of the Rules of Procedure and Conduct of Business in the Council of States.
- (iii) A Member should not give more than two notices for one sitting. All the notices received upto 5.00 p.m. are arranged according to date and point of time and placed before the Chairman for his consideration on day to day basis. The Chairman's decision regarding granting the permission is communicated to the Member concerned in the House during Question Hour by returning the notice and the approved text with the remarks "HC has permitted." Members are permitted to read only the approved text of the Special Mention when called upon by the Chair. Speeches made beyond the approved text do not form part of the debate. Any Member who wishes to associate with a particular Special Mention may do so by merely stating "I associate" and is not permitted to make any speech

thereon.

- (iv) Special Mentions, when permitted for a day, are generally taken up immediately after paper laying in the House and Matters Raised with Permission, if any.
- (v) Replies to Special Mentions are required to be furnished to the Members concerned with a copy each endorsed to the Rajya Sabha Secretariat and Ministry of Parliamentary Affairs under the signatures of the Minister concerned, within a month of their being raised. Ministry of Parliamentary Affairs is the nodal agency for monitoring and follow up action in regard to matters raised under Special Mentions.

1.18 SHORT DURATION DISCUSSION (Rules 176-179 of the Rules of Procedure)

- (i) Any Member desirous of raising discussion on a matter of urgent public importance may give notice in writing to the Secretary General specifying clearly and precisely the matter to be raised in the prescribed form (Form No.RSL2) available in the Notice Office. Members may also submit such notice through online mode through 'e-Notices Portal'. The notice should be accompanied by an explanatory note stating reasons for wanting to raise the discussion on the matter in question and should also be supported by the signatures of at least two other members.
- (ii) If the Chairman is satisfied, after calling for such information from the Member who has given notice and from the concerned Minister as he may consider necessary, that the matter is urgent and is of sufficient public importance to be raised in the House at an early date, and an early opportunity is not otherwise available for the discussion of the matter, he may admit the notice. The notice after admission is notified in Bulletin Part-II, in its admitted form.
- (iii) The Chairman, in consultation with the Leader of the House, may fix the date on which such matter may be taken up for discussion and allow such time for discussion not exceeding two and a-half-hours, as he may consider appropriate in the circumstances. The item is entered in the List of Business for the day in the admitted form in the name of the Member who in point of time, first gave notice. Names of other Members who have also given notice are also listed.

- (iv) When such a matter is discussed, there is no formal motion before the House nor is the matter put to vote. The Member in whose name the item is admitted first initiates the discussion by making a short statement on the admitted matter. Time is allotted to parties in proportion to their numerical strength and names of Members desiring to speak are received from the leaders/whips of the parties. The Chair generally calls out names from all parties by rotation one by one. Any other Member who has previously intimated to the Chairman may be permitted to take part in the discussion provided the time allotted to the party is not over. Thereafter the Minister replies briefly.
- (v) The Chairman may, if he thinks fit, prescribe a time limit for speeches.

1.19 MOTION (Rules 167-174 of the Rules of Procedure)

- (i) A motion is a proposal made by a Member to the House that the House do something or order something to be done or express an opinion with regard to some matter. A motion must be phrased in such a manner that, if assented to, it will purport to express the decision or will of the House. The general rule is that no discussion of a matter of general public interest can take place in the House except on a motion made with the consent of the Chairman. Notice of a motion is to be given in writing addressed to the Secretary-General in the prescribed form (Form No.RSL6) available in the Notice Office. Members may also submit such notice in online mode through 'e-Notices Portal'.
- (ii) In order that a motion may be admissible it has, to satisfy the conditions laid down under Rule 169 of the Rules of Procedure and Conduct of Business in the Council of States. The Chairman decides on the admissibility of a motion and may disallow a motion or a part thereof when in his opinion it does not comply with the Rules.
- (iii) The notices of motion after they are admitted by the Chairman, are immediately notified in the Bulletin Part-II with the heading 'No-day-yet-named Motions'. If a date for discussion has been decided it is published with the heading 'Motion' notifying the date on which the matter is being listed for discussion.
- (iv) The Chairman, after considering the state of business in the House

and in consultation with the Leader of the House may allot a day or days or part of a day for the discussion of any such motion. The item is then entered in the List of Business for the day in the name of the Member and such other Members who have given similar notices.

- (v) Members may also give notice of amendments to the motion.
- (vi) At the appointed hour, on being called by the Chair, the Member in whose name the motion stands in the list of Business formally moves the motion by reading the text of the admitted motion and makes his speech. If the Member is absent the second or third member and so on, if any, in whose name the motion stands in the List of Business is called to move the motion. After the motion has been moved, the Chairman places the motion before the House. Amendments, if any, are then moved by the Members when called by the Chair, and discussion follows.
- (vii) Whenever necessary, the Chairman prescribes a time limit for speeches.
- (viii) When notices of a Government Motion and a Private Member's Motion are received and admitted by the Chairman on the same subject, the Government Motion is given priority for discussion in the House.
- (ix) Generally, the allocation of time for discussion of the Motion is made in the Business Advisory Committee and time is proportionally allocated to parties/group for speeches names of speakers are given by the Leaders/whips of the parties, and names are called by the Chair from different parties by rotation. A record is kept of the time taken by each speaker by officers who are on roster duty on the Table.
- (x) After the Members and the Minister concerned have participated in the debate, the mover of the Motion has the right of reply. Amendments, if any are put to the vote of the House and disposed of after which the main motion is put to the vote of the House.
- (xi) In case the motion is carried, intimation is given to the Minister concerned.

1.20 MOTION FOR MODIFICATION OF RULES, REGULATIONS, ETC. LAID ON THE TABLE OF THE RAJYA SABHA (Rules 167-174 of the Rules of Procedure)

While the legislature has the sole prerogative of passing laws, it may delegate to the executive through an express provision in the law, the power to frame rules, regulations etc. in furtherance of the objectives and provisions of the Act. In order to exercise control, generally rules and regulations so framed by the executive are required to be laid on the Table of both Houses of Parliament to enable Parliament to change or modify provisions of the Subordinate Legislation if the Legislation is either inadequate or improper. This can be done by a Member by moving a motion. The following is the procedure in this regard:—

- (i) Any Member may give notice of a motion for an amendment to any rule, regulation, bye-law, etc. laid before the House within the time period specified for the purpose. A list of all rules, regulations and bye-laws laid on the Table during each week is published in the Bulletin Part II indicating the period within which a motion can be made. The notice of the amendment will be in such form as the Chairman may consider appropriate. The notice should be addressed to the Secretary-General and should specify the rule and sub-rule and the exact wording of the change proposed in each case.
- (ii) The Chairman, in consultation with the Leader of the House, fixes a day for the consideration of amendments to such rules, regulation, bye-law, etc. for which notices have been received and admitted. The item is then enlisted in the List of Business of that day in the name of the Member giving the notice.
- (iii) When the item is called out by the Chair on the appointed day, the Member in whose name the motion is enlisted rises in his seat and says 'I move that.....'. He may make a short speech in support of the motion. Then other Members may, with the permission of the Chair also participate. Thereafter the Minister concerned with the subject matter intervenes, giving the viewpoint of the Government.
- (iv) The mover of a motion for amendment of rules, regulations, bye-laws, etc. has a right of reply. Thereafter, the Chairman puts the motion to vote (usually a voice vote).

- (v) The motion, if adopted by the House, is transmitted to the Lok Sabha for concurrence. In case concurrence is received, it is reported to the House, and the Ministry is informed of the decision in this regard.

1. 21 BILLS

1.21.1 Definition

A Bill is a legislative proposal in a distinctive format, which, when passed by both Houses of Parliament and assented to by the President, becomes an Act of Parliament. It has to pass through various stages before it becomes an Act.

1.21.2 Salient Features of a Bill

LONG TITLE, in brief describes the nature of the proposed measure and is prefixed to a Bill in the form: 'A Bill to,etc.'

PREAMBLE, which follows the Long Title and precedes the enacting formula explains certain facts necessitating the enactment **WHEREAS.....,etc.**" It is useful in placing the proposal in the required context.

ENACTING FORMULA, is a short paragraph preceding the clauses of a Bill. It is in the form : 'Be it enacted by Parliament in the year of the Republic of India as follows:

SHORT TITLE, is an index-heading to an enactment and is cited in the first clause of the Bill 'This Act may be called the ...Act, 20...; where two or more Bills seek to amend the same principal Act and are introduced in the same year, they are numbered consecutively.

EXTENT CLAUSE, which explicitly specifies whether the proposed law is applicable to the whole of India or only to Union territories or to those States the legislatures of which have passed resolutions under article 252 of the Constitution or to the whole of India as also to citizens of India and some other categories of persons.

COMMENCEMENT CLAUSE, which specifies when the Act shall come into force. The general practice is to place the short title, the extent or application and commencement clauses in a single clause divided into three sub-clauses. The general rule regarding the commencement of an Act is that in the absence of an express contrary provision, the Act comes into force on the date on which it receives the assent of the President. In view of this, an Act which is intended to take effect at once

does not usually have a commencement clause. If the Act has to be a retrospective effect, the commencement clause is in the form: This Act shall be deemed to have come into force on the...'. In many cases power is conferred on the Central Government to bring the Act into force 'on such date as the Central Government may, by notification in the Official Gazette, appoint' and additionally, some Acts may provide that different provisions thereof may be brought into force on different dates.

DURATION CLAUSE, in a temporary Bill, is embodied as one of the sub- clauses in the first clause of a Bill stipulates the period till which the Act will be in operation; after the expiry of the stipulated period, such enactment ceases to be effective.

DECLARATORY CLAUSE, in certain Bills, comes after clause one of a Bill. It declares or states the need or requirement which the statute is framed to fulfil. Generally, a legislation contemplated under article 31C or entries 7, 23, 27, 52, 53, 54, 56, 62, 63, 64, or 67 in the Union List of the Seventh Schedule to the Constitution contains a declaratory clause.

DEFINITION CLAUSE, which usually comes immediately after the short title. It defines various expressions which occur in an Act to avoid ambiguities of the words or phrases used in the Act, or a particular part of chapter of that Act. The definitions are arranged in alphabetical order.

RULE-MAKING CLAUSE contains the provision, which delegates rule- making power to the Executive under the proposed law. It is in a set form and inserted in all Bills involving power to make rules, regulations, etc. It is based on three general principles, namely, the rules, etc. should be laid on the Table of each House of Parliament, they should be laid for a specified period as soon as may be after they are made and they should be subject to modification by Parliament within a prescribed period.

REPEAL AND SAVINGS CLAUSE, which is placed at the end of a Bill repeals some enactment or ordinance and reserves something which would be otherwise included in the words of the enacting part or protects rights which may have accrued under the then existing law. The provisions regarding both repeal and savings are embodied in the same clause. The General Clauses Act provides for the various effects of the repeal of an enactment.

SCHEDULES, which are appended to some Bills, contain matters of detail e.g., forms, lists, tables, etc. The expression used is 'First Schedule', 'Second Schedule', etc., and refers at its head the clause of the Bill to which it relates.

Apart from the above clauses, a Bill may also contain provisions in the nature of exceptions and exemptions, procedural matters, overriding effect of the proposed Act, penalty, removal of doubts and power to issue directions. Each clause is a self-contained paragraph embodying a proposal. A clause may be divided into sub-clauses and a sub-clause may be divided into items. The clauses are numbered serially 1, 2, 3, etc., the sub-clauses (1), (2), (3) etc., and the items (i), (ii), (iii), etc. or (a), (b), (c) etc. If a Bill is a long one, it is divided into chapters. Each chapter, clause and schedule is given a brief heading. A Bill having more than twenty-five clauses also carries a list of contents of a Bill, called "Arrangement of Clauses". In some cases like Bills having more than twenty-five clauses or Bills of technical nature which cannot be understood easily, they are accompanied by notes on clauses which explain the various provisions contained therein. They are elucidatory in nature and facilitate consideration of the clauses in their right perspective. Amending Bills also contain extracts of relevant provisions of the principal Acts proposed to be amended by the Bills, in the form of Annexures.

STATEMENT OF OBJECTS AND REASONS, is appended to every Bill with a view to briefly explaining the purpose of the proposed legislation. It is framed in non-technical language.

FINANCIAL MEMORANDUM (Rule 64) is a memorandum appended to all Bills involving proposals for incurring expenditure from the Consolidated Fund of India. It gives all estimates of the recurring and non-recurring expenditure incurred in case the Bill is passed into law.

MEMORANDUM REGARDING DELEGATED LEGISLATION (Rule 65), is appended to a Bill which involves proposals for the delegation of subordinate legislative power. It draws attention to the scope of the proposals and also states whether they are of normal or exceptional character.

After a Bill is passed by the House in which it originated the Statement of Objects and Reasons, Financial Memorandum and Memorandum Regarding Delegated Legislation and Annexure(s) are removed from the Bill.

1.21.3 Types of Bills

Bills may be classified into Government Bills and Private Members' Bills accordingly as they are sponsored by a Minister or a Private Member. Depending upon their contents, Bills may further be classified broadly

into (a) Original Bills which embody new proposals, ideas or policies, (b) Amending Bills which seek to modify, amend or revise existing Acts, (c) Consolidating Bills which seek to consolidate existing law/enactments on a particular subject, (d) Expiring Laws (Continuance) Bills which seek to continue Acts which, otherwise, would expire on a specified date, (e) Repealing and amending Bill to cleanse the Statute Book, (f) Validating Bills to give validity to certain actions, (g) Bills to replace Ordinances, (h) Money and Financial Bills, and (i) Constitution Amendment Bills.

1.21.4 Various Stages of passage of a Bill through Parliament

(i) Introduction of the Bill (First reading, Rule 67)

The legislative process starts with the introduction of the Bill in either House of Parliament. A Bill can be introduced either by a Minister or by a Private Member. In the former case it is known as a Government Bill and in the latter case it is known as a Private Member's Bill.

It is necessary to ask for leave of the House to introduce a Bill. For this purpose a notice is addressed to the Secretary-General, and the Bill after scrutiny as to whether it conforms to the Constitutional and other mandatory requirements is listed for introduction in the List of Business. As per the Direction by the Chairman issued vide Parl. Bulletin Part-II dated 8.11.2012, in case of Government Bills, the period of notice of a motion for leave to introduce a Bill shall be five days unless the Chairman allows the motion to be made at shorter notice. No Bill shall be included for introduction in the List of Business for a day until after copies thereof have been made available for the use of Members for at least two days before the day on which the Bill is proposed to be introduced. However where the Minister desires that the Bill may be introduced earlier than two days after the circulation of copies, he shall give full reasons in a memorandum for the consideration of the Chairman explaining as to why the Bill is sought to be introduced earlier than two days and if the Chairman gives permission, the Bill shall be included in the List of Business for the day on which the Bill is proposed to be introduced.

When the item is taken up, the member in charge rises in his seat and asks that leave be granted to introduce the Bill. The Chairman then puts the question to the House and generally by a voice vote the House agrees. If leave is granted, the Bill may be introduced by the member rising in his seat and saying 'I introduce the Bill'. This constitutes the first reading of the Bill. If a motion for leave to introduce a Bill is opposed, the

Chairman may, in his discretion, allow a brief explanatory statement to be made by the Member-in-charge of the Bill and the member who opposes the motion. Thereafter without further debate he may put the question to the vote of the House. A member can also raise a point at this stage that the Bill initiates legislation outside the legislative competence of the House. In such a case the Chairman may permit a full discussion thereon, and the question is put to the vote of the Council (Rule 67).

After a Bill has been introduced, it is published in the Gazette. But even before introduction, a Bill might, with the permission of the Chairman, be published in the Gazette. In such a case no leave to introduce it in the House is necessary and the Bill is straightway introduced (Rule 61).

Government Bills introduced in the Rajya Sabha or the Lok Sabha are generally referred to Department-related Parliamentary Standing Committees by the Chairman, Rajya Sabha or the Speaker, Lok Sabha for examination and report within such time as may be specified by the Chairman or the Speaker, as the case may be. The specified period may be reduced or extended by the Chairman or the Speaker.

(ii) Consideration Stage of the Bill (Second reading, Rule 69)

After introduction or after the presentation of the report of the Department-related Parliamentary Standing Committee as the case may be, for the Bill to be taken up for consideration, a separate notice to this effect is to be given. In respect of Government Bills, the Minister gives the notice. In respect of a Private Member's Bill, the member gives notice after his name has been selected by draw of lot as described in para - 1.22 (v). Thereafter, the Bill is listed for consideration and passing on an appropriate day in the List of Business for that day. Consideration of a Bill by the Council is in two stages:—

(a) First Stage (Rule 70)

The first stage consists of a general discussion of the principles underlying the Bill. At this stage it is open to the House to refer a Bill to a Select Committee of the House or a Joint Committee of the two Houses or to circulate it for the purpose of eliciting opinion. This is done by a motion moved by a member that it be referred to a Select Committee of the Council or that it be referred to a Joint Committee of the Houses with the concurrence of the Lok Sabha. For this purpose a written notice of the motion is required to be given mentioning the number of members proposed for the Joint/Select Committee and the names of the Rajya

Sabha Members proposed to be included. Alternatively, the member in charge of the Bill moves a motion 'that the Bill be taken into consideration'. At this stage the Member-in-Charge may make a speech explaining the principles and provisions of the Bill. Other members with the permission of the Chair may also speak on the principles of the Bill. Amendments to any of the clauses of the Bill are not permitted to be moved at this stage (In respect of Private Members' Bills, the Minister whose Ministry is responsible for the subject matter of the Bill may intervene and give the view point of the Government). Thereafter, the member- in-charge of the Bill may reply and if he so desires, seek the permission of the House to withdraw the Bill.

(b) Second Stage-Clause-by-Clause Consideration (Rules 104-107)

If the motion for consideration of the Bill as introduced in the House is adopted by the House, the Bill is taken into consideration clause-by-clause. The Chair calls the clause number one by one. Discussion can take place on each clause of the Bill and amendments to clauses are moved at this stage. First the amendments are moved to a clause and then the clause with the adopted amendments, if any, is put to the vote of the House. The amendments form part of the Bill if they are adopted by a majority of members present and voting. This stage of the Bill is completed when all the clauses, the schedules, the enacting formula and the title of the Bill have been put to vote and disposed of.

(c) Bill before the Select/Joint Committee (Rules 72 to 93)

If the motion for Constitution of a Select Committee is adopted or if the motion for Constitution of the Joint Committee is adopted by the Houses, the Bill stands referred to the Committee. Select Committee or a Joint Committee constituted to examine Bills is an ad-hoc Committee in nature and becomes defunct as soon as it presents its report to the House. The Select/Joint Committee considers the Bill clause-by-clause just as the House does. Amendments can be moved to various clauses by members of the Select/Joint Committee. The Select/Joint Committee can also take evidence of associations, public bodies or experts who are interested in the measure. After the Bill has thus been considered, the Select/Joint Committee presents its report to the House, which will include the Bill with all the amendments accepted by the Committee. The Council then considers the Bill as reported by the Committee, after a motion to

take up the Bill as reported by the Committee is moved and passed. The member-in-charge of the Bill may move the motion by giving a notice which after admission is included in the List of Business.

(d) Bill circulated for Eliciting Public Opinion [Rule 70 (3)]

If a Bill is circulated for the purpose of eliciting public opinion thereon, such opinions are obtained through the agency of the State Governments. When a Bill has been circulated for eliciting opinion, the next motion by the member-in-charge of the Bill has to be a motion for reference of the Bill to a Select/Joint Committee, unless the Chairman allows a motion to be made that Bill be taken into consideration. The member gives notice in this regard and the item is included in the List of Business for the appropriate day.

(iii) Passing of the Bills (Third reading, Rule 109)

- (a) After the consideration stage, and generally on the same day (since no separate notice is required) the member-in-charge of the Bill can move a motion that the Bill (or the Bill, as amended, as the case may be) be passed. In the case of a Bill which has been certified by the Speaker of the Lok Sabha as a Money Bill, the motion that is moved is that the Bill be returned. At this stage the debate is confined to arguments either in support of the Bill or for its rejection, without referring to the details thereof further than is necessary. Only formal, verbal or consequential amendments are allowed at this stage.
- (b) For passing a Bill other than a Bill to amend the Constitution, a simple majority of members present and voting is necessary. But in the case of a Bill to amend the Constitution a majority of the total membership of the House and a majority of not less than two-thirds of the members present and voting as stipulated in article 368(2) of the Constitution is required at all stages of the Bill.

(iv) Assent

- (a) After the Bill is passed, in case it has not already been passed by the Lok Sabha in the identical form it is sent to the other House and there also it passes through similar stages of consideration and passing. When a Bill is passed by both Houses, it is presented to the President for his assent. Only after the assent is given, does the Bill become an Act.
- (b) President can assent or withhold his assent to a Bill or he can return a Bill, other than a Money Bill, with his recommendation. If the

Houses pass the Bill again with or without the recommendation made by the President, he shall not withhold assent therefrom. But, when a Bill amending the Constitution passed by each House with the requisite majority is presented to the President, he shall give his assent thereto (articles 111 and 368 of the Constitution).

1.22 PRIVATE MEMBERS' BILLS

A Private Member may also move a legislative proposal or Bill which he thinks fit to be there in the Statute Book. He may give notice of his Bill along with the text of the Bill to be drafted by him as the Secretariat may render only technical advice, if so desired, in drafting of a Bill by a Private Member. There are certain procedural requirements of all legislative proposals whether Government or Private. Since in respect of Private Members' Bills, Members may not have access to expert advice, and there are certain procedures regulating consideration of Private Members' Bills, the main requirements are listed below:—

(i) Contents of Bill:—

- (a) The foremost requirement in case of a Bill is that it should be within the legislative competence of Parliament. In other words, the subject of the Bill should relate to the subjects included the Union or Concurrent List contained in the Seventh Schedule to the Constitution of India.
- (b) Notices of Bills are required to be accompanied by copies of the text of the Bill together with a Statement of Objects and Reasons, duly signed by the member giving notice.
- (c) In addition to the Statement of Objects and Reasons, a Bill involving expenditure from the Consolidated Fund of India must also be accompanied by a financial memorandum inviting particular attention to the clauses involving expenditure and also giving an estimate of recurring and non-recurring expenditure likely to be involved in case the Bill is passed into law.
- (d) A Bill involving proposals for the delegation of legislative power to any executive authority should be accompanied by a memorandum explaining such proposals and drawing attention to their scope and stating also whether they are of a normal or exceptional character.
- (e) A Bill seeking to amend original sections of a principal Act should be accompanied, in the form of an Annexure, by an extract of all those sections of the principal Act of which the amendment is sought.

- (f) If the Bill is one which under the Constitution cannot be introduced (Articles 3 and 274 of the Constitution) without the previous sanction or recommendation of the President, the member-in-charge of the Bill should annex to the notice a copy of such sanction or recommendation as the notice is not valid until this requirement is complied with.
- (g) A Bill which, if enacted, would involve expenditure from the Consolidated Fund of India, cannot be taken into consideration or referred to a Select/Joint Committee unless the member-in-charge obtains the requisite recommendation of the President for consideration of the Bill under article 117(3) of the Constitution. In case of such Bills members-in-charge should obtain the recommendation of the President before hand in order to enable them to proceed further with the Bill. For this purpose a member sends his request to the Secretariat for obtaining recommendation of the President. The request of the member is forwarded to the Ministry concerned. The Ministry recommending or withholding consideration of Bill then obtains the orders of the President and communicates the same to the Secretariat. On receiving intimation regarding President's order through the Ministry it is communicated to the member and published in the Bulletin by the Secretariat.
- (ii) Notice to Introduce:—** The period of notice of a motion for leave to introduce a Bill is one month, unless the Chairman allows the motion to be made at a shorter notice. Members may submit such notices through online mode using the 'e-Notices Portal' (<https://rsnotices.nic.in>).
- (iii) Number of Bills Permissible:—** A member can give a maximum of three notices for introduction of Private Members' Bills during a Session.
- (iv) Listing for Introduction:—** A Private Member's Bill in respect of which notice of motion for leave to introduce has been given is entered in the List of Business for the day allotted for Private Members' Bills as the first item for the purpose of introduction.
- (v) Draw of lot for Consideration of Private Members' Bills:—** The relative precedence of the Private Members' Bills, which have already been introduced and are pending before the House is determined by a draw of lot. In the draw of lot held in the room of the Secretary-General intimation regarding which is sent along with summons, names of ten Members are drawn and the priority obtained therein remains valid for

the entire session. The ten Members selected by a draw of lot are required to indicate as to which Bill, out of the Bills introduced by them and are pending in the Rajya Sabha may be included in the List of Business for consideration and passing during a session. This option needs to be exercised only by Members whose more than one Bill are pending in the Rajya Sabha. As per the Direction by the Chairman issued vide Parl. Bulletin Part-II dated 12.11.2014, if any Member whose Bill is listed for consideration and passing is absent, when called by the Chair to move his Bill for consideration, he shall lose his priority and his name shall be placed at the end of the priority list so drawn, on the subsequent days allotted for the purpose.

(vi) Listing of Bills for consideration:— Out of the ten names drawn in the draw of lot for a session, Bills of only five members (excluding part discussed Bill, if any) in order of their priority are included at a time in the List of Business for consideration on each day allotted for Private Members' Bills. As per the Direction by the Chairman issued vide Parl. Bulletin, Part- II dated 14.03.2018, there shall be no bar in the inclusion of a Private Members' Bill in the List of Business for consideration on a day allotted for Private Members' Legislative Business even though the President's recommendation required for its consideration under article 117(3) of the Constitution has not been received. However, such a Bill shall be taken up for consideration only if the required President's recommendation is received in the Secretariat latest by 11.00 A.M. on the day on which the Bill is listed for consideration. Further if the President's recommendation is not received in the Secretariat by 11.00 A.M. on the day on which the Bill is listed for consideration, the Member in-charge of that Bill will retain the priority as per the draw of lots held for the entire Session, although the Bill is not taken up for consideration on that day.

In case, in a session there are two or more days for Private Members' Bills, on the second or subsequent such day, Bills of 5 Members in order of draw of lot will be included in the List of Business whose Bills have not earlier been passed/withdrawn or negatived.

1.23 AMENDMENTS TO CLAUSES, ETC., OF GOVERNMENT OR PRIVATE MEMBERS' BILLS (Rules 95 - 103 of the Rules of Procedure)

- (i) A Member may give notice of an amendment to a clause or schedule of a Bill at least one day before the day on which the Bill is to be considered. The notice should be addressed to the Secretary-

General, Rajya Sabha and delivered in the Notice Office. Members may submit such notices through online mode using the 'e-Notices Portal' (<https://rsnotices.nic.in>).

- (ii) An amendment which has merely the effect of a negative vote is not admissible. The amendment should specify the clause(s) and the changes proposed therein in specific terms. All amendments are scrutinized by the Secretariat and only those amendments which comply with the requirements of the Constitution or the Rules of Procedure are admitted.
- (iii) If a member gives notice of an amendment which under the Constitution cannot be moved without the previous sanction or recommendation of the President, he should annex to the notice such sanction or recommendation. The notice is otherwise not valid. Generally, amendments which need the previous sanction or recommendation relate to seeking to vary the income tax or excise duty, i.e., either to revise or lower the rates prescribed in the financial Bill.
- (iv) All amendments, notices of which have been admitted, are, as far as practicable arranged by the Secretariat in the list of amendments issued from time to time, in the order in which they may be called and the list is circulated among the members. In arranging amendments raising the same question at the same point of a clause, precedence is generally given to an amendment moved by the member-in-charge of the Bill. Subject to as aforesaid, amendments may be arranged in the order in which notices are received in the Notice Office.
- (v) Amendments are considered in the order of the clauses of the Bill to which they respectively relate. The time for moving amendments is immediately after the clause to which they relate is taken up for consideration. When the Bill comes up for clause by clause consideration, the Chair will call out the clause no. and in case a Member's notice for amendments has been admitted and is included in the list of amendments he will be asked to move his amendments. He then rises in his seat and states 'I move the amendment'.
- (vi) An amendment once moved may be withdrawn on the request of the member moving it only with the leave of the House. Generally, when the amendment is to be put to vote the member wishing to

withdraw indicates his desire to the Chair. The Chair then puts the question to the House and if and House gives its consent, the amendment is withdrawn.

- (vii) Appropriation Bills are introduced in the Lok Sabha after the grants are made there. No amendments can be proposed in the Rajya Sabha to Appropriation Bills which will have the effect of varying the amount or altering the destination of any grant so made by the Lok Sabha.

1.24 ADJOURNMENT OF DEBATE ON, AND WITHDRAWAL OF BILLS (Rules 117 - 118 of the Rules of Procedure)

- (i) A motion for adjournment of debate on a Bill may be moved at any stage of the Bill with the consent of the Chairman.
- (ii) The member-in-charge of a Bill may at any stage of the Bill move for leave to withdraw the Bill. The Chair will put the question to the House that leave be granted to withdraw the Bill, and the House by voice vote may grant leave. On such leave being granted, no further motion is made with reference to the Bill. If a motion for leave to withdraw a Bill is opposed, the Chairman may in his discretion permit the member who moves and the member who opposes the motion to make brief explanatory statements and thereafter, without further debate, put the question, to vote.

1.25 BILL ORIGINATING IN THE LOK SABHA AND TRANSMITTED TO THE RAJYA SABHA (Rules 121 - 133 of the Rules of Procedure)

- (i) When a Bill originating in the Lok Sabha is transmitted to the Rajya Sabha, it is, as soon as may be, laid on the Table. At any time after the Bill has been so laid on the Table, any Minister in the case of a Government Bill, or, in case of a Private Members' Bill, a member (authorized by the Lok Sabha Member-in-charge of the Bill in that House) may give notice of his intention to move that the Bill be taken into consideration. (The same procedure is followed in respect of Private Members' Bill passed in the Rajya Sabha and transmitted to Lok Sabha).
- (ii) Unless the Chairman otherwise directs, the motion for consideration of the Bill is not included in the List of Business earlier than two days from the receipt of the notice. In respect of a Private Members'

Bill, the Bill is listed on a day fixed for transaction of Private Members' Legislative Business only if the notice has gained the requisite priority in the draw of lot.

- (iii) When the Bill is taken up for consideration, the principles of the Bill and its general provisions may be discussed, but the details of the Bill are not discussed further than is necessary to explain its principles.
- (iv) If the Bill has not already been referred to a Joint Committee of the Houses, any Member can at this stage move a motion that it may be referred to a Select Committee of the Rajya Sabha. For this purpose, a notice is given to this effect mentioning the number and names of the Members proposed to be included in the Select Committee. If the motion is adopted, the Bill stands referred to a Select Committee and undergoes the same process in the Committee as any other Bill introduced in the Rajya Sabha and referred to a Select Committee.
- (v) After the motion that the Bill be taken into consideration is carried, clause by clause consideration of the Bill is taken up and the provisions of the Rules of the Rajya Sabha regarding consideration of amendments to Bills and the subsequent procedure in regard to the passing of Bills apply.
- (vi) If the Bill is passed without amendment, a message is sent to the Lok Sabha intimating that the Rajya Sabha has agreed to the Bill without any amendment.
- (vii) If the Bill is passed with amendments, the Bill is returned with a message seeking the concurrence of the Lok Sabha to the amendments.
- (viii) If the Lok Sabha disagrees with the amendments made by the Rajya Sabha or any of them, or agrees to any of the amendments made by the Rajya Sabha with further amendments or proposes further amendments in place of amendments made by the Rajya Sabha, the Bill as further amended on receipt by the Rajya Sabha, is laid on the Table.
- (ix) After the amended Bill has been laid on the Table, any Minister in the case of a Government Bill, or, in case of a Private Member's Bill, a member authorized by the Lok Sabha member- in-charge of

the Bill, after giving two days notice, or with the consent of the Chairman without notice, may move that the amendments be taken into consideration.

- (x) (a) If a motion that the amendments be taken into consideration is carried, the Chairman will put the amendments to the Rajya Sabha in such manner as he thinks most convenient for their consideration. Generally, Lok Sabha may return Bills to the Rajya Sabha with two kinds of amendments which may be classified as, (i) the amendments which relate to the enacting formula and the short title of a Bill (such amendments are necessary in case a Bill pertains to the previous year(s) and has been passed by the Rajya Sabha during that/those years but passed by the Lok Sabha in the subsequent year) and (ii) the amendments which relate to other clauses of Bill(s) (such amendments may be on one or more clauses schedule, etc.).
- (b) Further amendments relevant to the subject matter of the amendments made by the Lok Sabha may be moved, but no further amendment is moved to the Bill, unless it is consequential upon, or an alternative to an amendment made by the Lok Sabha.
- (xi) The Rajya Sabha may either agree to the Bill as originally passed in the Lok Sabha or as further amended by the Lok Sabha as the case may be or may return the Bill with a message that it insists on an amendment or amendments to which the Lok Sabha has disagreed.
- (xii) If a Bill is returned with a message intimating that the Rajya Sabha insists on amendments to which the Lok Sabha is unable to agree, the two Houses are deemed to have finally disagreed as to the amendments.
- (xiii) A Money Bill, after it has been passed by the Lok Sabha is transmitted to the Rajya Sabha for its recommendations. The Rajya Sabha is required to return the Bill to Lok Sabha with its recommendations, if any, within a period of fourteen days from the date of receipt of the Bill. The recommendations are taken into consideration by the Lok Sabha which may either accept or reject all or any of the recommendations made by the Rajya Sabha. In either case the Bill will stand passed in the form finally accepted by

the Lok Sabha. If Rajya Sabha does not return the Bill within the prescribed period of fourteen days, the Bill is deemed to have been passed by the Houses at the expiry of the period in the form in which it was passed by Lok Sabha. (Article 109 of the Constitution)

1.26 JOINT SITTINGS (Article 108 of the Constitution)

If a Bill other than a Money Bill or a Bill amending the Constitution passed by one House is not agreed to by the other House or the Houses have finally disagreed as to the amendments to be made in the Bill, or more than six months elapse from the date of the reception of the Bill by the other House without the Bill being passed by it, the President may summon a Joint Sitting of both the Houses for the purpose of deliberating and voting on the Bill. Separate rules, called. "The Houses of Parliament (Joint Sittings and Communications) Rules" apply on such occasions. If at the Joint Sitting of the Houses the Bill is passed by a majority of the total number of members of both the Houses present and voting with the amendments, if any, accepted by them, the Bill is considered to have been passed by both the Houses.

1.27 STATUTORY RESOLUTIONS

- (i) A resolution given notice of by a Member/Minister in pursuance of a provision in the Constitution or in an Act of Parliament, is called a 'Statutory Resolution'.
- (ii) If the Chairman admits notice of such a resolution, it is notified in Parliamentary Bulletin Part-II under the heading 'Statutory Resolution'.
- (iii) Notices of Statutory Resolution received from Ministers after their being admitted are sent to the Ministry of Parliamentary Affairs for getting them included in the List of Business on a suitable day since they are treated as part of the Government Business.
- (iv) Statutory Resolutions from Members received under article 123(2)(a) of the Constitution of India for disapproving ordinances promulgated by the President, are listed at the time when the Bill replacing that ordinance is included in the List of Business for consideration, and both are discussed together.
- (v) Members may also give notice of amendments to the resolution (at least one day before the day on which the resolution is to be moved). The Secretariat, if time permits, will make available lists of amendments of which notices have been given.

- (vi) At the appointed hour, on being called by the Chair, the Minister in whose name the Resolution stands in the List of Business formally moves the Resolution by reading out the admitted text and makes his speech. Amendments, if any, are then moved by the Members when called by the Chair; and discussion follows. In the case of Statutory Resolution disapproving an Ordinance given by a Member, the Member in whose name the Resolution stands moves the Resolution. If the Member is absent, the second or third member and so on, if any, in whose names the Resolution stands in the List of Business is called to move the Resolution. After the Resolution is moved, the Minister concerned moves the motion for consideration of the Bill replacing the Ordinance and then discussion on the Resolution and the Bill follows.
- (vii) Whenever necessary, the Chairman prescribes a time limit for speeches.
- (viii) Generally, the allocation of time for discussion of the Resolution is made in the Business Advisory Committee and time is proportionally allocated to parties/group for speeches. Names of speakers are given by the Leaders/whip of the parties, and names are called by the Chair from different parties by rotation. A record is kept in respect of the time taken by each speaker.
- (ix) After the Members and the Minister concerned have participated in the debate, the mover of the Resolution may speak again by way of reply. Amendments, if any are put to the vote of the House and disposed of after which the main Resolution is put to the vote of the House.
- (x) In case the resolution is passed, intimation is given to the Minister concerned.
- (xi) In case the Statutory Resolution for disapproving ordinances discussed along with the ordinance replacing Bill is negatived, the Bill is taken up for passing. In case the Resolution is carried no further consideration of the Bill takes place.

1.28 PRIVATE MEMBERS' RESOLUTIONS (Rules 154-166 of the Rules of Procedure)

- (i) A resolution may be in the form of a declaration of opinion by the House or in such other form as the Chairman may consider

appropriate. Any member may give notice of his intention to move a resolution on a matter of general public interest.

- (ii) Along with summons, a Provisional Calendar of Sittings is issued for the information of members which inter alia indicates the days allotted for Private Members' Resolutions during that session. Members are also informed through a Parliamentary Bulletin Part-II about the dates fixed for draw of lot for all the days allotted for Private Members' Resolution during that session. Members who desire to give notice of resolutions may, in the first instance, give written intimation to that effect in the prescribed form available in the Notice Office. The intimation should be addressed to the Secretary-General and normally sent to the Notice Office at least two days before the date fixed for the draw of lot. The intimation can also be given through online mode by accessing 'e-Notice Portal'.
- (iii) The draw of lot is held three weeks before the day allotted for Private Members' Resolution in the Secretary-General's Room for determining the inter-se priority of Members. In the draw, five names are drawn and those Members obtaining the first five places in the draw of lot are requested through a letter to give text of the resolution within 10 days which may be put down in the List of Business for the day allotted against their names. The result of the draw of lot is also notified in the Parliamentary Bulletin Part-II of that day. The Members may also submit their texts for resolutions online by using 'e-Notice Portal'.
- (iv) The text of the resolution should conform to the requirements of Rule 157 of the Rules of Procedure and Conduct of Business in the Council of States. A resolution or part thereof which does not comply with the rules may be disallowed. The text of resolutions in its admitted form is notified in the Parliamentary Bulletin Part-II, two - three days before the allotted date and included in the List of Business for that date in the order of priority assigned in the draw of lot.
- (v) A Member in whose name a resolution has been listed, when called upon, moves the resolution, but a member may, if unable to be present, with the permission of the Chairman authorise in writing, any other member of the Council to move the resolution standing in his name.

- (vi) No speech on a resolution, except with the permission of the Chairman, may exceed fifteen minutes in duration. However, the mover of a resolution, when speaking for the first time, and the Minister concerned, when intervening may speak for thirty minutes or for such longer time as the Chairman may permit. Amendments, if any, are moved after the mover has finished his speech while moving the resolution. Members desiring to speak may give their names at the Table. After all Members have spoken or the allotted time is over, generally the Minister-in-charge of the Ministry concerned intervenes and gives the view point of the Government. Thereafter, the mover of the resolution replies to the debate. Amendments, if any, are then disposed of and the resolution is put to the vote of the Council.
- (vii) A member in whose name a resolution stands in the List of Business may, if called upon, withdraw the resolution, in which case he has to confine himself to a mere statement to that effect.
- (viii) (a) In order to ensure that the discussion on a resolution is concluded within a stipulated time frame, a maximum time limit of two hours for discussion on a Private Members' Resolution has been fixed as per the direction of the Chairman.
- (b) A member who has moved a resolution or an amendment to a resolution, cannot withdraw it except by leave of the Council. In order to withdraw, he has to give notice in writing and when the item comes up for discussion in the Council, the Chair will put the question to the Members that 'Leave be given to withdraw' and if by voice vote or by division Members agree, only then can the Resolutions or its amendment be deemed to have been withdrawn.
- (c) If a resolution which has been admitted but is not discussed during the session it is deemed to have been withdrawn.
- (ix) (a) If a resolution on a particular subject has been moved, no resolution or amendment raising substantially the same question can be moved within one year from the date of the moving of the earlier resolution.
- (b) When a resolution has been withdrawn with the leave of the House, no resolution raising substantially the same question can be moved during the same session.

1.29 BUDGET (Rules 181 to 183 of the Rules of Procedure)

- (i) The Annual Financial Statement or the Statement of the Estimated Receipts and Expenditure of the Government of India in respect of each financial year (popularly known as the 'Budget') is presented by the Minister of Finance. The practice of presenting separate budget for Railways had been done away since 2017. The Budget is presented in the Lok Sabha. As a convention, on the day when the Union Budget is presented in the Lok Sabha, the Rajya Sabha commences its sitting after the Budget presentation, to enable Members to hear the Budget speech. The sitting of the Rajya Sabha commences after the Budget speech, to enable the Minister to lay a copy of the Budget on the Table of the Rajya Sabha. Normally, after the laying of budget documents in the Rajya Sabha, the House is adjourned for the day.
- (ii) The supply of hard copies of Union Budget has been discontinued from Budget Session of 2021 by the Ministry of Finance. The electronic copies of the Budget documents are made available to Members' on their Members' Portal Accounts after the laying of the Union Budget in the House. The link to the Budget documents is also made available on the Rajya Sabha websites. However, physical copies of the speech of the Minister of Finance (Budget speech) are made available to Members through the Publications Counter.
- (iii) The discussions on the Union Budget are held on the dates fixed by the Chairman. The Ministry of Parliamentary Affairs informs probable dates for such a discussion. Members are at liberty to discuss the Budget as a whole or any question or principle involved therein but no motion is moved nor is the Budget put to the vote of the House.
- (iv) The Minister of Finance replies at the end of the discussion.
- (v) Immediately after laying of Union Budget, the Finance Minister also lays the Fiscal Policy Statements as stipulated under sub-section (1) of section 3 of the Fiscal Responsibility and Budget Management Act, 2003. These are (i) the macroeconomic framework statement; (ii) the medium-term fiscal policy statement; and (iii) the fiscal policy strategy statement. Copies of these statements are also circulated electronically along with Budget documents for use of the Members.

- (vi) Now only a consolidated Outcome Budget with Output-Outcome Monitoring Framework (OOMF) is presented along with other Budget documents.

1.30 PETITIONS (Rules 137-146 of the Rules of Procedure)

1.30.1 Petitions may be presented or reported to the Rajya Sabha, with the consent of the Chairman, under Rule 137 of the Rules of Procedure and Conduct of Business in the Council of States and they may relate to a Bill or any other matter connected with the business pending before the Rajya Sabha or any matter of general public interest. The exceptions are matters which are sub-judice or which are not primarily the concern of the Government of India or which can be raised on a substantive motion or resolution or for which remedy is available under the law.

1.30.2 A petition may either be forwarded to the Council of States by the petitioner through the Secretary-General or may be presented to the Council by a Member. In the latter case, the petition has to be countersigned by the Member and sent to the Secretary-General. In both the cases, consent of Chairman has to be obtained for the presentation/reporting of the petition to the House. If the petition satisfies the conditions of admissibility and the Chairman grants permission, in case of a petition countersigned by the Member, the item is entered in the List of Business on a day fixed in consultation with the Member. In case of a petition not countersigned by a Member, the same is reported to the Council by the Secretary-General. In this case, an item is entered in the List of Business in the name of Secretary- General, at the earliest convenient opportunity.

1.30.3 On the appointed day, when the Chair calls out the item, the Member rises in his seat and makes a statement to the effect that the petition on the subject (to be stated) is presented by him. No further discussion takes place and the Petition, on presentation by a Member (or reporting by the Secretary-General to the House) stands referred to the Committee on Petitions. The Committee after examining the petition presents its report, a copy of which is sent to the petitioner, as well as the Ministry concerned in the Government of India.

1.31 SUPPLY OF PARLIAMENTARY PAPERS TO MEMBERS AT THEIR RESIDENCES

The Secretariat has a Distribution Section which is responsible for delivery/dispatching of all Parliamentary papers which are received from

concerned Sections of the Secretariat, apart from that parliamentary papers received from Lok Sabha Secretariat are also delivered to the Members both in English & Hindi as per their choice during Session or Inter-Session period.

During Inter-Session period, papers received for delivery to Members are generally sent at their permanent addresses. However, Members have the choice where they would like the papers to be delivered. Notices/reminders alongwith enclosures received from the Committee Sections for Committee meetings are generally delivered at both local and permanent addresses of the Members or as per directions of the concerned Committee Sections. The Distribution Section functions round the clock including Saturdays/Sundays and all holidays. With the introduction of electronic circulation, most of the parliamentary papers are made available to Members through Members' Portal.

1.32 GENERAL PROCEDURE FOR GIVING NOTICES (Rules 223, 225 and 226 of the Rules of Procedure)

Members can submit notices for various parliamentary devices either in physical forms in Notice Office or in electronic form through the 'e-Notices Portal'. The account credentials issued to Members for "Member's Portal" will work for the "e-Notices Portal" also. For the secured access to the e-Notices application, OTP authentication method is being used alongwith User name/Password. OTP will be sent to the Members on their registered mobile number. The "e-Notices Portal" can be reached in any of the following ways:

1. Go to Rajya Sabha website --> Click on e-Notices

OR

2. Click on Members Login -->Click on e-Notices

OR

3. Type <https://rsnotices.nic.in> in the web browser.

Training to Members and their staff is also provided for submission of notices through 'e-Notices Portal'.

The general procedure for giving notices is as follows:—

- (i) Every notice required by the rules may be given in writing addressed to the Secretary-General and signed by the Member giving notice, along with division number and normally has to be delivered at the Notice Office within the time frame prescribed for that class of notice in the relevant rule or otherwise on any day except Saturday, Sunday or a public holiday.
- (ii) Notices left or received after prescribed time on any open day, or left on any day when the Notice Office is closed are treated as given on the next open day, unless specified otherwise in the relevant rules.
- (iii) For the convenience of Members a box is kept outside the Notice Office for depositing notices before 10.00 a.m. Notices that are required to be given before the commencement of a sitting such as, calling attention, mentioning of matters of urgent public importance, questions of privilege, etc. may be dropped in the box before 10.00 a.m. The box is opened at 10.00 a.m. and the notices found deposited therein are treated as having been received at 10.00 a.m. In the case of notices received on the same subject at the same time, a ballot is held for determining their inter se priority.
- (iv) Each communication should deal with one matter only. Different matters should not be combined in one letter as that would cause delay in disposal. "One letter-one subject" rule, if observed by Members, will enable them to get quicker replies and efficient service.
- (v) Communications to the Chairman about official or Parliamentary matters or any other business of the House should be addressed to "The Chairman, Rajya Sabha"
- (vi) The principal notices required by the rules and the period of notices are:—
 - (a) Questions-15 clear days;
 - (b) Half-an-Hour Discussion-3 days;
 - (c) Resolutions-within 10 days of the draw of lot;
 - (d) Amendments to Resolutions/Motions-one day;
 - (e) Special Mentions—Upto 5 p.m. on the previous day;

- (f) Motions for leave to introduce Private Members' Bills—one month;
- (g) Amendments to Bills—one day.
- (vii) Communications in respect of a notice or any other matter which a Member desires to be taken up in the House on the same day should be delivered in the Notice Office by 10.00 hours. Otherwise it will not be possible to expect the Chairman to take any decision thereon the same day.
- (viii) Prescribed Forms for various types of notices are kept in the Notice Office. Members may collect the forms required by them from there. Assistance of Notice Office officials can be availed to clarify any point of procedure, etc.
- (ix) (i) On the prorogation of a session, all pending notices, other than notices of intention to move for leave to introduce a Bill lapse and fresh notices should be given for the next Session. For example, if a Minister gives a notice of his intention to introduce a Bill during a Session but the same is not taken up during that Session, notice does not lapse on prorogation of the Session. On the other hand the notice for the withdrawal of a Bill lapses on prorogation of the House. However, a fresh notice is necessary of intention to move for leave to introduce a Bill in respect of which sanction or recommendation has been granted under the Constitution, if the sanction or recommendation, as the case may be, has ceased to be operative.

(ii) Any business pending before a Committee does not lapse by reason only of the prorogation of the Rajya Sabha and the Committee continues to function notwithstanding such prorogation.
- (x) Notices of amendments to a Bill or a Resolution may be given by a Member in advance of the inclusion of the relevant item in the List of Business. Such amendments are circulated to Members on any day preceding the day for which the relevant item is included in the List of Business.
- (xi) It is open to a Member to give notices on various matters provided in the Rules of Procedure before making and subscribing an oath or affirmation and taking seat in the House, but he cannot exercise any of his functions as a Member in the House, that is to say, he

cannot actually ask a question or move a resolution or introduce a Bill unless he has made and subscribed the oath or affirmation and taken his seat in the House.

- (xii) Notices given earlier by a Member who is suspended from the service of the House under rule 256, are not included in the List of Business or Lists of Questions or Lists of Amendments, etc., during the period of his suspension. Any notice given by him during that period is not accepted.
- (xiii) Members who have given notices of any business and who are unable to attend any sitting of the House are, in order to facilitate the arrangement of business, requested to give sufficient notice to the Secretary-General of their intention to absent themselves, preferably along with instructions in writing regarding disposal of their notices and other matters pending before the House.

CHAPTER 2

GENERAL MATTERS

2.1 PARLIAMENTARY TERMS

Certain terms and phrases, connected with parliamentary work are used frequently by Members in their speeches. These expressions, with their meanings and implications are described below:—

- (1) "*Act*" — A Bill passed by both Houses of Parliament and assented to by the President.
- (2) "*Address, President's*" — Speech delivered by the President of India to both Houses of Parliament assembled together at the commencement of the first session after each general election to Lok Sabha and at the commencement of the first session of each year.
- (3) "*Adjournment of Debate*" — Adjournment on a motion adopted by the House, of the debate on a Motion/Resolution/Bill on which the House is then engaged until a future day or *sine die* as specified in the motion.
- (4) "*Adjournment of the sitting of the House*" — An adjournment terminates the sitting of the House which meets again at the time appointed for the next sitting.
- (5) "*Adjournment sine die*" — Termination of a sitting of the House without any definite date being fixed for the next sitting.
- (6) "*Amendment(s)*" — A device to alter motion moved or question under discussion in the Legislature; includes omission, substitution, addition and insertion of certain words, figures or marks to the clauses of the Bill, a resolution or a motion or to an amendment made thereof to modify a question before the Legislature with a view to increasing its acceptability or to present to the Legislature a different alternative to the original question.

- (7) "*Appropriation Bill* " — A Money Bill passed annually (or at various times of the year) providing for the withdrawal or appropriation from and out of the Consolidated Fund of India of moneys voted by Lok Sabha and moneys charged on the Consolidated Fund for the services of a financial year or a part of a financial year.
- (8) "*Bill* " — The draft of a legislative proposal put in the proper form which, when passed by both Houses of Parliament and assented to by the President becomes an Act.
- (9) "*Budget* " — Annual financial statement of the estimated receipts and expenditure of the Government of India in respect of a financial year.
- (10) "*Breach of Privilege*" — Disregard of any of the privileges, rights and immunities either of the Members of Parliament/Legislature individually or either House of Parliament/Legislature in its collective capacity.
- (11) "*Business of the House*" — The business of the House is divided into (1) Government Business and (2) Private Members' Business. Government Business is arranged in such order as the Chairman in consultation with the Leader of the House determines; Government Business for a whole week is announced in advance in the House by the Minister for Parliamentary Affairs. The time to be allocated for various Government and Private business is recommended by the Business Advisory Committee. Private Members' Business is transacted during the last two and a half hours every Friday or such other day as is allotted for that purpose.
- (12) "*Calendar of Sittings*" — A provisional Calendar of Sittings shows the days on which Rajya Sabha is to sit and the nature of business to be transacted by it. It is circulated to Members along with the Summons for a Session.
- (13) "*Casting Vote*" — The vote cast by the Chairman, or the person acting as such in the House and by the Chairman or person acting as such in a Committee, in the case of an equality of votes on a matter.
- (14) "*Chamber*" — The Semi-circular hall where the Members of Rajya Sabha meet and deliberate is known as Rajya Sabha

Chamber. The Chamber is not allowed to be used for any purpose other than the sittings of the House. Chamber located immediately behind the Chairman's Chair is known as Chairman's Chamber.

- (15) "*Clauses*" — A series of numbered paragraphs into which a Bill is divided.
- (16) "*Closure*" — It is one of the means by which a debate may be brought to a close by a majority decision of the House, even though all Members wishing to speak have not done so. At any time after a motion has been made, any Member may move "That the question be now put". Such a motion is generally made at the conclusion of a speech but also at times whilst a Member is addressing the House. When such a motion is made, the Chairman, unless he considers that the motion is an abuse of the Rules of Rajya Sabha or an infringement of the right of reasonable debate, puts the motion "That the question be now put". The discretion that the Chairman exercises in the matter of accepting a proposal for closure or in refusing it, is absolute and not open to debate. No debate therefore is allowed on a closure motion. If the closure motion is not carried, the debate on the motion is resumed at the point where it was interrupted. If the closure motion is carried, the Chairman puts the question under debate without permitting any further amendment or discussion save as otherwise provided in the Rules.
- (17) "*Contempt of the House*" — Disobedience to the authority of the Houses of Parliament or any misconduct in the presence of the House or any of its Committees by Members of Parliament or by members of the Public admitted to the galleries of the House or to sittings of Committees as witnesses, constitutes contempt of the House. Acts like interrupting the proceedings of the House, refusal by a witness to make an oath, giving false evidence, presenting false, forged or fabricated documents to either House or its Committee, constitute contempt of the House.
- (18) "*Crossing the floor/Defection*" — Changing one's allegiance from one party to another. It entails disqualification of a Member of Parliament/State Legislature. Tenth Schedule and

articles 102(2) and 191(2) of the Constitution contain provisions regarding disqualification of Members on ground of defection.

- (19) "*Council*"— means the Council of States (Rajya Sabha).
- (20) "*Demand for Grants*" — Anticipated financial requirements of the Ministries/Departments for the forthcoming financial year that is brought before the Parliament for approval every year.
- (21) "*Dilatory Motion*" — A motion for the adjournment of the debate or a motion to retard or delay the progress of the business under consideration of the House. The debate on a dilatory motion must be restricted to the matter of such motion. If the Chairman is of opinion that such a motion is an abuse of the Rules of the House, he may either forthwith put the question thereon from the Chair or decline to propose the question.
- (22) "*Division*" — The mode of arriving at a decision on a proposed measure or question before the House by recording votes for or against it.
- (23) "*Draw of lot*" — A method applied to determine the relative precedence of private Members' Bills and Resolutions, Notices of Questions, Half—an—Hour Discussions or any other Notice given by more than one Member simultaneously for being taken up on the same day.
- (24) "*Expunction*" — Deletion of words, phrases or expressions from the proceedings or records of Rajya Sabha by an order of the Chairman as being defamatory or indecent or unparliamentary or undignified. The portion of the proceedings of the House so expunged is indicated by asterisk and explanatory footnote is inserted in the proceedings as follows, "Expunged as ordered by the Chair"
- (25) "*Finance Bill*" — A Bill ordinarily introduced every year to give effect to the financial proposals of the Government of India for the following financial year and includes a Bill to give effect to supplementary financial proposals for any period.
- (26) "*Financial Bill*" — Financial Bills are of two types:
 - (a) A Bill making provision for any of the matters specified in sub-clauses (a) to (g) of clause (1) of article 110 of

the Constitution is called a Money Bill. Such a Bill cannot be introduced except on the recommendation of the President and a Bill making such provisions cannot be introduced in Rajya Sabha.

- (b) A Bill which if enacted and brought into operation would involve expenditure from the Consolidated Fund of India. Such a Bill can be introduced in Rajya Sabha. It cannot be passed by either House of Parliament unless the President has recommended to that House the consideration of the Bill.
- (27) "*Gazette*" — The Gazette of India.
- (28) "*Guillotine*" — Guillotine is a different form of closure. It means the putting by the Chairman of outstanding question or questions relating to the business in hand on expiry of the time allotted for the discussion. Unlike closure, the guillotine to be applied is not preceded by any motion. The Chair forthwith puts the question without further debate.
- (29) "*Hear, hear*" — This exclamation by Members during the progress of a debate has been sanctioned by long parliamentary usage; but if it is used with immoderation or with undesirable intonation, it is declared to be out of order by the Chair.
- (30) "*Joint Sitting*" — A joint sitting of both Houses is a mechanism for resolving disagreement between the two Houses in respect of a Bill, other than a Money Bill or a Constitution Amendment Bill. Joint sittings of both Houses of Parliament can be held in the event of:—
- (a) a Bill passed by one House being rejected by the other House;
 - (b) the Houses having finally disagreed as to the amendments to be made; and
 - (c) either House not passing the Bill for six months after it was transmitted to it by the other House.
- (31) "*Leader of the Council*" — The Prime Minister, if he is a Member of the Council or a Minister who is a Member of the Council and is nominated by the Prime Minister to function as the Leader of the Council.

- (32) "*Leave of Absence*" — The formal granting of leave of absence from sittings of the House to its Members. A Member wishing to obtain permission of the House for remaining absent from meetings thereof is required to make an application under his signature stating the period for which he may be permitted to be absent from the meetings of the House along with the reasons for the same. If a Member remains absent from all sittings of the House for a period of sixty days without permission of the House, his seat may be declared vacant.
- (33) "*Leader of the Opposition*" — A Member of the House, who is, for the time being, the leader in that House of the Party in opposition to the Government having the greatest numerical strength and recognised as such by the Chairman. When there are two or more parties in opposition to the Government having the same numerical strength, the Chairman having regard to the status of parties recognises any one of the leaders of such parties as the Leader of the Opposition and such recognition is final and conclusive.
- (34) "*List of Business*" — This is the list of items of business scheduled to be taken up in Rajya Sabha on a particular day of sitting in the order in which they stand on it. The List of Business for a day is prepared with the approval of the Secretary-General and a copy thereof is made available to each Member before the commencement of the sitting of the House on that day. The List of Business is also commonly known as Agenda Paper or Order Paper for the day. The List of Business is generally issued 2 days in advance, and a Revised List of Business, which is the final agenda, is issued the day previous to the sitting (except in case of sittings on Mondays where only one List of Business is issued). A supplementary List of Business may be issued during the course of a day for any additional item of business to be taken up the same day.
- (35) "*Lobby*" — I
- (a) The covered corridor immediately adjoining the Chamber and co-terminus with it. Division Lobbies are situated on either side of the Chamber.

- (b) In order to facilitate voting, arrangements are made to increase the number of Division Lobbies so that Members can quickly record their votes in the appropriate Lobby according to their Division Numbers.
 - (c) The Division Lobbies are, however, to be used only when votes are not recorded by the automatic vote recording equipment.
- (36) "*Maiden Speech*" — The first speech of a Member after his election for the first time. Such a Member is, as a matter of courtesy, called upon by the Chairman to make his maiden speech in preference to others rising to speak at the same time. It is a recognised parliamentary convention that a Member making a maiden speech is not interrupted by another Member.
- (37) "*Member in charge of the Bill* " — The Member who has introduced the Bill and any Minister in the case of a Government Bill.
- (38) "*Message*" — A communication from the President to a House or Houses of Parliament under articles 86(2) and 111 of the Constitution and a communication sent from one House of Parliament to the other House.
- (39) "*Money Bill* " — A Bill containing only provisions dealing with all or any of the matters specified in sub-clauses (a) to (g) of clause (1) of article 110 of the Constitution, is a Money Bill. Such a Bill is introduced in Lok Sabha on the recommendation of the President and a Bill making such provisions cannot be introduced in Rajya Sabha. If any question arises whether a Bill is a Money Bill or not, the decision of the Speaker of the Lok Sabha thereon is final.
- (40) "*Motion*" — A formal proposal made to the House by a member that the House do something, order something to be done or express an opinion with regard to some matter, and is so phrased that, if adopted, it will purport to express the judgment or will of the House.
- (41) "*Motion of Thanks*" — A formal motion moved in the House, expressing its gratitude for the Address delivered by the

President under article 87(1) of the Constitution to both Houses of Parliament assembled together. It provides an opportunity for the discussion of the matters referred to in the Address.

- (42) "*Naming a Member*" — The drawing of attention of the House by the Chairman to the conduct of a member who disregards the authority of the Chair or abuses the Rules of the House by persistently and willfully obstructing the business thereof, with a view to action being taken to suspend him from the service of the House for a period not exceeding the remainder of the session.
- (43) "*Oath*" or *affirmation* — A solemn statement in the name of God or an affirmation made by the member of a Legislature before he takes his seat in the House affirming his allegiance to the Constitution and his resolve to uphold the sovereignty and integrity of the country.
- (44) "*Order, order*" — The Chairman sometimes says this to call the House to order, or to ask the House to hear the Chair or a member in possession of the House. Generally this call is made under various circumstances some of which are noted below:—
- (a) If the member seeking to intervene is not allowed to interrupt.
 - (b) If the member speaking is found to be irrelevant.
 - (c) If a member rises to speak when he should not.
 - (d) If a member is in any manner disorderly.
 - (e) If there is noise and confusion in the House and the Chair wants that order should prevail.
 - (f) If there is an occasion for the Chairman to speak on a matter of procedure at any time.
- (45) "*Ordinance*" — A law made by the President in exercise of the powers vested in him by article 123 of the Constitution.
- (46) "*Panel of Vice-Chairmen*" — The panel of not more than six members of Rajya Sabha nominated by the Chairman, any one of whom may preside over the House in the absence of

the Chairman and the Deputy Chairman when so requested by the Chairman, or in his absence, by the Deputy Chairman.

- (47) "*Papers laid on the Table*" — The papers or documents laid on the Table of the House for purpose of bringing them on the record of the House by a Minister or by a private member or by the Secretary-General with the permission of the Chairman in pursuance of the provisions of the Constitution or the Rules of Procedure of Rajya Sabha or an Act of Parliament and the Rules and Regulations made there under. All papers so laid on the Table are either printed as part of the proceedings of the House or placed in the Library or kept in the appropriate file. All papers and documents laid on the Table are considered public. A member should not raise any matter in respect of a paper laid on the Table in the House. Instead, he should take it up with the Committee on Papers laid on the Table. Papers to be laid on the Table by Members are generally printed as a separate List of Business though deemed to be part of the List of Business. Papers being laid at short notice may however, be directly included in a Supplementary List of Business.
- (48) "*Parliamentary Bulletin*" — Parliamentary Bulletin means the Bulletin of Rajya Sabha. It is published in two parts. Part I contains a brief record of the proceedings of the House at each of its sittings; and Part II contains information on any matter relating to or connected with the business of the House or Committees or other matter which in the opinion of the Chairman may be included therein.
- (49) "*Point of Order*" —
- (a) A point relating to the interpretation or enforcement of the Rules of Procedure or such articles of the Constitution as to regulate the business of the House raised in the House and submitted for the decision of the Chair.
 - (b) As soon as a point of order is raised, the member who is in possession of the House should give way and resume his seat.
 - (c) The decision of the Chairman as to whether a point raised is a point of order or not is final.

- (50) "*Precincts of Rajya Sabha*" — This includes the Chamber, the Lobbies, the Galleries and such other places as the Chairman may from time to time specify.
- (51) "*Private Member*" — A member of the House other than a Minister.
- (52) "*Proposing the Question*" —
- (a) When a member moving a certain motion has concluded his speech, the Chair proposes the question to which the motion relates in the following form: 'Motion moved' and reads the text of the motion.
 - (b) The discussion on the question commences after the question has been proposed by the Chair.
- (53) "*Prorogation*" — The termination of a session of Rajya Sabha by an order made by the President under article 85(2) (a) of the Constitution.
- (54) "*Putting the Question*" — When debate on a question is closed, the Chairman, rising from the Chair, states or reads the question to the House, beginning with "The question is, that".
- (55) "*Question Chart*" — A chart circulated to members, along with the Summons for a session, which indicates the dates for answering questions and the last date for receiving notices of questions pertaining to various Ministries/ Departments.
- (56) "*Question Hour*" — The second hour of a sitting of the House, i.e. 12:00 noon to 1:00 pm, allotted for asking and answering of questions.
- (57) "*Question of Privilege*" — A question involving a breach of privilege either of a member or of the House or of a Committee thereof or a contempt of the House.
- (58) "*Quorum*" — The minimum number of members required to be present at a sitting of the House or a Committee for valid transaction of its business. The quorum to constitute a sitting of the House is one—tenth of the total number of members of the House.
- (59) "*Resolution*" — The formal expression of the opinion of the legislative body with reference to some subject or a declaration of its intention to do something.

- (60) "*Roll of Members*" — A register in which newly elected members sign, after making and subscribing the oath or affirmation and before taking their seats for the first time in the House. It is kept on the Table of the House.
- (61) "*Session*" — A session of Rajya Sabha comprises the period commencing from the date and time mentioned in the order of the President summoning Rajya Sabha and ending with the day on which the President prorogues Rajya Sabha.
- (62) "*Short Notice Question*" — A question relating to a matter of urgent public importance asked with notice shorter than fifteen clear days.
- (63) "*Sitting of the House*" — A sitting of the House is duly constituted when it is presided over by the Chairman or a member competent to preside over a sitting of the House under the Constitution or the Rules of Procedure of Rajya Sabha.
- (64) "*Starred Question*" — A question to which a member wishes to have an oral answer on the floor of the House and which is distinguished by an asterisk.
- (65) "*Statutory Resolution*" — A resolution in pursuance of a provision in the Constitution or an Act of Parliament.
- (66) "*Subordinate Legislation*" — Rules, regulations, orders, schemes, bye—laws, etc. having the force of law, framed by the Executive or other subordinate authority in pursuance of the power conferred on it by the Constitution or delegated to it by an Act of Parliament.
- (67) "*Summons*" — An official communication issued by the Secretary-General of Rajya Sabha under the orders of the President to the members of Rajya Sabha informing them of the place, date and time of the commencement of a session of Rajya Sabha.
- (68) "*Suspension of the rules*" — A member with the consent of the Chairman can move that any rule may be suspended in its application to a particular motion before the House and if the motion is carried the rule in question is suspended for the time being.

- (69) *"Table of the House"* — The Table just in front of the desk of the Secretary—General below the Chairman's Chair. Papers which are required to be laid on the Table of the House are deemed to be placed on this Table.
- (70) *"Unstarred Question"* — A question which is not called for oral answer in the House. The written answer to such a question is deemed to have been laid on the Table.
- (71) *"Vote on Account"* — Vote on account refers to the withdrawal of advance amount authorised by Parliament to enable the Government to carry on its expenditure before the Demands are voted and general appropriation Bill is passed. Vote on account is generally taken for two months for a sixth or suitable portion of the estimated expenditure under various grants.
- (72) *"Walk Out"* — A form of protest resorted to by Members of Legislature in which they walk out of the House to show their disagreement or dissent with a matter under debate/discussion in the House.
- (73) *"Withdrawal of Member from the House"* — The Chairman may direct any member whose conduct, in his opinion, is grossly disorderly, to withdraw immediately from the House, and any member so ordered to withdraw should do so forthwith and should absent himself during the remainder of the day's sitting.

2.2 PARLIAMENTARY CUSTOMS AND CONVENTIONS

A Member elected for the first time has to make himself familiar with the established parliamentary customs and conventions. These customs and conventions are based on the past practices, the rulings by Presiding Officers and the unrecorded traditions of Parliament, which a Member comes to know through his personal experience in Parliament. A list of such customs and conventions (which may not be taken as exhaustive) is given below:

- (i) Before making and subscribing the oath or affirmation, it is customary for the Members to call on the Chairman which is arranged by the Table Office or the Notice Office. They also advise the Members on the procedure for making and subscribing the oath or affirmation and give information on other matters concerning

their membership and parliamentary business, Members may also contact Notice Office, Rajya Sabha which coordinates between the concerned offices/ sections and the Members.

- (ii) Every Member should, while coming to the House for a sitting, bring with him the identity card issued by the Secretary-General, Rajya Sabha in order to enable the Security Staff on duty in the premises of the House to easily recognise them, as it is not always easy for them to get acquainted with the names and appearances of a large number of Members.
- (iii) Before entering the House, a Member should sign, everyday, the Attendance Register placed in the Inner Lobby. For the convenience of Members, the Attendance Register has been split-up into four parts according to their Division Numbers and each part is kept on a separate rostrum in the Inner Lobby:
 - a. Division Nos. 1 to 61;
 - b. Division Nos. 62 to 127;
 - c. Division Nos. 128 to 195; and
 - d. Division Nos. 196 to 250.
- (iv) During the sittings of the House, a Member may receive one or more slips intimating that someone is waiting outside to see him on an urgent and important business. Members may meet the visitors who come to see them in the Reception Office adjacent to the main Parliament building. The Chamber Attendants who bring the slips to the Member will get the message in this respect conveyed to the Reception Office.
- (v) Members should say or do nothing on the floor of the House that is not warranted by the Rules of Procedure or by the rulings or precedents, or by the accepted and established customs and conventions of the House.
- (vi) The decorum and the seriousness of the proceedings of the House require that there should be no "Thanks", "Thank You", "Jai Hind", "Vande Mataram" or any other slogans raised in the House.
- (vii) "Applause" or "Cheers" and "Laughters" are not recorded in the proceedings of the House.

- (viii) A notice for raising a matter in the House should not be given publicity by any Member or other person until it has been admitted by the Chairman and circulated to Members. A Member should not raise the issue of a notice given by him and pending consideration of the Chairman.
- (ix) Rulings are given by the Chair according to precedents of the House and where there is no precedent, the usual parliamentary practice is followed. Rulings given by the Chair should not be criticized directly or indirectly inside or outside the House.
- (x) Questions pertaining to the Rajya Sabha/ Lok Sabha Secretariat and the functions of the Chairman, Rajya Sabha/Speaker, Lok Sabha are not answered on the floor of the House.
- (xi) Reference to Officers of either House in debates is improper.
- (xii) Proposals for expenditure from grants relating to the Rajya Sabha/ Lok Sabha Secretariat are not discussed on the floor of either House or in Parliamentary Committees.
- (xiii) Carrying and display of arms in the House is prohibited.
- (xiv) Production of exhibits on the floor of the House is not in order.

2.3 PARLIAMENTARY ETIQUETTE

Observance of certain rules is integral to maintaining discipline and decorum in the House. Therefore, while the House is sitting, Members are expected to observe certain rules of parliamentary etiquette. These rules are based on the Rules of Procedure and Conduct of Business in the Rajya Sabha and also on the rulings given by the Chair from time to time. Some of the important rules of parliamentary etiquette which the Members generally have to observe in the House are listed below:

- (i) Members should be present in the House a few minutes before the scheduled time, which is ordinarily 11.00 a.m. At the appointed time in the House, the Marshal announces the arrival of the Chairman, who immediately thereafter enters the Chamber. Members should stop all conversation and rise in their places. Members who enter the House at that time should stand silently in the gangway, till the Chairman takes the Chair and, thereafter, they should go to their seats.

- (ii) Every Member should bow to the Chair while entering or leaving the House and also before taking or leaving his seat.
- (iii) While the House is sitting, every Member should enter and leave the Chamber in such a manner as not to disturb the proceedings in the House.
- (iv) A Member should never pass between the Chair and the Member who is speaking.
- (v) Members should not sit with their backs to the Chair.
- (vi) During a sitting, a Member may, if he requires, go out quickly by a back door close to his seat without causing any disturbance to the House.
- (vii) Members should not so converse amongst themselves as to disturb the proceedings of the House. Such talks, though not very audible at a distance, may considerably disturb the Chair due to special sound arrangements in the Chamber.
- (viii) Members, in their seats, should not read newspapers, periodicals, books or letters, not directly connected with, or necessary for the business before the House.
- (ix) When a Member wants to speak, he should rise in his place to attract the attention of the Chair. No Member should speak unless he has caught the "eye" of the Chair, and has been called upon by name or by a sign to speak.
- (x) No Member should raise in the House the subject matter of a notice or a communication sent by him to the Chairman, unless he has been specifically permitted by the Chairman to do so. If no intimation has been received by the Member, he should presume that the matter is either under consideration of the Chairman or it has been disallowed by him.
- (xi) Every Member should resume his seat as soon as the Chairman rises to speak, or calls out "Order" and also when any other Member is in possession of the Floor (i.e., speaking with the permission of the Chair) or has interposed in the course of the debate to raise a point of order, or to offer a personal explanation.
- (xii) No Member should rise or leave the House when the Chairman is addressing the House. The Chairman should always be heard in silence.

- (xiii) Except with the prior leave of the Chair, no Member should read out a written speech, though notes may be referred to.
- (xiv) A Member is not allowed to read the speech for another Member during the latter's presence in the House.
- (xv) Members should not leave the House immediately after they finish their speeches. Courtesy to the House requires that after finishing their speeches they resume their seats and leave the House only afterwards, if necessary.
- (xvi) When any Member offers a criticism of another Member or a Minister, the latter is entitled to expect that the critic should be present in the House to hear his reply. To be absent when the latter is replying, is a breach of parliamentary etiquette.
- (xvii) Members who participate in a debate should be present in the House when the Minister replies to the debate. Members are expected to extend this courtesy to the Minister.
- (xviii) It is desirable that as far as practicable, a Member should not be referred to by name, but in some other suitable way e.g., 'the Member who has last spoken', 'the Member representing such and such State', 'the Members from...', etc. If unavoidably necessary, full name may be used.
- (xix) Repetition of the arguments of previous speakers, or one's own, should be avoided. It may be resorted to rarely with a view to giving emphasis to a point.
- (xx) Personal reference (unless it is imperatively necessary for the purpose of the debate, being itself a matter in issue or relevant thereto) by way of imputation of motive to or questioning the bonafides of any Member, should not be resorted to.
- (xxi) Members, when in the Lobby, should talk to each other in a subdued tone so as not to disturb the proceedings of the House.
- (xxii) No Member should speak to the Gallery from inside the House, nor should he make any reference or appeal to it. Applause for any person sitting in the Gallery except for the visiting foreign dignitaries whose presence in the Special Box is brought to the notice of the House by the Chairman, is out of order.
- (xxiii) A Member, while speaking, should not address the individual

Members directly but should always address the Chair, and make all remarks to other Members through the Chair.

- (xxiv) No Member should argue with another Member when the latter is speaking. He may, however, ask through the Chair, questions with a view to obtaining information from the Member who is speaking. But a Member who is addressing the House with the permission of the Chair, should not be interrupted by another Member persistently. It is open to the former not to yield but to go on with his speech, if the interruption is not for raising a point of order.
- (xxv) A Member should not interrupt any Member who is speaking by making noises or in any other disorderly manner.
- (xxvi) The Chairman may direct any Member whose conduct, in his opinion, is grossly disorderly, to withdraw immediately from the House, and any Member so ordered to withdraw should do so forthwith and should absent himself during the remainder of the day's sitting.
- (xxvii) A statement made by a Minister from the records in his possession should be accepted as correct unless a specific point is raised to challenge it.
- (xxviii) A Member may, with the permission of the Chairman, make a personal explanation, although there is no question before the House, but in such case, no debatable matter may be brought forward, and no debate shall arise.
- (xxix) If any statement is attributed to have been made by another Member, and the latter says that he did not make that statement, the contradiction should be accepted without demur.
- (xxx) Words containing insinuations, offensive and unparliamentary expressions should be scrupulously avoided. When the Chair holds that a particular word or expression is unparliamentary, it should be immediately withdrawn without any attempt to raise any debate over it. Words or expressions held to be unparliamentary and ordered to be expunged by the Chair, are omitted from the printed debates.
- (xxxi) As Members enjoy exemption from prosecution for a statement made by them in the House, allegations should not be made

by them against a fellow Member or a Member of the other House.

- (xxxii) A Member should speak only from the seat allotted to him. When a Member is not sitting in his own seat, he may not be called to speak or ask supplementary questions.
- (xxxiii) A Member while speaking should not:
 - (a) refer to any matter of fact on which a judicial decision is pending;
 - (b) make a personal charge against another Member;
 - (c) use offensive expressions about the conduct of proceedings of Parliament or any State Legislature;
 - (d) reflect on any determination of the House, except on a Motion for rescinding it;
 - (e) use the President's name for the purpose of influencing the debate;
 - (f) utter treasonable, seditious or defamatory words;
 - (g) use his right of speech for the purpose of obstructing the business of the House; and
 - (h) reflect on the conduct of persons in high authority unless the discussion is based on a substantive motion drawn in proper terms.
- (xxxiv) In their speeches, Members should not refer to Government officials by name.
- (xxxv) Two Members should not keep standing at the same time.
- (xxxvi) When a Member is making a maiden speech i.e., when he is making a speech for the first time in the House, he should not be interrupted.
- (xxxvii) Members should not obstruct proceedings and should avoid making a running commentary when speeches are being made in the House.
- (xxxviii) Entering the House with coat hanging on the arms is improper and against the decorum of the House.

- (xxxix) Members should not stand in the passage of the Chamber. They must either be in their seats or go out.
- (xl) Members should not, as far as possible, approach the Chair personally in the House. They may send chits to the Chair, if necessary, through the Chamber Attendants.
- (xli) Members should not distribute within the precincts of the Parliament House, any literature, questionnaire or pamphlets, etc., unless permission has been obtained from the Chairman in writing in advance.
- (xlii) Members should not carry walking sticks into the Chamber unless permitted by the Chairman.

2.4 . CODE OF CONDUCT FOR MEMBERS

The Members of Rajya Sabha should acknowledge their responsibility to maintain the public trust reposed in them and should work diligently to discharge their mandate for the common good of the people. They must hold in high esteem the Constitution, the Law, Parliamentary Institutions and above all the general public. They should constantly strive to translate the ideals laid down in the Preamble to the Constitution into a reality. The following are the principles which they should abide by in their dealings:-

- (i) Members must not do anything that brings disrepute to the Parliament and affects their credibility.
- (ii) Members must utilise their position as Members of Parliament to advance general well-being of the people.
- (iii) In their dealings, if Members find that there is a conflict between their personal interests and the public trust which they hold, they should resolve such a conflict in a manner that their private interests are subordinated to the duty of their public office.
- (iv) Members should always see that their private financial interests and those of the members of their immediate family* do not come in conflict with the public interest and if any such conflict ever arises,

*Immediate family includes spouse, dependent daughters and dependent sons.

they should try to resolve such a conflict in a manner that the public interest is not jeopardised.

- (v) Members should never expect or accept any fee, remuneration or benefit for a vote given or not given by them on the floor of the House, for introducing a Bill, for moving a resolution or desisting from moving a resolution, putting a question or abstaining from asking a question or participating in the deliberations of the House or a Parliamentary Committee.
- (vi) Members should not take a gift which may interfere with honest and impartial discharge of their official duties. They may, however, accept incidental gifts or inexpensive mementoes and customary hospitality.
- (vii) Members holding public offices should use public resources in such a manner as may lead to public good.
- (viii) If Members are in possession of a confidential information owing to their being Members of Parliament or Members of Parliamentary Committees, they should not disclose such information for advancing their personal interests.
- (ix) Members should desist from giving certificates to individuals and institutions of which they have no personal knowledge and are not based on facts.
- (x) Members should not lend ready support to any cause of which they have no or little knowledge.
- (xi) Members should not misuse the facilities and amenities made available to them.
- (xii) Members should not be disrespectful to any religion and work for the promotion of secular values.
- (xiii) Members should keep uppermost in their mind the fundamental duties listed in part IVA of the Constitution.
- (xiv) Members are expected to maintain high standards of morality, dignity, decency and values in public life.

2.5 IMPORTANT PLACES IN PARLIAMENT HOUSE AND PARLIAMENT HOUSE ANNEXE

A new Member visiting the Parliament House and its Annexe should know and make himself familiar with different rooms, gangways and corridors. He should particularly know the locations of the following:—

PARLIAMENT HOUSE

Rajya Sabha Chamber	Near Central Hall
Lok Sabha Chamber	Near Central Hall
Chairman's Chamber	Room No. 30, (Near Gate No. 11)
Speaker's Chamber	Room No.17, (Near GateNo. 3)
Deputy Chairman's Chamber	Room No.32, G.F. (Near Gate No.11)
Office of the Leader of the House in Rajya Sabha	Room No. 27, G.F.
Office of the Leader of the Opposition in Rajya Sabha	Room No.43, G.F.
Office of the Chairman, House Committee	Room No. 66, First Floor
Room of Secretary- General, Rajya Sabha	Room No. 29, G.F. (Near Gate No.11)
Room of Secretary-General, Lok Sabha	Room No.18, G.F. (Near Gate No. 3)
Prime Ministers' Office	Room No.10, G.F.
Central Hall	Straight from Gate No.1
First Aid Post	Adjacent to Central Hall, G.F.
Lobby Telephone Booths	Located in inner Lobby, Rajya Sabha, G.F.
Common Lounges for Members	Located in Central Hall, inner and outer Lobbies
Party Offices —	

GROUND FLOOR

INC, BJP, YSR Congress, DMK, AIADMK, AITC, BJD

THIRD FLOOR

	INC, CPI (M), RJD, SP, SS, BSP, NCP, SAD, JD(U), TDP, TRS, LJP
Committee Rooms	Room Nos. 62 & 63, First floor
Refreshment Room	Room No. 70, Ground Floor.
Notice Office	Room No. 26, Ground Floor
Sales Counter	Room No. 26-A, Ground Floor, adjacent to Card Section, Notice Office
Publications Counter	-do-
Stenographers' Pool	Room No.34-A, Ground Floor (near Post Office)
Reprographic Services	Outer lobby of Rajya Sabha
Post Office	Below the stairs adjacent to Table Office
Railway Booking & Reservation Office	Room No.131
Air Booking Office	Room No.131-A, Third floor
State Bank of India (SBI)	First Floor
Press Rooms	1st Floor, PH (Session time only)

**PARLIAMENT HOUSE ANNEXE
BASEMENT**

Medical Centre	Near VIP Gate
Post Office	Near VIP Gate
Telecom Centre	Near VIP Gate
Committee Room 'E'	Near VIP Gate

GROUND FLOOR

Committee Rooms (Main and A, B, C & D)	Near Banquet Hall, Ground Floor
State Bank of India (SBI)	Near Banquet Hall, Ground Floor

Banquet Hall	Near Rly. Canteen, Ground Floor
Auditorium	Opposite SBI, Ground Floor
Dining Room	Near Banquet Hall Ground Floor
Income Tax Cell	Near Auditorium, Ground Floor

SECOND FLOOR

Pay and Account Office	Room No. 207
IT Section	Room No. 209
Members' Amenities Section	Room No. 227
Members' Salaries and Allowances Section	Room No. 228
Questions Branch	Room No. 229

THIRD FLOOR

Liaison Officer (NDMC)	Room No. 314
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FIFTH FLOOR

Liaison Officer (Telephones)	Room No. 520
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PARLAIMENT LIBRARY BUILDING

Parliamentary Library	Ground and 1 st Floor
Member's Reading Room	Ground and 1 st Floor
BPST Committee Rooms	Ground and 1 st Floor
Committee Room No. G-074	Ground Floor
Committee Room No. G-070	Ground Floor
Banquet Hall	1 st Floor
Children's Corner	Ground Floor
Auditorium	Ground Floor
Canteen: Refreshment Room	1 st Floor

PARLIAMENT HOUSE ANNEXE EXTENSION

Offices of the Chairpersons of Parliamentary Committees, Rajya Sabha	III-F, Block-B
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2.6 PROCEDURE REGARDING ALLEGATIONS AGAINST MEMBERS (Rule 238A of the Rules of Procedure)

No Member should make any allegation of a defamatory or incriminatory nature against any other Member or a Member of the Lok Sabha unless the Member making the allegation has given previous intimation to the Chairman and also the Minister concerned. The Chairman may prohibit the Member from making the allegation if he is of the opinion that such allegation is derogatory to the dignity of the Council or that no public interest is served by making such allegation.

2.7 RULES TO BE OBSERVED BY MEMBERS DESIRING TO PARTICIPATE IN A DEBATE

In the case of Half-an-Hour discussion or clarification on *suo motu* Statement of Ministers or Statement in response to Calling Attention notices, Members wishing to seek clarifications may send their names to the Table of the House or may catch the Chairman's eye, and speak when called.

In case of discussions on Short Duration Discussions, Bills, Resolution, etc. where total time for discussion is fixed or allocated by the Business Advisory Committee, time is further allocated party-wise in proportion to their numerical strength and Members wishing to participate may send their names to the Table or Table Office through the Leader/ Whip of the Party, at least 30 minutes prior to the commencement of the discussion, for inclusion in the List of Speakers of that Party. Members permitted may participate when called on to do so by the Chair.

2.8 LANGUAGE TO BE USED BY MEMBERS IN DEBATE

Under article 120 of the Constitution, the business of the House is transacted in Hindi or English. However, Members desirous of speaking in their mother tongue, can, with permission of the Chairman address the House in their respective mother tongue. Such a member should seek permission of the Chairman in writing, at the earliest possible opportunity, before making his speech.

2.9 SIMULTANEOUS INTERPRETATION OF PROCEEDINGS

- (i) Entire proceedings of the House are simultaneously interpreted into English and Hindi. Arrangements also exist for providing simultaneous interpretation into Hindi and English of speeches made

in Assamese, Bengali, Bodo, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Malayalam, Maithili, Manipuri, Marathi, Nepali, Odia, Punjabi, Sanskrit, Santhali, Sindhi, Tamil, Telugu and Urdu. A Member desirous of making a speech in any of these languages is required to give at least one hour's notice to that effect to the Officer at the Table stating also the language in which he/she wishes to make a speech. In the case of Dogri, Kashmiri, Konkani, Santhali and Sindhi Languages this notice period is one day i.e. 24 hours. However, Interpretation from these languages into English and Hindi is not available for remarks, observations or interruptions in the midst of regular debates.

- (ii) A member in whose name a Question appears in the List of Questions for Oral Answers and who gives advance intimation for asking supplementary question in any of the aforesaid languages may put supplementaries during the Question Hour in that language. A Member who wishes to avail of this facility is required to give advance notice in this behalf in writing not later than 3.00 p.m. on the working day preceding the day on which the Question is listed for oral answer.
- (iii) In the printed debates (original version) only English version of the supplementary questions asked in a language other than Hindi, Urdu and English would be incorporated as is already being done at present in respect of speeches delivered by Members in a language other than Hindi, Urdu and English while participating in debates on Bills, Resolutions, etc.
- (iv) Members can follow the proceedings in Hindi or in English by using headphones and language selector switches attached to their seats. Hindi interpretation is transmitted on Channels 2 and 5 and English interpretation on Channels 3 and 6. Floor language can be heard on Channels 1 and 4.
- (v) Necessary information as to how the simultaneous interpretation equipment should be used is given in Para 2.10 below.
- (vi) Ministers/Members who make written statements or who make speeches with the help of notes are required to send texts of their statements or notes to the interpreters in advance to assist the latter in giving an authentic and unabridged interpretation of their statement and speeches.

2.10 SIMULTANEOUS INTERPRETATION PANEL

Each seat in the House is provided with a Simultaneous Interpretation Panel which has a head-phone and a LANGUAGE SELECTOR.

The LANGUAGE SECTOR switch consists of the following three parts-

- (i) Language Selector Knob-The Switch is marked by figures 1 to 6 indicating the channels and has a rotating knob in the centre. While channels 1 and 4 are earmarked for the floor language, Members may turn the knob to 2 or 5 for listening to the Hindi interpretation and to 3 or 6 for listening to the English interpretation.
- (ii) Volume Control Knob -This knob may be turned clockwise for increasing the volume and anti-clockwise for decreasing it.
- (iii) Socket for Head-phones - The two-pin plug at the end of the wire of the head-phone has to be inserted into the socket.

SOME GENERAL HINTS FOR USING SIMULTANEOUS INTERPRETATION SYSTEM

- (i) In order to disconnect the head-phone, the plug may be held firmly and pulled out of the socket. Tugging of the wire may be avoided, otherwise the plug might become detached from the wire.
- (ii) When a Member has to pass through the seat of another member, the latter may pull out the plug from the socket to give way to the former.
- (iii) The volume control knob may be adjusted at a suitable position, frequent turning may damage the knob.
- (iv) The language selector knob may be adjusted for one language. If that language is the floor language, it may be heard over the loudspeaker. Frequent turning of the knob might damage it.
- (v) The headphone may be dispensed with if a member can follow the floor language and finds the general sound level adequate for this purpose.
- (vi) When a Member is not using his headphone or when he leaves his seat, he should make sure that volume control knob is turned off so that the proceedings of the House are not disturbed by the sound coming out of the head-phone not in use.

- (vii) When not in use, the head-phone may be placed on a hook fixed in front of the seat. In the case of seats with desks, the headphone may be placed inside the desk.

2.11 OFFICIAL REPORT OF PROCEEDINGS

- (i) Rule 260 of the Rules of Procedure and Conduct of Business in the Rajya Sabha requires that a full report of the proceedings of the Rajya Sabha be prepared and published.
- (ii) The work relating to the preparation of a verbatim record of the day to day proceedings of the Rajya Sabha is handled by a team of English and Hindi Reporters working under the charge of Joint Secretary (Reporting) who is the Head of the Verbatim Reporting Service in the Secretariat. The Reporters' Section is located in Room Nos. 120 and 121, Third Floor in Parliament House. During the sittings of the Rajya Sabha (and if so required, of any of its Committees), teams of Reporters (one English, one Hindi) are assigned 5 minutes' turns to take down in shorthand the speeches/discussions. The notes taken down in shorthand by the Reporters are transcribed on the computer quickly so that copies of debates become available within a few hours after the House rises for the day except on days when the House sits for unusually long hours in which case the later portion of the proceedings may be issued as a Supplement on the next day. The copies of Debates are generally issued in two Parts: One, containing Questions, starred and unstarred and their replies as well as supplementary questions to starred questions and their replies (From 12.00 to 1.00 p.m) and, Two, containing Proceedings other than Questions (From 11.00 a.m. to 6.00 p.m., excluding Question Hour). The Debates are also uploaded on the internet and are available under the link [www.rajyasabha.nic.in/Debates/Verbatim Debates](http://www.rajyasabha.nic.in/Debates/Verbatim%20Debates).
- (iii) Proceedings in English and Hindi/Urdu are covered by the Reporters as they take place in the House. Arrangements exist for simultaneous translation into English and Hindi of speeches made in all the 22 languages mentioned in the Eighth Schedule. In such cases the translated text supplied by the Interpreters appears in the Debates with a footnote indicating the language in which the original speech was delivered in the House. According to the established practice, a Member wishing to speak in any language other than English and Hindi and the aforesaid 21 languages may

do so with the prior permission of the Chair and furnish an authenticated English or Hindi version of the speech to be included in the Debate. If the authenticated English or Hindi version of the speech is not provided the same day, then the speech in question will be issued as a supplement on the next day.

- (iv) When prepared speeches or statements are read out by Ministers or members and also when speeches are delivered with the help of copious notes, the prepared speeches, statements notes, etc. are to be handed over to the Reporters by the Member after the speech has been made in the interest of accurate transcription; for the same reason, quotations, etc. read out by members should also be supplied to Reporters. In the case of quotations in regional languages, shlokas, etc., the quotations, followed by their meaning in Hindi or English, if that has not already been given, should be filled in by the member concerned when the transcript of his speech is sent to him for approval.
- (v) After the transcripts of speeches, interventions, etc. are ready, relevant copies thereof are sent to the members who had taken part in the Debates for confirmation and for correction of any inaccuracies which might have crept in. These are not sent for the purpose of getting the literary form improved nor for any alteration, additions or deletions which will substantially change the content. Only minor corrections in respect of grammatical errors, misreporting of quotations, figures, names, etc. are permissible. The transcript after correction is required to be returned within 24 hours to the R.S. Debates (Floor Version) Section. In case the transcript is not returned by 12 o' clock of the 2nd day following the day of the speech, the transcript is taken as being confirmed and will be put on Internet and used for publishing the edited Debates which forms the official Report.

A Member desirous of having spare copies of his own speech can get one copy free from the Distribution Section. Additional copies can be had from the Sales Counter at the rate of 50 paise per page. Other members' speeches are also available at the Sales Counter at the same rate. Members are also welcome to download the proceedings free of cost, from the Rajya Sabha website.

2.12 LEAVE OF ABSENCE FROM THE SITTINGS OF THE RAJYA SABHA

- (i) Article 101 (4) of the Constitution provides that if for a period of sixty days, a Member of either House of Parliament is absent without permission of the House, from all meetings thereof, the House may declare his seat vacant:

Provided that in computing the said period of sixty days no account shall be taken of any period during which the House is prorogued or is adjourned for more than four consecutive days.

- (ii) A Member wishing to obtain permission of the Rajya Sabha for remaining absent from meetings thereof under the said article has to make an application in writing to the Chairman, stating the reasons and the period for which he may be permitted to be absent from the meetings of the Rajya Sabha (rule 214).
- (iii) After the receipt of an application the Chairman informed the House of the substance of the ground for asking leave and asks the House, "does he have permission of the House for remaining absent from the meetings of the House for such and such period?" If no one dissents, the Chairman announces: "Permission to remain absent is granted." But, if any dissenting voice is heard, the Chairman takes the sense of the House and thereupon declares its determination. The Secretary-General then communicates the decision of the House to the Member.
- (iv) The seat of a Member may be declared vacant under article 101 (4) of the Constitution, on a motion by the Leader of the House or by such other Member to whom he may delegate his functions in this behalf. When the motion is carried, the Secretary-General causes the information to be published in the Official Gazette and forwards a copy of the notification to the Election Commission for taking steps to fill the vacancy thus caused.

2.13 RESIGNATION OF SEAT IN THE HOUSE (Rule 213 of the Rules of Procedure)

- (i) As per provision of clause (3) (b) of article 101 of the Constitution a member of the House can resign his seat by writing under his hand addressed to the Chairman of the Rajya Sabha and when his resignation is accepted by the Chairman his seat thereupon

becomes vacant. If the Chairman is of the opinion that the resignation is not voluntary or genuine, he shall not accept such resignation.

- (ii) The Chairman, after he has accepted the resignation of a Member, informs the House that the Member has resigned his seat in the House and that he has accepted the resignation. If the House is not in session, the Chairman informs the House immediately after the House reassembles.
- (iii) Information of the resignation is published in the Gazette and in Parliamentary Bulletin Part II.

2.14 NOTICE OFFICE

The Notice Office acts as a liaison between Members of the Rajya Sabha and the Rajya Sabha Secretariat. It also serves as the Reception Office for the Members. The main functions are four fold:- (i) Receiving notices from the Members in respect of Bills, Calling Attentions, Matters raised with permission, Special Mentions, Questions, Short Duration Discussions, Half-an-Hour Discussions, Motions, Resolutions and Amendments to Bills, etc. (ii) Receiving and processing applications for various passes like Distinguished Visitors Gallery (DVG), Public Gallery (PG), Official Gallery and Central Hall, etc. (iii) Receiving miscellaneous papers of Members such as Members TA/DA Bills, invitation Cards, etc. and (iv) Receiving letters from Members addressed to the Secretariat or to Ministers of the Government.

2.14.1 Notices of Bills, Motions, etc.

Notice forms for various matters such as Bills, Calling Attentions, Special Mentions, Questions, Short Duration Discussions, Half-an- Hour Discussions, Motions, Resolutions and Amendments to Bills, etc. are available in the Notice Office and Members may take the blank forms and also deliver the filled in notices to the Notice Office for onward transmission to the Section concerned in the Secretariat. Members may also send e-notices on different Parliamentary devices on 'e-Notices Portal'. Information regarding permitted Special Mentions admitted and Matters raised with permission is kept in the Notice Office. Queries of Members on fate of other notices are also answered in the Notice Office, after checking up with the Section concerned, if necessary.

2.14.2 Passes for Admission to Visitors' Galleries

- (i) Admission to the Visitors' Galleries of the Rajya Sabha is regulated in pursuance of rule 264 of the Rules of Procedure and Conduct of Business in the Rajya Sabha.
- (ii) Admission Cards are required for the following galleries:
 - (a) Distinguished Visitors' Gallery (DVG); and
 - (b) Public Gallery.

(a) Distinguished Visitor's Gallery (DVG)

The Distinguished Visitors' Gallery is intended for use by the Members of State Legislatures in India (MLA/MLC), ex-Members of Central Legislature or of Parliament, Spouse/Children of sitting Members of Parliament, high officials of Government of India and State Governments, men of standing in public life, Members of the Diplomatic Corps, distinguished visitors from foreign countries and Governors of States in India and the like. Cards for admission to this Gallery may be obtained by Members on application addressed to the Secretary-General in the prescribed form available in Notice Office and on Rajya Sabha website in accordance with the regulations made in that behalf. The application form may be left in the Notice Office by 3 P.M. on the working day preceding the date of sitting for which the cards are required and the Cards may be collected, when it is ready, from the Centralised Pass Issue Cell (CPIC) of Rajya Sabha.

(b) Public Gallery (PG)

The Public Gallery is intended for the use of Members of the public generally. Application for cards for admission to this Gallery should be made to the Notice Office before 3.00 p.m. on the day previous to the date of the sitting of the House for which cards are required. In this regard the following procedure is observed:-

- * Members are required to give full particulars in the application forms for Visitors' Cards in accordance with the printed instructions thereon. Printed application forms for Visitors' Cards are available in the Notice Office and also on the website of Rajya Sabha. No action can be taken on an application form which is incomplete.
- * A Member has to deliver the application form personally or through

his PA/PS/authorized Person to the Notice Office furnishing all the particulars of the visitors.

- * As no person is allowed entry in the Parliament House without a proper pass, the persons for whom the pass is applied for should wait in the Reception Office outside the Parliament House and the card would be delivered to them by the Member, or any person authorized by the Member in writing.
- * Cards are not issued for the whole day of the sitting of the Rajya Sabha. These are generally issued for a complete hour and not a part of an hour.
- * Children below 10 years of age are not allowed admission to the Galleries.

Members are advised to bear in mind that the persons for whom Visitors' cards are applied should be known to them personally since they are responsible for any untoward or undesirable conduct of the Visitor in the Galleries/Parliament House.

2.14.3 Central Hall Passes

Central Hall Passes on day-to-day basis are issued for sitting Members of State Legislatures (MLA/MLC), Ministers and ex-Ministers of States and spouses/children of Members on recommendations of a sitting Member of Rajya Sabha in the prescribed application form available in the Notice Office and on website of Rajya Sabha.

The form along with all the details as prescribed in the proforma is to be submitted to Notice Office during working hours on the day on which the pass is required.

2.14.4 Bar Coded Entry Pass for PAs/PSs to Members

The Notice Office issue Bar-Coded Entry Pass for one PA/PS of Members of Rajya Sabha at a time for entry into Parliament House Complex to enable such PA/PS to assist the Member in his Parliamentary work. Member has to submit the application in the prescribed Proforma available in the Notice Office as also on the website of Rajya Sabha, containing complete details of the person along with two photographs in whose respect the pass is required. The Member has to take full responsibility for the conduct and character of his PA/PS. After receiving the application, a pass is prepared by Centralized Pass Issue Cell (CPIC) on recommendation of the Notice Office and given to the PA/PS

concerned. A Member can change his PA/PS at his discretion. In such a case the previous pass is required to be surrendered before the issuance of a pass to new PA/PS. Renewal of the entry Pass can be made through a prescribed proforma available in Notice Office and the website of Rajya Sabha.

2.14.5 Members' Temporary Identity Cards

Identity Cards for Sitting Members of Rajya Sabha are issued by the MS&A Branch. However, Notice Office issue Temporary Identity Cards to newly elected/ Nominated Members of Rajya Sabha to facilitate their unhindered entry into Parliament House Complex, till the Permanent Identity Card is issued by the MS&A Branch.

2.14.6 Library Pass

A Library Pass (with photo) can be issued to a person initially for one month during the Session/Inter-Session period on the recommendation of a sitting Member to enable interested persons to visit the Parliamentary Library. There is a prescribed Proforma, which requires complete particulars of the person so sponsored. Library Passes are also issued on orders of Secretary-General, Rajya Sabha.

2.14.7 Car Park Labels

To enable Members to have unhindered entry of their personal vehicle to the precincts of Parliament House Complex, Car Park Labels are issued by the Notice Office on receipt of an application in the prescribed form available in the Notice Office and on the website of Rajya Sabha. A copy of the registration certificate of vehicle for which the Label is sought need to be attached with the Application form. A Sitting Member is issued two parking labels ('MP' & 'P') and an ex-MP only one label ('Ex-MP').

A Label is issued for a specific vehicle only, which should be registered in the name of the Member or his spouse. If the vehicle is not registered in the name of the Member or his spouse, then the Member has to give an undertaking that the vehicle for which parking label is sought, is exclusively being used by him and he will be fully responsible for any misuse of the label. In case a Member disposes of a vehicle for which a label has been issued, he is required to return the label to Notice Office. A new label for another vehicle in lieu thereof can be issued only after return of the old label. A label is valid for the calendar year for which

it is issued and a new label is issued only against the return of the previous year's label. It is desirable in the interest of security that Members do not allow use of their labelled vehicle in the Parliament House premises by other persons.

2.15 STENOGRAPHIC ASSISTANCE TO MEMBERS

The services of English and Hindi stenographers are made available to Members to assist them in typing out their notices of amendments, questions, resolutions, motions and other allied matters of public importance pertaining to the business of the House. The assistance is available in the Stenographers' Pool Room No. 34A, Ground Floor, Parliament House situated near the Rajya Sabha Chamber. Members may, however, personally visit the pool for their Parliamentary work during Session of Rajya Sabha, keeping in view the rush of work in this period, so that their work receives adequate priority.

2. The Staff of Stenographers' Pool have instructions not to undertake work of non-parliamentary nature. Members should, therefore, give only parliamentary work not exceeding five or six pages of dictation and/or typing at a time in the Stenographers' Pool.

Reprographic service for MPs:—

A photocopier is working in Room No. 26-C, (situated in outer lobby). Copies of documents on photocopier are done on payment for MPs.

2.16 PUBLICATIONS COUNTER

- (i) Publications Counter is situated in Room No. 26-A at the Ground Floor of Parliament House. From this Counter, which works under the supervision of Legislative Section, Policy documents/publications received from the Government, reports of Parliamentary Committees presented to or laid on the Table of the House during the Session, etc. are distributed to Members on demand. Members may personally visit the counter or send their authorised representatives to receive the desired papers.
- (ii) All the Parliamentary Papers are electronically transmitted to Members Portal accounts. The Report of C&AG, sets of Union Budget, Annual Reports of Ministries are also transmitted electronically to Members Portal.

2.17 SECURITY ARRANGEMENTS IN PARLIAMENT HOUSE COMPLEX

In wake of the prevailing security scenario in the country and threat perception to the Parliament of India, it is paramount to strengthen the security setup by implementing strict access control measures, hence the security personnel on duty establish the identity of each person entering the Parliament House Complex. Members are requested to co-operate with the Parliament Security Service officials in Parliament House Complex and show their Identity Cards, if so requested.

Members are advised not to bring their guests/visitors inside the Parliament House Complex without valid passes. Visitors having valid passes may be taken inside the Parliament House Complex only through gates where Door Frame Metal Detectors have been installed.

2.17.1 Entry to Central Hall and Lobby

Entry of outsiders in Central Hall and Lobby is regulated according to prevailing Rules and Directions. No person without a valid pass is allowed to gain entry even when accompanying a Member of Parliament.

The Parliament Security Service officials posted at the Central Hall Gates and Lobby gates have instructions not to allow anyone to enter inside the Central Hall and Lobby unless he possess a valid Central Hall / Lobby Pass.

2.17.2 Use of Radio Frequency Cards

Members have been issued Radio Frequency (RF) Cards for gaining entry into the Parliament Complex. To avoid inconvenience, Members should carry their Radio Frequency Cards during their movement inside the Parliament House Complex. RF Cards carried by the Members facilitate unhindered access at the entry gates and various barriers within the Parliament House Complex.

2.17.3 Passes for PA/PS and Drivers to the Members

Centralised Pass Issue Cell issues passes in favour of PA/PS and drivers to the Members of Parliament.

2.17.4 Visitors' Gallery Checking Post

In order to ensure a fool-proof security, the security officials on duty at the Public Gallery Checking Post, meticulously check the Admission

Cards of the visitors. In case of any doubt about the identity of a visitor or any case of impersonation, the security official on duty, brings it to the notice of the supervisory officers and concerned authorities. In such cases, the Member on whose recommendation, the Cards for Admission to Gallery in favour of that visitor was issued, is required to identify and vouch for the visitor, in order to ascertain the facts and carry out further course of action. Members should, therefore, recommend passes for only those persons whom they are familiar with. Children below 10 years of age are not allowed admission to the visitors' gallery.

2.17.5 Entry to Distinguished Visitors' Gallery

Spouse of an Member is also required to carry an Admission Card for Distinguished Visitors' Gallery, to see the live proceedings of the House.

2.17.6 Entry to Public Gallery

The security officials posted at the Public Gallery Entrance Gate ensure that no person without a valid pass gets admission into the gallery. They carefully check each visitor to ensure that no one carries restricted items *viz.* camera, firearms, stick, umbrella, handbag, briefcase, books, pamphlets or such other articles. In order to maintain the decorum of the House, any disturbance or untoward activity in the Public Gallery, which may disrupt the proceedings of the House, is strictly prohibited. In case of any such acts by any visitor in the gallery, he is taken into custody by the security personnel from the Parliament Security Service and other agencies on duty and after interrogation, he is dealt with in accordance with the directions of the Chair of the House.

2.17.7 Stoppage of entry of Armed Escorts/ PSOs coming to Parliament House Estate

The Armed Escorts/ Personal Security Officers (PSOs) of Ministers/Members are not permitted inside the Parliament House Complex. They should peel off from the vehicle at the respective Iron Gates itself.

2.17.8 Entry of vehicles through Iron Gates of Parliament House Estate

Modern Security Gadgets are installed in the vicinity of Iron gates within the Parliament House Estate. These security gadgets, equipped with safety features, are designed to allow access to valid LMV-NT vehicles *viz.* Motor Cars, Jeeps, SUVs only. To ensure safety and security of Members of Parliament and their vehicles, it has been decided that

vehicles other than those subscribing to LMV-NT category viz. Motor Cars, Jeeps, SUVs, would not be permitted to gain access through Iron Gates of Parliament House Estate.

2.17.9 Security Gadgets installed at various access points

Technical Security Gadgets have been installed at all the access points within the Parliament House Complex. Radio Frequency (R.F.) Tags for persons and vehicles are issued to Members in order to facilitate smooth and unhindered access from all the access points. The Gadgets get activated and allow free passage only after sensing the R.F. Tags. The vehicular R.F. Tags for the personal vehicle of Members should be pasted on the left hand top front side of the wind screen and the personal R.F. Tags may be displayed properly so that sensor reads it.

Entry of vehicles into the Parliament House Complex is regulated through specified Iron Gate as under:

1. Iron Gate No.1 (IG-1/PH)
(Near Vijay Chowk)
2. Iron Gate No. 2 (IG-2/PH) [Exit only]
(Near round about Sansad Marg/ Red Cross Road)
3. Talkatora Gate No.1 (TKR-1/PHA)
(Near round about GRG Road / Pandit Pant Marg.)
4. Talkatora Gate No. 2 (TKR-2/PHA) [Open round the clock]
(Near round about Sansad Marg/ Red Cross Road)
5. Iron Gate No. 1 of Parliament Library [Entry only]
Building (IG-1/PLB)
(Opposite Gurudwara Rakabgunj)

Only vehicles displaying valid car parking labels issued by the Rajya Sabha / Lok Sabha Secretariats are permitted entry into Parliament House Complex. Members are requested to ensure that these car parking labels are prominently displayed on left-hand top of the wind screen of their vehicles. Members may not bring persons, not having valid entry pass into the Parliament House Complex in labelled vehicles. Members are requested to cooperate with security staff posted at the gates in the interest of security in the Parliament precincts.

Keeping in view the safety of vehicles while crossing the security gadgets installed at Iron Gates, the vehicles during entry / exit must maintain the restricted speed limit as specified and also displayed on signage board *i.e.*, 10 kms per hour, till the vehicle crosses the last barrier at the Iron Gate. Members may instruct their drivers for observance of speed regulations in the Parliament House Complex.

Members coming in self-driven vehicles should park their vehicles in the earmarked parking area. The Chauffer driven cars of Members can, however, be parked in the area adjacent to the Rail Bhawan.

2.17.10 Restriction of Entry / Exit for pedestrians through Iron Gates No. 1 and 2, Parliament House

State-of-the-art Security Gadgets have been installed at Iron Gates No. 1 and 2, Parliament House to regulate vehicular movements and thereby strengthen the security arrangements of Parliament House Complex. It is, therefore, not advisable for pedestrians to cross these gadgets on foot. Members of Parliament are, therefore, requested to use Ferry services made available at all Iron Gates for their movement from Iron Gates to Building Gates, Parliament House and avoid movement on foot through these gates.

2.17.11 Rolling down of the window glasses of vehicles for proper identification

It has been observed that the checking of the occupants of the vehicles approaching the access gates of the Parliament House Complex is sometimes delayed as the window glasses of the vehicles are rolled up. This makes the visibility inside the vehicle inadequate resulting in the delay in the identification of the occupants, which in turn delays the entry of other vehicles too. Hence, Members are requested that they may please roll down the window glasses of their vehicles while approaching the access gates to facilitate identification of the occupants by the Parliament Security Staff and faster entry into the Complex.

2.17.12 Car Calling Arrangements

Car calling arrangements are available at Building Gate No.1, Parliament House. During the Session period, a hotline at Building Gate No. 12, Parliament House connecting Building Gate No. 1 can also be used for calling cars at Building Gate No. 12.

2.17.13 Visitors to alight at gate and obtain passes

Check barriers have been installed inside Iron Gate Nos. 1 and 2, Talkatora Gate Nos. 1 & 2 and Iron Gate No. 1 of Parliament Library Building, in order to prevent the entry of any unauthorised vehicles and to ensure proper security checking. Visitors/ Guests accompanying Members and not having valid passes for entry into Parliament House Complex should alight outside Iron Gates and obtain passes from the respective Reception Offices before seeking entry into the Parliament House Complex.

In case, Members of Parliament or former Members accompanying his/her family members/dependents wish to visit Medical Centre at Parliament House Annexe (PHA) approaches Iron Gate at Talkatora Road -1 (TKR-1/PHA), the supervisory officer will facilitate them by issuing Casual Entry Pass (CEP), after recording necessary entries in the register kept there for the purpose.

2.17.14 Carrying or Display of Fire arms in Parliament Complex

Carrying or Display of arms and ammunition in any part of the Parliament House Complex is strictly prohibited.

2.17.15 Restriction on distribution of literature, Pamphlets, Press Notes and Leaflets within the precincts of the House

Distribution/ circulation of any literature, questionnaire, pamphlets, press notes, leaflets or any printed/ handwritten material is strictly prohibited inside the Parliament House Complex.

2.17.16 Demonstration, Dharna, Strike, Fast, etc. within the precincts of the Parliament Complex

Members cannot use the precincts of the Parliament Complex for any demonstration, dharna, strike, fast or for the purpose of performing any religious ceremony.

2.17.17 Arrangements for Members to meet persons coming to see them

When any person comes to the Reception Office, Parliament with a valid letter issued by the Member to see him, a Casual Entry Permit (CEP) will be issued, permitting only for outer precincts and in non-restricted areas of Parliament House.

2.18 OBITUARY REFERENCES

- (i) It is customary to make obituary references in the Rajya Sabha on the passing away of sitting Members, ex-Members and outstanding personages and dignitaries. Generally, it is the Chairman who makes a reference to the passing away of a Member or an ex-Member or a dignitary. The House then stands in silence for a minute as a mark of respect to the memory of the deceased. These references are made immediately after the House meets, before the listed business (other than oaths/affirmations) is taken up.
- (ii) The procedure regarding adjournment of the House, on the death of sitting Members, Ministers, National Leaders and other outstanding persons, is as follows:-
 - (a) In the case of death of a sitting Member of Rajya Sabha who dies when Parliament is in session, the House will be adjourned for the day as soon as the message is received or on the following day if the message is received late.
 - (b) In the case of death of a sitting Member during the inter-session period, the House after making obituary reference, on the first day of the Session, may be adjourned for an hour as a mark of respect in memory of the departed.
 - (c) In the case of the death of a Minister who, at the time of his death, was not a Member of the Rajya Sabha, the House will be adjourned for the day, if the death took place in Delhi, in order to enable the Members to participate in the funeral or sending of the dead body from Delhi.
 - (d) In the case of the death of the head of a national political party, the House may be adjourned for the day if—
 - (a) the deceased was a sitting Member of the Lok Sabha at the time of his death,
 - (b) his party was represented in the Rajya Sabha and had been recognised by the Chairman either as a Party or Group in the House, and
 - (c) the death took place in Delhi, in order to enable the Members to participate in the funeral or sending of the dead body from Delhi.

- (d) In the case of the death of an outstanding personality or national leader or a foreign dignitary, the Chairman, in consultation with the Leader of the House, decides in each case whether the House should be adjourned for the day or not.

2.19 ARREST AND DETENTION, ETC. AND RELEASE OF MEMBERS (Rules 222A, 222B and 222C of the Rules of Procedure)

Since it is the right of the House to receive intimation regarding arrest/detention, etc. of its Members, therefore, it has been provided under Rules 222A and 222B of the Rules of Procedure and Conduct of Business in the Council of States that the Chairman, Rajya Sabha has to be informed immediately by the authorities concerned when a Member is arrested/ detained/ convicted or released under the law. Such information is required to be furnished to the Chairman by the authorities in the appropriate form set out in the Second Schedule to the Rajya Sabha Rules. On receipt of such communications, the Chairman informs the House if it is in session and in case it is not in session, these are notified in Parliamentary Bulletin Part II for the information of Members (Rule 222C).

CHAPTER 3
PARLIAMENTARY COMMITTEES

3.1 STANDING (HOUSE) COMMITTEES OF RAJYA SABHA

The following are the Standing (House) Committees of Rajya Sabha consisting exclusively of Members of Rajya Sabha, as provided in the Rules of Procedure and Conduct of Business in the Council of States:—

Name of the Committee	Number of Members in the Committee
1. Business Advisory Committee	11
2. Committee on Papers Laid on the Table	10
3. Committee on Petitions	10
4. Committee of Privileges	10
5. Committee on Rules	16
6. Committee on Subordinate Legislation	15
7. Committee on Government Assurances	10
8. House Committee	10
9. General Purposes Committee	No fixed number
10. Committee on Ethics	10

The functions, etc. of each of these Committees are described below in brief:

3.1.1 Business Advisory Committee (Rules 30 - 37 of the Rules of Procedure)

The Business Advisory Committee is constituted under Rule 30(1) of the Rules of Procedure and Conduct of Business in the Rajya Sabha. It consists of eleven members, including the Chairman and the Deputy Chairman. Members of the Committee are nominated by the Chairman,

Rajya Sabha. The Chairman, Rajya Sabha is the Chairman of the Committee. If the Chairman is for any reason unable to preside over any meeting of the Committee, the Deputy Chairman acts as the Chairman for that meeting. The Quorum for a meeting of the Committee is five (Rule 32). The Committee holds office until a new Committee is constituted.

A few other Members belonging to different political parties, which are not represented on the Committee, are specially invited to attend the sittings of the Committee as Special Invitees.

The function of the Committee is to recommend the time that should be allocated for the discussion of the stage or stages of such Government Bills and other business as the Chairman in consultation with the Leader of the House may direct for being referred to the Committee. The Committee may also indicate in the proposed time-table the different hours at which the various stages of the Bill or other business are to be completed.

All proposals for late sittings of the House, dispensing with the Question Hour or lunch hour, extension of sittings of the House beyond the normal hours of adjournment and fixing additional sittings/cancellation of sittings are placed before the Committee for its recommendation.

The time-table with regard to the business of the Rajya Sabha as settled by the Committee is reported by the Chair to the House and is then notified in Parliamentary Bulletin Part-II.

The Committee may also generally identify matters of public interest in respect of which Calling Attention or Short Duration Discussion notices have been received, and which could be listed for being taken up in the House with the permission of the Chairman.

During the Budget Session, the Committee also decides on the Ministries whose working may be taken up for detailed discussion in the second half of the Session. The Committee also performs such other functions as are assigned to it by the Chairman from time to time.

3.1.2 Committee on Papers Laid on the Table (Rules 212H - 212O of the Rules of procedure)

The Committee on Papers Laid on the Table is constituted under Rule 212H of the Rules of Procedure and Conduct of Business in the Rajya Sabha. It consists of ten members nominated by the Chairman

Rajya Sabha (Rule 212I). The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee, provided that if the Deputy Chairman is a member of the Committee, he is appointed as its Chairman (Rule 212J). If the Chairman of the Committee is absent from any meeting, the Committee chooses another member to act as Chairman of the Committee for that meeting. The Committee holds office till the new Committee is constituted. The quorum for a meeting of the Committee is five {Rule 212K(1)}.

The Committee was set up on the 3rd March, 1982 to examine papers and documents tabled in the Rajya Sabha as part of a constitutional or statutory obligation of the Government, in order to keep the Council and its Members informed of the activities and actions of the Government and Government funded or Government aided bodies.

After a paper is laid on the Table of the Council by a Minister, the Committee considers:

- (a) Whether there has been compliance with the provisions of the Constitution or the Act of Parliament or any other law, rule or regulation in pursuance of which the paper has been so laid;
- (b) Whether there has been any unreasonable delay in laying the paper on the Table of the Council and if so, whether a statement explaining the reasons for such delay has also been laid along with the paper, and whether those reasons are satisfactory; and
- (c) Whether the paper has been laid both in English and Hindi and if not, (i) whether a statement explaining the reasons for not laying the paper in Hindi has also been laid along with the paper and (ii) whether those reasons are satisfactory (Rule 212H).

The Committee performs such other functions in respect of the papers laid on the Table as may be assigned to it by the Chairman, Rajya Sabha or the Council from time to time.

The reports of the Committee are presented to the House by the Chairman of the Committee or, in his absence, by any member of the Committee (Rule 212M).

A member wishing to raise any matter with regard to tabling of Government papers has to approach the Committee and not raise the same in the House (Rule 212O).

3.1.3 Committee on Petitions (Rules 147 - 153 of the Rules of Procedure)

The Committee on Petitions is constituted under Rule 147 of the Rules of Procedure and Conduct of Business in the Rajya Sabha. It consists of ten members nominated by the Chairman, Rajya Sabha. The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee, provided that if the Deputy Chairman is a member of the Committee, he is appointed as its Chairman. If the Chairman of the Committee is absent from any meeting, the Committee chooses another member to act as the Chairman for that meeting. The Committee holds office till a new Committee is constituted. The quorum for a meeting of the Committee is five (Rule 148).

The functions of the Committee are to examine every petition referred to it and, if the petition complies with the rules, to report to the House on specific complaints made in the petition after taking such evidence as it deems fit and to suggest remedial measures, either in a concrete form applicable to the case under consideration or to prevent recurrence of such cases. The reports of the Committee are presented to the House by the Chairman of the Committee or in his absence, by any member of the Committee. A copy of the Report, after its presentation to the Council, is also sent to the first petitioner and to the Member countersigning the petition, if any.

On the 22nd June, 1976 the Chairman, Rajya Sabha, issued a direction to the Committee enabling it to frame rules for its internal working. Thereafter, the Committee at its sitting held on 30th August, 1976 adopted a set of rules for its internal working. Under these rules, the Committee pursues with the Government the recommendations made in its reports presented to the House in order to ensure their effective implementation. The Ministries/Departments of the Government are asked to inform the Committee within six months from the date of presentation of the report, about the action taken or proposed to be taken by them on the reports. Where the Ministries/Departments find difficulty in implementing any recommendation, they are required to state the nature of the problem giving convincing reasons for the satisfaction of the Committee. The Committee is empowered, wherever necessary, to present further reports on the petitions considered earlier by it.

3.1.4 Committee of Privileges (Rules 187- 203 of the Rules of Procedure)

Parliamentary Privileges are available to Members so that they may perform their Parliamentary duties without let or hindrance. Article 105 of the Constitution of India governs the powers, privileges and immunities of Parliament and its Members. Members can raise questions of breach of privilege in the House with the consent of the Chairman, Rajya Sabha. Members desirous of raising a question of breach of privilege are required to give notice in writing to the Secretary-General (Rule 188).

The questions of privileges may be referred to the Committee of Privileges either by the Chairman or by the House. Generally, the Chairman considers the questions of privileges in the light of the facts and circumstances of the case and if he is of the view that there is *prima facie* a case of breach of privilege involved in the matter, he may refer it to the Committee of Privileges for examination, investigation and report.

The Committee of Privileges is constituted under Rule 192 of the Rules of Procedure and Conduct of Business in the Rajya Sabha. It consists of ten members nominated by the Chairman, Rajya Sabha. The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee. If the Chairman of the Committee is absent from any meeting, the Committee chooses another member to act as the Chairman for that meeting. The quorum for a meeting of the Committee is five (Rule 194). The Committee holds office till a new Committee is constituted.

The Committee examines every question of privilege referred to it either by the House or by the Chairman and determines with reference to the facts of each case whether a breach of privilege is involved and, if so, the nature of the breach, the circumstances leading to it and makes such recommendations as it deems fit. The Committee can also report to the House the procedure that may be followed by the House in giving effect to the recommendations made by the Committee.

The reports of the Committee are presented to the House by the Chairman of the Committee or in his absence by any member of the Committee. After the report is presented, a motion for consideration of the report may be moved by the Chairman of the Committee or any other member of the Committee. As a practice, the motion for consideration of the report is moved only in case some action is recommended by the

Committee. Any member may give notice of amendment to the motion for consideration of the report in such form as may be considered appropriate by the Chairman. After the motion for consideration of the report has been carried, the Chairman or any member of the Committee or any other Member, as the case may be, may move that the House agrees, or disagrees or agrees with amendments, with the recommendations contained in the report.

3.1.5 Committee on Rules (Rules 216 - 220 of the Rules of Procedure)

The Committee on Rules is constituted under Rule 217 of the Rules of Procedure and Conduct of Business in the Rajya Sabha. It consists of sixteen members including the Chairman, Rajya Sabha and the Deputy Chairman. Chairman, Rajya Sabha is the Chairman of the Committee. Members of the Committee are nominated by the Chairman. If the Chairman is for any reason unable to act as the Chairman of the Committee, the Deputy Chairman acts as the Chairman of the Committee in his place. If the Chairman or the Deputy Chairman, as the case may be, is for any reason unable to preside over any meeting, the Committee chooses another member to act as the Chairman of the Committee for that meeting. The Committee holds office till a new Committee is constituted.

The Committee meets to consider matters relating to rules of procedure and conduct of business in the Rajya Sabha and recommends any amendments or additions to the rules that may be deemed necessary. The quorum for a meeting of the Committee is seven.

The reports of the Committee are presented to the House by the Deputy Chairman or in his absence by any member of the Committee. After a report is presented, a motion for consideration of the report may be moved by the Deputy Chairman or in his absence by a member of the Committee designated by the Chairman. Members, by giving prior notice, can move amendments to the motion for consideration of the report. After the motion for consideration of the report has been carried, the Deputy Chairman or in his absence any member of the Committee designated by the Chairman may move that the House agrees, or agrees with amendments, with the recommendations contained in the report.

The amendments to the rules, as approved by the House, come into force on such date as the Chairman may appoint.

3.1.6 Committee on Subordinate Legislation (Rules 204- 212 of the Rules of Procedure)

The Committee on Subordinate Legislation of Rajya Sabha has been set up under Rule 204 of the Rules of Procedure and Conduct of Business in the Council of States to scrutinize and ensure that powers to make rules, regulations, bye-laws, schemes or other statutory instruments hereinafter referred to as the 'Order' conferred by the Constitution or delegated by Parliament have been properly exercised within such conferment or delegation, as the case may be.

The Committee scrutinizes all 'Orders' whether laid on the Table of the Council or not, issued in exercise of powers delegated by the Parliament as also those framed in exercise of powers conferred by the Constitution of India.

- (i) The Committee on Subordinate Legislation of Rajya Sabha was first constituted on the 30th September, 1964. The Committee consists of fifteen members who are nominated by the Chairman, Rajya Sabha.
- (ii) The Committee holds office until a new Committee is constituted. The quorum for a meeting of the Committee is five {Rule 207(1)}.
- (iii) The Parliament enacts laws from time to time by way of Central "Acts" and these Acts are implemented by the various Ministries/ Departments of the Government of India, *i.e.*, the Executive. It is a well-recognized principle that the law enacted by Parliament cannot be comprehensive enough so as to visualize each and every eventuality that may arise during the course of its implementation and make a provision for it in the Act, in anticipation. In order to cover such contingencies, the Central Acts generally contain a provision authorizing the Central Government to frame rules/regulations, etc., in certain specified areas to enable the Government to carry out the objective of the Act. These rules/regulations framed in exercise of the powers conferred by an Act of Parliament are termed as "Subordinate Legislation". In a similar manner, framing of Subordinate Legislation is also contemplated in the Constitution of India.
- (iv) Directions issued by the Chairman, Rajya Sabha (10.4.1984)
 - "(a) The Committee on Subordinate Legislation may examine all 'Orders', whether laid before the Council or not, framed in pursuance of the provisions of the Constitution or a statute

delegating power to a subordinate authority, to make such orders.

- (b) The Committee may examine provisions of Bills which seek to—
- (1) delegate powers to make 'Orders', or
 - (2) amend earlier Acts delegating such powers, with a view to see whether suitable provisions for the laying of the 'Orders' before the Council have been made therein.
- (c) The Committee may examine any other matter relating to an 'Order' or any question of Subordinate Legislation arising therefrom."
- (v) Rule 209 of the Rules of Procedure and Conduct of Business in the Rajya Sabha lays down the functions of the Committee as follows:

'After each rule, regulation, bye-law, scheme or other statutory instrument (hereinafter referred to as the 'Order') framed in pursuance of the Constitution or the legislative functions delegated by Parliament to a subordinate authority and which is required to be laid before Parliament, is so laid before the Council, the Committee shall, in particular consider:

- (a) Whether the Order is in accordance with the provisions of the Constitution or the Act pursuant to which it is made;
- (b) Whether the Order contains matter which in the opinion of the Committee should more properly be dealt within an Act of Parliament;
- (c) Whether the Order contains imposition of taxation;
- (d) Whether the Order directly or indirectly bars the jurisdiction of the Courts;
- (e) Whether the Order gives retrospective effect to any of the provisions in respect of which the Constitution or the Act does not expressly give any such power;
- (f) Whether the Order involves expenditure from the Consolidated Fund of India or the public revenues;
- (g) Whether the Order appears to make some unusual or unexpected use of the powers conferred by the Constitution or the Act pursuant to which it is made;

- (h) Whether there appears to have been unjustifiable delay in its publication or laying before Parliament; and
- (i) Whether for any reason, the form or purport of the order calls for any elucidation.'

Besides the functions as enumerated in Rule 209, the Committee goes into matters, where the 'Orders' as contemplated in the Constitution or envisaged in an Act of Parliament have not been framed or the framing thereof has been inordinately delayed.

In practice, the Committee scrutinizes all 'Orders' made by the Government of India or by any other subordinate authority ultimately responsible to the Government and which are published in the Gazette of India or laid on the Table. The Committee, however, does not scrutinize the 'Orders' which are made by the State Governments in exercise of the powers conferred on them by an Act of Parliament (for instance, 'Orders' made under the Motor Vehicles Act or Labour Laws enacted by Parliament). Similarly, the Committee does not scrutinize the rules which are made by the Supreme Court under Article 145, by the High Courts under the Code of Civil Procedure, and the rules made by the President in consultation with the Chairman of the Rajya Sabha and the Speaker of the Lok Sabha under Article 98(3) of the Constitution.

During the course of scrutiny of the rules, regulations, etc., if any point in regard to exercise of rule-making power by the subordinate authority arises, clarifications are sought from the concerned Ministry/Department. The matter is then placed before the Committee, indicating the points referred and the Ministry's comments thereon, in the form of a Memorandum, giving details of the provisions objected to and the grounds of objection. The Committee considers the memorandum and comes to its own conclusion. If it is considered necessary, the representatives of the Ministry are called to appear before the Committee to be heard in person for seeking further elucidations. The Committee may also call for views/suggestions of individuals of organizations on rules/regulations in appropriate cases for having relevant inputs before finalizing its recommendations. The observations and recommendations of the Committee on various points scrutinized by the Committee find place in its reports.

The Committee scrutinizes all the rules/regulations/statutory orders laid before the Council of States from time to time with a view to ensure that these are laid timely and properly. The Committee presents a separate

report to the House in respect of the Subordinate Legislation laid before the Council during each session, pointing out the deficiencies and also making appropriate recommendations.

The Committee examines all new central Acts which provide for framing of Subordinate Legislation and takes up with the Government the timely framing of Subordinate Legislation contemplated therein.

The Committee also examines and scrutinizes representations having a bearing on the rules and regulations and other delegated legislation, which are presented to it by individuals, associations, institutions and private bodies. The Committee hears the petitioners, representatives of such associations and institutions and seeks clarifications on the points mentioned in the representations and also seeks necessary clarifications from the departments concerned before making its observations or recommendations.

The Committee, sometimes, undertakes on-the-spot study visits with a view to gain first-hand knowledge of facts.

The Committee presents its report to the Rajya Sabha. The Committee has its own procedure for pursuing its recommendations and ensuring implementation thereof. The Committee also reports implementation matters to the House.

3.1.7 Committee on Government Assurances (Rules 212A- 212G of the Rules of Procedure)

The Committee on Government Assurances which came into existence on the 1st July, 1972 for the first time in the Rajya Sabha is constituted under Rule 212 (A) of the Rules of Procedure and Conduct of Business in the Rajya Sabha. The Committee consists of ten members nominated by the Chairman, Rajya Sabha and holds office until a new Committee is constituted. The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee. If the Chairman of the Committee is absent from any meeting, the Committee may choose another member to act as the Chairman for that meeting. The quorum for a meeting of the Committee is five {Rule 212D(1)}.

The functions of the Committee are to scrutinise the assurances, promises, undertakings, etc., given by the Ministers, from time to time on the floor of the House and to report on (a) the extent to which such assurances, promises, undertakings etc., have been fully or satisfactorily

implemented; and (b) whether such implementation has taken place within the minimum time necessary for the purpose or whether there has been an inordinate delay in the implementation of assurances and if so, the reason therefor.

The Committee determines its own procedure in respect of all matters relating to the consideration of any question of assurances, promises, undertakings etc., in the Committee. The Chairman of the Committee has been authorized to grant extension of time for implementation of assurances in respect of cases where request of Ministries for such extensions from time to time does not exceed the period of one year.

The Report of the Committee is presented to the Rajya Sabha by the Chairman of the Committee or in his absence, by any member of the Committee. Apart from specific cases of assurances, the report generally contains analysis of cases where the Government has taken a long time in the implementation of assurances, cases of requests for extension of time in implementation of assurances, assurances which do not appear to have been fully or satisfactorily implemented, review of pending assurances, and assurances which have been recommended for dropping.

All the relevant details relating to assurances, *e.g.* Assurance No., source and date, subject, extent of Assurance, reasons for pendency, extension given with date, date of the laying of Implementation Report and date of dropping, etc., are available on Rajya Sabha Website with a software driven search facility.

3.1.8 General Purposes Committee (Rules 278 - 285 of the Rules of Procedure)

The General Purposes Committee is constituted under Rule 279 of the Rules of Procedure and Conduct of Business in the Council of States. It consists of the Chairman, the Deputy Chairman, members of the Panel of Vice-Chairmen, Chairmen of all Standing Parliamentary Committees of Rajya Sabha, Leaders of recognized Parties and Groups in Rajya Sabha and such other members as may be nominated by the Chairman. The Chairman, Rajya Sabha, is the *ex-officio* Chairman of the Committee. The Committee holds office until a new Committee is constituted. The quorum for a meeting of the Committee is one-third of its total membership (Rule 280). Its functions are to consider and advise on such matters

concerning the affairs of the House as may be referred to it by the Chairman from time to time.

The Committee has considered a variety of subjects of procedural, ceremonial and functional nature. A record of the decisions of the Committee is maintained and circulated to its members under the direction of the Chairman.

The Committee may, if it deems fit, make a special report on any matter that arises or comes to light in the course of its work which it may consider necessary to bring to the notice of the Chairman or the House, notwithstanding that such matter is not directly connected with, or does not fall within or is not incidental to, its terms of reference. The Report of the Committee is presented to the Council by the Deputy Chairman or in his absence, by any member of the Committee. The Committee, with the approval of the Chairman, may make detailed rules of procedure to supplement the provisions contained in the rules in Chapter XXIII.

3.1.9 House Committee (Rules 212P-212W of the Rules of Procedure)

The House Committee was set up for the first time in 1952. The House Committee consists of ten members nominated by the Chairman, Rajya Sabha. The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee. The Committee holds office till a new Committee is constituted. The quorum for a meeting of the Committee is three {Rule 212S(1)}.

The functions of the Committee are - (i) to deal with all matters relating to the allotment of residential accommodation to Members of the Rajya Sabha and to exercise supervision over facilities for accommodation so allotted, telephone, medical and other amenities accorded to Members in their residences and hostels in Delhi/New Delhi; and (ii) to make appropriate recommendations with regard to matters of common interest to Members of both Houses of Parliament pertaining to their residences and other amenities.

3.1.10 Committee on Ethics (Rules 286-303 of the Rules of Procedure)

The Committee on Ethics was constituted on the 4th March, 1997 by the Chairman, Rajya Sabha to oversee the moral and ethical conduct of its Members and to examine the cases referred to it with reference to ethical and other misconduct of Members. Leaders/Deputy Leaders/Chief

Whips/Whips of Parliamentary Parties/Groups in Rajya Sabha are normally nominated as Members of the Committee on Ethics.

Chapter XXIV relating to Committee on Ethics (Rules 286-303) was added to the Rules of Procedure and Conduct of Business in the Council of States *w.e.f.* the 20th July, 2004. Under these rules, the Chairman, Rajya Sabha nominates ten members to the Committee. The Committee holds office until a new Committee is constituted. Casual vacancies in the Committee are filled by the Chairman, Rajya Sabha (Rule 287).

The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee. If the Chairman of the Committee is absent from any meeting, the Committee shall choose another member to act the Chairman for that meeting (Rule 288). The quorum for a meeting of the Committee is five (Rule 289).

The Committee has the following functions (Rule 290), namely:—

- (a) to oversee the moral and ethical conduct of Members;
- (b) to prepare a Code of Conduct for Members and to suggest amendments or additions to the Code from time to time in the form of reports to the Council;
- (c) to examine cases concerning the alleged breach of the Code of Conduct by Members as also cases concerning allegations of any other ethical misconduct of Members; and
- (d) to tender advice to Members from time to time on questions involving ethical standards either *suo motu* or on receiving specific requests.

The Report of the Committee is presented to the Council by the Chairman of the Committee or in his absence by any member of the Committee (Rule 298). As soon as may be, after a report has been presented, a motion in the name of the Chairman of the Committee or any member of the Committee may be put down that the report be taken into consideration (Rule 299). Any Member of the Council may give notice for amendment to the motion for consideration of the report in such form as may be considered appropriate by the Chairman (Rule 300). After the motion for consideration of the report has been carried, the Chairman or any member of the Committee or any other Member, as the case may be, may move that the Council agrees, or disagrees or agrees with amendments, with the recommendations contained in the report (Rule 301).

3.1.10.1 Declaration of Assets and Liabilities

The Committee also acts as record keeper and overseer of the declaration of assets and liabilities by Members, under the Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004, framed by the Chairman, Council of States under sub-Section (3) of Section 75A of the Representation of the People Act, 1951 and Rule 292 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha).

Under Rule 3 of the Members of the Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004 every elected Member of the Council is required to furnish in Form-I the following information to the Chairman, Rajya Sabha within ninety days from the date of his taking oath or making affirmation:—

- (a) the movable and immovable property of which he, his spouse and his dependent children are jointly or severally owners or beneficiaries;
- (b) his liabilities to any public financial institution; and
- (c) his liabilities to the Central Government or to the State Governments.

Information so furnished by Members, is appropriately entered in a register known as "Register of Assets and Liabilities". The information contained in the Register shall be made available to any person with written permission of the Chairman (Rule 4 *ibid.*).

Every Member after initial declaration shall also notify changes, if any, in the information so furnished by him as on the 31st day of March every year, by the 30th June of that year.

"Assets and Liabilities" includes declaration of movable and immovable assets of the Members of Rajya Sabha, their spouse and dependent children, owned in India as well as abroad and liabilities of the Members in India and abroad.

3.1.10.2 Declaration of Pecuniary Interests

Members of Rajya Sabha are required to furnish declarations regarding five pecuniary interests *i.e.*, Remunerative Directorship, Regular Remunerated Activity, Shareholding of Controlling Nature, Paid Consultancy and Professional Engagement in the prescribed form for

registration in "Register of Members' Interests". The information contained in the Register shall be made available to the Members for inspection on request. It may also be given to the general public in accordance with such rules and procedure laid down by the Committee (Rule 293).

Every Member shall furnish the information as per the prescribed form within ninety days from the date on which he makes and subscribes oath or affirmation for taking his seat and shall also notify the changes, if any, in the information so furnished by him as on the 31st March every year, within ninety days from that date.

"Pecuniary Interests" means declarations by the Members of Rajya Sabha in respect of their pecuniary interests, in India as well as abroad.

Whenever a Member has a personal or specific pecuniary interest (direct or indirect) in a matter being considered by the Council or a Committee thereof, he shall declare the nature of such interest notwithstanding any registration of his interests in the Register, and shall not participate in any debate taking place in the Council or its Committees before making such declaration (Rule 294). The said rule also lays down the procedure to be followed when the vote of a Member is challenged on a division in the House, on the ground of personal, pecuniary or direct interest in the matter to be decided.

Besides above ten Committees the functions of other Committees consisting exclusively of Members of Rajya Sabha are as under:—

3.1.11 Committee on Members of Parliament Local Area Development Scheme (MPLADS)

The Committee on Members of Parliament Local Area Development Scheme (MPLADS), Rajya Sabha was constituted by the Chairman, Rajya Sabha on the 5th September 1998. There is no fixed membership of the Committee. It consists of one Member each from the Major Parties (*i.e.*, Parties having a strength of five or more Members) in the Rajya Sabha. The Deputy Chairman, Rajya Sabha, is appointed as the Chairman of the Committee. The Chairman, Rajya Sabha, at his discretion, may also nominate a Member from amongst the Parties having strength of less than five seats in the House. Presently, the Committee consists of twelve members including Deputy Chairman, Rajya Sabha who is the Chairman of the Committee. The Ministry of Statistics and Programme Implementation is the nodal Ministry pertaining to the MPLAD Scheme and responsible for the policy formation, release of funds and prescribing

monitoring mechanism for implementation of the Scheme. The salient features of the Scheme are:—

- (i) The works under the Scheme are to be developmental in nature, based on the locally felt needs and should lead to creation of durable assets of national priorities which should be available for public use at large. However, there is a list of works which are not permissible under the Scheme.
- (ii) Elected Members of Lok Sabha can select/recommend works in their own constituencies. Elected Members of Rajya Sabha representing the whole of the State as they do, may select works for implementation in one or more districts within the State as they may choose. Nominated Members of Lok Sabha and Rajya Sabha may select works for implementation in one or more districts any where in the country.
- (iii) The annual MPLADS fund entitlement per MP is Rs. 5 crores. Each Member will have a choice to suggest to the District Collector works to the tune of Rupees 5 crores. The per year allocation of Rs. 5 crores will be released in two instalments of Rupees 2.5 crores each. The first instalment will be released in the beginning of the financial year. The second instalment of the fund will be released only when the balance amount of unsanctioned works is less than Rs. 1 crore and the unspent balance is less than Rs. 2.5 crores and also Utilization Certificate for the previous financial year and the Audit Certificate for the funds released for MP concerned in the year prior to the previous year have been furnished by District Authority.
- (iv) Community infrastructure and public utility building works are also permissible for registered Societies/Trusts under the Scheme, provided that the Society/Trust is engaged in the social service/welfare activity and has been in existence for the preceding three years.
- (v) In the event of "Calamity of severe nature" in any part of the country, an MP can recommend works up to a maximum of Rs. 1 crore for the affected district.
- (vi) The Committee on MPLADS, Rajya Sabha does not directly involve itself with the monitoring of the projects executed under MPLADS. It, however, conducts periodic site visits to assess the works executed/being executed under MPLADS.

The MPLAD Scheme is administered through a set of Guidelines framed by the Ministry of Statistics and Programme Implementation. The Guidelines are revised by the Ministry from time to time to incorporate suggestions and demands of Members of Parliament and to keep pace with changing times. The Committee on MPLADS provides valuable inputs and suggestions for revision of the Guidelines. The Committee looks into all aspects of the list of works permissible under the guidelines. The Committee monitors the timely release of funds by the Ministry to the District Collectors, proper and timely execution of the recommended works by the Members and suggests measures for removal of bottlenecks. It forwards the grievances of the Members to the Ministry and suggests measures for their speedy disposal. It also considers the proposals received from the Government/M.Ps requiring relaxation in the Guidelines and gives suitable recommendations.

The Committee holds meetings at regular intervals to examine various issues referred to it by the Members, Ministry of Statistics and Programme Implementation and Lok Sabha Committee on MPLADS and recommends amendments to the guidelines wherever necessary.

The Reports of the Committee are presented to the House by the Chairman of the Committee.

3.1.12 Committee on Information and Communication Technology Management in Rajya Sabha

This Committee was constituted by the Chairman, Rajya Sabha on the 18th March, 1997 and it considers issues ranging from norms for provision of computer hardware and software to be made available to Members from time to time to application of Information Technology in the functioning of Rajya Sabha and taking steps to increase the use of electronic mode for information dissemination to Members. The Committee functions to give effect to the Provision of Computer Equipment (Members of Rajya Sabha and Officers) Rules, 2008. There is no fixed membership of the Committee. It consists of one Member each from the Major Parties in the Rajya Sabha. The Chairman, Rajya Sabha, at his discretion, may also appoint any other Member from amongst the members of the Committee, as its Chairman. The Chairman, Rajya Sabha, at his discretion, may also nominate a Member from amongst the Parties having strength of less than five seats in the House to the Committee.

3.2 STANDING COMMITTEES (General)

As per the rules governing the Standing (House) Committees, they hold office until new Committees are constituted. Normally, they are re-constituted when the strengths of Parties in the Rajya Sabha undergo major changes.

The nominations of Members and appointment of Chairmen (except GPC, Business Advisory Committee and Committee on Rules, where the Chairman, Rajya Sabha is himself the Chairman of these Committees) are made by the Chairman, Rajya Sabha, based on the quota of each Major Party (*i.e.*, Parties having a strength of five or more Members), worked out on the basis of their numerical strength and the names of Members obtained from the respective Party Leaders. The nominations of Members from smaller parties (having a strength of less than 5) including nominated/independent Members are made by the Chairman, Rajya Sabha taking into account their individual preferences, if any, and their areas of interest/specialization. Casual vacancies in the Committees arising from time to time are filled up by the Chairman, Rajya Sabha and in case a vacancy is caused by a Member belonging to a Major Party, the same is generally filled by nomination of a Member from the party to which the outgoing Member belonged and, for this purpose, suggestion is invited from the party leader. The quorum to constitute sittings of these Committees is by and large 50% of their membership except the Committee on Subordinate Legislation and General Purposes Committee, where the quorum prescribed is nearly one-third of their membership.

In so far as the General Purposes Committee (GPC) and the Committee on Ethics are concerned, the procedure is slightly different. Under Rule 279 (1) of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), the Deputy Chairman, Rajya Sabha, Members of the panel of the Vice-Chairmen, Chairmen of all Standing Parliamentary Committees of the Council, leaders of recognized parties and groups in the Council are nominated to the General Purposes Committee in addition to such other Members as may be nominated by the Chairman, Rajya Sabha. The Chairman, Rajya Sabha is the *ex-officio* Chairman of the Committee. This Committee is generally re-constituted after the process of re-constitution of the Department-related Parliamentary Standing Committees and the House Committees is over.

As regards the Committee on Ethics, it is not re-constituted every year and though Rule 287(1) provides that the Chairman, Rajya Sabha

shall, from time to time, nominate a Committee on Ethics consisting of ten members, yet in actual practice, the leaders of Major Parties, as per their numerical strength in the House, are nominated to be the members of the Committee and in case the leaders happen to be Ministers or otherwise cannot spare themselves, then the Deputy Leaders or Chief Whips/Whips of the parties are considered for nomination. After accommodating the leaders of major parties, if any vacancy is still left, then other Members from smaller parties/Nominated/ Independent Members are nominated by the Chairman, Rajya Sabha on this Committee having regard to their areas of interest/specialization. Casual vacancies in the GPC and the Committee on Ethics are filled up in the same manner. Under Rule 288(1) the Chairman, Rajya Sabha also nominates the Chairman of the Committee on Ethics from amongst its members.

3.3 FINANCIAL COMMITTEES

3.3.1 Committee on Public Accounts (Rules 308 - 309 of the Rules of Procedure and Conduct of Business in Lok Sabha)

The Committee on Public Accounts is primarily a Committee of the Lok Sabha and it has been provided in the Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consists of not more than fifteen Members from the Lok Sabha and seven Members from the Rajya Sabha for being associated with the Committee. They are elected by the respective Houses every year from amongst their Members according to the principle of proportional representation by means of the single transferable vote. The Speaker, Lok Sabha appoints the Chairman of the Committee from amongst the members of the Committee. The term of office of members of the Committee is one year; it can, however, be extended in a special case by a motion adopted by the Houses. A Minister is not elected to the Committee and if any Member after his election to the Committee is appointed a Minister, he ceases to be a member of the Committee from the date of such appointment.

A new Committee is elected every year before the expiry of the term of office of the outgoing Committee, but it enters upon office only on the expiry of the term of the previous Committee. Usually, the Committee is set up after the general elections when the new Lok Sabha is constituted and, thereafter, every year.

The main function of the Committee is to examine the Appropriation Accounts and the Annual Finance Accounts of the Government of India

and such other Accounts laid before Parliament as the Committee may think fit. The Committee also examines statements of accounts of corporations, autonomous and semi-autonomous bodies (excluding public undertakings which have been allotted to the Committee on Public Undertakings).

The report of the Committee is laid on the Table of the Rajya Sabha simultaneously with its presentation to the Lok Sabha. Generally, the Committee's reports are not discussed unless there is a specific issue of serious nature.

3.3.2 Committee on Public Undertakings (Rules 312A - 312B of the Rules of Procedure and Conduct of Business in Lok Sabha)

The Committee on Public Undertakings too is primarily a Committee of the Lok Sabha and it has been provided in the Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consists of fifteen Members of the Lok Sabha and seven Members of the Rajya Sabha for being associated with the Committee. The procedure in this respect is the same as is adopted in the case of the Committee on Public Accounts. The term of office of members of the Committee is one year; it can, however, be extended in a special case by a motion adopted by the Houses. A Minister is not elected to the Committee and if any Member after his election to the Committee is appointed a Minister, he ceases to be a member of the Committee from the date of such appointment.

The functions of the Committee are to examine the working of the Public Undertakings specified in the Fourth Schedule to the Rules of Procedure and Conduct of Business in Lok Sabha. Every Report of the Committee is laid on the Table of the Rajya Sabha simultaneously with its presentation to the Lok Sabha.

3.4 DEPARTMENT-RELATED PARLIAMENTARY STANDING COMMITTEES (Rules 268-277 of the Rules of Procedure)

The following Department-related Parliamentary Standing Committees are constituted under Rule 268 of the Rules of Procedure and Conduct of Business in the Council of States and Rule 331C of the Rules of Procedure and Conduct of Business in Lok Sabha:

1. Committee on Commerce;
2. Committee on Home Affairs;
3. Committee on Education, Women, Children, Youth and Sports;

4. Committee on Industry;
5. Committee on Science and Technology, Environment, Forests and Climate Change;
6. Committee on Transport, Tourism and Culture;
7. Committee on Health and Family Welfare;
8. Committee on Personnel, Public Grievances, Law and Justice;
9. Committee on Agriculture, Animal Husbandry and Food Processing;
10. Committee on Communications and Information Technology;
11. Committee on Defence;
12. Committee on Energy;
13. Committee on External Affairs;
14. Committee on Finance;
15. Committee on Food, Consumer Affairs and Public Distribution;
16. Committee on Labour, Textiles and Skill Development;
17. Committee on Petroleum and Natural Gas;
18. Committee on Railways;
19. Committee on Housing and Urban Affairs;
20. Committee on Water Resources;
21. Committee on Chemicals and Fertilizers;
22. Committee on Rural Development and Panchayati Raj;
23. Committee on Coal, Mines and Steel;
24. Committee on Social Justice and Empowerment.

Each of the above mentioned Department-related Parliamentary Standing Committees is related to the Ministries/Departments as specified in the Third Schedule to the Rules of Procedure and Conduct of Business in the Council of States and consists of 31 members — 10 members nominated by the Chairman from amongst the Members of the Rajya Sabha and 21 members nominated by the Speaker from amongst the Members of the Lok Sabha. As per Rule 74(1) relating to the Select

Committee on Bills, which applies *mutatis mutandis* to the Department-related Parliamentary Standing Committees, the quorum of the Committee shall be one-third of the total number of members of the Committee. Out of the 24 Committees, the Committees mentioned against serial No. 1 to 8 are under the administrative control of the Chairman, Rajya Sabha and their Chairmen are appointed by him from amongst the members of the Committee belonging to the Rajya Sabha. The remaining 16 Committees are under the administrative control of the Speaker, Lok Sabha who appoints their Chairmen from amongst the members of the Committees belonging to Lok Sabha. A member of the Department-related Parliamentary Standing Committee holds office for a term not exceeding one year at a time. Allocation of seats in the Department-related Parliamentary Standing Committees to all the parties is done on the basis of proportional representation. Based on the numerical strength of various parties in Rajya Sabha, total slots available to each party in all the 24 Committees, as also the maximum slots available to each party in every Committee are determined. This allocation of slots is communicated to Leaders of all the Major Parties/groups in Rajya Sabha for recommending the names of their Members for nomination by Chairman, Rajya Sabha to the Committees. Nomination of Members belonging to smaller parties/groups and Independent/Nominated Members is done by the Chairman, Rajya Sabha on the basis of requests received, professional background of the Member etc., subject to availability of vacancies in the Committees.

In case of Major Parties, any request for nomination/change in nomination should come through the concerned Party leader. A Member appointed as a Minister shall not be nominated as, or continue as, a member of the Committee.

These Committees are entrusted with the following functions:

- (a) to consider the Demands for Grants of the related Ministries/ Departments and report thereon. The report shall not suggest anything of the nature of cut motions;
- (b) to examine Bills, pertaining to the related Ministries/ departments, referred to the Committee by the Chairman or the Speaker, as the case may be, and report thereon;
- (c) to consider the annual reports of the Ministries/ Departments and report thereon; and

- (d) to consider national basic long-term policy documents presented to the Houses, if referred to the Committee by the Chairman or the Speaker, as the case may be, and report thereon.

These Standing Committees are barred from considering matters of day-to-day administration of the related Ministries/Departments.

After the general discussion on the Budget in the Houses is over, the Houses are adjourned for a fixed period (Budget recess), of about 3-4 weeks. During this period the Demands for Grants of related Ministries/Departments are considered by these Committees which also hear oral presentation from the Ministries. The Committees present their reports to both Houses at the commencement of the second half of the Budget Session.

At other times, Department-related Committees meet to consider Bills introduced in either House and referred to them, or matters of policy, including Annual Reports of the Ministries. Reports of Department-related Committees, after being presented/tabled in the Houses are sent to the Ministries concerned and the recommendations are of only a persuasive value as considered advice of a Parliamentary Committee.

Committees are assisted and served by Committee Sections, each headed by a Committee Officer/Under Secretary, and supervised by the Deputy Secretary and Additional Director/Director. A Joint Secretary generally coordinates the management of the respective Committee Sections. The Committee Sections make arrangements for the Committee meetings, circulate papers for the meetings, provide background material, maintain the minutes and draft the Committee Reports under supervision of their Senior Officers.

Committee meetings are generally of two types:-meetings to consider memoranda and/or consider draft reports and meetings to hear evidence.

Meetings to hear evidence are formal and structured and all questions to the witnesses are to be put by Members with the permission of the Chairman.

The proceedings of the Committees are confidential. No Member or witness can divulge it to anybody.

3.5 JOINT PARLIAMENTARY COMMITTEES

3.5.1 Joint Committee on Offices of Profit

The Committee is constituted on adoption of a motion to that effect by the Lok Sabha and concurred in by the Rajya Sabha. The Committee consists of fifteen members—ten from the Lok Sabha and five from the Rajya Sabha - elected by the respective Houses according to the principle of proportional representation by means of the single transferable vote. A casual vacancy occurring in the Committee from amongst Members of the Rajya Sabha is filled through a motion adopted by the Lok Sabha recommending to the Rajya Sabha to fill that vacancy. The Committee is constituted for the duration of each Lok Sabha. The Chairman of the Committee is appointed by the Speaker from amongst the members of the Committee.

The function of the Committee is generally to examine the composition and character of Government Committees and to recommend in relation to them what offices should or should not disqualify holders thereof for being chosen, or for being, a Member of Parliament under Article 102(1)(a) of the Constitution of India. The Committee also recommends from time to time any amendments in the Schedule to the Parliament (Prevention of Disqualification) Act, 1959. The Committee's report is presented to the Lok Sabha and laid on the Table of the Rajya Sabha simultaneously.

3.5.2 Library Committee

The Library Committee was first constituted by an announcement made by the Speaker in the Provisional Parliament on the 21st November, 1950. This Committee is neither provided in the Rules of Procedure and Conduct of Business in the Council of States nor in the Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consists of eight members - five from the Lok Sabha nominated by the Speaker and three from the Rajya Sabha nominated by the Chairman. The Deputy Speaker, Lok Sabha is the *ex-officio* Chairman of the Committee. The main function of the Committee is to advise on matters concerning the Parliament Library and assist Members of Parliament in fully utilizing the library services. The term of the Committee is one year. The Committee does not present any report to the Houses or the Speaker.

3.5.3 Committee on Empowerment of Women

This Committee is provided in the Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consists of not more than thirty members, twenty members nominated by the Speaker from amongst Members of Lok Sabha and ten members nominated by the Chairman, Rajya Sabha from amongst Members of Rajya Sabha. A Minister shall not be a member of the Committee, and if a Member, after his nomination to the Committee, is appointed as a Minister, he shall cease to be a member of the Committee from the date of such appointment. The Chairman of the Committee is appointed by the Speaker from amongst the members of the Committee. The term of office of members of the Committee is one year. The functions of the Committee on Empowerment of Women are:

- (i) to consider the report submitted by the National Commission for Women and to report on the measures that should be taken by the Union Government for improving the status/conditions of women in respect of matters within the purview of the Union Government including the Administrations of the Union territories;
- (ii) to examine the measures taken by the Union Government to secure for women equality, status and dignity in all matters;
- (iii) to examine the measures taken by the Union Government for comprehensive education and adequate representation of women in Legislative bodies/services and other fields;
- (iv) to report on the working of the welfare programmes for the women;
- (v) to report on the action taken by the Union Government and Administrations of the Union territories on the measures proposed by the Committee; and
- (vi) to examine such other matters as it may deem fit or are specifically referred to it by the House or the Speaker and the Rajya Sabha or the Chairman, Rajya Sabha.

The Report of the Committee is presented to Lok Sabha and a copy thereof is simultaneously laid on the Table of Rajya Sabha.

3.5.4 Committee on the Welfare of Scheduled Castes and Scheduled Tribes

This Committee is provided in the Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consists of thirty members —

twenty from the Lok Sabha and ten from the Rajya Sabha—elected by the respective Houses according to the principle of proportional representation by means of the single transferable vote. The term of office of the Committee is one year. A Minister is not elected to the Committee and if any Member after his election to the Committee is appointed a Minister, he ceases to be a member of the Committee from the date of such appointment.

The functions of the Committee are to consider reports of the National Commission for the Scheduled Castes and the National Commission for the Scheduled Tribes submitted under Articles 338(5)(d) and 338A(5)(d), respectively of the Constitution and to report to the Parliament as to the measures that should be taken by the Union Government and action taken by Government on the measures proposed by the Committee; to examine the measures taken by Government to secure due representation of the SCs/STs in Services, etc., and to report on the working of welfare programmes for the SCs/STs in the Union Territories.

The Committee is generally set up after the general elections when the Lok Sabha is constituted and thereafter every year. A motion is moved and adopted for the purpose in the Lok Sabha recommending to the Rajya Sabha to nominate ten Members on the Committee. The Lok Sabha message in respect of the motion is reported to the House by the Secretary-General and thereafter on a motion being moved by the Minister of Parliamentary Affairs in the Rajya Sabha and its adoption by the House, the election programme is notified in Rajya Sabha Parliamentary Bulletin Part - II. The names of the Rajya Sabha Members elected to the Committee are conveyed by a message to the Lok Sabha by the Secretary-General.

3.5.5 Committee on Welfare of Other Backward Classes (OBCs)

This Committee is not provided in the Rules of Procedure and Conduct of Business of any of the Houses. It was constituted for the first time through a Motion adopted by the Lok Sabha at its sitting held on 21st December, 2011 and concurred to by the Rajya Sabha on 22nd December, 2011. The Committee consists of thirty members- twenty from the Lok Sabha and ten from the Rajya Sabha-elected by the respective Houses according to the principle of proportional representation by means of the single transferable vote. The term of office of the Committee is one year from the date of its first sitting. A Minister is not

elected to the Committee and if any Member after his election to the Committee is appointed a Minister, he ceases to be a member of the Committee from the date of such appointment. The Chairman of the Committee is appointed by the Speaker, Lok Sabha, from amongst the members of the Committee.

The functions of the Committee are:—

- (i) To consider the reports submitted by the National Commission for Backward Classes under Article 338B of the Constitution and to report to both the Houses as to the measures that should be taken by the Union Government in respect of matters within its purview including the Administrations of the Union Territories (UTs);
- (ii) To report to both the Houses on the action taken by the Union Government and the Administrations of the UTs on the measures proposed by the Committee;
- (iii) To examine the measures taken by the Union Government to secure due representation of the OBCs, particularly the Most Backward Classes, in services and posts under its control (including appointments in the public sector undertakings, statutory and semi-Government Bodies and in the UTs) having regard to the provisions of the Constitution;
- (iv) To report to both the Houses on the working of the welfare programmes for the OBCs in UTs;
- (v) To consider generally and to report to both the Houses on all matters concerning the welfare of OBCs which fall within the purview of the Union Government including the Administrations of UTs; and
- (vi) To examine such matters as may be deemed fit by the Committee or are specifically referred to it by the House or the Speaker.

The Committee is generally constituted after the general elections when the Lok Sabha is constituted and reconstituted every year. The procedure for constitution/re-constitution of the Committee is similar to that of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes. In all other aspects, the Rules of Procedure of Lok Sabha relating to Parliamentary Committees apply to this Committee, with such variations and modifications as the Speaker may make.

3.6 STATUTORY JOINT COMMITTEES

3.6.1 Joint Committee on Salaries and Allowances of Members of Parliament

The Joint Committee on Salaries and Allowances of Members of Parliament is a statutory Committee constituted under the Salary, Allowances and Pension of Members of Parliament Act, 1954, for the purpose of making rules under that Act. It consists of five members from the Rajya Sabha nominated by the Chairman and ten members from the Lok Sabha nominated by the Speaker. A member of the Joint Committee holds office for one year from the date of his nomination and any casual vacancy in the Joint Committee is filled by nomination by the Chairman or the Speaker, as the case may be. The Joint Committee elects its own Chairman. The Committee has also been empowered to regulate its procedure. The Committee does not present any report.

The function of the Committee is to make, after consultation with the Central Government, rules to provide for matters like medical, housing, telephone facilities, etc. and generally for regulating the payment of various allowances to which Members of Parliament are entitled under the Act. The rules made by the Committee do not take effect until they are approved and confirmed by the Presiding Officers of both the Houses and are published in the Gazette.

3.7 AD HOC COMMITTEES

Apart from the Committees mentioned above, Committees may be setup on *ad hoc* basis to enquire into and report on specific matters or subjects. Such Committees may be constituted either (i) by the House on a motion moved and adopted, or (ii) by the Chairman on the basis of the desire or consensus in the House, or (iii) jointly by both the Houses on the motion adopted by one House and concurred in by the other, or (iv) by the Presiding Officers of both the Houses in consultation with each other. They are called *ad hoc* Committees because they become *functus officio* after presentation of the report or conclusion of the assigned function or by efflux of time. *Ad hoc* Committees have been set up from time to time by all these modes. Specified number of Members are nominated by the Speaker, Lok Sabha and the Chairman, Rajya Sabha, as the case may be.

Some of the Committees constituted on *ad hoc* basis by the Presiding Officers for particular purposes, have also been re-constituted for the last few years on the basis of period assessment of their need.

These *ad hoc* Committees, in which Members of Rajya Sabha are associated, are — Railway Convention Committee, JPC on Food Management in Parliament House Complex, JPC on Installation of Portraits/Statues of National Leaders and Parliamentarians in Parliament House Complex, JPC on Maintenance of Heritage Character and Development of Parliament House Complex, and JPC on Security in Parliament House Complex.

3.8 PARLIAMENTARY FRIENDSHIP GROUPS (PFGs)

3.8.1 Introduction

To encourage bilateral relations, Indian Parliamentary Group (IPG) has decided to constitute Parliamentary Friendship Groups with other countries, in the Indian Parliament.

Each Friendship Group shall consist of at least nine sitting Members of Parliament (6 from Lok Sabha and 3 from Rajya Sabha) in proportion to the strength of Parties/Groups in Lok Sabha and Rajya Sabha.

The Speaker, Lok Sabha, shall appoint the President of the each Friendship Group.

The management and control of all affairs of the Friendship Groups shall vest in the Executive Committee of the IPG.

3.8.2 Aims and Objectives

- (i) to maintain political, economic, social and cultural contacts between two countries;
- (ii) to create favourable conditions for continuous development of inter-Parliamentary contacts, especially in the organization of talks, mutual exchanges and co-operation between the two Parliaments;
- (iii) to assist in having exchanges of information and experiences on issues related to Parliamentary activities;
- (iv) to promote co-operation between the delegations of the two countries while participating in the deliberations of international organizations and also in carrying out consultations on issues of mutual interest, as and when such opportunity arises; and
- (v) to increase ties between member countries.

3.8.3 Meetings

Meetings of the Friendship Groups are arranged on the sidelines of visiting Foreign Parliamentary Delegations/Committees/Friendship Groups. These meetings are held within the Parliament House complex.

CHAPTER 4

AMENITIES TO MEMBERS

4.1 SALARY, ALLOWANCES AND PENSION

The salary, allowances and pension to the Members are regulated by the provisions of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the Rules made thereunder.

4.1.1 Salary

A Member is entitled to receive a salary at the rate of one lakh rupees per month during the whole of his term of office.

4.1.2 Daily Allowance

A Member is entitled to Daily Allowance at the rate of two thousand rupees per day for attending session of the House or a sitting of a Committee of the House or a Joint Committee of both Houses and any other business connected with his duties as a Member of Parliament is transacted. A Member is also entitled to daily allowance, in the case of a session for a period of not exceeding three days immediately preceding the commencement of the session and not exceeding three days immediately succeeding the adjournment *sine die* of the House and in the case of a sitting of a Committee or any other business, for a period of not exceeding two days immediately preceding the commencement of the business of the Committee or other business and not exceeding two days immediately succeeding the conclusion of the business of the Committee or other business subject to his presence at the place of residence on duty. Daily allowance is admissible only when the Member signs the register maintained for the purpose. For entitlement of daily allowance for the intervening holiday(s), the Member has to sign the attendance register on the day immediately preceding and succeeding the holiday(s).

4.1.3 Constituency Allowances

A Member is entitled to receive constituency allowance at the rate of rupees seventy thousand per month during the whole of his term of office.

4.1.4 Office Expense Allowance

A Member is entitled to receive Office Expense Allowance of rupees sixty thousand per month bifurcated as under:

- (i) Rupees twenty thousand for meeting expenses on stationery items and postage; and
- (ii) Rupees forty thousand for engaging person(s) for obtaining secretarial assistance. However, one such person shall be computer literate. Member is required to intimate the name of person(s) so engaged, to the Secretariat in the prescribed form available with the MS&A Branch for arranging payment to them.

4.2 TRAVELLING ALLOWANCES FOR FORWARD AND RETURN JOURNEYS PERFORMED FOR ATTENDING OFFICIAL BUSINESS

- (i) A Member is entitled to travelling allowances for every journey performed by him in India for attending a session of the House or a meeting of a Committee or for the purpose of attending to any other business connected with his duties as a Member from his usual place of residence to the place where the session or the meeting is held or the other business is to be transacted and for the return journey from such place to his usual place of residence.
- (ii) For the journeys performed by rail, free rail travel against the railway pass issued to Member.
- (iii) For the journeys performed by air, an amount equal to one air fare for each such journey.
- (iv) For the journeys performed by road, a road mileage at the rate of rupees sixteen per kilometer. However, for the journeys performed by road between places connected by express mail or super-fast rail or steamer, the Member shall be entitled to travelling allowance not exceeding the amount which would have been admissible had he performed such journey by rail/steamer, whichever is less.
- (v) Members residing within a distance of 300 kilometers from Delhi are entitled to road mileage for the journeys performed by road, irrespective of rail connection.
- (vi) Members residing in the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim or Tripura are

entitled to road mileage for the journeys performed by road from their usual place of residence to their nearest airport, irrespective of rail connection.

- (vii) For the purpose of claiming travelling allowance for attending a Session of Parliament or a sitting of a Committee, Members are required to travel only after the issue of summon for attending a Session or after the issue of Notice of meeting for attending the meeting of a Committee.
- (viii) A Member is entitled to travel by any other route to reach his destination on the same day to avoid inconvenience when connecting flights are not available by the shortest route.
- (ix) The spouse of a Member is entitled to travel by air/rail/road from the usual place of the residence of the Member to Delhi and back during every session of Parliament subject to the condition that total number of each such journey either to Delhi or back shall not exceed eight in a year.
- (x) The spouse of a Member residing within a distance of 300 kilometers from Delhi is entitled to road mileage for the journeys performed alone by road, irrespective of rail connection. Similarly spouse of Members residing in the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim or Tripura are entitled to road mileage for the journeys performed alone by road from their usual place of residence to their nearest airport, irrespective of rail connection.
- (xi) In the cases where the air ticket is lost, the Member is required to produce a certificate from the concerned airlines for having performed the journey by air.

4.3 TRAVELLING ALLOWANCES FOR INTERMEDIATE JOURNEYS

Where a Member absents himself for less than fifteen days during a session of the House of Parliament or a sitting of a Committee for visiting any place in India, he is entitled to receive travelling allowances in respect of such journey to such place and for the return journey:—

- (i) if the journey is performed by rail, equal to one first class fare for each such journey irrespective of the class in which the Member actually travels; and

- (ii) if the journey is performed by air during a sitting of the Committee equal to one fare by air for each such journey.

Such, travelling allowances excluding the air-fare shall, however, not exceed the total amount of daily allowances which would have been admissible to the Member for the days of absence if he had not remained so absent.

4.4 ALLOWANCES DURING SHORT INTERVALS BETWEEN TWO SITTINGS OF A COMMITTEE OR THE TERMINATION OF ONE SESSION AND THE COMMENCEMENT OF ANOTHER SESSION ETC.

- (i) Where the interval between the adjournment of the House of Parliament or one sitting of a Committee and the re-assembly of the House or the next sitting of the Committee at the same place does not exceed five days, a Member who elects to remain at such place during the interval is entitled to receive daily allowance at the rate of rupees two thousand for each day of residence at such place. But if the Member leaves such place during the interval, his absence from the place will be treated as absence during a session of the House or a sitting of the Committee.
- (ii) A Member is entitled to receive travelling allowances in respect of every journey performed by air for visiting any place in India during the interval not exceeding five days between two sittings of a Department related Standing Committee when a House of Parliament is adjourned for a fixed period during the Budget Session.

Provided that such travelling allowances, excluding the air fare, shall not exceed the total amount of daily allowances which would have been admissible to such Member, if he had not remained so absent.

4.5 RAIL TRAVEL FACILITIES

- (i) Every Member is provided with a non-transferable Identity Card- cum-Railway Pass, which entitles him and spouse to travel in First Class Air-conditioned or Executive Class at any time, by any railway in India, alongwith a companion in AC two-tier. Such pass is valid for the whole term of his office. This card also authorizes the Member for entry into Parliament premises and the Secretariat Offices of the Government of India at New Delhi. The card should therefore

be kept carefully in the personal custody of the Member. On the expiration of the term of the Member, the pass is required to be surrendered to the Rajya Sabha Secretariat.

- (ii) For the travel of the spouse by rail from the usual place of residence of the Member to Delhi and back, a separate First Class Air-conditioned or Executive Class non-transferable railway pass is issued to the Member, on request. The Spouse railway pass is required to be surrendered to the Rajya Sabha Secretariat on the expiry of the term of the Member.

4.6 AIR JOURNEYS

- (i) Every Member is entitled to 34 free single air journeys in a year from any place in India to any other place in India for self or along with spouse or any number of companions or relatives. Out of this 34 free air journeys, spouse or companion of a Member is entitled to travel alone upto to a maximum of 8 air journeys a year to visit such Member. However, where the number of journeys performed by any Member by air in a year is less than 34, the balance of journeys not availed by him shall be carried forward to the following year. Air journeys performed in excess of 34 in a year, subject to a maximum of eight would be adjusted from the 34 air journeys available for the following year.
- (ii) For the journeys by air, a Member is entitled to travel in Executive/ Business class of any Airlines.

4.7 SPECIAL FACILITY TO BLIND AND PHYSICALLY INCAPACITATED MEMBERS

- (i) A Member who is blind or physically incapacitated, with the approval of the Chairman of the Council of States, shall be entitled to have his attendant travel in the same class in which he is travelling by air and in case of rail journey, in First Class AC or executive class instead of AC II tier.
- (ii) A physically incapacitated Member who cannot travel either by air or rail is entitled for road mileage for the entire journey performed by him by road along with an attendant.

4.8 TRAVELLING AND DAILY ALLOWANCES FOR ATTENDING THE MEETINGS OF THE CONSULTATIVE COMMITTEES OF THE GOVERNMENT OF INDIA

The Members serving in the Consultative Committees for various Ministries of the Government of India are entitled to travelling allowances as are admissible for attending other Parliamentary Committees.

4.9 ALLOWANCES FOR JOURNEYS ABROAD

Where a Member performs a journey outside India in the discharge of his duties as such Member, he is entitled to travelling and other allowances in respect of such journeys as provided in the Members of Parliament (Allowances for Journeys Abroad) Rules, 1960.

4.10 SALARY AND TRAVELLING AND DAILY ALLOWANCES BILLS

4.10.1 Specimen Signatures and Declaration of 'Usual Place of Residence'

A Member, on being elected, is required to furnish three copies of his specimen signatures duly attested on the prescribed form available in the MS&A Branch or Notice Office of the Rajya Sabha Secretariat. The Member is also required to fill in a form declaring his usual place of residence for the purpose of claiming his travelling allowance. The Member shall also fill-in the Nomination Form available in the MS & A Branch.

4.10.2 Salary Bills

The salary bills of Members of the Rajya Sabha are prepared by the Rajya Sabha Secretariat every month and passed on directly to the Pay and Accounts Officer, Rajya Sabha, for arranging the payment. Salary bills are not required to be signed by the Members. Members are required to intimate their bank account details to the Secretariat for making the payment.

The Pay and Accounts Officer sends the salary cheque to the Scheduled Bank in Delhi/New Delhi or any out station bank for crediting the salary to Member's account. If payment is made through self-cheque, in case of absence of details of account of Member, such cheque is required to be collected in person from MS&A Branch.

4.10.3 Travelling and Daily Allowances Bill

- (i) For the purpose of claiming TA/DA, the Member is required to tender claims to the MS&A Branch in the prescribed form (Arrival/ Departure Report/Intermediate Journey form) with complete details of their journey chronologically along with used original air-tickets/ counterfoils, boarding pass and in the case of e-ticket, electronic ticket duly countersigned by the Member. Travelling and Daily Allowances Bills of Members are prepared by the Rajya Sabha Secretariat on the basis of the information furnished by the Member. The TA/DA claims are required to be signed by the Members at the places indicated therein after affixing revenue stamp. The bills so prepared are sent to the Pay and Accounts Officer, Rajya Sabha for arranging the payment.
- (ii) The forms prescribed for furnishing the Arrival, Intermediate Journey and Departure Reports are available in the Rajya Sabha Notice Office and MS&A Branch of the Secretariat.
- (iii) In the cases where the air ticket is lost, the Member is required to produce a certificate from the concerned airlines for having performed the journey by air.
- (iv) Members are required to record in the columns provided in their Travelling and Daily Allowances Bills their account details for making the payment.

4.10.4 Deductions

Deductions on account of house rent, telephone charges, conveyance advance, C.G.H.S. and other government dues are made from the salary bills of the Members. The details of such deductions are communicated to the Members by the Pay and Accounts Officer alongwith the intimation of the despatch of the cheque. Intimation of the payment of TA/DA bills is also communicated to the Members by the Pay and Accounts Officer.

4.11 REIMBURSEMENT OF MEDICAL EXPENSES

Members of Parliament during their term of office are entitled to the reimbursement of medical expenses incurred by them on the treatment of self/family Members as admissible to the Officers of Central Civil Services, Class-I, having their headquarters in Delhi or New Delhi under the Contributory Health Service Scheme for Central Government employees. For this, a Member has to tender the claim in the prescribed

form available in MS&A Branch. The claim supported with the cash memos receipts, should be duly countersigned by the authorized Medical Attendant and submitted in MS&A Branch. Such claims are processed under CGHS rules for reimbursement. In certain cases approval from concerned C.G.H.S./Ministry of Health and Family Welfare is also obtained, if required.

4.12 PROCEDURE FOR MEDICAL TREATMENT ABROAD

A Member desirous of availing medical treatment abroad for himself or for a member of his family has to approach the Standing Committee of the Ministry of Health and Family Welfare constituted for this purpose for obtaining necessary approval. The Standing Committee, after having satisfied that the ailment or treatment can be treated only outside India issues a certificate to Rajya Sabha Secretariat for taking further necessary action in the matter. On receipt of such certificate, sanction of the competent authority is obtained and conveyed to concerned authorities abroad for necessary action.

4.13 LOSS OF IDENTITY CARD-CUM-RAILWAY PASS

The loss of Identity Card-cum-Railway Pass of the Member or the spouse Railway Pass should be immediately reported to the Chairman, Rajya Sabha and the nearest Police Station.

4.14 ADVANCE FOR PURCHASE OF CONVEYANCE

A Member is entitled to an advance not exceeding Rupees four lakh or the actual price of the conveyance, which is intended to be purchased, whichever is less. Advance granted, together with simple interest at prevailing rates as applicable to Central Government servants, is recoverable from the salary bill of the Member concerned in not more than 60 equal monthly installments, which shall not extend beyond the tenure of his Membership. While drawing the conveyance advance, Member shall execute an Agreement and after purchase of conveyance, he shall further execute a mortgage bond hypothecating the conveyance to the Central Government as security for the advance. The conveyance purchased from the advance shall also be insured against full loss by fire, theft and accident, by which the Insurance Company agrees to pay to the Central Government in respect of loss or damage to the conveyance. (All relevant forms are available with MS&A Branch).

4.15 PENSION TO EX-MEMBERS OF PARLIAMENT

A former Member who has served any period as Member of the Provisional Parliament or either House of Parliament is entitled to a minimum pension of Rupees twenty-five thousand per month and for the period exceeding five years, the Member shall be entitled to an additional pension of Rupees two thousand per month for every year in excess of five years. The period more than nine months will be rounded off to a complete year for the purpose of receiving additional pension of Rupees two thousand per month.

An ex-Member is not entitled to any pension for the period during which he holds the elected office of the President, Vice-President, Governor of a State or Administrator of any Union Territory or if he becomes a Member of the Council of States or the House of the People or any Legislative Assembly/Legislative Council of a State or Union Territory or the Metropolitan Council of Delhi or for the period during which he is employed on a salary under the Central Government or any State Government or any Corporation owned or controlled by the Central/State Government or any local authority or becomes otherwise entitled to any remuneration from such Government, Corporation or local authority.

In case the salary received by an ex-M.P. from such other sources as mentioned above is less than the pension payable to him, he is entitled to receive only the balance as pension.

For grant of pension, an ex-Member is required to apply in the prescribed application form (in duplicate) to the Secretariat of the House of Parliament in which he had served last.

4.16 FAMILY PENSION

Spouse or dependant of a deceased Member/Ex-Member who is neither a sitting Member nor drawing any Ex-MP Pension is entitled for the remaining period of life of spouse or dependant, who so long continues to be a dependant, a Family Pension equivalent to 50% of the Pension otherwise admissible to such deceased Member/Ex-Member.

4.17 COMPUTER EQUIPMENT

The facility of computer equipment is made available to the Members through the "Scheme of Financial Entitlement of Members of Rajya Sabha for Computer Equipment". As per the Scheme, Members can purchase computer equipment (Desktop and Laptop computer, Pen

drive, Printer, Scanner, UPS, Handheld Communicator/Computer/Smart phone, Data Internet Cards, MS Office Suite, etc.) using their financial entitlement. The present financial entitlement of a Member for purchasing computer equipment and software under the Scheme is as follows:

- (i) Rs.2,50,000/- if elected/nominated to Rajya Sabha for a term of more than three years.
- (ii) Rs.2,00,000/- if elected/nominated to Rajya Sabha in bye election on a casual vacancy for a term of three years or less.
- (iii) Additional Rs.1,50,000/- would be available to a Member after a period of three years of his term subject to condition that minimum period of term left is not less than three months.

The adequacy of the amounts of financial entitlement is reviewed by the Committee on Information and Communication Technology Management in Rajya Sabha annually and revision, if any, takes effect prospectively.

Members can avail of the Scheme by purchasing the computer equipment from a vendor and passing on the proof of payment to the IT Sections (Room No. 209, PHA) for reimbursement. On certification by the IT Section, the MS&A Branch makes the reimbursement to the Member.

The computer equipment purchased by a Member under the Scheme remains with him even after he ceases to be a Member. Arrangements for insuring and maintenance of the Computer equipment are to be made by the Member himself.

Members can obtain more information on the Scheme and rules governing it by approaching the IT Sections, Room No. 209, Parliament House Annexe, New Delhi (Tel. 23034074, 23034325).

E-mail facility is provided to Members by the National Informatics Centre (NIC) free of charge. For availing this facility, a form is required to be filled up by the Member mentioning the desired username for the e-mail facility. The forms are available with IT Section or can be downloaded from the Rajya Sabha Website (<http://rajyasabha.nic.in>).

Members can avail of broadband facility of MTNL/BSNL by choosing to forego 10,000 of their telephone calls out of the entitlement of 1,50,000/- free calls per annum for each broadband connection.

Various training programmes for the Members and their personal staff are organized by the Secretariat in collaboration with the NIC to inform and update them about the Rajya Sabha website and various IT applications useful for them.

4.18 ACCOMMODATION

On being elected to Rajya Sabha, Members are provided transit accommodation in State Guest Houses/Bhawans till they are allotted regular accommodation by House Committee, Rajya Sabha.

Members may apply for regular residential accommodation from Rajya Sabha Pool in the prescribed form available in M.A. Section and Notice Office as well as on the website <http://rajyasabha.nic.in.>, addressed to Chairman, House Committee. On receipt of applications from the Members, they are put up to Chairman, House Committee who in turn allots accommodation to them subject to availability, keeping in view the guidelines on the subject. House Committee at its meeting held on 19.4.2017 adopted the following guidelines for allotment of bungalows to Members :—

Sl. No.	Category of M.P.	Entitlement of Bungalows/ Flats
1.	Former Union Cabinet Minister and Former Speaker of Lok Sabha/ Former Governor of a State/Former Chief Minister of a State/ Former Chief Election Commissioner	- Type VIII
2. (i)	Former Union Cabinet Minister/Former Governor of State/Former Chief Minister of State/ Former Speaker of Lok Sabha	- Type VII
(ii)	Members who have completed three *full Terms in Lok Sabha/Rajya Sabha	
3. (i)	Former Ministers of State in the Union Cabinet	- Type VI bungalows/MS Flats/Twin flats
(ii)	Former Deputy Chairman, Rajya Sabha/Former Deputy Speaker, Lok Sabha	
(iii)	Former Deputy Chief Ministers in States	

Sl. No.	Category of M.P.	Entitlement of Bungalows/ Flats
(iv)	Former Cabinet Ministers/Speakers in State	
(v)	Members who have completed one *full term in Lok Sabha/Rajya Sabha	
(vi)	Nominated Members	
(vii)	Floor leaders of national parties in Rajya Sabha, recognized by the Election Commission	
(viii)	Former Members of State Legislative Assembly /Legislative Council	
4.	First term Members of Parliament	- Type V single Flats/Bungalows

The Committee authorized its Chairman that in exceptional circumstances/special cases, Chairman, House Committee may allot accommodation, higher than entitlement to a Member, on a case to case basis.

* One full term in Lok Sabha means the period from the date of constitution of Lok Sabha to the date of its dissolution.

* One full term in Rajya Sabha means the period from the date of election of a Member to Rajya Sabha, to the date of cessation of his Membership, due to his retirement/resignation/removal etc., irrespective of the time period of his Membership.

Members are entitled to rent free residential accommodation in the form of flat/hostel accommodation. If a Member is allotted housing accommodation in the form of a bungalow at his request by the House Committee, Rajya Sabha, he shall pay normal licence fee if he is entitled to such accommodation.

- (i) Members of the Rajya Sabha can retain residential accommodation for a maximum period of one month after retirement/resignation etc. as per the terms of allotment.
- (ii) In the case of death of a Member, however, the members of his family can retain the accommodation on the same terms as were

applicable to the Member immediately before his death, for a maximum period of six months after which the allotment is deemed to have been cancelled.

4.18.1 The following are the localities where residential accommodation belonging to Rajya Sabha Pool is available for allotment to Members of the Rajya Sabha.

(i) Bungalows

Ashoka Road, B.R. Mehta Lane, Copernicus Lane, Dr. Rajender Prasad Road, Dr. Zakir Hussain Marg, Ferozeshah Road, Gurudwara Rakabganj Road, Humayun Road, Janpath Lodhi Estate, Lodhi Garden, Mahadev Road, Mathura Road, Mother Teresa Crescent, Pandara Road, Pandara Park, Pandit Pant Marg, Pandit Ravi Shankar Shukla Lane, Purana Quila Road, Safdarjung Lane, Shahjahan Road, Talkatora Road, Teen Murti Lane, Teen Murti Marg, Tughlak Lane. (Total number of bungalows of Rajya Sabha Pool-101).

(ii) Flats

North Avenue, South Avenue, Meena Bagh, Baba Kharak Singh Marg, Dr. Bishamber Das Marg (SWAJAS, SWAJAS Deluxe, Brahmaputra) Total number of flats of Rajya Sabha Pool - 200).

(iii) Hostel Accommodation

Suites in Western Court Hostel and Vithalbhai Patel House.

In Vithalbhai Patel House and Western Court Hostel, a normal residential unit comprises one double and one single suite or three single suites.

4.18.2 General Maintenance of Members' Residences

The following CPWD Enquiry Offices are concerned with the general maintenance and upkeep of the Members' residences:—

Sl.No.	Service Centre	Location
(a)	C.P.W.D. Service Centre, North Avenue	Near Flat No. 89
(b)	C.P.W.D. Service Centre, South Avenue	Near Flat No. 161
(c)	C.P.W.D. Service Centre, Ferozeshah Road	Near Bungalow No. 5

Sl.No.	Service Centre	Location
(d)	C.P.W.D. Service Centre, V.P. House	Wing no. 1 (Opposite Constitution Club), Ground Floor
(e)	Reception Office of the Western Court Hostel	Located in the same premises
(f)	C.P.W.D. Service Centre, Meena Bagh	Meena Bagh, Maulana Azad Road.

Note: A Liaison Officer also sits in Western Court Hostel, Janpath, New Delhi between 10.00 a.m. to 6.00 p.m. to register complaints/requests and to watch the expeditious disposal of the complaints/requests received there.

4.18.3 Servant Quarters and Motor Garages

Servant quarters and motor garages in respective residential localities are also allotted to Members subject to availability. Members have to apply for allotment on the prescribed application forms available in the Notice Office or the Members' Amenities Section.

4.18.4 Supply of Electricity and Water:

- (i) The light, power and water connections for bungalows/flats can be obtained from the New Delhi Municipal Corporation on deposit of security money which varies according to the loads sanctioned for different premises. No security deposit is necessary in the case of Vithalbhai Patel House where sub-meters have been provided by Government. Charges on account of electricity/water consumption in excess of the permissible limit of free consumption in Vithalbhai Patel House are recovered by the Directorate of Estates separately on the basis of actual consumption.

The exact amount to be deposited by a Member may be ascertained direct from the Liaison Officer, N.D.M.C. (Tel. No. 23034314), Room No. 314, Parliament House Annexe, New Delhi.

- (ii) Payments on account of N.D.M.C. dues including security deposits can be made in Room No. 314, Parliament House Annexe. If any difficulty is felt in the matter of connection/restoration of electricity/water/power connection in their bungalows/flats, Members are advised to contact N.D.M.C. on telephone No. 23034314.

Under the Housing and Telephone Facilities (Members of Parliament) Amendment Rules, 1956 (as amended in 2001), every Member in respect of any accommodation allotted to him, is entitled, without payment of charges to the supply of a maximum of 50,000 units electricity per annum and 4000 kilo-litres of water per annum free of charge beginning 1st January of every year.

4.18.5 Guest Accommodation

Members are allotted accommodation for their guests in the 'Western Court Hostel' (WCH), on payment of rent in advance. A good number of guests do come to Members, particularly during the Parliament Sessions. Since the accommodation in Rajya Sabha Pool is limited, it becomes difficult to allot accommodation when Members send their requests at short notice. The proforma for booking of guest accommodation in WCH is available in M.A. Section and Notice Office as well as on the website <http://rajyasabha.nic.in>. Guest accommodation in WCH is made as per the terms and conditions laid down for the purpose (as mentioned in the proforma itself).

Members are allotted guest accommodation in V.P. House, North Avenue, South Avenue and Meena Bagh under very exceptional circumstances, for an initial period of three months, on payment of rent as per the guidelines framed by House Committee for the purpose. Forms are available for the said purpose in M.A. Section and Notice Office as well as on the website <http://rajyasabha.nic.in>.

The guidelines regarding allotment of guest accommodation, as finalized by the House Committee are as under:

- (i) Guest accommodation will continue to be allotted to sitting Members of Rajya Sabha by the Chairman, House Committee, subject to availability, only if the guest is a former Member of Rajya Sabha.
- (ii) Guest accommodation may be allotted only in V.P. House. Residential flats (North Avenue, South Avenue, etc.) will normally not be allotted. However, in exceptional circumstances, Chairman, House Committee may allow the use of these flats as guest accommodation.
- (iii) Request of the ex-MP for allotment of guest accommodation alongwith the undertaking of the sponsoring Member should be submitted in a prescribed form. Requests for allotment of guest

accommodation, if not received in prescribed form, will not be processed.

- (iv) No Member will be allotted more than one guest accommodation (for long term).
- (v) The guest accommodation would be allowed for a maximum period of three months only on advance payment of market rent. However, in exceptional circumstances, extension beyond this period for another three months may be granted by the Chairman, House Committee on valid grounds.
- (vi) The sponsor Member will ensure that the guest accommodation is transferred in his name in the official records from the date of its allotment. All the liabilities, including rent, etc. would be borne by the sponsor Member, irrespective of whether the allotment is transferred in his name or not. The Member will also be liable for payment of dues, if any, in case the guest overstays beyond the allotment period.
- (vii) Requests of Members for carrying out renovation work in the guest accommodation allotted to them will not be entertained.
- (viii) The request of Members for allotment of servant quarter and motor garages alongwith the guest accommodation will not be entertained.
- (ix) Members will be allotted two ACs, one refrigerator and one water purifier, from the old stock available with CPWD, in the guest accommodation.

4.18.6 Canteens

There are canteens both in the North and South Avenues adjoining to the C.P.W.D. Service Centres where Indian style food is served. Catering arrangements also exist in the Western Court Hostel.

4.18.7 Clubs and Common Halls

Common Halls have been provided for relaxation and recreation of Members in North and South Avenues near Services Centres above the M.P.s Canteens. There is also the Constitution Club in the Vithalbai Patel House for the benefit of Members. All Members are entitled to become members of this club on payment of the prescribed subscription.

4.18.8 Telephone Facilities:

- (i) A Member of the Rajya Sabha is entitled to have three telephones, one at his local Delhi address, one at his usual place of residence or a place selected by him within the State he represents or resides and one telephone for the internet connectivity purposes to be installed at his office/residence situated at Delhi or at his usual place of residence or at a place selected by him within his constituency or State or within the State in which he resides.
- (ii) A Member, on his request, is entitled to avail one mobile phone connection of Mahanagar Telephone Nigam Limited (MTNL) with national roaming facility and another of Mahanagar Telephone Nigam Limited or Bharat Sanchar Nigam Limited (BSNL) with national roaming facility for utilization in his constituency.
- (iii) As per the Housing and Telephone Facilities (Members of Parliament) Rules, 1956 as amended upto date, a Member is not required to make any payment in respect of installation charges, monthly rental and local call charges to the extent of 1,50,000 local calls pooled in respect of the three telephones and two mobile phones.
- (iv) Member may also avail broadband facility from MTNL or BSNL on any one telephone available to him and shall not be liable to make payment upto a maximum of one thousand five hundred rupees per mensem which shall be paid directly to MTNL or BSNL.
- (v) A Member is entitled to broadband facility from MTNL or BSNL on any one landline phone available to him, free of charge, upto a maximum of 1,500/- p.m. A Member can also avail of an additional broadband facility only from MTNL/BSNL, on any existing telephone connection in his name by choosing to forego 10,000 telephone calls, out of the 1,50,000/- free calls.
- (vi) The Chairman of a Parliamentary Committee shall be exempted from payment of any charges for local calls made from the telephone installed at his residence in Delhi/New Delhi.
- (vii) A Member is also entitled to a provision of high speed broadband on the Fiber to the home (FTTH) with we-fi services at his residence in Delhi from the Mahanagar Telephone Nigam Limited (MTNL) and shall not be liable to make payment up to a maximum of 2200/- per

mensem which shall be paid directly to the Mahanagar Telephone Nigam Limited towards charges for this facility.

4.18.9 Medical Facilities

Under the Central Government Health Scheme as extended to Members of Parliament, the following dispensaries are functioning in New Delhi to cater to the medical needs of members and their families:—

Sl. No.	Location of	Member's residential localities dispensaries allocated
1	North Avenue	North Avenue and bungalows near about that area.
2	South Avenue	South Avenue and bungalows near about that area.
3	Telegraph Lane	Purana Quila Road, Janpath, Tolstoy Marg, Barakhamba Road, Sikandara Road, Ferozeshah Road, Windsor Place, Ashoka Road, Parliament Street, Connaught Circus, Vivekananda Marg.
4	Dr. Zakir Hussain Marg	Lodhi Estate, Bharti Nagar, Bapa Nagar, Kaka Nagar, Pandara Park, Mathura Road and Sunder Nagar.
5	Pandara Road	Shahajahan Road, Pandara Road, Akbar Road, Motilal Nehra Marg.

Note:— Allocation of dispensary for those Members who reside outside the areas covered above is determined on the basis of their residential addresses.

An Ayurvedic Dispensary under the CGHS functions in flat no. 119-121, North Avenue and Kali Bari.

A Homeopathic Dispensary under the CGHS functions in flat no. 154, South Avenue and Udyan Marg, Near Kali Bari.

Under the Central Government Health Scheme, only a Member and his 'Family' which includes wife or husband, as the case may be, parents, children or step-children and eligible siblings who are dependent

on, and residing with the Member, are entitled to the benefits under the Scheme. No other Member of the family is entitled to the benefits under the Scheme.

With a view to determining the entitlement of a person to avail of the benefits under the C.G.H.S., separate laminated individual plastic cards indicating the particulars of persons entitled to the benefits, are issued. For this purpose, Members are requested to fill in the prescribed application form which may be obtained from the Notice Office, or the Members' Amenities Section or website <http://rajyasabha.nic.in>

4.18.10.1 Treatment Outside Delhi/ New Delhi

42. Members of Parliament and their families are entitled to receive medical attendance through CGHS in those cities where CGHS is in operation, provided their residences fall within the areas covered by the Scheme. CGHS facilities are provided to Members, on production of their Identity Cards to the CGHS authorities of the city. Families of Members are entitled to medical treatment at any CGHS wellness centres at these places on production of CGHS cards, issued for their medical treatment at Delhi.

4.18.10.2 Treatment in cities where CGHS is not in Operation

43. In case a Member or any of his family member(s) falls ill at a place where CGHS is not in operation, they are governed by the Central Government Services (Medical Attendance) Rules, 1944.

4.18.11 Medical Centre and First Aid Posts

4.18.11.1 First Aid Post in Parliament House

A First Aid Post functions in the Lobby of the Central Hall, Parliament House throughout the year to attend on any emergency case arising within the precincts of Parliament House. During the Session period, from Mondays to Fridays, it functions from 10.00 a.m. to 5.00 p.m. or till the rising of the House whichever is later. During the non-session period, from Mondays to Fridays, the Working Hours are from 10.00 a.m. to 5.00 p.m. On all Saturdays (except 2nd Saturdays) it functions from 10.00 a.m. to 1.00 p.m.

4.18.11.2 Medical Centres in Parliament House Annexe

For the convenience of the Members of Parliament, a Medical Centre has been set up in the Parliament House Annexe. The facilities available at the Centre are as follows:-

1. Complete medical check up and its follow up.
2. Laboratory investigations for blood, urine, stool, sputum, etc.
3. Bio-chemical tests like blood-sugar, blood-urea, serum cholesterol, etc.
4. ECG examination.
5. X-Ray/Ultrasound investigation.
6. Physio-Therapy Unit.
7. First-Aid treatment.

The Centre also looks after emergency cases before transporting them to the Hospital by ambulance which is stationed at the Parliament House Annexe. The Centre functions from 10.00 a.m. to 5.00 p.m. on all working days. On Saturdays (except 2nd Saturdays) it functions from 10.00 a.m. to 1.00 p.m.

The services of a Surgeon, Dermatologist, Gynecologist, Eye Specialist, ENT Specialist, Dental Surgeon and Orthopedic Surgeon etc. are also available here on some specific days.

4.18.11.3 First Aid Post in Vithalbhai Patel House

A First Aid Post also functions from 10.00 a.m. to 2.00 p.m. and 3.00 p.m. to 5.00 p.m. on all working days in Room No. 12, Vithalbhai Patel House.

4.18.12 Issuance of FASTags to Members

National Highways Authority of India (NHAI) has rolled out cashless payment mechanism (FASTag) at Toll Plazas on National Highways (Electronic Toll Collection [ETC]) on Pan India basis. FASTags are issued free of cost for two vehicles of Members of Parliament (one vehicle for New Delhi and one vehicle of his choice in State).

4.18.13 Railway Booking and Reservation Office

A combined Railway Booking and Reservation Office functions from 10.00 a.m. to 5.00 p.m. on all week days (excluding Saturdays and Sundays) in Room No. 131, 3rd Floor, Parliament House.

4.18.14 Booking of Air Passages

An Air Booking and Reservation Office of the Air India functions in Room No. 131A, 3rd Floor, Parliament House, throughout the year, for the convenience of Members. The working hours of this office are from 10.00 a.m. to 6.00 p.m. on all working days (excluding Saturdays and Sundays). An IRCTC Reservation Counter is also setup at Parliament House Annexe, for Members and their spouses.

4.18.15 State Bank of India

A Branch Office of the State Bank of India functions on all working days (excluding 2nd & 4th Saturdays and Sundays) from 10.00 a.m. to 4.00 p.m. daily, throughout the year, in Room No 57, First Floor, Parliament House.

A Branch of State Bank of India also functions on all working days (excluding 2nd & 4th Saturdays and Sundays) from 10.00 a.m. to 4.00 p.m. on the Ground Floor in the Parliament House Annexe.

During Session periods the working hours of the State Bank of India branches at Parliament House/Parliament House Annexe are extended till 6.00 p.m. for the convenience of the Members.

4.18.16 Post Office

A Post Office on the Ground Floor of the Parliament House near lift No. 5 functions on all working days throughout the year (excluding Sundays). This Office functions from 10.00 a.m. to 4.00 p.m. but services like savings bank, registration of letters and parcels, sale of stamps, etc. are available only upto certain fixed hours, which are notified by the Post Office from time to time. A Post Office also functions in the Parliament House Annexe.

4.18.17 Transport Facilities:

Transport service is provided to Members of Parliament to commute between their residences in Delhi and Parliament House/Parliament House Annexe, on payment of a token amount of Rs.10/- for each trip. In view of the inconvenience being felt by MPs in carrying small change/coins, an additional facility of issuing advance coupons @ Rs.10/-each has been made. The advance coupons are issued in the form of booklet of 100 coupons each. This facility is provided in addition to the existing system of issuing tickets in the vehicles. Members may purchase these coupons in advance as per their requirement and use them as and when they travel in the vehicles provided by the Rajya Sabha Secretariat.

The said coupons can be purchased in advance from the drivers of the vehicles or from M.A. Section, Room No. 227, Parliament House Annexe.

A Transport Desk has been provided at Cabin No. 008, (Basement) Parliament House Annexe, to facilitate provisioning of transportation facilities to Members. Two telephone connections of 2303 exchange bearing numbers (2303) 5139 and 5183 have been provided at the Transport Desk, in order to enable Members to seek deployment of transport for their use.

This transport facility is for the use of Members only. The PA of a Member will be permitted to use this facility only if he is accompanying the Member with whom he is attached.

It is mandatory under Section 138(3) CMVR/177 of the Motor Vehicles Act to wear the seat belt while sitting in the front as well as rear seat of a vehicle. Therefore, Members who sit in the vehicles, have to wear the seat belt while commuting.

4.18.18 Filing of Tax Returns

During the session periods an Income-tax Cell is set up by the Ministry of Finance (Department of Revenue), in Room No. 019 (telephone no. 4062) in Parliament House Annexe to assist members in filing their tax returns and other connected forms.

4.18.19 Catering Arrangements in Parliament House

Refreshment facilities are available to the Members in Parliament House, Parliament House Annexe and Parliament Library Building.

4.18.20 Milk Stall and Milk Bar:

The Delhi Milk Scheme is running a Milk Stall each in Parliament House and Parliament House Annexe (Extension Building) where milk and milk products of the Delhi Milk Scheme are on sale.

CHAPTER - 5

LIBRARY AND REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE

5.1 OBJECTIVE OF THE SERVICE

The primary objective of the Parliament Library and Reference, Research, Documentation and Information Service, (LARRDIS) is to cater to the information needs of Members of Parliament by providing, *inter alia*, research and reference material on legislative and other important matters coming up for discussion before the two Houses-the Lok Sabha and the Rajya Sabha. To achieve this objective, the Service, consisting of professional and non- professional staff is divided into the following functional divisions: (i) Library Division (ii) Reference Division (iii) Research Division (iv) Parliamentary Museum and Archives Division (v) Computer Division and (vi) Press and Public Relations Division. The team of officers in each Division is led by an Additional Director/ Joint Director. The Six Divisions function under the overall charge of Directors. Nomenclature and the allocation of work to these Divisions are subject to change, depending upon the functional exigencies.

5.2 PARLIAMENT LIBRARY

Parliament Library, with its present holding of around 1.80 million volumes of printed books, reports, Government publications, U.N. reports, debates, gazettes, and other documents, including periodicals, newspapers and publications brought out by the Lok Sabha Secretariat, is one of the finest and richest repositories in the country. The Library has a collection of more than 3,50,400 books and is currently subscribing to 90 Indian and foreign newspapers and 323 periodicals in Hindi, English and Indian regional languages.

Books and publications for the Library are selected from the entire field of human activity relating to almost all subjects with special emphasis on legislative requirement of members, the only exception being books on advanced technical, pure science and light fiction.

5.3 RARE AND ART BOOKS

The Parliament Library possesses a rich collection of over a thousand rare books on history, politics, law and history, art, painting, sculpture and architecture. Books on Indian art cover a broad canvas of Indian history depicting different stages in its evolution. The most important rare document in the possession of Parliament Library is the Original Calligraphed Constitution of India (in Hindi and English) containing the signatures of the founding fathers of the Constitution. The book titled, '*History of Late Revolution of the Great Mogol Empire*' by Mons F. Bernier, published in 1671, is the oldest book in the collection of the Parliament Library.

5.4 LITERATURE ON INDIAN LANGUAGES

The Parliament Library has been laying great emphasis on developing its language collections. The languages covered, apart from Hindi and Sanskrit, are: (i) Assamese; (ii) Bengali; (iii) Bodo; (iv) Dogri; (v) Gujarati; (vi) Kannada; (vii) Kashmiri; (viii) Konkani; (ix) Maithili; (x) Malayalam; (xi) Manipuri; (xii) Marathi; (xiii) Nepali; (xiv) Oriya; (xv) Punjabi; (xvi) Rajasthani; (xvii) Sindhi; (xviii) Tamil; (xix) Telugu; and (xx) Urdu, which constitute more than 37500 books.

5.5 NEWSPAPERS AND PERIODICALS

The Parliament Library at present acquires 323 journals and 90 newspapers, including 3 foreign newspapers for reference and use of Members of Parliament. The newspapers include 33 in English, 18 in Hindi and 39 in Indian regional languages; and the journals include 252 in English, 40 in Hindi and 31 in Indian regional languages.

5.6 E-RESOURCES

In order to strengthen and enrich the e-resource base, the Parliament Library subscribes to the J-Gate - an electronic gateway to comprehensive database of research articles within the premises of Parliament House Complex and a dedicated User Id & Password are also provided to Members of Parliament to access the same from outside the premises of Parliament House Complex. The Parliament Library has also secured complimentary subscription to 99 periodicals and 73 newspapers, hard copies of which are being procured. Links to these are available on the Parliament Library webpage. Besides, E- Books and links to e-book databases are also available at Parliament Library website.

5.7 FACILITIES FOR MEMBERS OF PARLIAMENT

(i) PRISM (Parliamentary Research & Information Support to Members)

Round-the-clock Research Support Service called Parliamentary Research & Information Support to Members (PRISM) has been created for Members of Lok Sabha and Rajya Sabha. The demands for research inputs or information are taken over calls, mails and messages of Members and desired research inputs are provided at the earliest. The dedicated landline, mobile numbers and email are as under:

Landline number	:	011-23034654; 011-23794236
Mobile number	:	9711623767
E-mail ID	:	prism-lss@sansad.nic.in

(ii) Home Delivery of Books

Facility of Home delivery of books is being provided to the sitting Members of Parliament at their local residence in Delhi/ NCR.

(iii) Book Exhibitions

Display of select books are organized on different subjects to celebrate important national/international events, and on different subjects to be discussed in the Meetings of the Parliamentary Standing Committees.

5.8 FACILITY FOR VISUALLY IMPAIRED/PRINT DISABLED PERSONS

Arrangements have been put in place to provide facility of digital access information system to the visually challenged/print disabled users visiting the Parliament Library through the aid of related software and computer hardware technology

5.9 LOCATION OF THE LIBRARY

At present, the Parliament Library is located in the 'A' Block of centrally air-conditioned Parliament Library Building (Sansadiya Gyanpeeth).

5.10 WORKING HOURS

Parliament Library remains open on all working days from 1000 hrs. to 1800 hrs. However, during the Session periods, the Library functions from 0900 hrs. to 1900 hrs. or till half-an-hour after the rising/adjournment of both the Houses, whichever is later. During the Session periods, Library also remains open from 1000 hrs. to 1400 hrs. on all Saturdays, Sundays and other Gazetted holidays except on National Holidays and Holi.

5.11 STACKING ARRANGEMENTS

1. Books on a wide range of subjects are stacked in the First Basement and First Floor of Parliament Library Building. All the books by and on Mahatma Gandhi and Jawaharlal Nehru have been stacked at Ground Floor, as separate sections, *namely*, the 'Gandhiana' and 'Nehruana'.

2. Members' Reading Room, PLB with Specific Corners on following subjects :

(i) Books written by and on the High Dignitaries of India which include Presidents, Vice-Presidents, Prime Ministers, Speakers and Deputy Chairmen of Rajya Sabha .

(ii) Books written by the sitting Members of Parliament of both the houses.

(iii) Rare books wall (under process).

Reports of Parliamentary Committees, Law Reports, Periodicals, Union/ State and foreign Government reports, publications of United Nations and its allied agencies, literature regarding public undertakings and other autonomous and semi-autonomous bodies have been stacked in the Second Basement of the Parliament Library Building.

5.12 READING ROOM FACILITIES

Reading Rooms are provided at the Ground Floor and First Floor of the Parliament Library for the Members of Parliament who desire to study in the Library with Computers having internet connectivity (Wi-fi enabled). Members may also reserve books in the reading area to facilitate reference. Research scholars and others may also use the Library to study for specified periods only.

5.13 DISPLAY OF BOOKS/PERIODICALS

New books added to the Library are on display for a period of one week in the Library (Ground Floor), PLB. Jackets of some of the books both in Hindi and English are displayed on the board at Members' Reference Desk, PH. During this period, the books are not issued. However, Members can get these books reserved, by filling in a prescribed form available at the Counter, for issue on the expiry of the period of the display. Besides, latest newspapers and periodicals, Research, Reference notes, Legislative notes and other important parliamentary publications are also displayed in the Members' Reading Rooms, PLB.

5.14 ISSUE AND RETURN OF PUBLICATIONS

The issue of books from the Library is regulated by Library Rules, copies of which, printed both in English and Hindi, can be obtained on request from the Library. The rules can also be accessed through the website of the Parliament Library viz. <http://parliamentlibraryindia.nic.in>.

5.15 THE GAZETTES AND DEBATES UNIT

This section maintains the collection of Lok Sabha Debates, Rajya Sabha Debates, Constitution Assembly Debates, Gazettes of India and Debates of Foreign Parliaments (Australia, Canada, New Zealand, Pakistan, U.K. and U.S.A.).

5.16 ADMINISTRATION AND PRESERVATION SECTION

The Administration and Preservation Section of the Library Division deals with the general administration of the Library, maintenance and preservation of Library holdings, grant of Library facilities to research scholars (Indian and foreign) and personal staff of Members of Parliament, Members and Staff of Legislative Assemblies and Foreign Legislators, Officers of Central/State Government/Public Undertaking and Statutory Bodies, Indian and Foreign Press Correspondents etc., and visits of Indian and foreign delegations for show round of Parliament Library Building.

5.17 ACTS AND BILLS SECTION

The Acts and Bills Section preserves and maintains the record of all the Central Acts, State Acts, Ordinances, Government and Private Members' Bills and Joint Select Committee Reports. The Section carries out corrections in the copies of Central Acts as amended from time to time, so as to keep them up-to-date and handy for reference purpose.

The copies of the Reports of the Joint/Select Committee on Government Bills as presented to the Lok Sabha/Rajya Sabha since 1921 are also maintained. The copies of all the Central Acts since 1836 are preserved. The Rules, Regulations and Notifications Laid on the table of the House of Lok Sabha, under the Central Acts are also preserved to facilitate their prompt and timely supply.

5.18 MEMBERS' REFERENCE SERVICE

The Reference Division is located in G057, I Block Parliament Library Building (PLB). It organizes the dissemination of factual, objective and latest information, on demand, to Presiding Officers, Deputy Chairmen, Rajya Sabha, Leaders of Opposition, Chairmen of Parliamentary Committees, Members and Former Members of both the Houses of Parliament, PMO, O/o HS, O/o HDS, Secretary Generals of Rajya Sabha and Lok Sabha and Party Offices, on important legislative measures and other subjects of economic, socio-political, constitutional and legal interest.

The main objective of this Service is to keep the members well versed on varied developments by furnishing them timely information in the most efficient manner on subjects required in connection with their parliamentary work.

The facilities provided by the Members' Reference Service fall broadly under the following categories:

- (i) Supply of on-the-spot references to members from published documents;
- (ii) Collection of latest information, statistics, etc. and presenting them with brief/write-ups/ bullet points along with other relevant material in response to members' written reference requisitions;
- (iii) Preparation of Reference Notes on subjects of contemporary interest;
- (iv) Preparation of Legislative Notes on important Bills, either pending or coming up before Parliament;
- (v) Preparation of Background Notes, Information Bulletins, Fact Sheets and Information Folders on topical issues by anticipating members' reference needs; and
- (vi) Updating and printing of *ad hoc* publications brought out by the Service from time to time.

- (vii) The scope of material to be collected in response to members' references is normally limited to subjects connected with the immediate business before either House of Parliament.

Members can send a requisition in writing or through email, telephone and fax to the Reference Wing in the prescribed form available at the Members' Assistance Desks, one located in the Parliament House and the other in the PLB, indicating precisely the points on which information is required and the date and time by which it is to be furnished.

Online Reference Service through Members' e-Portal

As an initiative towards e-Parliament and Paperless Secretariat, a Members' Portal for the benefit of members was launched on 17 July, 2016. The Portal offers several online services including online references. The module, namely, 'Online Reference Services' has been incorporated in the Portal to facilitate members to send their reference queries online and get the desired information through e-resources in the inbox of the Portal.

Collection of Information

Information is collected/compiled mainly from Reports, Government publications, standard books, journals and through official and authentic websites etc. in an objective manner and supplied to the Members by the stipulated date and time. Reference Service caters to the information needs of members both in English and Hindi as per their choice.

Briefing Session for Members of Parliament on important Bills

As a new initiative for the benefit of Members of Parliament, from November 2019 briefing sessions on Important Legislative Business which are to come up in the Session is being held in the Parliament House premises with the concerned Ministries presenting their perspective to the Members and resolving their queries.

Publications:

The Members' Reference Service also updates and publishes regularly the following publications:

- **Parliament of India: A Study** — It is brought out at the end of the term or after dissolution of each Lok Sabha.
- **President's Rule in the States and Union Territories**— It presents in a tabular form important details relating to the

Presidential Proclamations made under Article 356 of the Constitution and under Section 51 of the Government of Union Territories Act, 1963, since 1950.

- **Presidential Ordinances**-It provides information on Ordinances promulgated by the President from time-to-time and processes leading to subsequent Acts passed, since 1950.
- **Council of Ministers**-It contains the names and portfolios of members of the Union Cabinet, Ministers of State and Deputy Ministers in alphabetical order since 1947.
- **India**-Some Facts.
- **Time spent on various kinds of Business in Lok Sabha**-An Analysis.

5.19 AND INFORMATION SERVICE

The research and information needs of the Members of Parliament are met by the Research and Reference Divisions of the Lok Sabha Secretariat. The officers and staff in the Research Division have been functionally organised into nine Divisions *viz.* Economic and Financial Affairs Wing; Educational and Scientific Affairs Wing; Legal and Constitutional Affairs Wing; Parliamentary Affairs Wing; Political Affairs Wing; Social Affairs Wing; Journal of Parliamentary and Information Section; Practice and Procedure Unit; and Who's Who Cell.

The functions of these Research Divisions are, *inter alia*, to assess in advance the information requirements of members by anticipating and identifying subjects of current parliamentary interest, including legislative measures on which Parliament is likely to undertake discussions and which may generate demands from members for detailed information.

Every effort is made to keep Members of Parliament informed of the current developments, both national and international, in various fields by bringing out Brochures, Information Bulletins, Background Notes, Fact Sheets, etc. from time to time. The objective information contained in these handouts is based on authentic published sources and continuous efforts are made to keep them up-to-date.

Apart from this, the Research Division prepares a large number of Briefs, Background Notes and Research Notes for Indian Parliamentary Delegations going to other countries on good-will visits or for participating

in International Parliamentary Conferences/Seminars held under the auspices of the Inter Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA), the Association of SAARC Speakers and Parliamentarians, the Commonwealth Speakers and Presiding Officers. Factual notes on countries to be visited by Indian Delegations or on countries wherefrom various Delegations come to India are also prepared.

The Parliamentary Research and Information Support to Members (PRISM) has been created to provide round the clock research support to the members of parliament. The Research and Information Division also provides research support to the Departmentally Related Standing Committees and Financial Committees by preparing Background Notes/Write-ups for them.

As part of constant and ongoing endeavour to provide Research support to the MPs, the Division regularly sends communication and updates to the MPs and apprise them about the Legislative, Research, and Reference Notes that are prepared and uploaded on the website of Lok Sabha for their benefit.

The Division brings out a large number of Books, Booklets, Brochures, etc. from time to time, delineating the various aspects of parliamentary functioning and also on parliamentary practices and procedures. In addition, information folders on brief profiles of national leaders whose statues and portraits are unveiled in the Parliament House Complex, are also brought out by the Service.

The Research and Information Service, LARRDIS brings out the following two quarterly viz. The Journal of Parliamentary Information and the Indian Parliamentary Group (IPG) Newsletter.

5.20 PARLIAMENT LIBRARY INFORMATION SYSTEM (PARLIS) — COMPUTER MANAGEMENT BRANCH (SOFTWARE UNIT)

A Computer-based information system named PARLIS (Parliament Library Information System) was set up in December 1985 for the purpose of introducing automation in the Parliament Library. To make available non-partisan, objective and reliable information and authoritative data on a continuous and regular basis to the parliamentarians, a large number of index-based databases of information generated within the Parliament were initially developed by the PARLIS. The data available for on-line retrieval relate to:- (i) Select Parliamentary Questions (only indexes)

from 1985-1999; (ii) Indexes of Parliamentary Proceedings from 1985-1999; (iii) Government and Private Members' Bill (only indexes) from 1985-1999; (iv) Directions, Decisions and Observations from the Chair pertaining to Lok Sabha from 1952; (v) Obituary References made in the Houses since 1921; (vi) Library management functions such as acquisition, processing and issue and return of books have also been computerized using the software package named "LIBSYS". A web-based library catalogue has recently been launched and it can now be accessed through the computers installed in PH/PHA as well as residences/work places of MPs at <http://parliamentofindia.nic.in/library/library.htm> (vii) Documentation Service (from 1989 onwards): The important articles published in books, reports, periodicals and newspapers are indexed and annotated. The information can be retrieved through this database. (viii) Press Clipping Service has also been computerized recently. The important press clippings of editorials, articles, important news items and other information on different subjects from various English newspapers are scanned daily. Keywords are also assigned keeping in mind the gist of the clippings. The online subject-wise retrieval of the press clippings is available on Internet.

In keeping with the need for computerization of various services of the Rajya Sabha Secretariat, action was initiated in December, 1987 to automate the various activities of the Secretariat, *viz.* Questions, Members' Salary and Allowances, Pay & Accounts, etc. Almost all the activities of the Secretariat have now been automated. IT Sections and NIC Computer Centres, one each in Parliament House (PH) and Parliament House Annexe (PHA) have been set up to provide necessary hardware and software support to various branches of the Secretariat and to the Members of Rajya Sabha.

(a) Parliamentary Information available on Rajya Sabha website

Websites of Rajya Sabha are available on Internet with the NIC support in English and Hindi and the same can be accessed at the website address <http://rajyasabha.nic.in> and <http://rajyasabha hindi.nic.in>. These are two separate websites exclusively dedicated to Rajya Sabha and can also be accessed through Parliament of India website (<http://parliamentofindia.nic.in>). The Rajya Sabha websites, at present, contains information regarding various aspects of the functioning of the House and its Committees including Questions, Bills, Assurances, Procedure of the House and Directions issued by the Chairman, Debates, Committee matters, etc. Members' bio- data with search facility has also been provided

and information relating to the MPLADS can also be accessed from this site. Most of the information is supported by online databases.

The website includes the following module-wise information:—

About Rajya Sabha: An introduction to the Upper House of Indian Parliament (Council of States), its Presiding Officers - Chairman and Deputy Chairman and information about Leader of the House, Leader of Opposition and Secretary-General has been provided.

Business: This link contains the List of Business (Agenda), Papers to be laid on the Table, Bulletin Part-I & II, Synopsis of daily proceedings, Sessions' Journal, etc. Data base of Bills (Legislation) with extensive search facility and sessional information on the progress of Bills is also available.

Questions: This link contains information about all types of questions along with Question Chart, Ballot list, Session-wise Statistical Report etc. Search facility on different parameters such as member-wise, Date-wise, Session-wise etc. is also available under this link.

Debates: Information relating to the Verbatim Record of the debates/proceedings of the House, the official Debates and even the Constituent Assembly debates has been made available under this link. The official Debates are available in a separate repository at the link rsdebates.nic.in, and contain the debates of the Rajya Sabha starting from its first Session in 1952 till the present.

Members: Data bases about Members contain information about sitting, nominated and former Members. The Home pages of sitting and nominated Members provide information about their Parliamentary activities, Attendance, MPLADS fund usage, Salary Acts and Rules, etc. Extensive search facility on various parameters has also been provided.

Committees: Data base of meetings, engagements, recommendations and Membership of various Committees of Rajya Sabha, attendance in Committee meetings as well as complete Committee Reports in highly presentable formats enabling viewers to get specific queries answered easily, have been made available.

Procedures: Rules, procedures and precedents in easily accessible formats are available. Also rulings, directions and observations of Chairman can be readily assessed.

Secretariat: Information about organizational set up of the Secretariat, its services and officers/sections responsible, Recruitment Rules, Office Manual, Annual Reports, etc. can be accessed.

Audio-visuals: Archival photographs, photographs of the Parliament House Complex as well as a photo album providing visuals of the functions held by the Secretariat are made available. Video footage and Live Webcasting of the Rajya Sabha Proceedings during the session are also made available on the website.

General Information: Information and documents on practice and procedures of Parliament, privileges of Parliament and its Members, publications of Rajya Sabha, souvenir items, etc. can be accessed. Also a link to all the required information under the Right to Information Act is provided.

Links: Links to the website of the other House of Parliament (Lok Sabha) and other legislative sites, official sites of the Government of India, the Judiciary, Parliament Library, Schedule of the Committee Meetings, etc. are also provided separately.

Site Map: Comprehensive site map with links to all the website pages has also been made available.

At present the following information is available at the Rajya Sabha website:

Item	English	Hindi
List of Business	From 186 th Session to till date	From 188 th Session till date
Parliamentary Bulletin Part-I	From 185 th Session to till date	From 188 th Session till date
Parliamentary Bulletin Part-II	From October, 1998 to till date	From 2001 till date
Synopsis of Debate	From 188 th Session to till date	From 186 th Session till date
Verbatim Debates	From 189 th Session to till date	From 189 th Session till date
Parliament Questions	From 194 th Session to till date	From 194 th Session till date

Item	English	Hindi
Government Assurances	From 135 th Session to till date	From 135 th Session till date
Session-wise statement of Bills passed by the Houses of Parliament	From 188 th Session to till date	From 188 th to 202 nd Session
Bills pending at the end of Session	From 188 th Session to till date	From 188 th of Session to till date
Resume of Business	From 186 th Session to till date	From 186 th Session to till date
Session Journals	From 174 th Session to till date	From 174 th Session to till date
Papers laid	From 192 nd Session to till date	From 192 nd Session to till date
Parliament Questions List	From 194 th Session to till date	From 194 th Session to till date
Bills with Committees	Bills referred to various Committees	

The following printed documents alongwith others are also available on the website under the link 'Publication→ Printed Form or Electronic Form':

- (i) Practice and Procedure Series
- (ii) Rajya Sabha at Work
- (iii) Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha)
- (iv) Directions by the Chairman, Rajya Sabha
- (v) Privileges Digest
- (vi) Handbook for Members of Rajya Sabha
- (vii) Joint Committee on Offices of Profit
- (viii) Salary, Allowances, Pension — Acts and Rules

- (ix) Manual for Parliamentary Procedures in the Govt. of India
- (x) Price List of Publications of the Rajya Sabha Secretariat
- (xi) Manual of Office Procedure
- (xii) Rulings and Observations from the Chair (1952-2017)

As Members and ex-Members are quite keen to know details and keep record of the issues raised by them in the House from time to time, and in order to provide the necessary service to them, the Rajya Sabha Secretariat often has to search manually through old records. Since now much of the information is available in data bases, a comprehensive Member-wise facility on Internet has been developed wherein on selecting the name of the Member, information regarding any of the following aspects can be displayed on the Member's Homepage:—

- Bio-data
- Questions put by the Member
- Assurances given to the Member by the Government
- Bills introduced by the Member
- Membership in various Parliamentary Committees
- Special Mention made by the Member
- Debates participated in by the Member
- Session-wise Record of Attendance of the Member

The information has been made available on Internet so that the Member can directly access the information if he desires.

The link of the "Members' Portal", which provides a secured two way communication channel between the Members and Rajya Sabha Secretariat for delivering information and documents to Members as well as for sending communications by Members is also available on the Home Page of the Rajya Sabha website at <https://mprs.nic.in>.

In the process of computerisation of Parliamentary services to Members of Rajya Sabha, some of the Parliamentary Notice forms have been made computer compatible and made available on the website. At present, the following notice forms for submission of Notices for

Parliamentary Devices and certain other information are available in computer compatible format:—

- (i) Zero Hour
- (ii) Short Notice Question
- (iii) Half-an-Hour Discussion
- (iv) Calling Attention
- (v) Short Duration Discussion
- (vi) Notice of Motion
- (vii) Special Mention
- (viii) Private Members' Resolution
- (ix) Form for Declaration of Interests by Members
- (x) Form for Declaration of Assets and Liabilities by Members
- (xi) Biographical sketch form

The facility of online submission of notices by Members of Rajya Sabha is available through a secured web portal <https://rsnotices.nic.in>. The e-Notice Portal allows online submission of notices by Members in respect of all the aforesaid Parliamentary devices along with Parliamentary Questions (Starred and Unstarred) and Private Members Question for raising issues in Rajya Sabha under the rules.

(b) Computer facilities for Members of Parliament

Keeping in view the immediate information requirements of the parliamentarians and to automate their offices, computer equipments are made available to the Members through a Scheme of financial entitlement. Under the Scheme as detailed in para 4.17, Members are entitled to purchase any or all of the items of computer equipment (Desktop Computer, Laptop Computer, Pen drive, Printer (Desk Jet/ LaserJet/Multi-function/portable) Scanner UPS (with desktop only), Hand held Communicator/Computer/Smartphone, Data Internet Cards, Software, such as MS Office Suite). This helps the Members to get instant and up-to-date information on a wide range of activities through Internet; to organize their office work; receive/send electronic mail; have a quick and accurate information on legislative and parliamentary matters, etc. on their desk.

Members of Parliament have also been provided Internet and e-mail connectivity through NICNET so as to provide access to the Parliament database, other Government database, database of foreign Legislatures and vast source of other information available on the Internet. Each Member has also been provided with a protected electronic mailbox for the exchange of messages through e-mail. Members have also been provided an additional broadband facility of MTNL/BSNL by choosing to forego 10,000 of their telephone calls out of the entitlement of 1,50,000/- free calls per annum. As the NICNET is also linked with capitals of all States and District Headquarters of the country, parliamentarians are able to exchange messages and other information with State and District administration in India.

5.21 Documentation Service

The Documentation Service of Parliament Library indexes articles published in periodicals/journals received in the Parliament Library that may be of interest to the Members of Parliament. The indexed entries of selected articles contain bibliographical details such as name of the author, title, name, date and year of publication, suitable annotation and subject headings as per the specially devised scheme of classification. The indexed entries of articles for a fortnight are published in two e-fortnightlies namely, 'Parliamentary Documentation' and 'Sansadiya Pralekhan'. The electronic versions of 'Parliamentary Documentation' and 'Sansadiya Pralekhan' are e-mailed to Members of Parliament and senior officers of the Lok Sabha and the Rajya Sabha Secretariats. Users can access these e- publications from the Parliament Library website under "Documentation Service".

5.22 Reprography Unit

This service was setup in 1975 to cater official needs of Members of Parliament, officers and branches of the Lok Sabha Secretariat for photo copying of important press clippings, Parliamentary questions and answers, articles in periodicals and newspapers and extracts from books and other documents.

The Unit is working at 3 separate locations. Two Reprography counters, one each in Parliament House (MP's Reading Room, Parliament House) and Parliament Library Building (G-037, 'A' Block, PLB) equipped with two and one photocopying machines, respectively have been setup to provide photo copy facility to MPs/Ex-MPs, accredited press

correspondents and Research Scholars on payment basis i.e. @ Rs.1/- per copy. A separate Reprography Unit has been set up in the First Basement of Parliament Library Building (FB-054, 'I' Block, First Basement, PLB) with two photocopying machines for the Library/Research and Reference Branches of Lok Sabha Secretariat to enable them to provide reference material to MPs.

5.23 Typing Unit

A Typing Unit equipped with two computers and two printers has also been set up in MPs Reading Room, Parliament House to provide typing facility both in Hindi and English on payment basis, @ Rs.6/- per page to Members of Lok Sabha and Rajya Sabha, Ex-MPs and accredited press correspondents.

5.24 Microfilming Unit

The Microfilming Unit, set up in 1987, maintains documents in micrographic form for archival preservation and usage. The Unit has prepared microfilm rolls of all Legislative and Parliamentary Debates (1858 onwards), reports of various Parliamentary Committees, Government Bills, Decisions/Observations from the Chair, Directions by the Speaker, Presiding Officers Conferences (Proceedings, etc.), all souvenirs of "Parliament of India" and select rare books and historical documents. Duplicate copies of the microfilm rolls are available in the Microfilming Unit (FB-152, 'E' Block, First Basement, PLB).

5.25 Press clipping Service

The Service collects all important, relevant and up-to-date news items, editorial comments and articles on developments in the legislative, political, economic, socio-cultural, scientific and technological fields. The clippings are taken from 11 Hindi and 18 English Newspapers published from various parts of the country. PDF files of every selected news items are uploaded on a specially designed database along with rendering of title, sub-title, classification number, name of the newspaper and date and relevant key words. Users can access these news clippings from the Parliament Library website under "Press Clipping".

5.26 Audio-Visual & Telecasting Unit

The Audio-Visual & Telecasting Unit has a collection of more than 35,000 tapes, discs and other digital formats containing audio-video records of Lok Sabha and Rajya Sabha debates, proceedings of

international Parliamentary conferences/seminars, Parliamentary films and LSTV programmes. Facilities for viewing/listening to audio-video records are available to Members in Room No.G-140, Parliamentary Library Building. Arrangements are also in place for supplying copies of speeches of Members in Lok Sabha and Parliamentary functions on request. Video recordings of speeches by Members in Lok Sabha are made available to concerned Members through Member's Portal also. Apart from members of Parliament, the Unit provides services to LSTV, Lok Sabha and Rajya Sabha Secretariats, media persons, Government organizations and general public.

Telecasting Unit looks after all the coordination work relating to televising and broadcasting of proceedings of national and international Conferences/Seminars as well as other important parliamentary functions held in Parliament precincts and elsewhere. The Unit also updates the Guidelines for Telecasting of Lok Sabha Proceedings as and when required.

5.27 PRESS AND PUBLIC RELATIONS WING, LOK SABHA

Press and Public Relations (PPR) Wing of Lok Sabha Secretariat functions from Room No. 55 Parliament House, and G-128, 129, Ground Floor, 'E' Block, Parliament Library Building. Set up in April, 1956, the Wing provides facilities to the media to enable them to cover the proceedings of Lok Sabha. The Wing facilitates better liaison with various Government and private media organizations for publicity of parliamentary and other activities of Lok Sabha. The Wing also deals with matters relating to the Press Gallery of the Lok Sabha (with a seating capacity of 120), including the issue of Press Gallery passes and provision of functional facilities to media persons covering the proceedings of the House.

The facilities provided to media persons include the supply of parliamentary papers, daily agenda, Committee reports, papers laid on the Table of the House, etc. to all to the accredited correspondents who are extended accreditation for a year by the Lok Sabha Secretariat. Photocopying and local fax facilities are extended to them free of cost on request. They can also consult books, periodicals, reports and other literature available in Parliament Library. Facilities available to Members of Parliament for viewing recordings of parliamentary proceedings in the Audio-Visual Unit and take footage of debates, etc. are also extended to media persons.

The facility of simultaneous interpretation of proceedings of Parliament is available to the media persons in the Press Gallery. Large screen television sets are kept in the Press Gallery as well as in the Press Rooms to enable them to watch proceedings of the House. Canteen facilities are provided in Room Nos. 54 and 73, Parliament House and in Parliament Library Building. Three well-furnished Press Rooms have been provided to correspondents in Parliament House near the Lok Sabha Press Gallery. Media workstation with television, telephone and 10 computers with internet facility have been set up in Parliament Library Building to enable media persons to file stories to their respective media organizations.

Press Releases on all matters connected with the Sessions of Lok Sabha, meetings of Parliamentary Committees, visits of foreign Parliamentary Delegations to India and of Indian Delegations to other countries and national and international parliamentary functions taking place in Parliament House Complex, are issued by the Press and Public Relations Wing. Special arrangements are made for wider coverage of important parliamentary conferences, symposia and other events by setting up media centers to cater to the needs of the print as well as electronic media.

Press Conferences of Speaker/Deputy Speaker/Chairpersons of Parliamentary Committees of Lok Sabha are arranged by the PPR Wing. Meetings of Speaker/Deputy Speaker/Secretary-General, Lok Sabha, with correspondents accredited to the Press Gallery are also arranged by this Wing.

Photographs for inclusion in the Lok Sabha "Who's Who" containing biographical sketches of Members are collected by this Wing soon after the constitution of a new House. For this purpose, a temporary studio is set up to take photographs of newly elected Members.

For easy identification of a Member in the House by the Speaker, a Chart showing Members' photographs and their names, Party affiliation and Division numbers is prepared by this Wing which is placed on the Table of the Speaker in the Chamber. This is also made available for use by Officers of the House.

A set of handy Information Folders on various aspects of parliamentary practice and procedure and other activities is brought out in Hindi and English for distribution among Members of Parliament and other dignitaries,

Press correspondents and visitors to the Parliament, with the objective of wider dissemination of knowledge about the working of parliamentary institutions.

Thematic Calendars on various facets of Indian Parliament and parliamentary functions/events are brought out every year for distribution among Members of Parliament, dignitaries, Presiding Officers of State Legislatures in India, officers and staff of the Lok Sabha Secretariat, media persons and others.

PPR Wing also handles Social Media accounts of Lok Sabha Secretariat on Twitter (@loksabhasectt) and Facebook page of the Secretariat. These accounts are updated regularly by this Branch. Press Releases issued by the PPR Wing highlight deliberations, events held in and outside Parliament House Complex, which are disseminated through whatsapp, email and social media platforms. Besides, the websites of Speaker, Lok Sabha and PPR Wing are regularly updated.

PPR Wing brings out publications on various milestones in the history of Parliament of India. Publications on 'Achievements of the 1st Year of the 17th Lok Sabha' and 'Historic Monsoon Session of 2020' have been brought out and another publication on the 'New Parliament Building' is currently in progress. PPR Wing also compiles Statement of Work on the business transacted in the House during a Session, after the conclusion of the Session. The Statements are available online at www.pprloksabha.nic.in/statofwork.aspx.

The Branch sets up Round the clock Control Rooms for adequate publicity during visits of Indian Parliamentary Delegations led by Speaker, Lok Sabha abroad and visits of foreign delegations to India. Similarly Media Centers are set up during conferences, symposia, workshops held in and outside New Delhi.

5.28 MEDIA, EDUCATION AND AUDIO-VISUAL UNIT, RAJYA SABHA SECRETARIAT

The Press & Media Unit was created on 17 November, 2003 to have better interface with media and facilitate better coverage of Rajya Sabha proceedings by the media. This Unit was renamed as 'Media, Education and Audio-Visual Unit' (MEAV) on 19 September, 2008 as part of the restructuring of Library, Reference, Research, Documentation and Information Service (LARRDIS), Rajya Sabha Secretariat. The MEAV Unit acts as the nodal Section to liaise with media persons of various

media organisations to ensure that the proceedings of the Rajya Sabha are reported adequately. For facilitating this, a Media Advisory Committee, consisting of accredited press persons, was constituted in 2008 to advise the Rajya Sabha Secretariat regarding admission of various media persons and organizations to the Press Gallery of the Rajya Sabha.

There are guidelines for the accreditation of media organisations. Requests for accreditation received from media organisations are placed before the Media Advisory Committee (MAC). Admission to the Press Gallery is decided by the MAC based on the existing guidelines and merit of the case. Three types of passes *viz.*, Annual, Sessional and Temporary are issued to the accredited media persons. Annual passes having one year validity are issued to the journalists against the quota of newspapers/news agencies/electronic media admitted to the Press Gallery of Rajya Sabha. However, Annual passes, having two years validity are issued to the journalists individually who come under Long and Distinguished Service category. Sessional passes are also issued to journalists against the sanctioned quota of media organisations and are valid for a session. Temporary passes are issued weekly on the recommendation of one member of Media Advisory Committee and one journalist having Annual Rajya Sabha Press Gallery pass. Besides, Central Hall facility is also extended to the senior journalists having annual press gallery passes. The eligibility to extend Central Hall facility to a media person is that he must have 10 years experience of covering the proceedings of Parliament/State Legislature. Media persons of accredited Media organisations are extended this facility based on the quota of each media organisation, *i.e.*, it is given to one media person of an organisation which has a quota of up to three passes and to the two media persons for a quota of 4 or more passes. Since, the eligibility of the Central Hall pass is based on the individual experience of a particular media person, the facility once accorded to him is retained subject to the availability of the quota of the organisation which he joins later.

Passes are issued to media persons of the accredited organisations provided they bring a letter from the Editor/Chief of Bureau along with copy of Press Information Bureau (PIB) accreditation and other documents as detailed in the guidelines. In case the media persons do not have PIB card, he is required to get his security clearance through the Parliament Security Service.

Official media organisations, namely, Doordarshan, All India Radio and Press Information Bureau (PIB), have a fixed quota of passes for

their representatives for covering the proceedings of the House. However, a formal request is received by the MEAV Unit from the competent authority of these organisations, recommending the names of representatives for covering Rajya Sabha proceedings.

Similarly, the MEAV Unit also issues passes to the non-governmental Indian electronic media telecasting 24-hour news and current affairs programmes, including comprehensive parliamentary coverage for at least three years prior to the date of application for admission.

The MEAV Unit also manages a Press Counter near the Press Gallery of Rajya Sabha. This Press Counter makes available Parliamentary papers such as Bills, List of Business, Lists of Starred and Unstarred Questions, Statements made by the Ministers, Reports of the Parliamentary Committees, Special Mentions, etc. to the media persons covering the proceedings of Rajya Sabha. This Counter works during the Session periods. Press Releases are also supplied to the media persons issued by the Rajya Sabha Secretariat through this Counter.

The MEAV Unit also arranges interaction of Chairman and the Deputy Chairman of Rajya Sabha with the senior journalists whenever asked for. It also organizes Press Conferences for the Chairmen of the Department related Parliamentary Committees and other Parliamentary Committees on requests received from respective Committee Sections. It issues Press Releases relating to the Committee Reports both in Hindi and English to Media persons for wider publicity. The MEAV Unit also prepares and issues Press Releases for a number of events/ programmes such as Call on the Chairman and Deputy Chairman of Rajya Sabha by Foreign Parliamentary Delegations, Oath-taking Ceremonies of elected/ nominated Members of Rajya Sabha in the Chamber of Chairman, Orientation Programmes for newly elected/ nominated Members, farewell function of retiring Members of Rajya Sabha and other functions held from time to time.

The MEAV Unit assists the Training Unit in organizing Orientation Programmes for the media persons admitted to the Press Gallery of Rajya Sabha with a view to equipping them with procedural and other aspects of the functioning of the Rajya Sabha.

5.29 MEDIA ADVISORY COMMITTEE OF RAJYA SABHA

This Committee is constituted by Chairman, Rajya Sabha from amongst the accredited media persons having regular Rajya Sabha Press

Gallery passes. The Media Advisory Committee was first constituted on 18 March, 2008. The number of members of this Committee may vary subject to the discretion of the Chairman, Rajya Sabha. At present, it comprises 17 journalists. The Chairman, Rajya Sabha also appoints four members of the Committee as its office bearers, namely, Chairman, Vice Chairman, Secretary and Joint Secretary. The term of the Committee is one year. It may, however, be dissolved earlier by the Chairman, Rajya Sabha and reconstituted de novo. The primary function of the Committee is to render advice to the Rajya Sabha Secretariat regarding admission of various media organizations to the Press Gallery of Rajya Sabha to enable them to cover the proceedings of the House.

5.30 ORIENTATION PROGRAMME FOR MEDIA PERSONS

In order to maintain a vibrant interface between the Parliament and the media, print and electronic media as well as media agencies are allowed access to cover the proceedings of the House and other parliamentary events held from time to time. This access is facilitated by granting accreditation to various media organizations. Representatives of media organisations are expected to be well versed with parliamentary practice and procedure so that they maintain utmost level of accuracy while reporting about the parliamentary proceedings. Keeping this in view, an Orientation Programme is organized from time to time to familiarize the media persons with the functioning of the House and its Secretariat. The duration of the programme is two to three half-day sessions for which over hundred journalists, representing various accredited media organizations, are invited for the programme. Eminent Members of Parliament and journalists are invited to interact with the media persons. Panel discussions are also held, followed by question-answer sessions.

5.31 WHO'S WHO CELL

The Publications and Who's Who Unit of the LARRDIS, Rajya Sabha Secretariat attends to the work relating to compilation of the 'Rajya Sabha Who's Who'. It is brought out every two years after new Members are elected in the biennial elections. Standard Biographical Sketch Forms are sent to the newly elected Members for collecting their biographical details along with their photographs, for inclusion in the 'Rajya Sabha Who's Who'. The Biographical Sketch Form is also available on the Internet at the Rajya Sabha website under the link 'Downloads' — 'Parliamentary Notice Forms' — 'Biographical Sketch Form'. The bio-data

are received, processed and compiled as per the approved format and sent to the Members for vetting.

Chairman, Rajya Sabha directed that the size of the bio-data of Members to be published in the 'Rajya Sabha Who's Who' may be restricted to three pages and the complete bio-data of Members, as provided by them, may be placed on their web pages at the Rajya Sabha website. The bio-data of Members of Rajya Sabha is uploaded into a specially designed software developed by the National Informatics Centre (NIC) for display on the Internet at the Rajya Sabha website. Photographs of the newly-elected Members are also sent to the NIC for display along with their biographical sketches at the Member's Home Page on the Internet.

The Who's Who Cell works from the Room No. F-080, 'J' Block, R & I Division, Parliament Library Building. As soon as a new Lok Sabha is constituted after each General Election, the Cell sets up a counter for the members seeking their biographical details and photographs. The Cell edits the information furnished by members, cross-checks it from authentic sources and gets it authenticated from the members concerned. The information is then compiled to bring out two biographical publications, one titled, 'Members of Lok Sabha — A Brief Introduction', containing brief bio-data of members; and the other publication titled, 'Who's Who', containing detailed biographical sketches of members and several informative lists and statistical details pertaining to the members. Besides, the aforementioned two publications also include the list of Members of the Union Council of Ministers along with their Portfolios and Delhi addresses.

5.32 CHILDREN'S CORNER IN PARLIAMENT LIBRARY

Children's Corner in the Parliament Library is a unique arrangement in so far as legislature Libraries is concerned. It is housed in Room No. G-131, Ground Floor, 'E' Block, PLB. Decorated in a befitting manner, the Children's Corner has in its holdings about 2,400 books in English, 1600 books in Hindi and 100 books in regional languages besides a number of CDs & DVDs pertaining to different subjects. Eleven periodicals/newsletters of children's interest in Hindi as well as in English are being subscribed for the Children's Corner. The documents/CDs/DVDs available in the Corner are for consultation/use in the Library only and are not

issued. The Children's Corner also has a well-developed Multimedia Centre equipped with computers with internet facility. Children are encouraged to make use of the computers as an educational tool.

The children in the age group of 8 to 17 years are eligible to be members of the Children's Corner. Membership of the Children's Corner may be extended to:

- (a) Children/grand children of Members of Parliament and ex-MPs who have obtained membership of the Parliament Library;
- (b) Children of the permanent employees of the Lok Sabha/Rajya Sabha Secretariats and Ministry of Parliamentary Affairs;
- (c) Journalist accredited to the Press Gallery of Lok Sabha and Rajya Sabha;
- (d) sponsored by the registered NGOs; sponsored by recognized schools; and recommended by sitting Members of Parliament.

Membership Form can be obtained from Children's Corner and can also be downloaded from the website of Parliament Library *i.e.*, <http://parliamentlibraryindia.nic.in>. Setting up of Children's Corner in Parliament Library is a step forward to fulfill the United Nation's convention[†] on the rights of the child.

[†] The United Nations convention on the rights of the child to the development of his or her full potential, the right to free and open access to information, materials and programmes under equal conditions for all children irrespective of age, race, sex, language, social status and cultural background.

CHAPTER 6

ORIENTATION AND CAPACITY BUILDING PROGRAMME

6.1 Parliamentary Research and Training Institute for Democracies (PRIDE)

- (i) Established in 1976 as the Bureau of Parliamentary Studies and Training (BPST), the Parliamentary Research and Training Institute for Democracies (PRIDE) is designed to provide institutionalized opportunities for systematic study and training in various disciplines of parliamentary institutions, processes and procedures. With a view to ensuring smooth, efficient and prompt services to the Legislative Bodies, both at the Centre and in the States, the PRIDE seeks to involve in its Orientation and Training Programmes all those responsible for the running of the democratic system - legislators, policy-makers, administrators and various other functionaries at different levels.
- (ii) The programme of activities of the PRIDE include Seminars/workshops for Members of Parliament and State Legislatures on various subjects of Parliamentary interest; Orientation Programmes for Newly elected Members of Parliament and State Legislatures; Outreach and Familiarization Programme for the Panchayati Raj Institutions /Autonomous District Councils; Computer Awareness Programmes for Members of Parliament and Training programme for Personal Staff of Members of Lok Sabha to assist them in discharging effectively their duties; Lecture Series and Interactive Session with the Padma Awardees for the benefit of Hon`ble Members of Parliament; Appreciation Courses for Probationers of various All India and Central Services, Banks and Public Sectors; Training and Refresher Courses for officers of the Secretariats of Lok Sabha, Rajya Sabha and State Legislatures; Customised Training Programmes, Attachment and Study Visits/ tours for Foreign Parliamentarians and Parliamentary Officials; and Appreciation Courses for Senior and Middle Level Officers of the Government of India, including Officers of Defence Services and

State Legislatures; Training Programmes for Media Personnel accredited to the Press Galleries of Parliament and State Legislatures; Study Visits for Government officers, academics, scholars, students and others. Since 1985, the PRIDE has been organising annually a Parliamentary Internship Programme and an International Programme in Legislative Drafting for Foreign Parliamentary Officials. The PRIDE also looks after the training, exchange of visits and deputation abroad of legislative officials from India and of foreign legislative personnel in India. Besides, the PRIDE has been entrusted with the task of conducting the Lok Sabha Internship Programme which was launched in January 2008. The objective of the Internship Programme is to provide an opportunity to young men and women with outstanding academic and extracurricular achievements to acquaint themselves with the working of parliamentary democracy and democratic institutions in general and specifically about the Indian parliamentary system. The Programme aims at imparting the requisite skills and knowledge to enable five selected Interns to develop a proper perspective about the role of the Parliament in our political system. PRIDE also organizes National Youth Parliament Festival, Celebration of International Women's Day and National Panchayati Raj Day.

- (iii) The PRIDE functions under the overall control and supervision of the Secretary-General, Lok Sabha.
- (iv) The PRIDE has its office in Parliament Library Building.

6.2 TRAINING CELL, RAJYA SABHA SECRETARIAT

- (i) The Training Cell of the Rajya Sabha Secretariat was set up in 1993. The Cell caters to the training needs of officers and staff of the Secretariat and also organizes Orientation Programme for the newly elected and nominated Members of Rajya Sabha as well as for the media.
- (ii) A two-day Orientation Programme is organized for the newly elected and nominated Members to the Rajya Sabha after every biennial elections. During every Session, a Computer Clinic for basic IT activities and facilities is organized for members and their staff.
- (iii) Since 2005, an Orientation Programme is being organized for electronic and print media persons, who cover the House proceedings, generally once in two years.

-
- (iv) There are three types of training programmes for the officers/ staff of the Secretariat: In-house, domestic and overseas:
- (a) The In-house training programmes are mainly concerned with the Parliamentary Practice and Procedures and Office Procedures for which the Secretariat has its own Resource Persons. These courses provide detailed guidance on the functioning of Parliament and its Committees as well as the role of the Secretariat.
 - (b) Under Domestic Training Programmes, *i.e.* outside the Secretariat but at different places within the country, officers and staff are sent to ISTM, INGAF, NIFM (Faridabad), ICISA (Noida), Administrative Staff College of India (Hyderabad) and LBSNAA (Mussoorie). Officers/ officials are nominated to attend conferences/ seminars organized by Raj Bhasha Sansthan as well.
 - (c) Officers are sent to attend International Federation of Library Associations and Institutions (IFLA) Conference in different countries and Parliamentary Administrative courses in London. Besides, Officers are also nominated to attend various Conferences, Seminars and other suitable Study Visits/ training/ exchange programmes, overseas.

CHAPTER 7

INTERNATIONAL ASSOCIATIONS AND CONFERENCES

7.1 INTER-PARLIAMENTARY UNION (IPU)

7.1.1 Introduction

The IPU is an international organization of Parliaments of sovereign States with its headquarters at Geneva. It was established in 1889.

The Union is the focal point for world-wide parliamentary dialogue and works for peace and co-operation among peoples and for the firm establishment of representative democracy.

Over a hundred seventy nine national parliaments are currently members of the IPU. Thirteen regional parliamentary assemblies are Associate Members. Most members are affiliated to one of the six geopolitical groups that are currently active in the IPU. These groups are:- Africa, Arab Group, Asia-Pacific, Eurasia, GRULAC (Group of Latin America and the Caribbean) and Twelve-plus.

The IPU is financed primarily by its members out of public funds.

7.1.2 Aims and Objectives

The aims and objectives of the IPU are :—

- (i) to foster contacts, co-ordination, and the exchange of experience among parliaments and parliamentarians of all countries;
- (ii) to consider questions of international interest and concern and express its views on such issues in order to bring about action by parliaments and parliamentarians;
- (iii) to contribute to the defence and promotion of human rights ;
- (iv) to contribute to better knowledge of the working of representative institutions and to their strengthening and development.

The IPU supports the efforts of the United Nations, whose objectives it shares, and works in close co-operation with it. It also co-operates with regional inter-parliamentary organizations, as well as with international intergovernmental and non-governmental organizations which are motivated by the same ideals.

7.1.3 Inter-Parliamentary Assemblies/Meetings

Delegations attending IPU Assemblies customarily include MPs from all parties. The Assembly meets twice a year in the spring and autumn. The spring assembly is held each time in a different country, providing participants with an opportunity to see various national realities. The autumn assembly is mostly being held in the IPU headquarters in Geneva since 2003.

In addition, IPU organizes specialized world-wide or regional conferences and symposia bringing together parliamentarians and experts for the in-depth study of specific problems.

The Indian Parliamentary Group (IPG) which functions in India as the national group of the IPU sends delegations consisting of both the Houses of our Parliament to attend these assemblies/meetings.

Detailed information relating to the Inter-Parliamentary Union is available on IPU website www.ipu.org

7.2 COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA)

7.2.1 Introduction

The CPA is an Association of Commonwealth parliamentarians who, irrespective of gender, race, religion or culture, are united by community of interest, respect for the rule of law and individual rights and freedoms, and by pursuit of the positive ideals of parliamentary democracy.

The headquarters of CPA is at London.

CPA programmes provide the sole means of regular consultation among Commonwealth Members, fostering co-operation and understanding and promoting the study of and respect for good parliamentary practice.

Active CPA Branches now exist in 175 national, state, provincial and territorial Parliaments, with a total membership of approximately 17,000 Parliamentarians.

The Branches are grouped geographically into 9 regions for certain purposes of the Association. The 9 regions are Africa, Asia, Australia, British Islands & Mediterranean, Canada, Caribbean, Americas & Atlantic, India, Pacific and South-East Asia.

7.2.2 Aims and Objectives of the CPA

The Association's mission is to promote the advancement of parliamentary democracy by enhancing knowledge and understanding of democratic governance. It seeks to build an informed parliamentary community able to deepen the Commonwealth's democratic commitment and to build further co-operation among its Parliaments and Legislatures. This mission is achieved through a Strategic Plan which ensures CPA activities continue to meet the changing needs of today's Parliamentarians.

The CPA pursues its objectives by means of :

- (i) Annual Commonwealth parliamentary Conferences, Regional Conferences and other symposiums;
- (ii) Inter-Parliamentary visits;
- (iii) Parliamentary Seminars and Workshops;
- (iv) Publications, notably 'The Parliamentarian' and a newsletter on CPA activities and parliamentary and political events; and
- (v) Parliamentary Information and Reference Centre communications.

7.2.3 Commonwealth Parliamentary Conferences/Regional Seminars/Workshops

Plenary Conferences which were held by the Commonwealth Parliamentary Association biennially from 1948 to 1959 are now held annually since 1961 in one of the Commonwealth countries and these are attended by delegates from every Branch.

In addition, the CPA assists in holding Seminars/Workshops etc. on parliamentary practice and procedure at regional levels.

The Indian Parliamentary Group (IPG), which functions as the Main Branch of the CPA in India, sends Parliamentary Delegations consisting of members of both Houses of our Parliament to attend these Conferences.

Detailed Information relating to the Commonwealth Parliamentary Association is available on CPA website www.cpahq.org

APPENDIX**IMPORTANT TELEPHONE NOS.**

	Office	E-Mail	Residence
Shri M. Venkaiah Naidu Hon'ble Chairman	23017314 23034687 23019326 23792821 (Fax)	vpindia@sansad.nic.in	23016422 23016344 223018124 (Fax)
Shri Harivansh Hon'ble Deputy Chairman	23034689 23017371 23012559 (Fax)	hari.bansh@sansad.nic.in	23317234 21430037
Shri Piyush Goyal Leader of the House, Minister of Commerce and Industry, Minister of Consumer Affairs, Food and Public Distribution, Minister of Textiles	23035200 23094069	piyush.goyal@gov.in	23794517 23015054
Shri Mallikarjun Kharge Leader of the Opposition	23034883 23016707	mallikarjun.kharge @sansad.nic.in	23793068 23793433 (Fax)
Shri P.C. Mody Secretary-General	23034695 23017355 23792940 (Fax)	secygen.rs@sansad. nic.in	23380246
Conference & Protocol Section	23034527 23017548 (Fax)	rscp@sansad.nic.in	
Distribution Branch	23034461 23034598 23093932	rsdist@sansad.nic.in	

	Office	E-Mail	Residence
IT Sections (Hardware & Software)	23034325 23034074	rscell@sansad.nic.in	
Lobby Office	23034729 23035343	rslobby@sansad.nic.in	
M.A. Section	23034227 23034059	rsma@sansad.nic.in	
MS&A Branch	23034224 23034228 23016254	rsmsa@sansad.nic.in	
Notice Office	23034616 23017205 23011207	rsnotice@sansad.nic.in	
Bill Office	23034723	rsbill@sansad.nic.in	
Legislative Section	23034727 23035321	rslegis@sansad.nic.in	
Table Office	23793376 (Fax) 23034581 23034697	rstable@sansad.nic.in	
Reporters Section	23034397 23034731	rsreport@sansad.nic.in	
Interpreters Section	23034565 23034618 23034572	rsinter@sansad.nic.in	
NIC	23034906 23034907	sn.prasad@nic.in	
Medical Centre (PHA)	23034100 23034500		
First Aid Post (PH)	23017275 23034228		
Reception Office (PH)	23034712 23034720 23034722 (Telefax)	9868244188raj@gmail.com	

	Office	E-Mail	Residence
Reception Office (PHA)	23034481 23035589 23012197 (Fax)		
Reception Office (PLB)	23035020 23035672	rsopha@sansad.nic.in	

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